

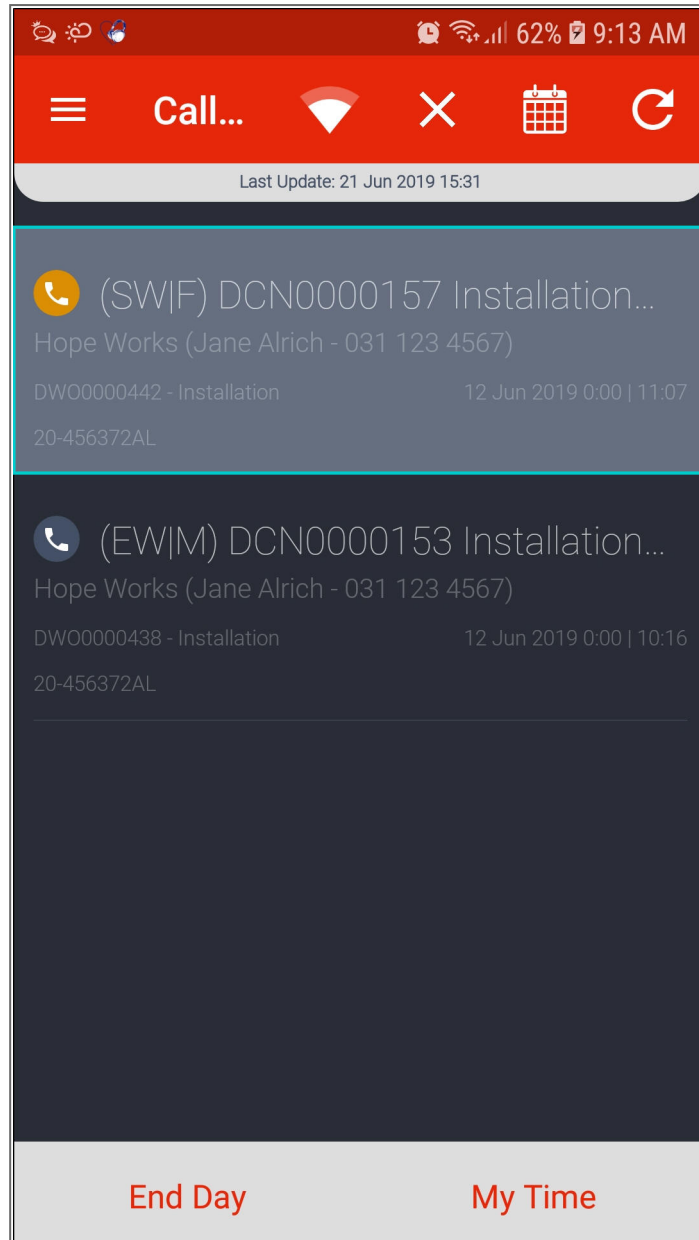
# TECHCONNECT

## WORK OPTIONS

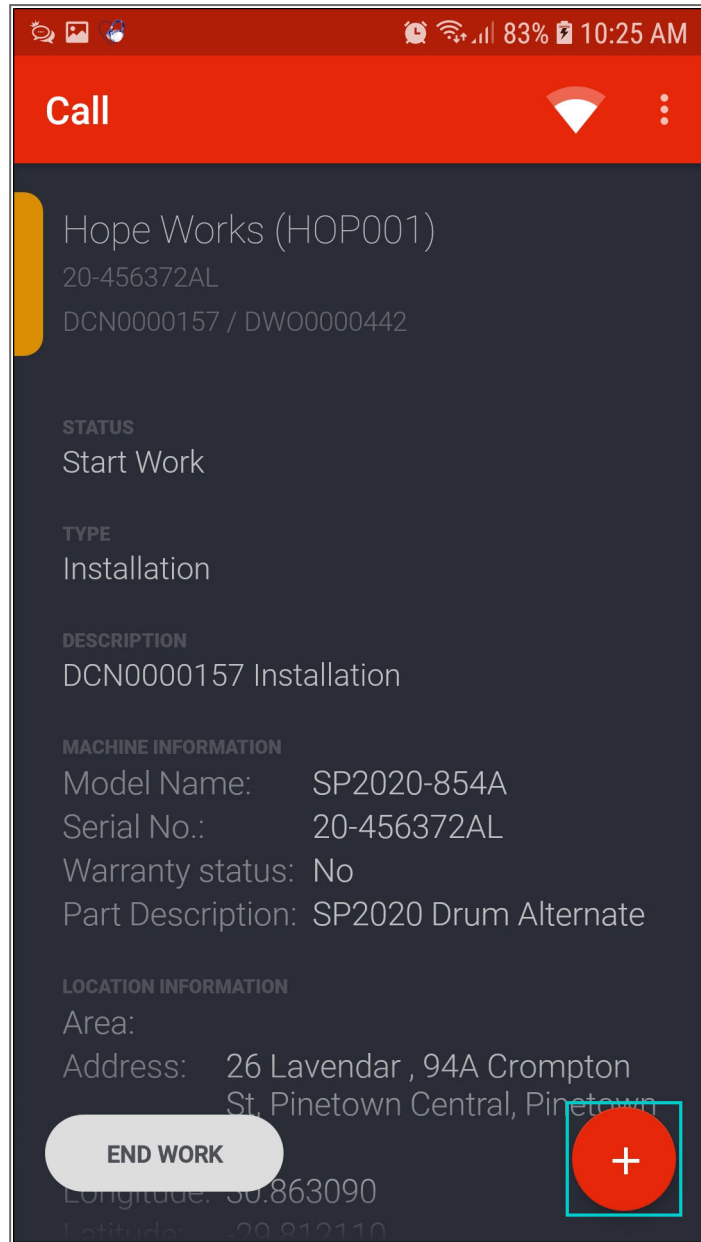
### CALL OPTIONS

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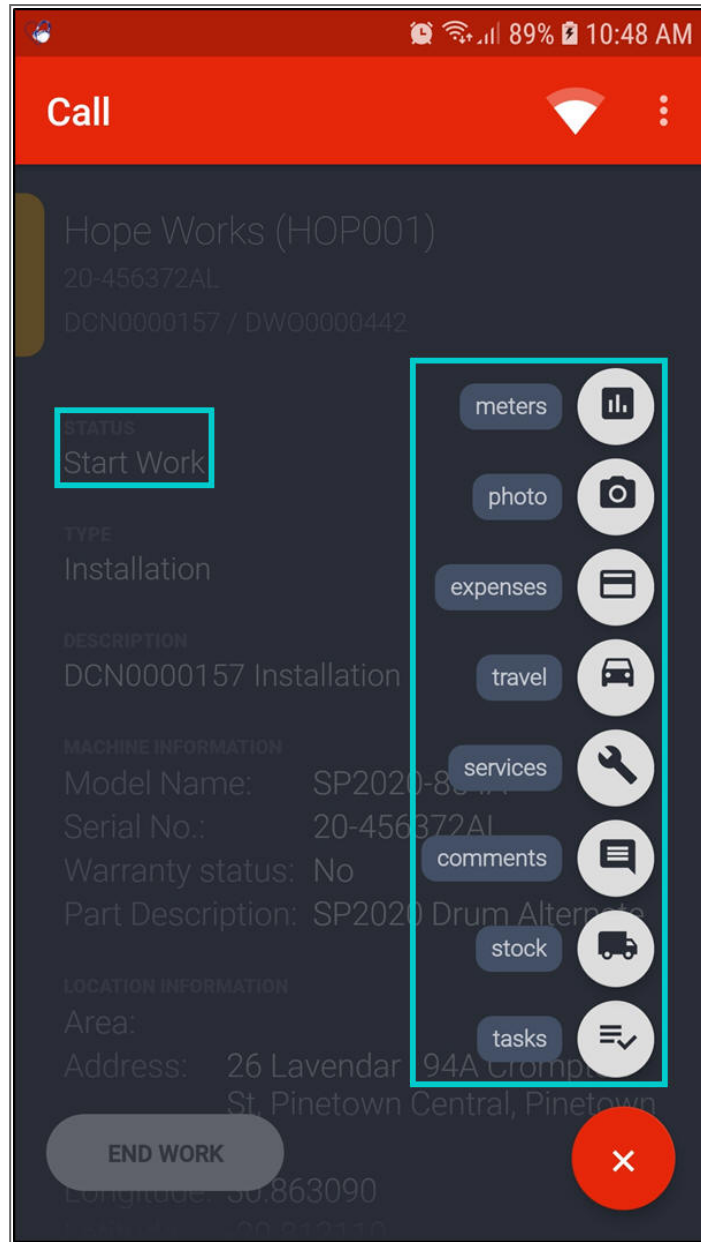
- All the call options are available in Status - ***Start Work***. In other statuses, you can only access some of the call options.
- In the ***Calls List*** screen, click on the call / project you wish to work on.



- The **Call** screen will be displayed.
- Click on the '+' button.

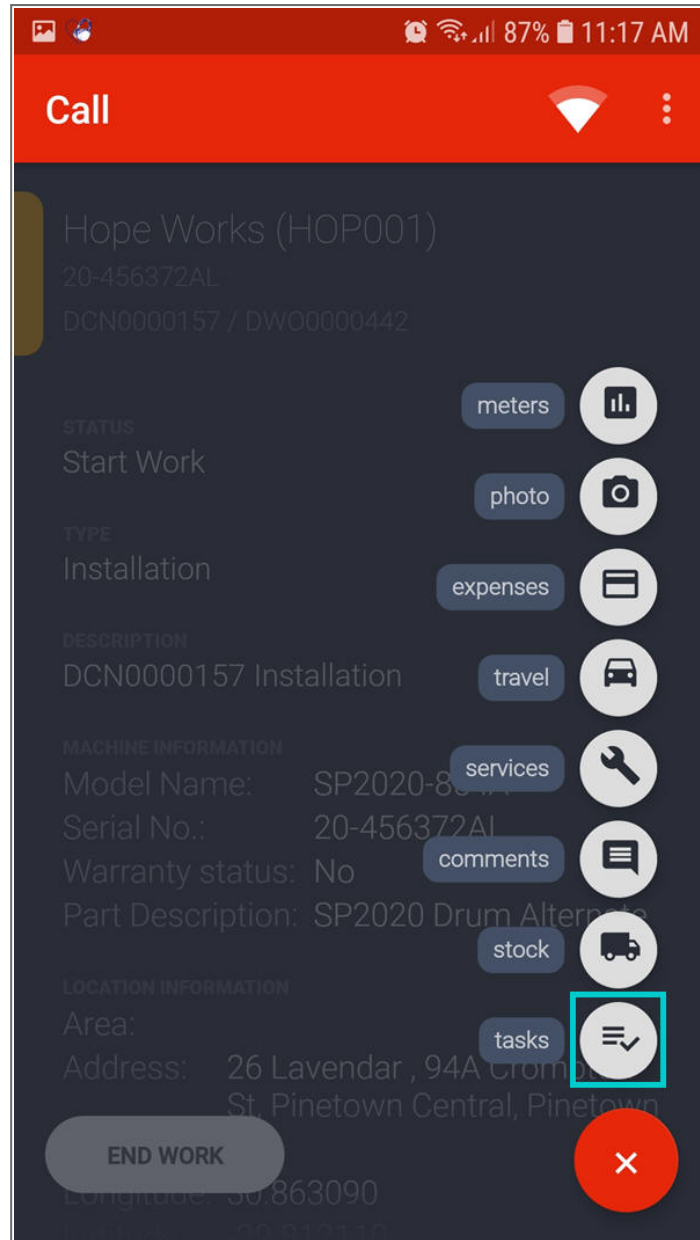


- A call options *menu* will be displayed.
  - **Note:** All call options are only displayed in status - **Start Work**.



## TASKS / INSTRUCTIONS

- Click on **Tasks**.



