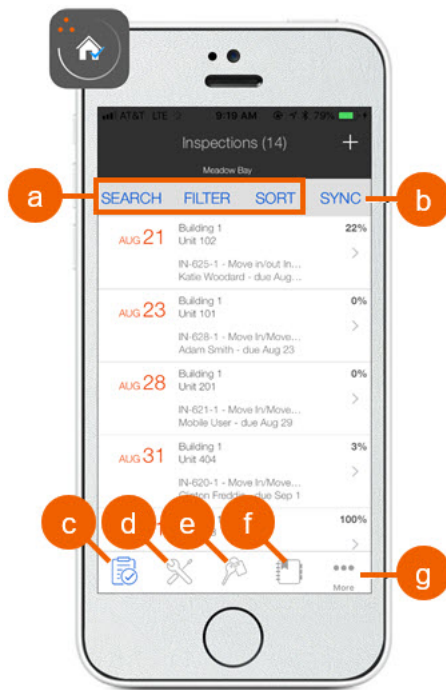


Mobile Facilities App Quick Steps

Screen Overview



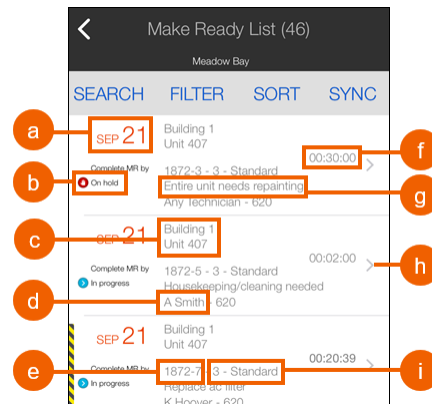
- a) Search, Filter, and Sort to find an item
- b) Synchronize your data with the main servers
- c) Inspections
- d) Service requests
- e) Make ready list/board
- f) Asset management
- g) Settings / Resident ledger / Inventory

Settings

Tap (if necessary) and then Settings to do the following:

- Switch to another property
- Change PIN code
- Change photo settings
- Manage sync settings
- Log out
- View app version

Service Requests



- a) Scheduled for date
- b) Service request issue
- c) Location for service request
- d) Status of request
- e) Service request number
- f) Add new service request
- g) Time worked
- h) Priority level
- i) Assigned technician
- j) View service request details

Adding a New Service Request

1. Tap the **Service Requests** icon.
2. Tap the plus sign **+** above the list.
3. Tap **>** to enter information for each item.
4. Tap **Create Service Request**.

Editing a Service Request

1. Tap **Service Requests**, and then open the service request.
2. Tap the menu button above the page, and then tap **Edit**.
3. Tap any item you need to change.
4. Tap **Save Service request**.

Recording Time Worked on a Service Request

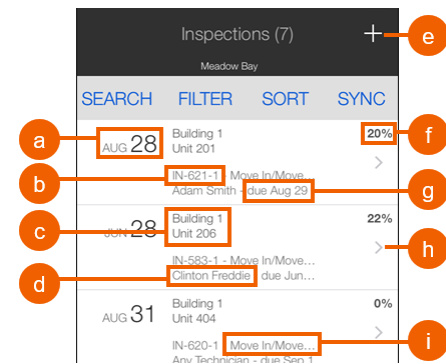
1. Tap **Service Requests**, and then open the service request.
2. To start recording time worked on the service request, tap in the **Timer** section.
3. Tap **Assigned to** (if not assigned), and then choose a technician.

4. Tap **Start**. To pause recording time worked on the service request, tap in the **Timer** section.
5. To stop recording time worked on the service request, tap in the **Timer** section.
6. Enter information about the work done.
7. Tap **Record/Save Time**.

Completing a Service Request

1. Tap **Service Requests**, and then open the service request.
2. Tap the menu button above the page, and then choose the option to **Complete** the request.

Inspections



- a) Scheduled date
- b) Inspection number
- c) Location of inspection
- d) Assigned technician
- e) Add new inspection
- f) Percent completed
- g) Due date
- h) View inspection details
- i) Checklist name

Adding a New Inspection

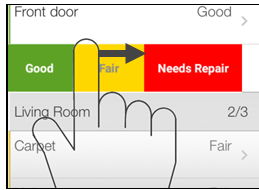
1. Tap the **Inspections** icon.
2. Tap the plus sign **+** above the list.
3. Tap **>** to enter information for each item.
4. Tap **Create Inspection**.

