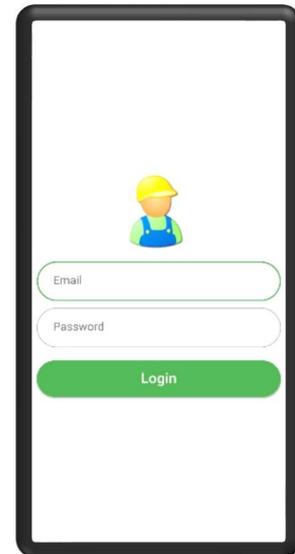


Table of Contents

Introduction	1
Logging In	1
Main Screen	2
To Open work.....	Error! Bookmark not defined.
Selecting a PPM.....	Error! Bookmark not defined.
Selecting a Location	Error! Bookmark not defined.
Entering Test Results.....	5
Entering Notes	Error! Bookmark not defined.
Sending files back.....	Error! Bookmark not defined.
Print / Report	Error! Bookmark not defined.



Introduction

L8MS BRS mobile was designed to allow easy temperature monitoring and inspection result collection for the L8MS Building Record System application by a mobile device user. This avoids printing out the information prior to a site visit, handwriting the paperwork and then the administration staff spending time entering the results onto the system.

L8MS BRS mobile can be downloaded from the following location (L8ms BRS Mobile):

- Google Play Store: [Click here for link](#)
- Apple App Store: [Click here for link](#)

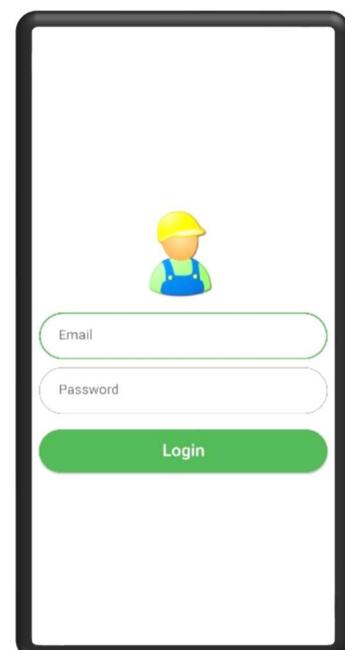
Logging In

You should have been issued with a username and password either from your company or from L8MS.

In the **“Email”** box please enter your email address.

For the **“Password”** box please enter your password given to you by either L8MS or the company you work for.

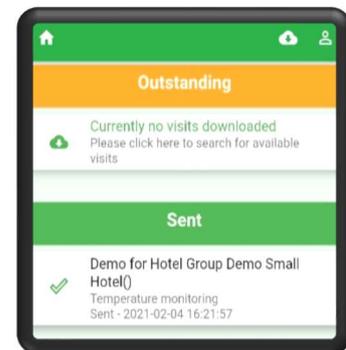
Once you have signed in with your credentials it will keep you signed in, the only time you will need to re-enter the details is if you change your password or wish to sign in with different account.



Main Screen

When you have completed the login, or any time after when you open the app you will see this screen. From here you can

- [Download visits from BRS](#)
- Open outstanding work already downloaded.
- View previously sent work.
- Change User accounts (this will take you to the [login screen](#))



Download visits from BRS.

When you first open this page the date range on the bottom of the screen will be setup for today's date and a week into the future. These dates can be altered by clicking onto either the start or finish dates and selecting the required ones, then clicking refresh.

The list you are given will only show the work your username has been allocated to complete for the specified date range on the bottom of the screen.

If the visit is in green it means you have already downloaded that visit.

When you click on an available visit it will download. Once completed you will be prompted asking if you want to download anymore visits? If you click yes, then it will stay on the current screen to allow you to download more. If you click no it will take you back to the main screen where you can open the required visit.



Visit information page.

Once you have opened a visit you will see the screen on the right. The top 3 buttons

- **Contacts** – click this and any contact numbers added to the site will be available for any problems that occur when you get to the site.
- **Map** – click this and it will open the local map on your device so you can use the sat-nav functionality.
- **Notes** – click this and any additional comments made by the administrators will be show (normally used for door code etc.)

Once you get to the site and are ready to start work click on start visit. From here you now have 2 options for entry.

- By **Order** – this will take you to a list of all locations no matter what task they are for following the location order around the building.
- By **Task** – this will allow you to only look at specific tasks i.e., if you only want to complete the showers.

The “**Visit Notes**” section is there for you to be able to make any additional notes regarding this visit which will be displayed on the finished report.