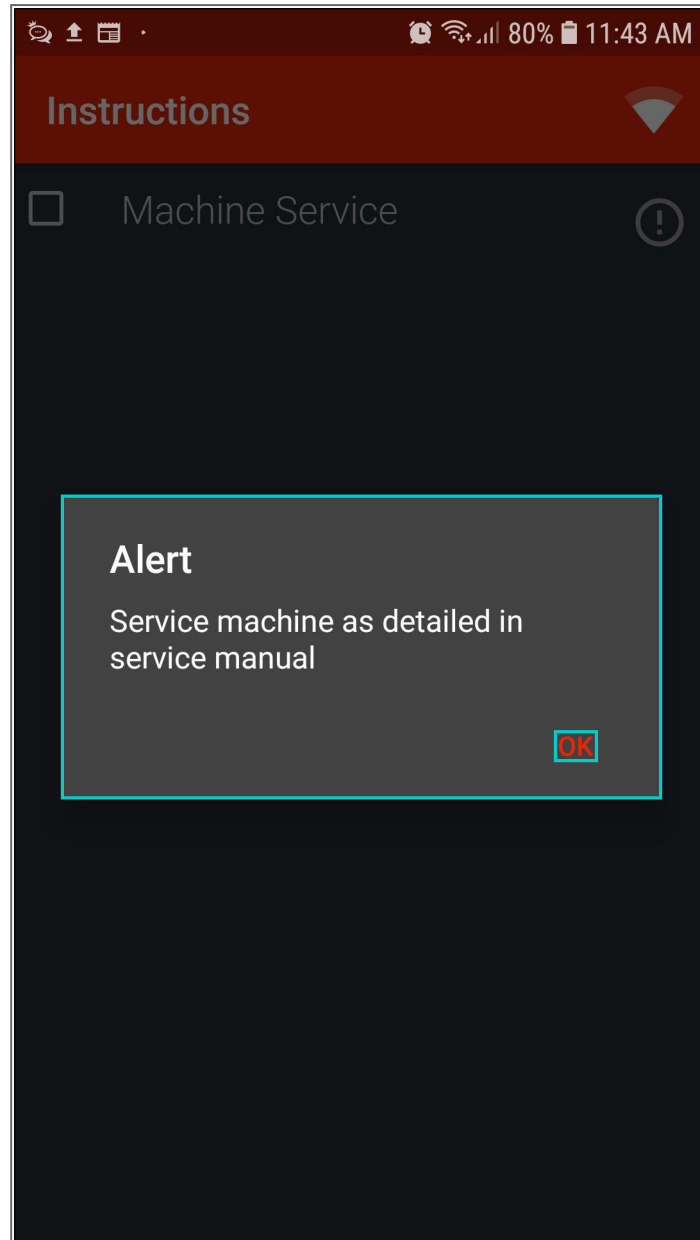
- The **Instructions** screen will be displayed.
- If the call / project was generated from a scheduled maintenance task, a list of work instructions will display.



- Click on the '!' - Information icon to view more details regarding the instruction.



- An **Alert** message box will be displayed with more details regarding the instruction.
- Click on **Ok** when you are done with the instruction details.



- To mark the task / instruction as done, click in the **check box**.





- The **check box** will now be marked.
- The **check box** colour will now **red**.

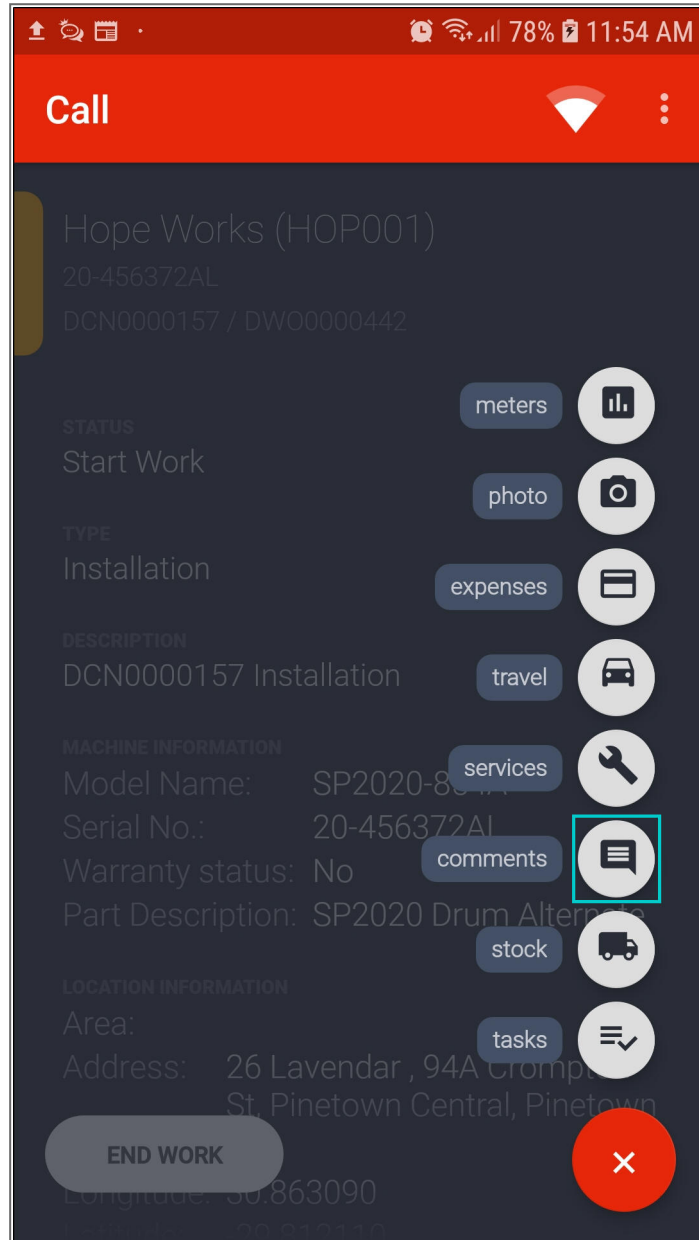


## STOCK

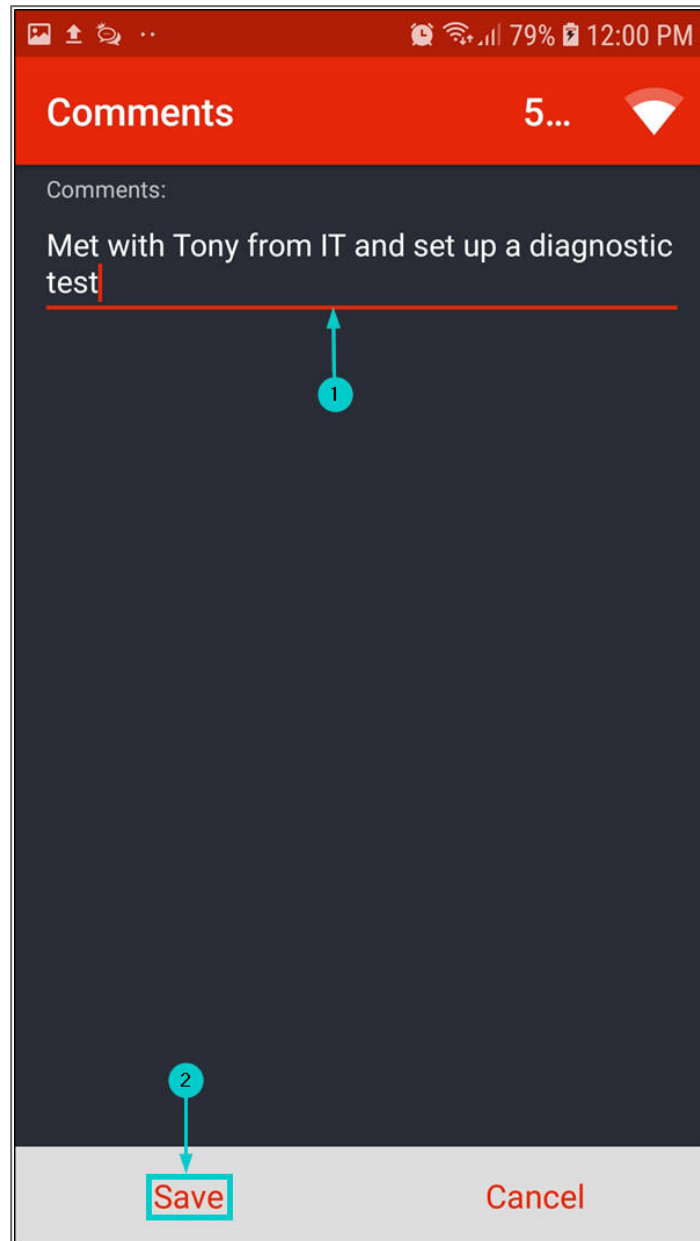
(refer to [Work options - Stock](#))

## WORK COMMENTS

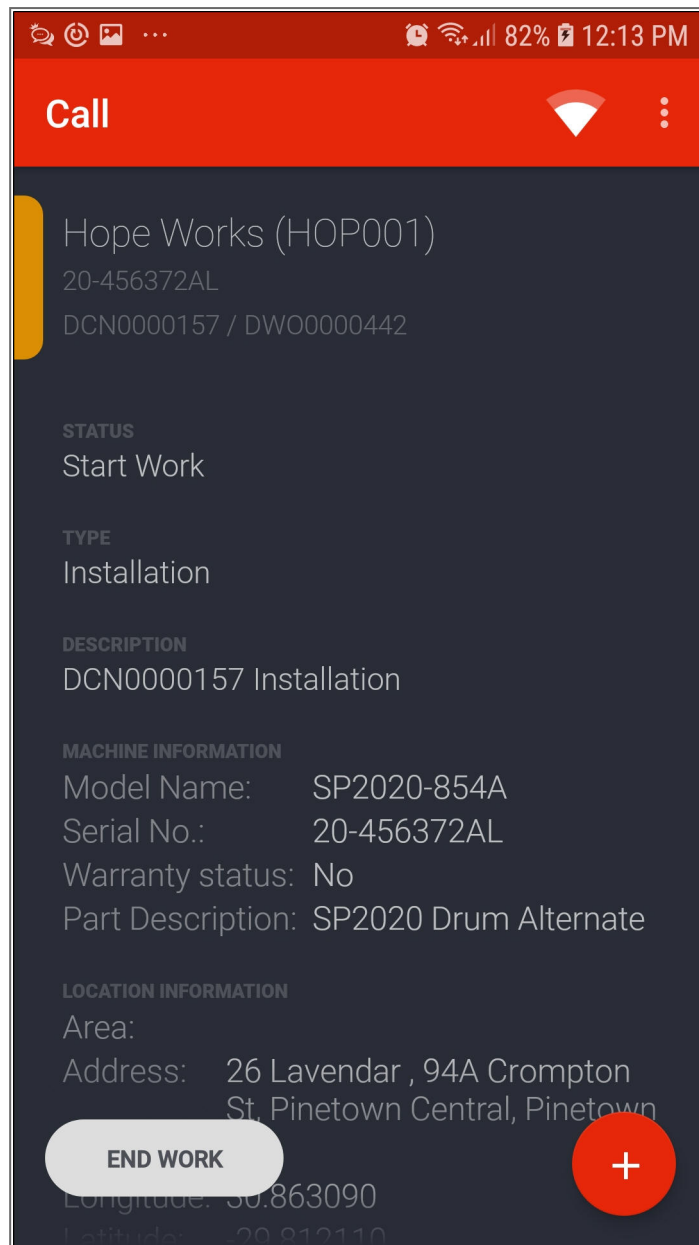
- You can add work comments whilst work is in progress. These comments will pull through to the Technician end work **rectification comments** field.
- Click on **Comments**.



- The **Comments** screen will be displayed.
  1. Type in your comment.
  2. Click on **Save**.