Completing an Inspection

1. Tap the **Inspections** icon.
2. Tap the inspection item to open the checklist.

Mobile Facilities App Quick Steps

Swipe right on a checklist item or category to set the condition. The conditions change based on how far you swipe.



Tap a checklist item to add a comment, add a resident charge, create a service request, or edit a photo.



3. Tap **End inspection** when all items are completed.

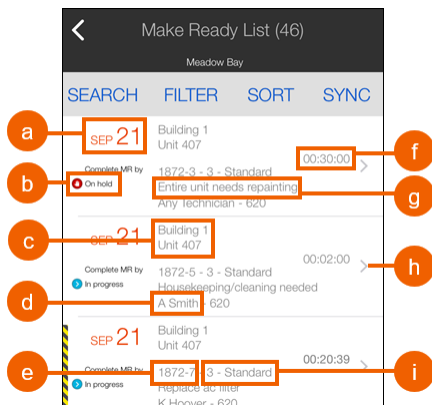
Resident Ledger

If you have access to the resident ledger feature, you can tap **More** (if necessary) and then **Resident ledger** to view resident balances and transaction details. You may also be able to receive payments from residents.

Make Ready

For student living, Make Ready is replaced by Turn Caddy.

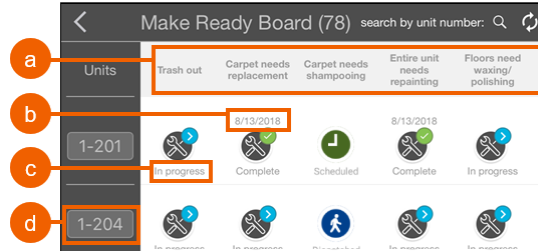
Make Ready List



- a) Due date
- b) Status
- c) Make ready location
- d) Assigned technician

- e) Make ready request number
- f) Time worked
- g) Make ready activity
- h) View make ready details
- i) Priority

Make Ready Board



- a) Make ready activities
- b) Scheduled date or completion date
- c) Status
- d) Building-unit location

Editing a Make Ready Task

1. Tap **Make Ready** to open the make ready list.
2. Tap a make ready task to open it.
3. Tap the menu button above the page, and then choose to edit the information or add a photo.
4. Tap **Save make ready**.

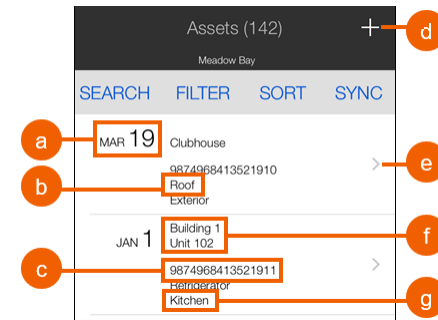
Recording Time Worked on a Make Ready Task

1. Tap the **Make Ready** icon to open the make ready list.
2. Tap a make ready task to open it.
3. Tap **REC** or **Start timer** to record time worked on the make ready.
4. Tap **Assigned to** (if not assigned) and choose a technician.
5. Tap **Start**.
6. To stop recording time worked on the make ready, tap **Stop timer**.
7. Enter information about the work done.
8. Tap **Record/Save Time**.

Completing a Make Ready Task

1. Tap **Make Ready** to open the make ready list.
2. Tap a make ready task to open it.
3. Tap the menu button above the page, and then choose the option to **Complete** the make ready task.

Asset Management



- a) Installed date
- b) Asset item
- c) Asset record number
- d) Add new asset record
- e) View asset details
- f) Asset location
- g) Asset area

Adding a New Asset Record

1. Tap the **Asset Management** icon.
2. Tap the plus sign **+** above the list.
3. Tap **>** to enter the required information.
4. Tap **Create Asset**.

Editing an Asset Record

1. Tap **Asset Management**.
2. Tap the asset record to open it.
3. Tap the menu button above the page, and then choose to edit the information or add a photo.
4. Tap **Save Asset Record**.

Transferring or Retiring an Asset

1. Tap **Asset Management**.
2. Tap the asset record to open it.
3. Tap the **Transfer** or **Retire** menu item.
4. Enter the required information, and then save your changes.

Inventory

If you have access to the inventory feature, you can tap **More** (if necessary) and then **Inventory** to request, receive, or audit inventory.