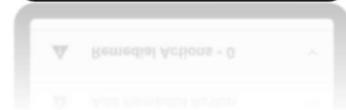
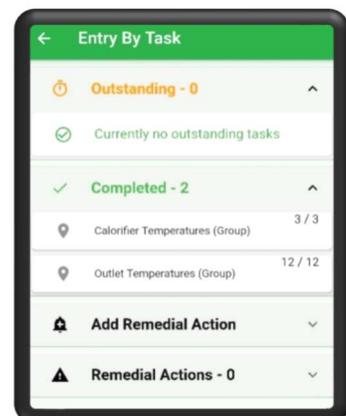
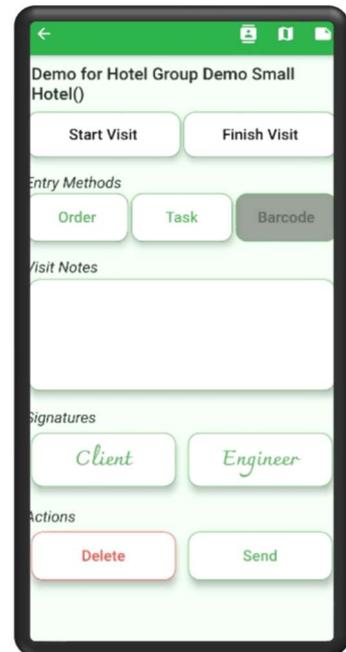
The “**Signatures**” button will allow you to capture both the clients signature to say they are happy you have completed the work and your own to say you have answered all the tests.

Once you have finished the visit click the “**Finish Visit**” button on the top of the screen and then send the work back using the “**Send**” button.

The “**Delete**” button is used if you have accidentally downloaded the wrong file or once you have checked the work has been fully received then you can remove it from your device to clear some space.

By Task

If you choose to do the test entry by **task**, you will see the screen to the right. This works like a filter so you only see the tests and locations for a selected task, so if you would like to complete all of the outlet temperatures and do the calorifier temperatures then this is easily done. Simply click on the corresponding task button on the left of the list item.



By Order

If you choose by **order**, you will see the screen on the right.

This is very similar to if you have chosen to enter by task, the only difference is when you enter by task this list will be filtered.

You will see a list of outstanding and completed locations, these locations will be ordered by what has been set on the BRS then by location name.

To view the test simply click on the corresponding location button on the left of the list item.

In the top right corner, you will see a filter icon. If you click this, you will be able to filter this list further by:

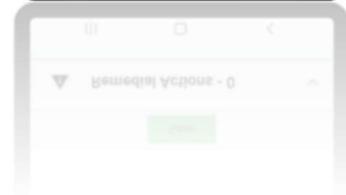
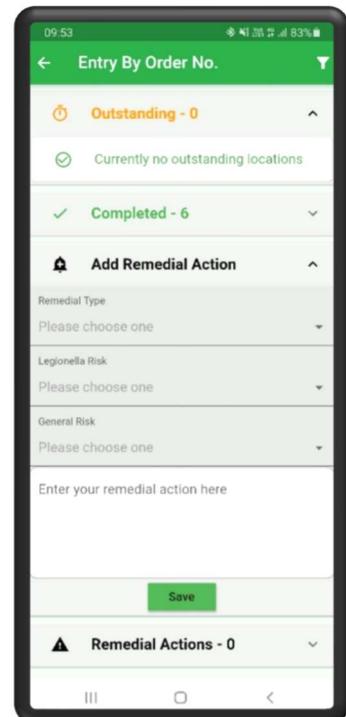
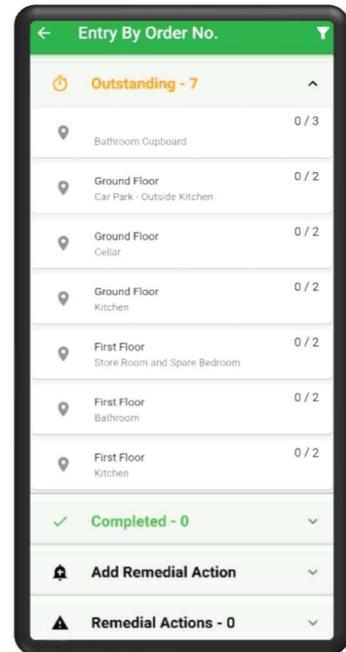
- floor
- location name.

Filter Locations

filter by floor

filter by location

Filter



Remedial Action we have also added remedial actions to this page, these are useful if you need to raise something as a problem even if there is no need to enter a negative answer for a test. One of the main reasons for adding this was to highlight if a new asset has been added and now also needs adding to the site asset list.

Entering Test Results

When you open the test entry page, in the top right corner you will see a target icon. If you click this it will tell you the location, you currently have open.

The page is split into 2 sections outstanding & completed tests, as you scroll down the page the tests are grouped by asset then ordered using the guide from the BRS.

If you cannot gain access to the location on site to answer the test click the “no access” button.

If the asset has been removed or the test is incorrect then you click the “not needed”

Every test should be answered either through the results or with a no access or not needed. If the response is in a negative vain you will have the option to

- add a note
- assign a specific risk value (if left blank it will use standard set in BRS)
- take a photo to back up the nonconformity (they say a photo is worth a thousand words).

Tests will be editable until you leave this screen, then they will be listed under complete.