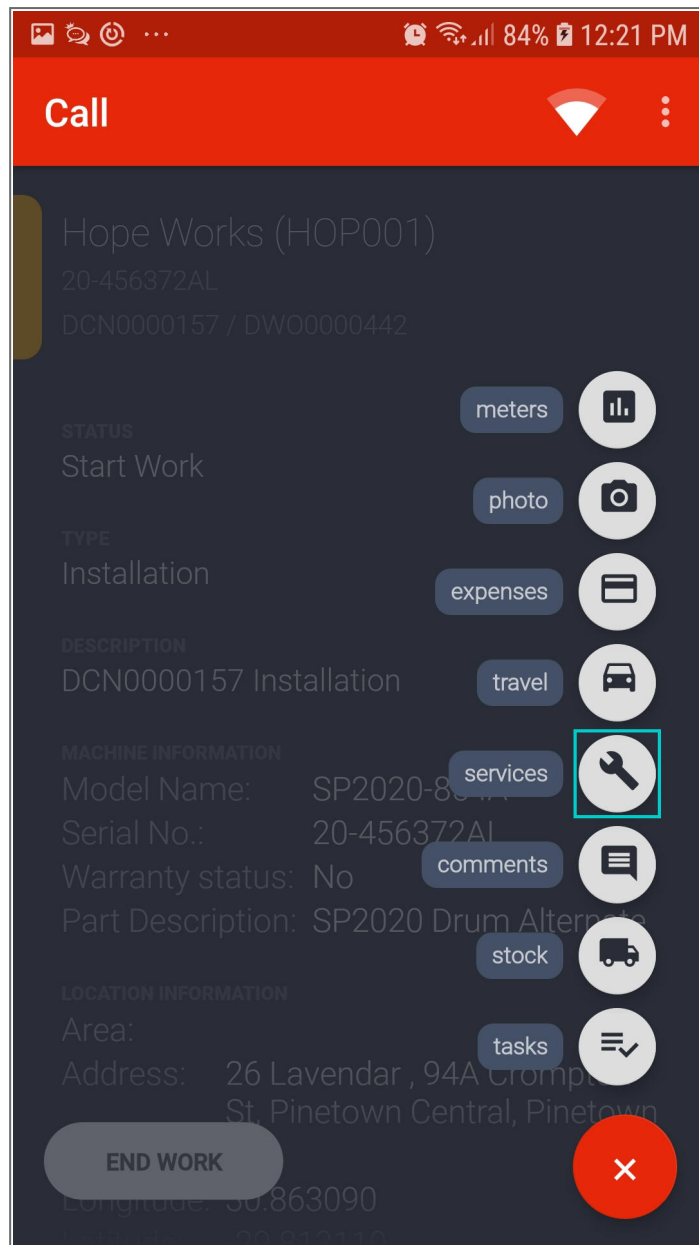


- You will return to the **Call** screen.

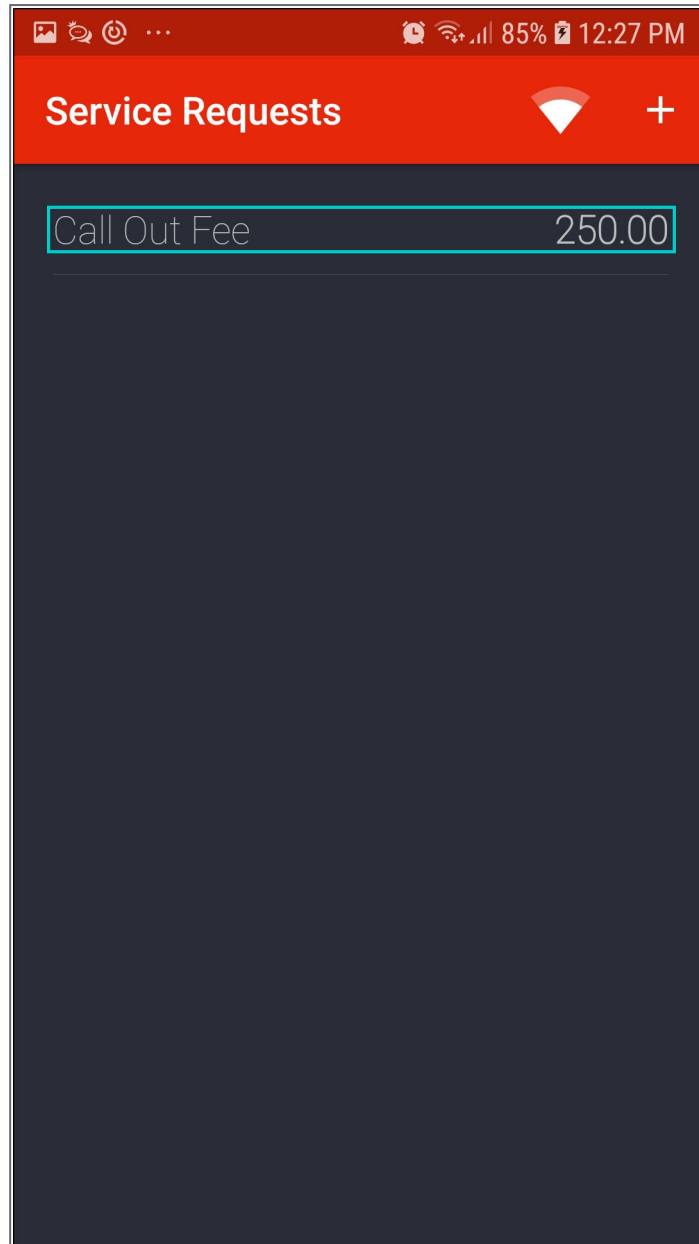


## THIRD PARTY SERVICE REQUEST

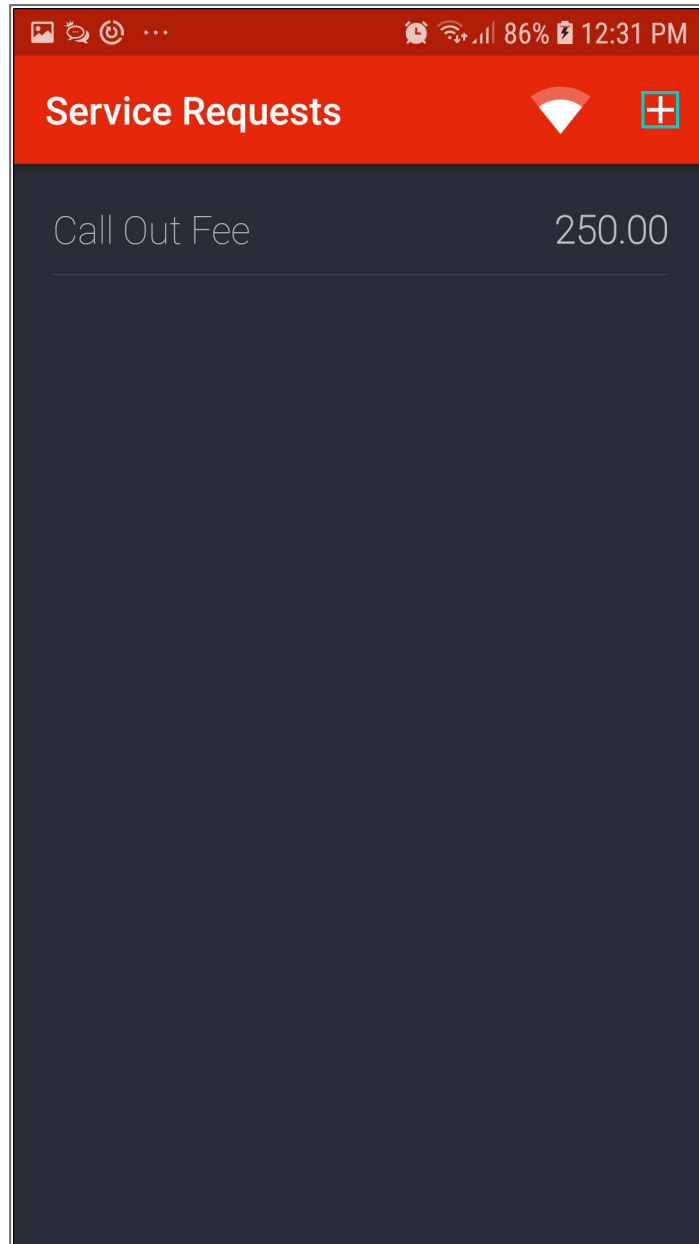
- If a Third Party Sub-contract is required for work that must be done, a **Service Request** must be raised.
- Click on the **Services**.



- The **Service Requests** screen will be displayed.
- Any services that have already been requested will be displayed in this screen.



- To add a Service Request, click on the '+' icon.

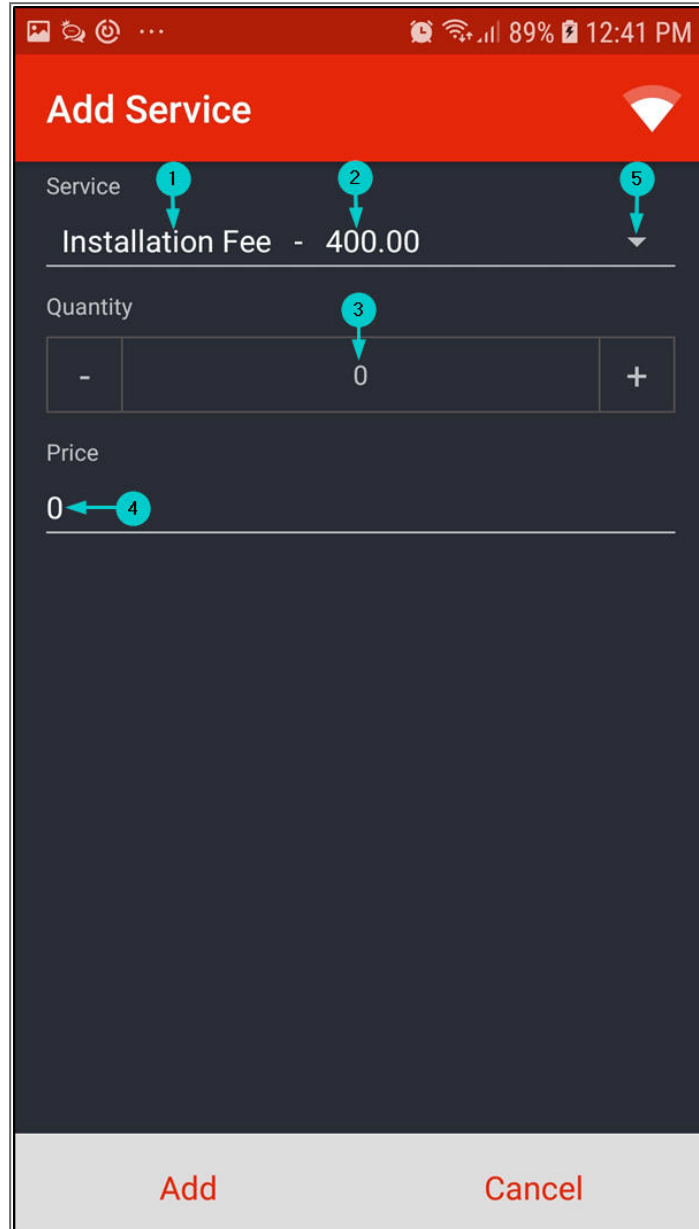


- An **Add Service** screen will be displayed.
  1. A service and the
  2. service fee will auto populate.
  3. The Quantity will default as **0**.
  4. The Price will default as **0**.



