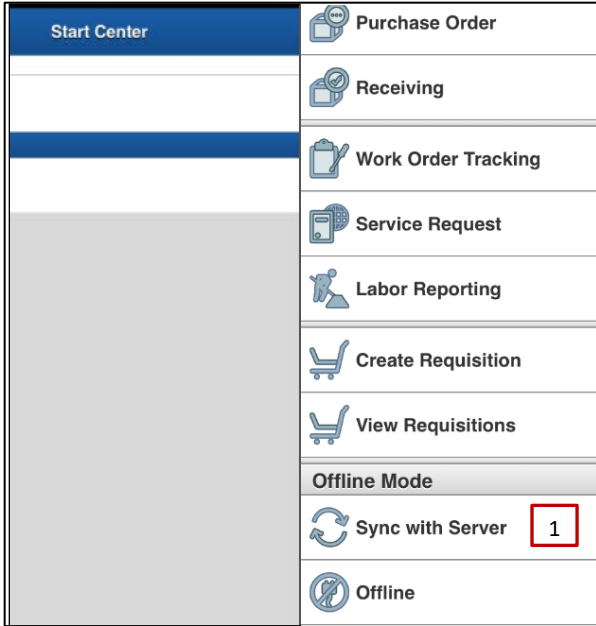*Offline Functionality should only be used when work orders need to be viewed in areas where WiFi is limited.*

## A) SYNC WITH SERVER



**1** From the Start Center, tap "Go To", then tap "Sync with Server". (You must be connected to WiFi to do this.)
*(It is possible for the sync to be interrupted if the device goes to sleep. Periodically tap on the screen to keep the device awake during the sync.)*

**2** When the sync is complete, at the bottom of the list, it will show "Sync Complete".
<u>Important</u>: If it shows, "Sync Complete with Errors!" you must tap the circle with the arrow at the top left and it will sync again.
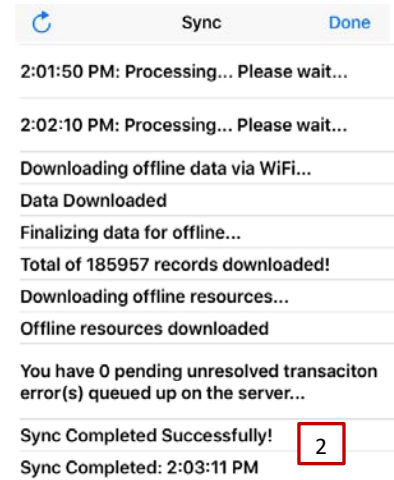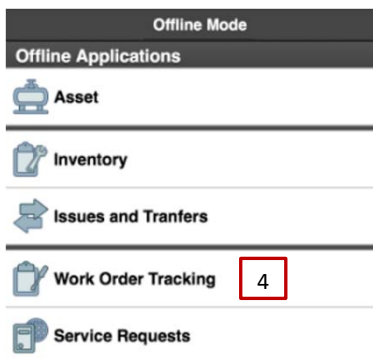


When the sync is complete, tap "OK", then tap "Done" on the top right. It will take you back to your Start Center.
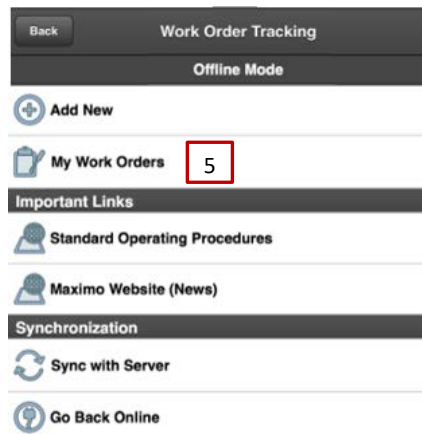
## B) GO TO OFFLINE MODE

**3** Tap the Go To Menu – then "Offline"
- Notice the screen color changed to black/gray.
- The top of the screen will read Offline Mode, Offline Applications
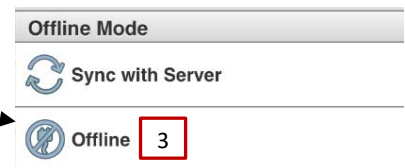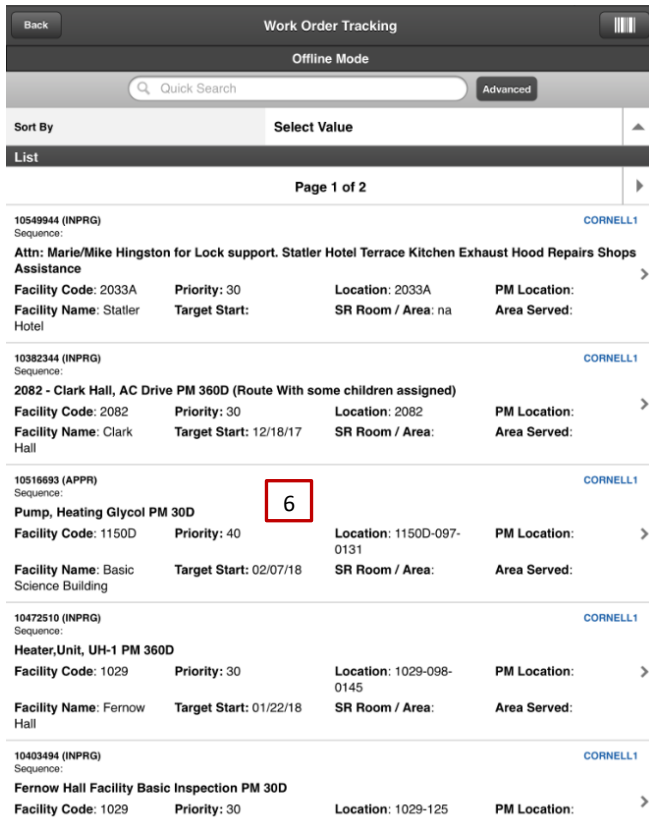


**4** Tap "Work Order Tracking"



**5** Tap "My Work Orders"

## C) WORK ORDER LIST



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)**

> *Important*
> *Please refrain from entering labor in offline mode until further notice.*
>
> *All labor must be entered in online mode.*

- **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.
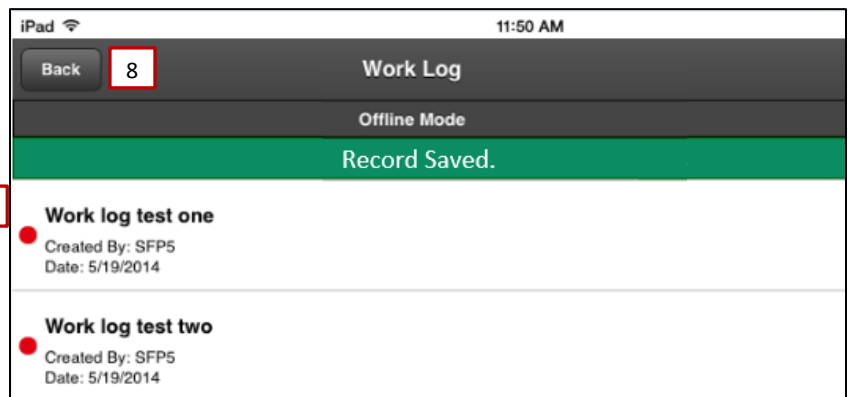
## E) INDICATORS OF UPDATES MADE OFFLINE

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.



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.

<div style="border:1px solid black; padding:1em;">

**<u>Important Notes</u>**

\* 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.

</div>