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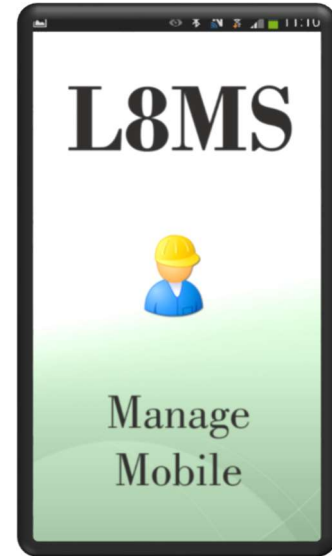
Introduction

L8MS Manage mobile was designed to allow easy temperature monitoring and inspection results collection for the L8MS Manage application by a mobile user. This avoids printing out the information prior to a site visit, hand writing the paperwork and administration staff spending time entering the results onto the system.

L8MS Manage mobile can be downloaded from following location (L8ms Manage-mobile XP):

- Google Play Store: Click here for link
- Apple App Store: Click here for link

First Time Use

The first time you open this application you will need to click on the *"Settings"* button in the bottom right of the login screen.

This will then take you to the settings page where you just need to check the current server setting, if it is currently looking at the wrong server then all you need to do is, choose the correct one from the drop down list. (check with your water hygiene provider).

The *"Report Title"* section contains a text box for a *"Company Name"* which will appear on any report created directly from the mobile device.

Once these sections have been checked and filled out click the *"back"* button to return to the login screen.
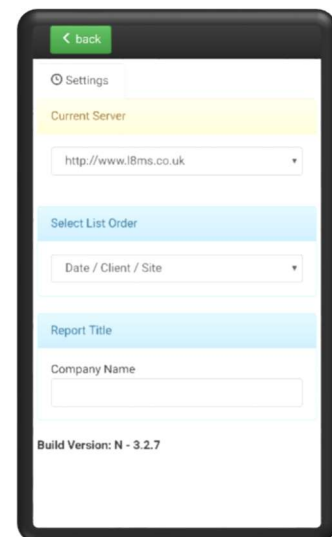
Logging In (First time)

You should have been issued with a username and password either from your company or from L8MS. For demonstration purposes we will user the user name: "*demo@person1.co.uk*" and a password of *"demo"*.

In the *"Your Name"* box please enter your own name.

For the *"User Name"* and *"Password"* boxes please enter the username and password given to you by either L8MS or the company you work for.

The first login for each user will require an internet connection (ideally Wi-Fi or stable good network) to validate the user credentials. When downloading or uploading files we recommend a WiFi internet connection or strong stable network connection.
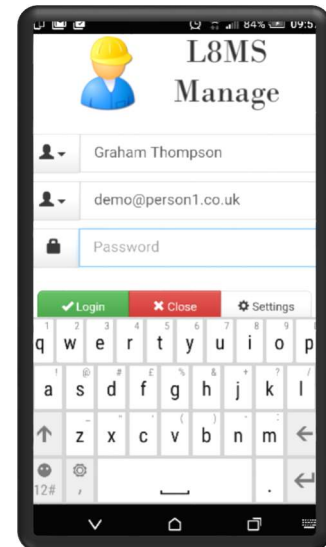
To Download work

Once you have successfully logged in on the device, at the top of the page there are three buttons.

- *Server tab* – this option shows you any sites on the server available for download (it will not show files already on the device). To download any of these files just tap on the Site/PPM description and it will download to your device.

To Open work

Once you have successfully downloaded sites to the device, at the top of the page there are three buttons.

- *Local tab* – this option displays files downloaded to the device and therefore available off-line.
- To open the required site and view a list of the tasks due (ppm's) tap on the site/PPM description.

All lists are split into 2 sections

- *To do* – A list of outstanding files/jobs/ppm's/locations
- *Done* – A list of completed files/jobs/ppm's/locations
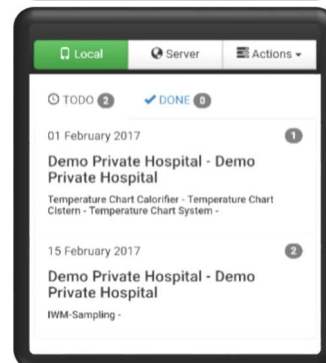
Selecting a PPM

- The *"Files"* button takes you out of the ppm screen back to the local device page. Where you can change files or send the completed information back to the server.
- The *"Print"* button will produce a report of everything that has been entered onto the current file and sent to a wireless printer using the manufacturers plugins available from the app stores.
- The *"Address"* button will display the address for the site
- There are 2 list types on this page
  - *"To do"* – A list of outstanding PPM's
 - *"Done"* – A list of completed PPM's