5. You can change the service by clicking on the **down arrow** and selecting the required service.

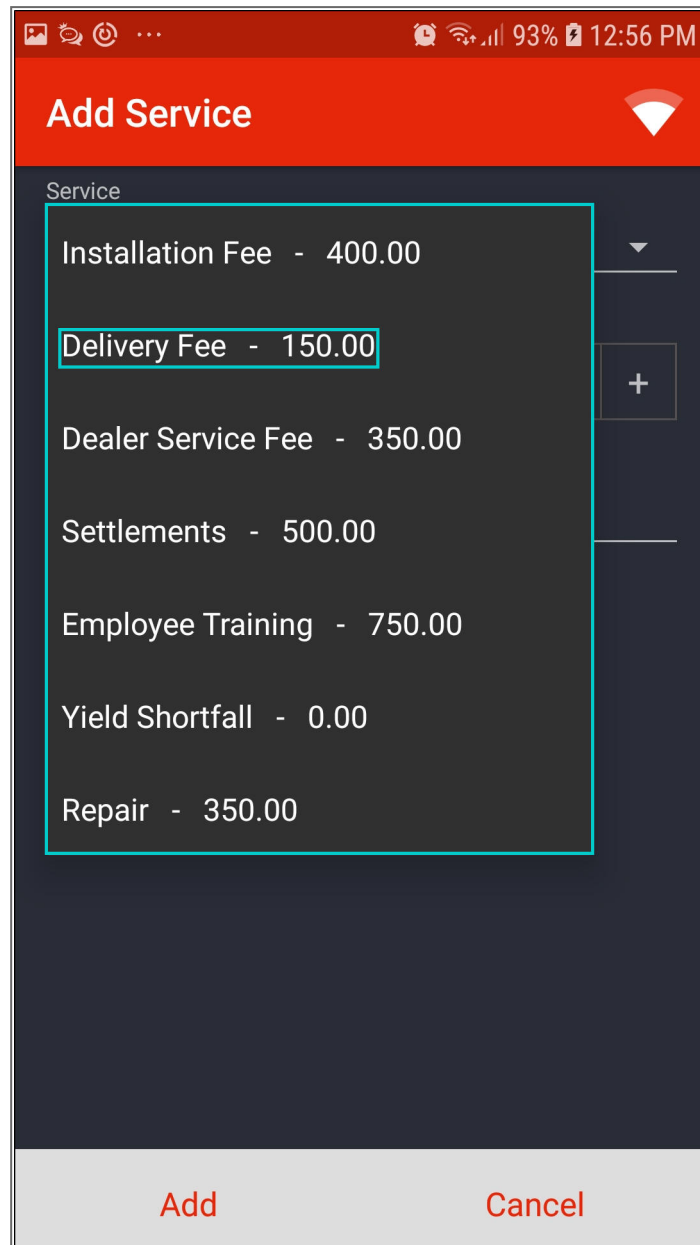
- **Note:** The price shown for each service is based on the **Service Unit Cost**.



The screenshot displays the 'Add Service' interface on a mobile device. At the top, the status bar shows the time as 12:41 PM and battery at 89%. The app header is red with the text 'Add Service' and a white Wi-Fi icon. Below the header, the 'Service' section shows 'Installation Fee' with a price of '400.00'. A red callout '1' points to the service name, '2' points to the price, and '5' points to a downward arrow. The 'Quantity' section shows a numeric input field with '0' and red callout '3' pointing to it, flanked by minus and plus buttons. The 'Price' section shows a numeric input field with '0' and red callout '4' pointing to it. At the bottom, there are two buttons: 'Add' and 'Cancel'.

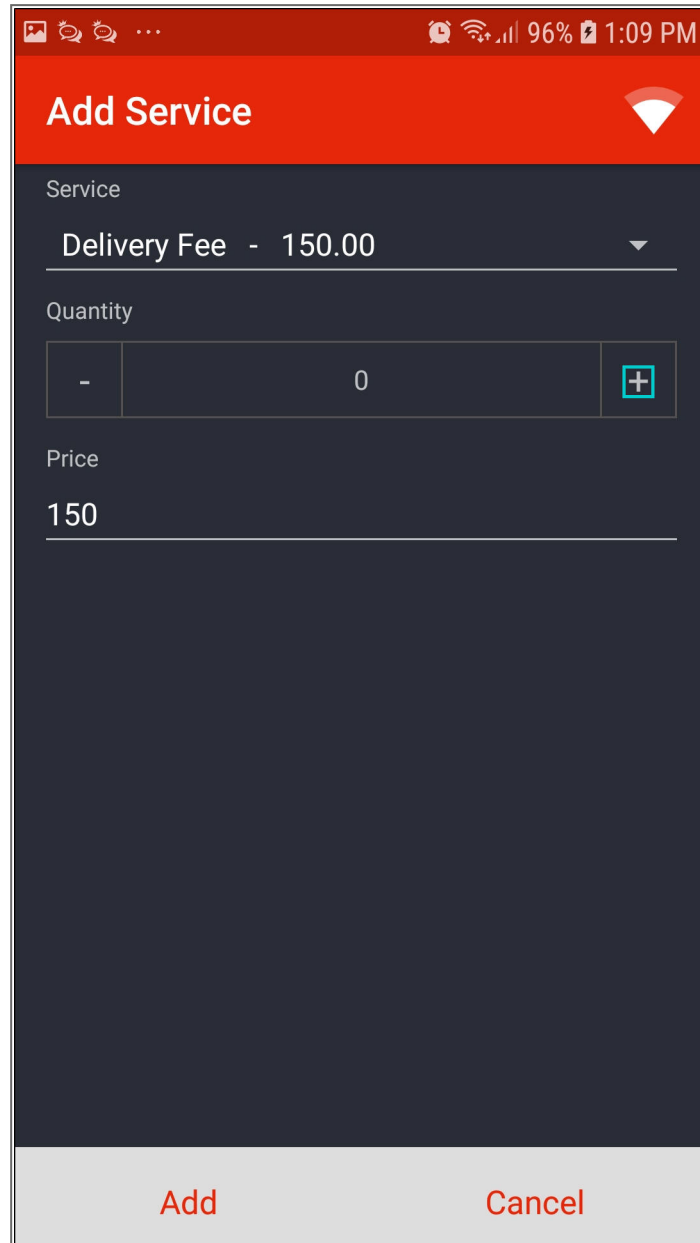
- A **menu** will be displayed.
- Select the required service.

- In this image, **Delivery Fee** was selected.



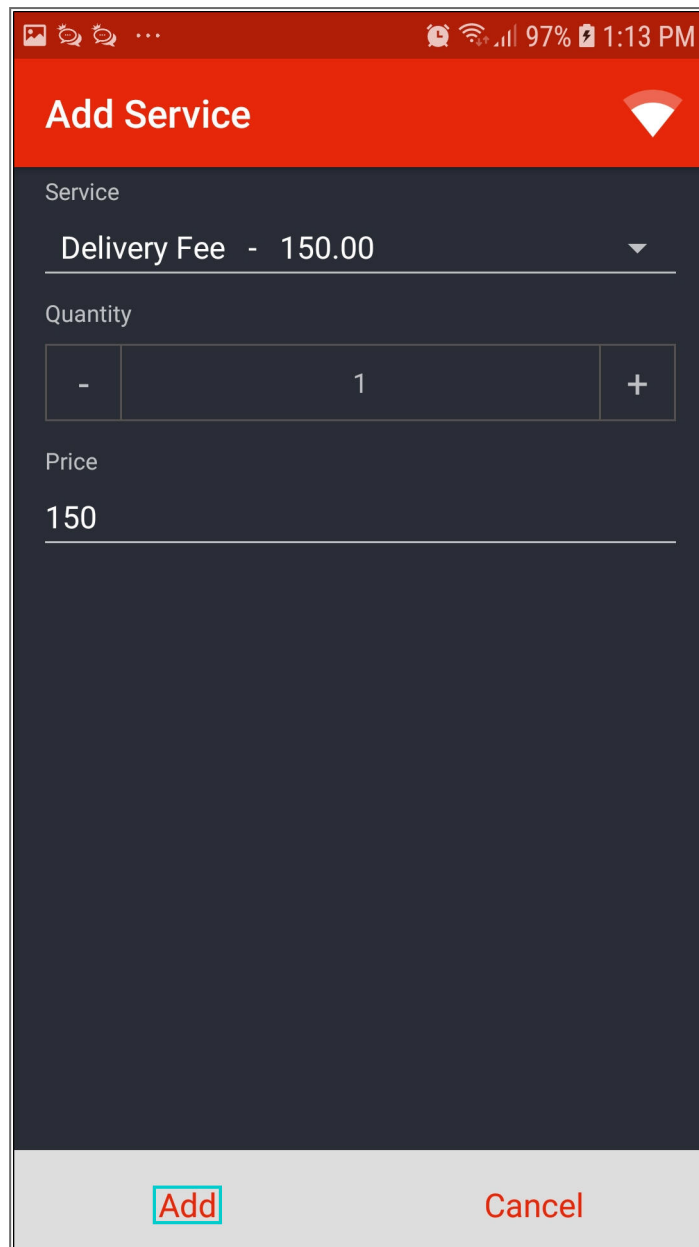
- The selected service will now be displayed.
- Click on '+' icon to add the required quantity.
  - **Note:** Use '+' icon to increase the quantity and '-' icon to decrease the quantity.

- The price will auto populate but you can change this by deleting the price and typing in a new price.



The screenshot displays the 'Add Service' screen in a mobile application. At the top, there is a red header with the text 'Add Service' and a white Wi-Fi icon. Below the header, the 'Service' dropdown menu is open, showing 'Delivery Fee - 150.00'. Underneath, the 'Quantity' field is set to '0' with a minus sign on the left and a plus sign on the right. The 'Price' field is populated with '150'. At the bottom of the screen, there are two buttons: 'Add' and 'Cancel'.

- Click on **Add**.



