

Offline Functionality should only be used when work orders need to be viewed in areas where WiFi is limited.

A) SYNC WITH SERVER

Start Center	Purchase Order Perceiving Preceiving Work Order Tracking Perceiving Service Request Labor Reporting Create Requisition View Requisitions Offline Mode Sync with Server Offline Offline Perceive CK", then tap "D art Center.	 From the Start Cent Server". (You must I (It is possible for the sync Periodically tap on the so sync.) When the sync is co will show "Sync Con <u>Important</u>: If it show must tap the circle w will sync again. 	er, tap "Go To", then tap "Sync with be connected to WiFi to do this.) c to be interrupted if the device goes to sleep. creen to keep the device awake during the sync complete, at the bottom of the list, it nplete". vs, "Sync Complete with Errors!" you with the arrow at the top left and it <u>C Sync Done</u> 2:01:50 PM: Processing Please wait 2:02:10 PM: Processing Please wait Downloading offline data via WiFi Data Downloaded Finalizing data for offline Total of 185957 records downloaded! Downloading offline resources Offline resources downloaded You have 0 pending unresolved transaciton error(s) queued up on the server Sync Completed Successfully! Sync Completed: 2:03:11 PM
 B) GO TO OFFLINE No. Tap the Go To Menu- - Notice the screen - The top of the scr Tap "Work Order Tr Offline Applica Asset Inventory Issues and Work Order Service Re 	MODE u – then "Offline" color changed to black/gr een will read Offline Mode racking" Offline Mode tions Tranters r Tracking 4 quests	Tay. e, Offline Applications 5 Tap "My Work 5 Tap "My Work Order The 6 Add New 6 Add New 7 My Work Orders 5 1 mportant Links 8 Standard Operating Procedure 8 Maximo Website (News) 5 Synchronization 2 Sync with Server 6 Go Back Online	Offline Mode Sync with Server Sync With Server Marking

C) WORK ORDER LIST

Back	Work Or	der Tracking				
	Offi	ine Mode				
9	Quick Search		Advanced			
Sort By	Select	Value				
List						
Page 1 of 2						
10549944 (INPRG) Sequence:				CORNELL1		
Attn: Marie/Mike Hingsto Assistance	on for Lock support. Statle	r Hotel Terrace Kitchen Ex	haust Hood Repa	irs Shops		
Facility Code: 2033A	Priority: 30	Location: 2033A	PM Location:			
Facility Name: Statler Hotel	Target Start:	SR Room / Area: na	Area Served:			
10382344 (INPRG) Sequence:				CORNELL1		
2082 - Clark Hall, AC Dri	ve PM 360D (Route With s	ome children assigned)				
Facility Code: 2082	Priority: 30	Location: 2082	PM Location:	>		
Facility Name: Clark Hall	Target Start: 12/18/17	SR Room / Area:	Area Served:			
10516693 (APPR) Sequence:				CORNELL1		
Pump, Heating Glycol P	_{м зор} б					
Facility Code: 1150D	Priority: 40	Location: 1150D-097- 0131	PM Location:	>		
Facility Name: Basic Science Building	Target Start: 02/07/18	SR Room / Area:	Area Served:			
10472510 (INPRG) Sequence:				CORNELL1		
Heater, Unit, UH-1 PM 36	0D					
Facility Code: 1029	Priority: 30	Location: 1029-098- 0145	PM Location:	>		
Facility Name: Fernow Hall	Target Start: 01/22/18	SR Room / Area:	Area Served:			
10403494 (INPRG) Sequence:				CORNELL1		
Fernow Hall Facility Bas	sic Inspection PM 30D					
Facility Code: 1029	Priority: 30	Location: 1029-125	PM Location:	>		

You will see your assigned work orders in offline mode.

⁶ Tap on a work order to view the work order information

The following can be done in offline mode:

- Create work logs on work orders
- View job plan tasks
- Create work logs on job plan tasks
- Enter condition monitoring readings (measurements)



- To complete your assignment, you must be in *online* mode.

Note: To add new records, instead of seeing a "+", you will see an "Add New" button.

D) ENTRIES SAVED IN OFFLINE

- 7 After creating and entry and tapping "Save", a message will appear at the top saying that the entry has been saved offline. A red dot will also appear next to each entry saved offline.
- 8 When finished with your entries, tap the "Back" button on the top left. It will then bring you back to the work order. Tap the back button again to go to your work order list.



E) INDICATORS OF UPDATES MADE OFFLINE

9 A red dot will appear on screens where updates have been made when offline - such as work logs on work orders, work logs against job plan tasks, measurement values, etc.

For example, on the work order list below, a red dot appears on work orders where entries were created in offline mode and need to be synced.

	10382344 (INPRG) Sequence:				CORNELL			
	2082 - Clark Hall, AC Drive PM 360D (Route With some children assigned)							
	Facility Code: 2082	Priority: 30	Location: 2082	PM Location:				
	Facility Name: Clark Hall	Target Start: 12/18/17	SR Room / Area:	Area Served:				
	10516693 (APPR) Sequence:				CORNELLI			
	Pump, Heating Glycol PM 30D							
	Facility Code: 1150D	Priority: 40	Location: 1150D-097- 0131	PM Location:				
	Facility Name: Basic Science Building	Target Start: 02/07/18	SR Room / Area:	Area Served:				
	10472510 (INPRG) Sequence:				CORNELLI			
	Heater, Unit, UH-1 PM 360D							
J	Facility Code: 1029	Priority: 30	Location: 1029-098- 0145	PM Locat	on:			
	Facility Name: Fernow Hall	Target Start: 01/22/18	SR Room / Area:	Area Serv	ed:			
	10403494 (INPRG) Sequence:				CORNELL			
	Fernow Hall Facility Basic Inspection PM 30D							
	Facility Code: 1029	Priority: 30	Location: 1029-125	PM Location:				

Any changes made to a child work order that would impact what is displayed on the parent work order will not be displayed on the parent work order until it is synced back to online mode.

F) SYNC WITH SERVER

There are various screens that show the "Sync with Server" button. A red dot will indicate the number of entries from any work orders in which information was saved offline.

To sync changes, when you are within WiFi access, tap the "Sync with Server" button on any of the screens. When the sync is complete, tap "OK", and then tap "Done."

You will then be brought back to your Start Center in Offline Mode.

Important Notes * If Offline Mode was used, always sync before the end of the day so all of your entries will be up to date. * Once synced with the server, you will remain in Offline mode (Start Center). * To go back online, tap the "Go Back Online" button. * Online mode should always be used unless you know you will be working in an area where there isn't WiFi, and need the ability to view work order information.