To open a PPM to see a list of locations that are ready to be completed simply click on it and the application will take you to then locations page.
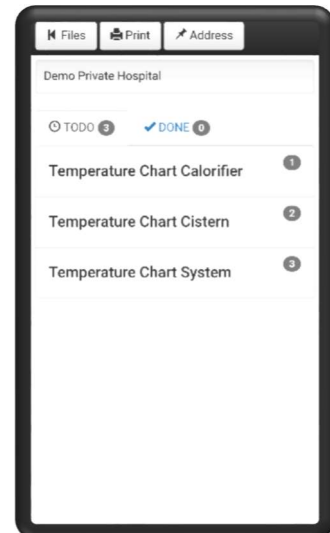
Selecting a Location

- The *"PPM's"* button takes you back to the PPM lists

- There are 2 list types on this page

  - *"To do"* – A list of outstanding locations
  - *"Done"* – A list of completed locations

To open a Location to view and/or enter results for a location simply click it.
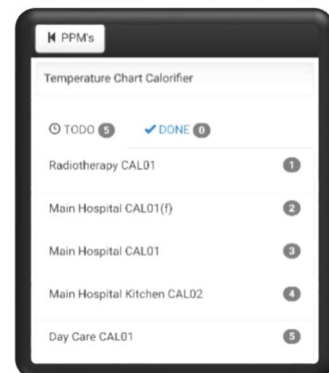
Entering Test Results

- The *"Locations"* button takes you back to the location list
- There is a stop watch on the top of the form to save you having to carry anymore equipment.
- When entering the tests from the available list there are 3 types of test
  - *Numeric* – when you enter the result box this will bring up a numeric key pad for you to enter the result. There is an issue with older Samsung devices where the numeric keyboard doesn't have a decimal place on this key pad, the best solution for this is to go on to the app store and download the Google Keyboard.
  - *Multiple Choice* – for this you will have a dropdown list box to select from.
  - *Not Validated* – when you enter the result box this will bring up a full keyboard for you to enter the result.
- When a result has been entered out of specification the list item will turn red to show that a non-conformity will be created.
- When you have either completed all of the test or answered as many as is possible click the *"Locations"* button to return to the locations page to select the next *"Todo"* location.
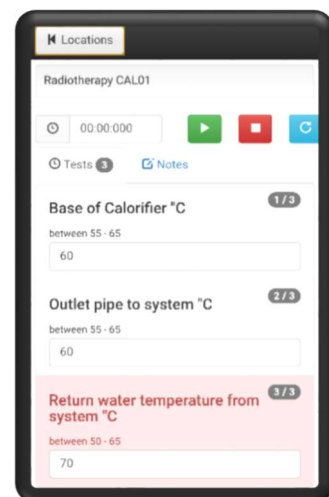
Entering Notes

- Out of specification results / actions taken / or comments such as lack of access can be added in the Notes section.
- To make entering text into this screen as easy as possible there is a standard comments drop down list at the top of the screen where you can choose from existing text to fill the notes box, and 'tweak' as required.
- On the bottom of the screen there is a button *"Save To Standard Text".* When you have some text in the notes box that you think you might want to use again, simply click this and the next time you come to add a note to a location select it from the drop down list.
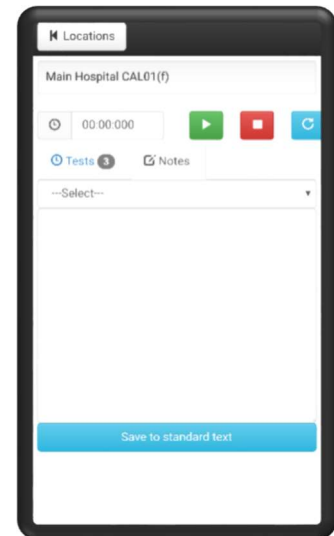
Sending files back

Once you have completed sites on the device, at the top of the first page there are three buttons

- *Actions tab*
    - *Send Files* – Clicking on this allows you to select and send even partially completed files back to the server simply by clicking on the item.
    - *Remove Files* – Clicking on this allows you to select files and remove off your device only. Simply click the site/PPM list item to remove from the device.
    - *Sent Files* – Shows you a list of files that have been sent to the server and allows them to be resent if there has been a transmission issue.
    - *Logout* – returns you to the login screen
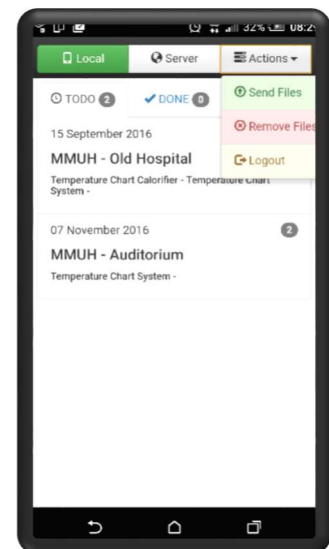
Print / Report

When a site has been opened for result entry we have added an option to produce a PDF report which can be printed or emailed to the client directly from the device.

- *Print tab* – Click this tab to generate a report and save the report to a known location on the device.