**Add Service**

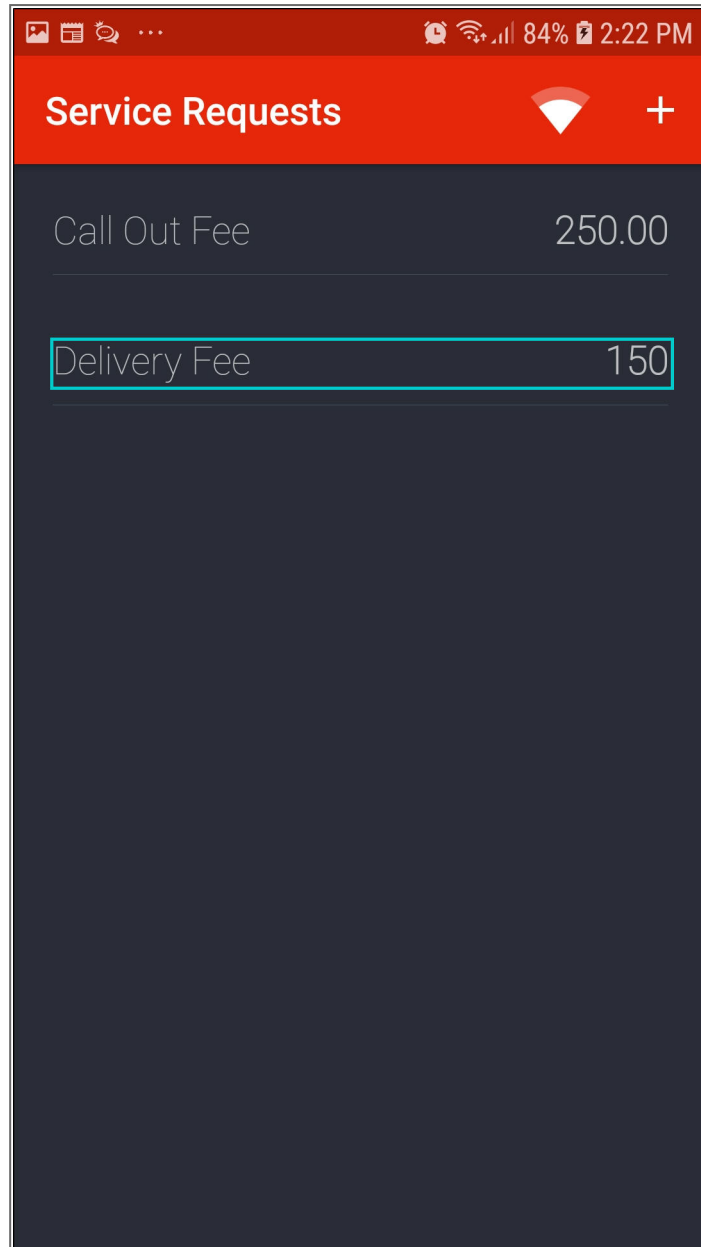
Service  
 Delivery Fee - 150.00

Quantity  
 - 1 +

Price  
 150

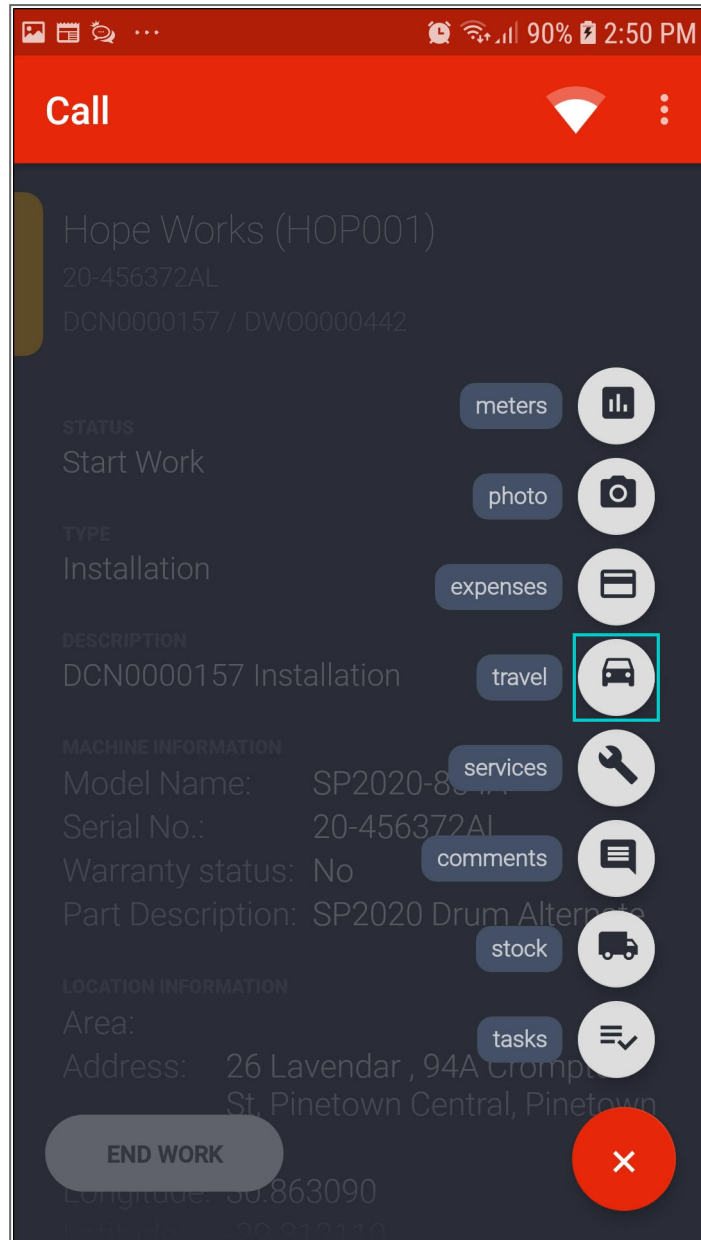
**Add** **Cancel**

- The service request will now be displayed in the **Service Requests** screen.
- The **Call Centre** can then follow up by creating a **Service Requisition** and completing the **Third Party Non - Stock Procurement Process**.

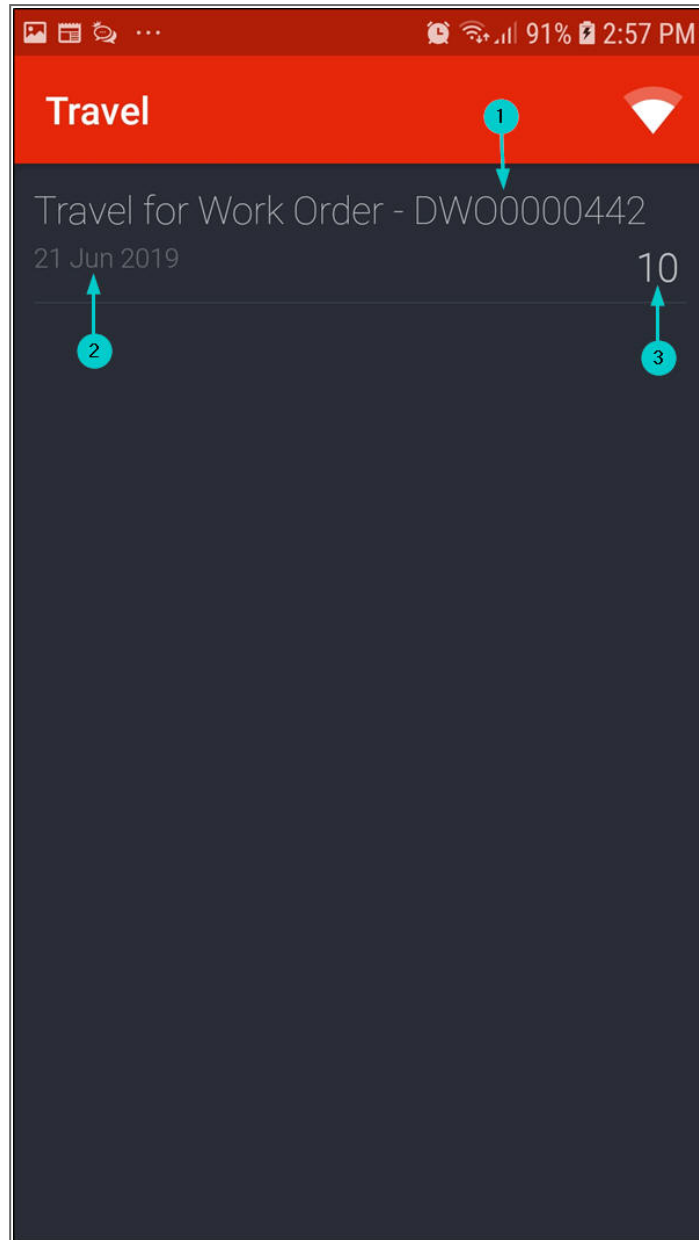


## TRAVEL

- You can view or edit travel done on the call you are working on.
- Click on **Travel**.

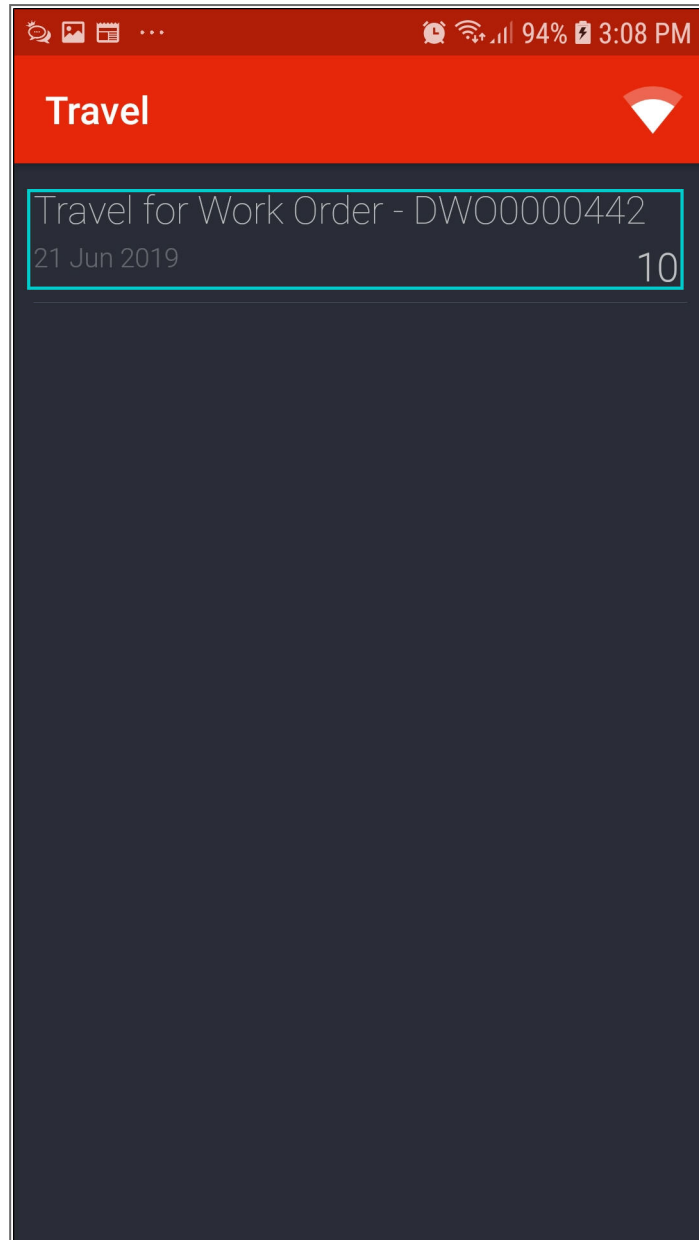


- The **Travel** screen will be displayed.
- Any travel linked to the call you are working on will be displayed in this screen showing the;
  1. work order number,
  2. date the travel was logged and the
  3. distance travelled in km(s).



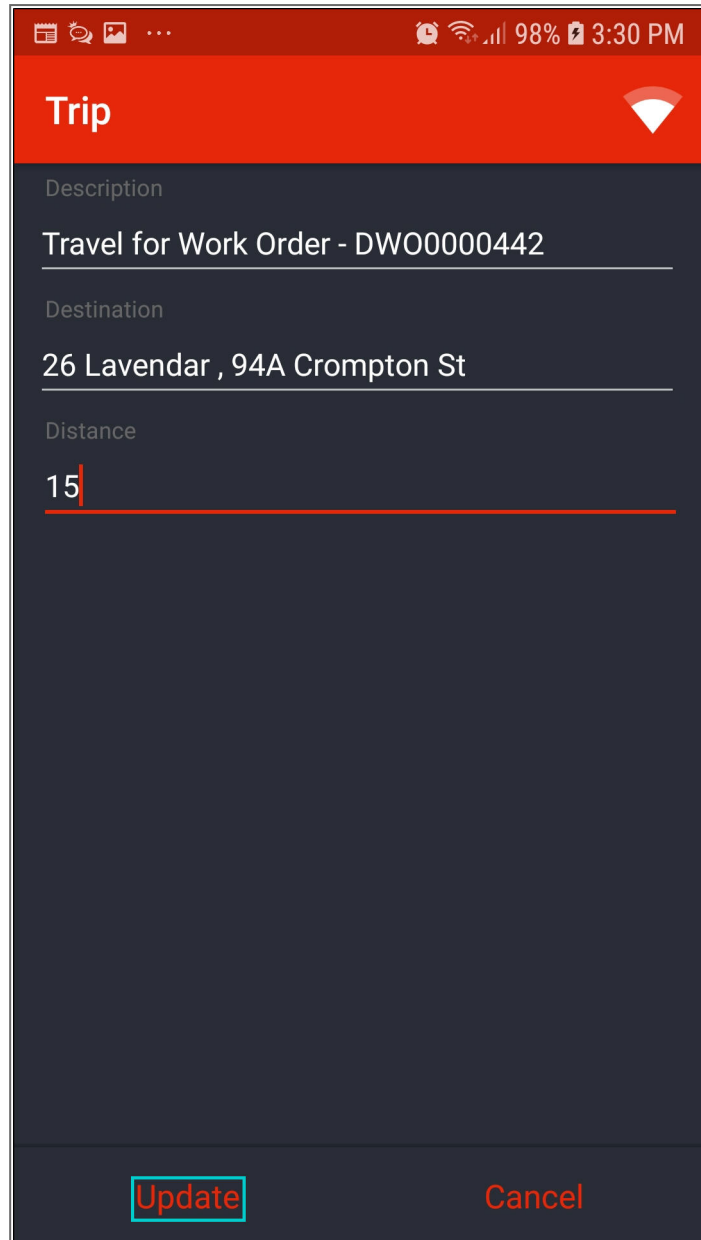
## TRAVEL ENTRY:

- To edit the travel record, click on the travel record you wish to edit.



- The **Trip** screen will be displayed.
- Edit the relevant details.
- Click on **Update**.
- In this image, **Distance** was updated.





**Trip**

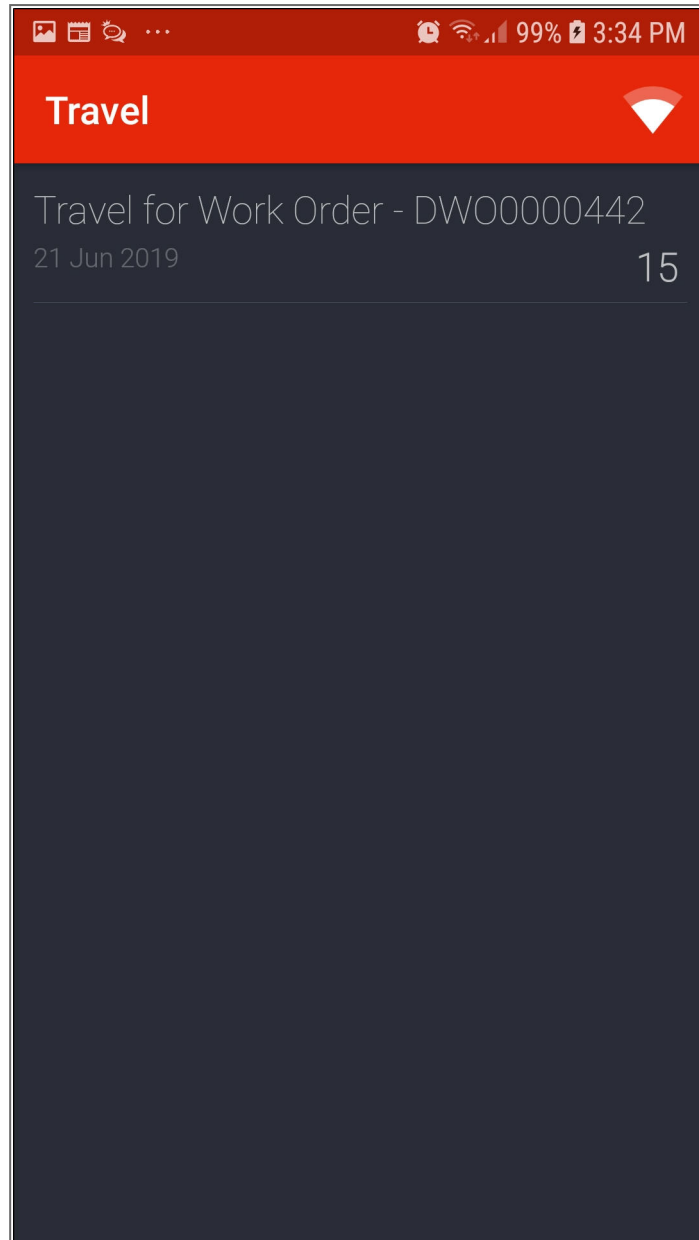
Description  
Travel for Work Order - DW00000442

Destination  
26 Lavendar , 94A Crompton St

Distance  
15

**Update** **Cancel**

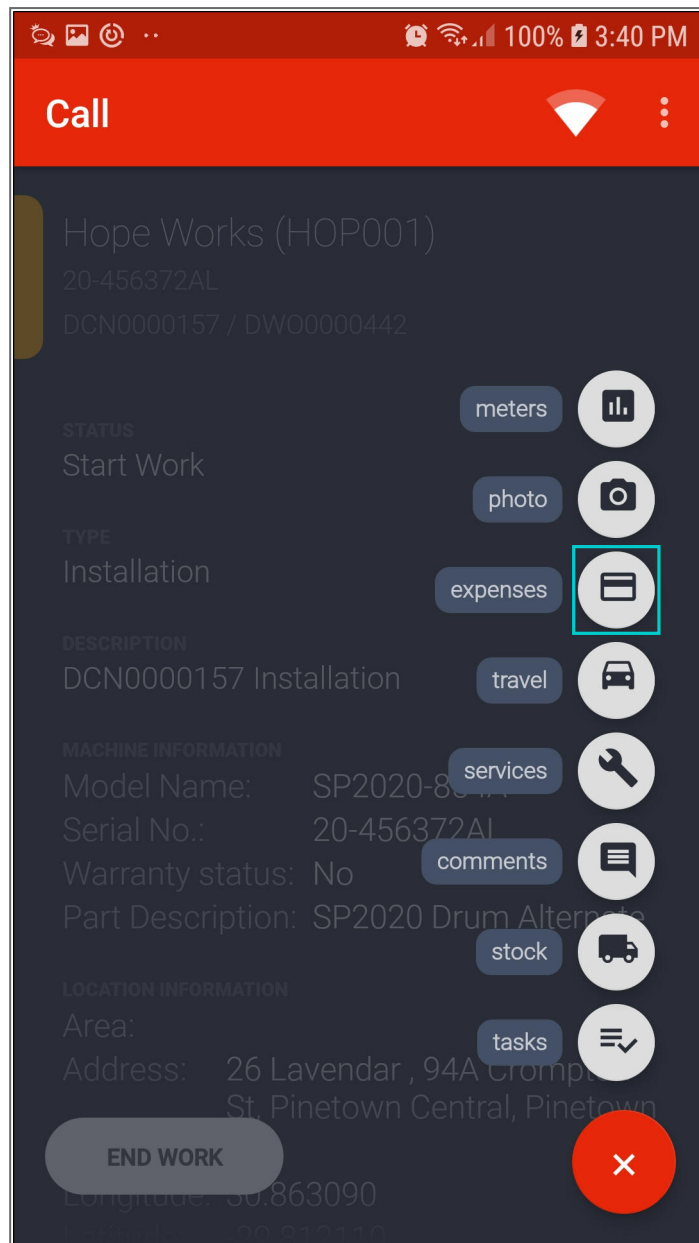
- The updated travel record will now be displayed in the *Travel* screen.



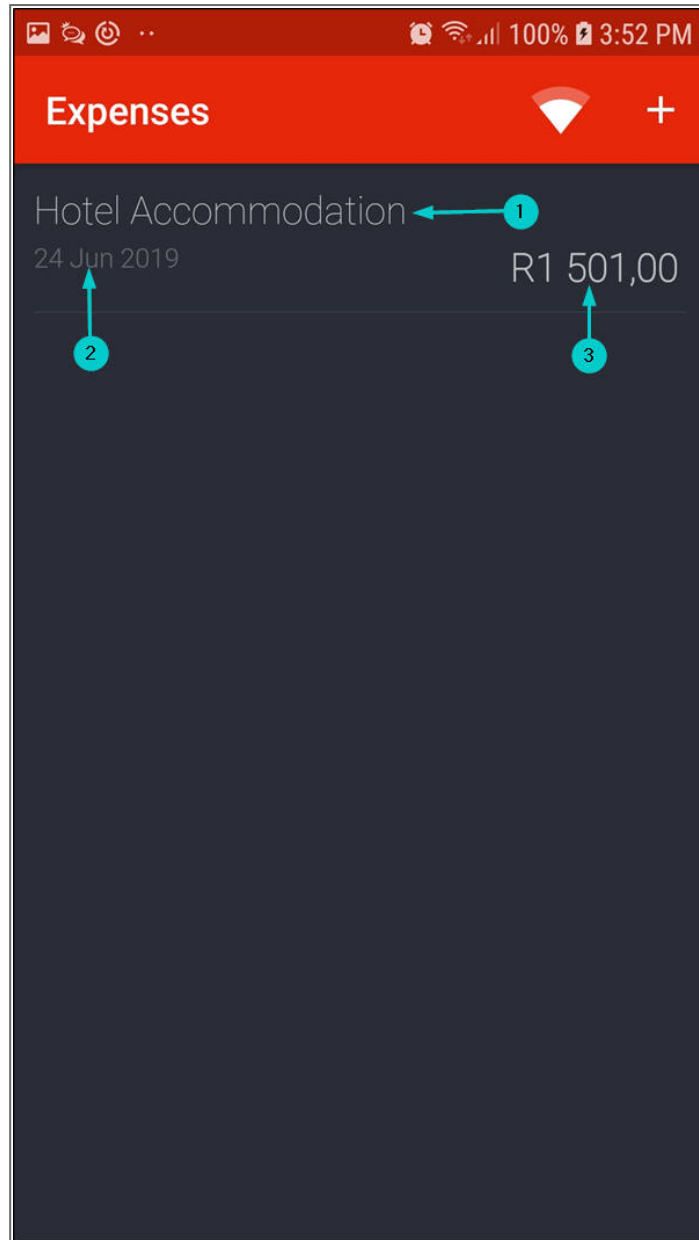
## EXPENSES

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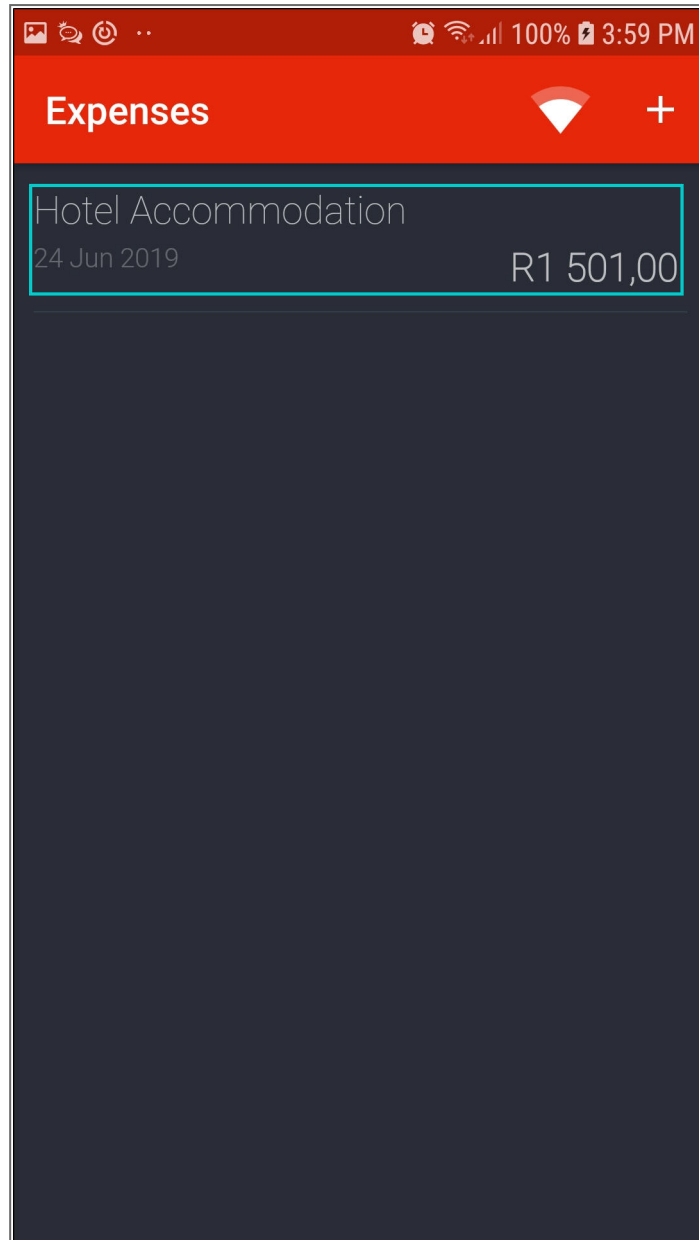
- You can view or add expenses on the call you are working on.
- Click on **Expenses**.



- The **Expenses** screen will be displayed.
- Any expenses linked to the call you are working on will be displayed in this screen showing the;
  1. expense description, the
  2. date when the expense was logged and the
  3. expense cost.

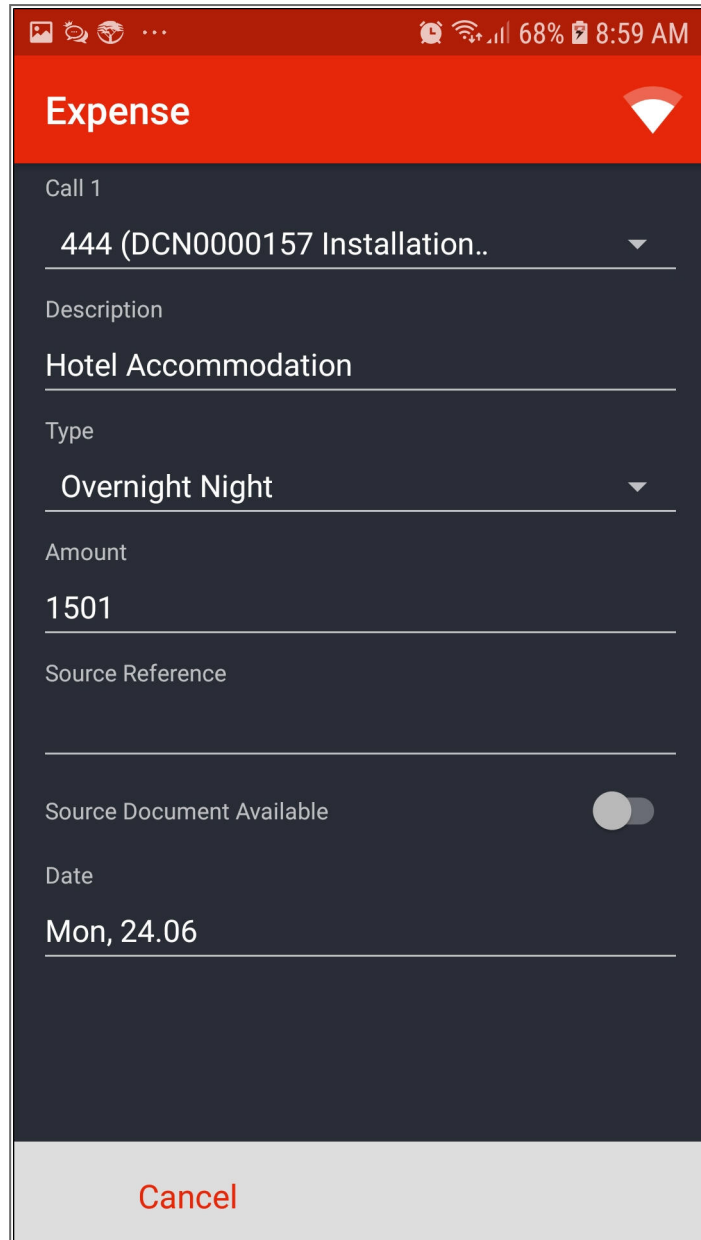


- To view more details, click on the expense you wish to view more details for.



- The **Expense** screen will be displayed.
  - **Call [ ]**: This will auto populate with the call number you are currently working on.
  - **Description**: This shows the call / project description.
  - **Type**: This shows the expense type.
  - **Amount**: This shows the expense amount.

- **Source Reference:** This shows the receipt number if applicable.
- **Source Document Available:** This shows whether the source document is available or not.
  - **Note 1:** When the **Toggle** button is to your **left** and **grey**, it means the source document is not available.
  - **Note 2:** When the **Toggle** button is to your **right** and **red**, it means the source document is available.
- **Date:** This shows the date the expense was logged.



The image shows a mobile application interface for adding an expense. At the top, there is a red header with the word "Expense" and a white Wi-Fi icon. Below the header, the form is set against a dark blue background. It includes several input fields: "Call 1" with a dropdown menu showing "444 (DCN0000157 Installation.."; "Description" with the text "Hotel Accommodation"; "Type" with a dropdown menu showing "Overnight Night"; "Amount" with the value "1501"; "Source Reference" (empty); "Source Document Available" (a toggle switch that is currently off); and "Date" with the value "Mon, 24.06". At the bottom of the form is a grey button labeled "Cancel". The top status bar of the phone shows icons for signal, Wi-Fi, and battery (68%), along with the time "8:59 AM".

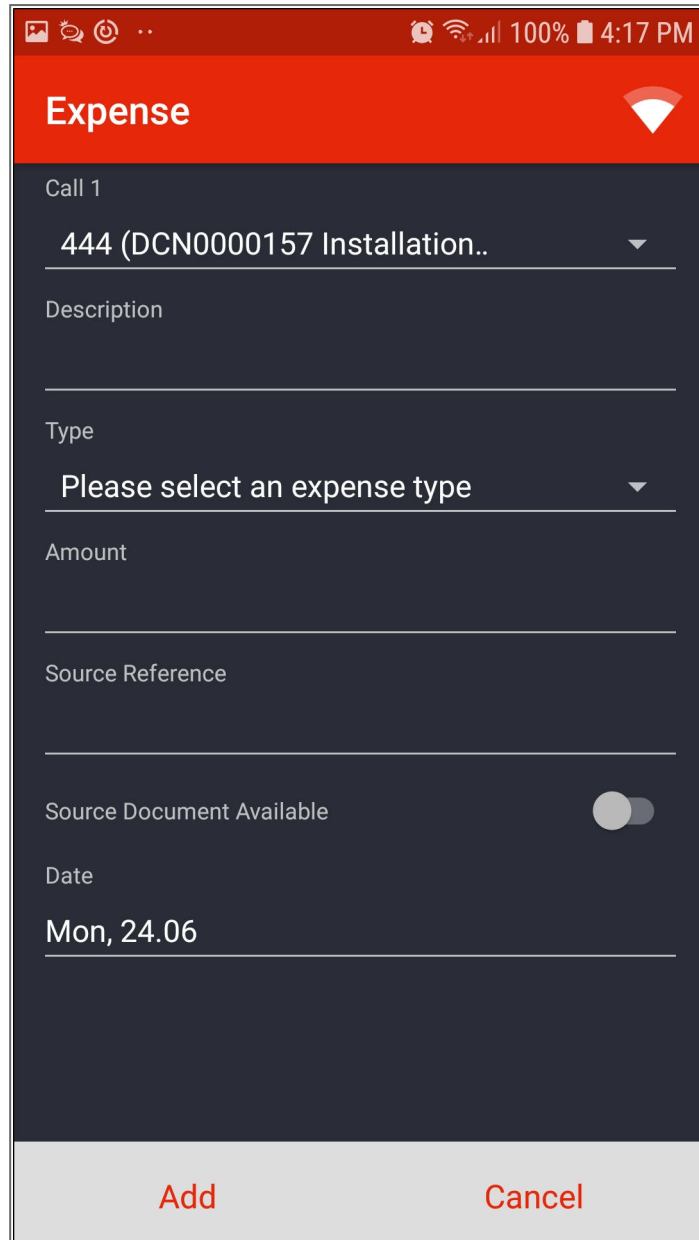
## ADD AN EXPENSE

- Click on the '+' icon in the *Expenses* screen.



- The **Expense** screen will be displayed.





The image shows a mobile application interface for adding an expense. The form is titled "Expense" and is set against a dark background with a red header. The form fields are as follows:

- Call 1:** A dropdown menu currently showing "444 (DCN0000157 Installation..".
- Description:** An empty text input field.
- Type:** A dropdown menu currently showing "Please select an expense type".
- Amount:** An empty text input field.
- Source Reference:** An empty text input field.
- Source Document Available:** A toggle switch currently turned off.
- Date:** A date picker currently showing "Mon, 24.06".

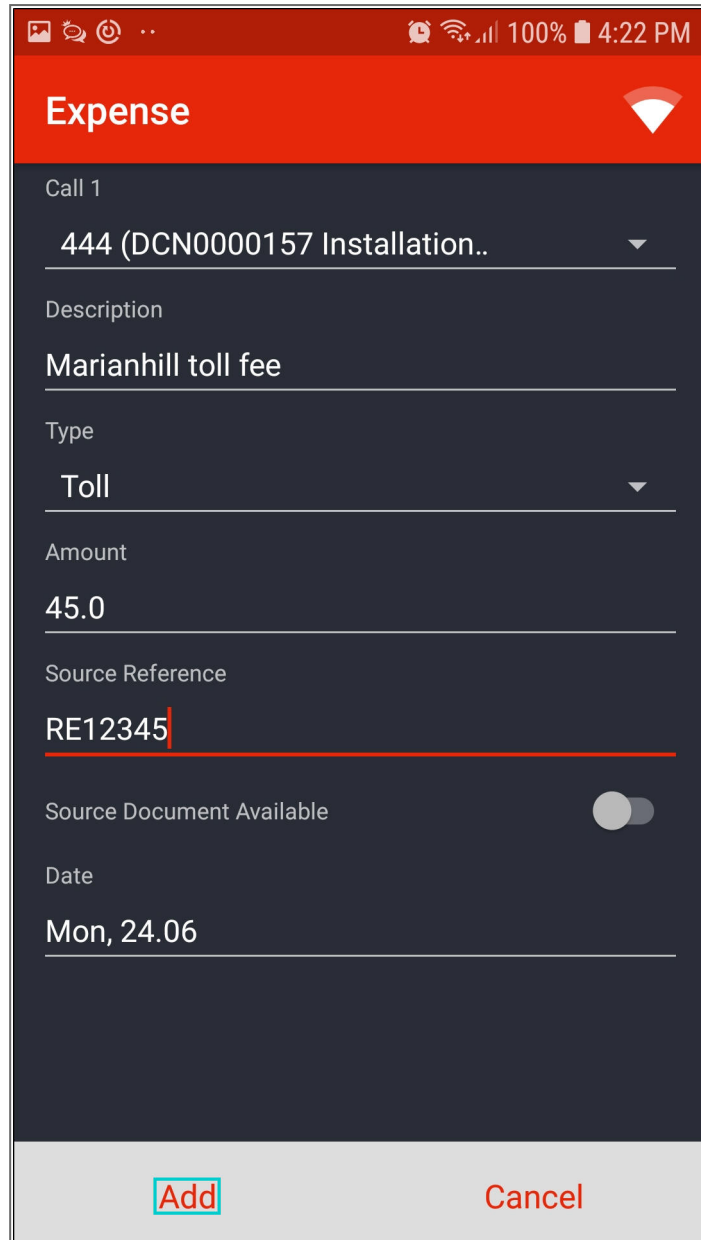
At the bottom of the form, there are two buttons: "Add" and "Cancel".

- **Call [ ]:** This will auto populate with the call number you are currently working on but you can change this by clicking on the **down arrow** and selecting a different call.

- **Note:** If you choose a different call from the one you are

working on, on save, the expense will not be displayed in this screen but in **Expenses - Basics**.

- **Description:** Type in the relevant description.
- **Type:** Click on the down arrow and select the relevant expense type.
- **Amount:** Type in the Expense Amount.
- **Source Reference:** Type in the Receipt Number if applicable.
- **Source Document Available:** This is set to **Yes** by default on save. Only change this if you do not have the Receipt / relating document.
  - **Note 1:** When the **Toggle** button is to your **left** and **grey**, it means the source document is not available.
  - **Note 2:** When the **Toggle** button is to your **right** and **red**, it means the source document is available.
- **Date:** The current date will auto populate but you can change this by clicking on the date and selecting the relevant date.
- Click on **Add**.

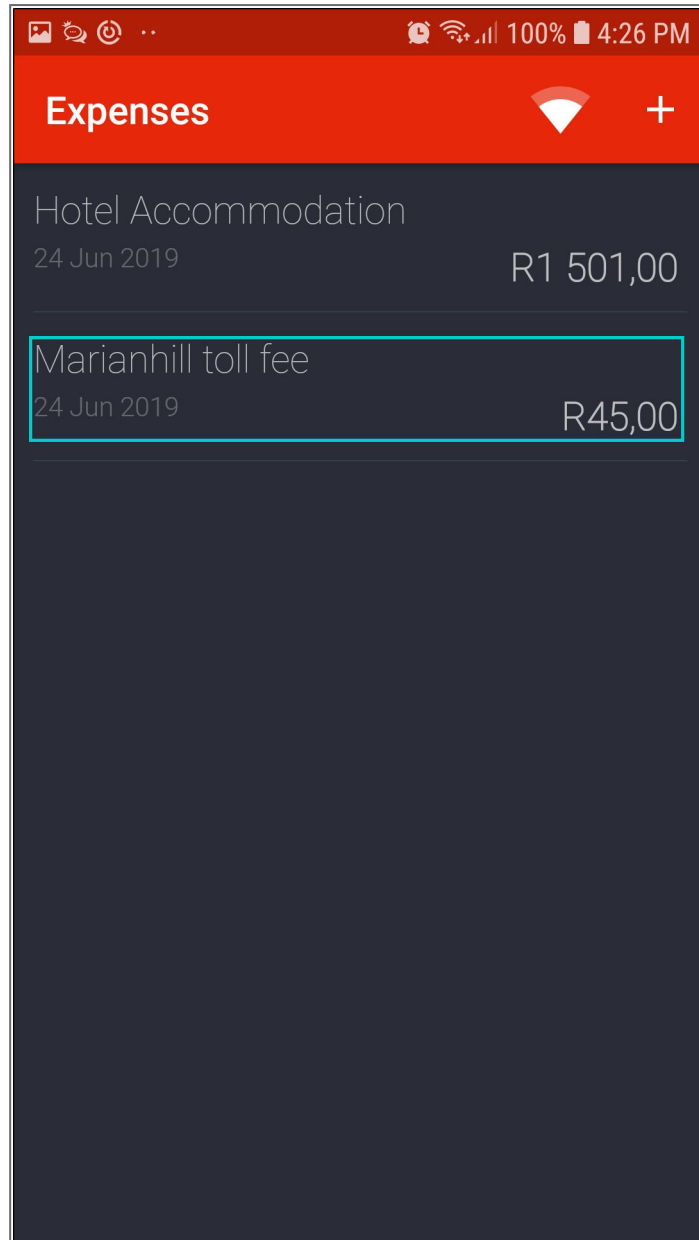


The image shows a mobile application form titled "Expense" with a red header. The form fields are as follows:

- Call 1**: 444 (DCN0000157 Installation..)
- Description**: Marianhill toll fee
- Type**: Toll
- Amount**: 45.0
- Source Reference**: RE12345
- Source Document Available**:
- Date**: Mon, 24.06

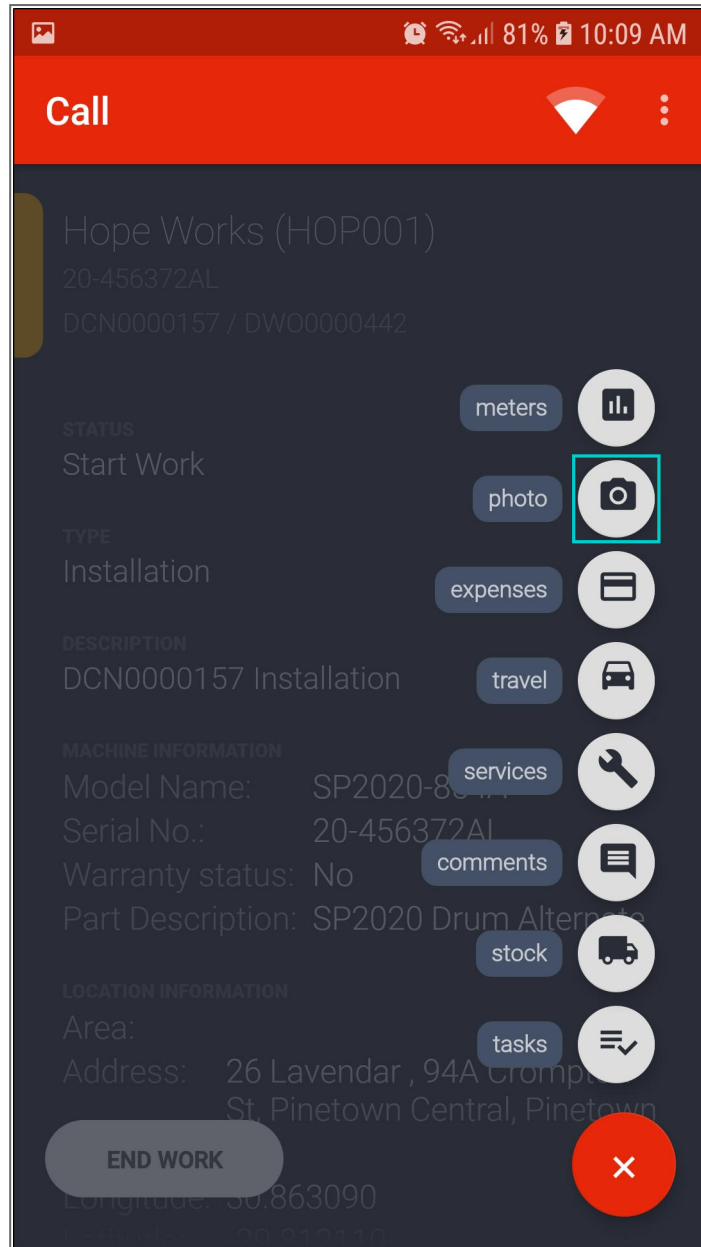
At the bottom of the form, there are two buttons: "Add" (highlighted with a red box) and "Cancel".

- The expense record will now be displayed in the **Expenses** screen.

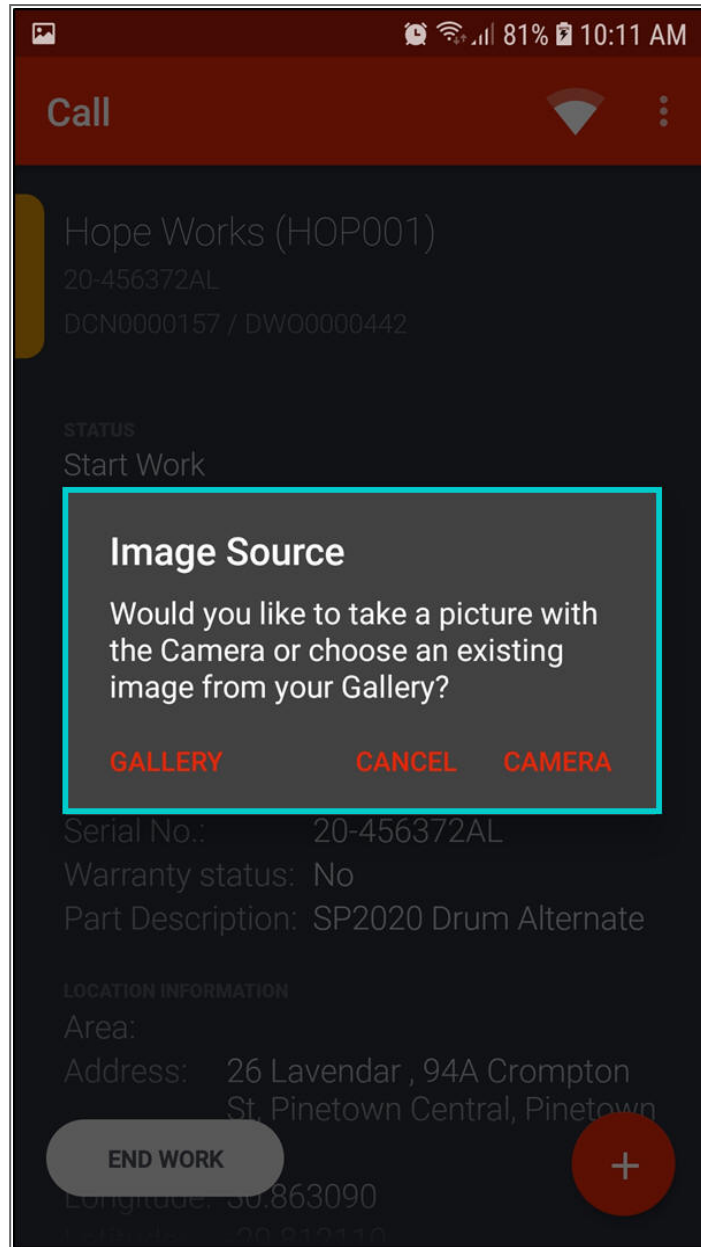


## SAVE IMAGE TO WORK ORDER

- Click on *Photo*.

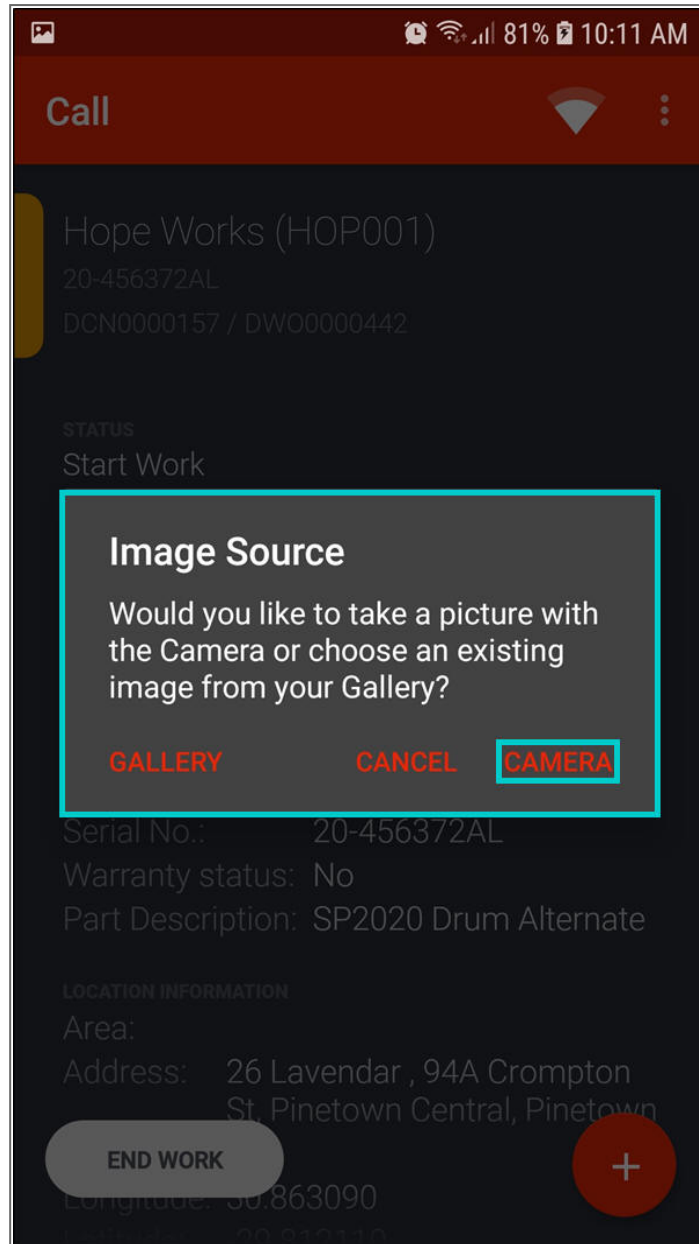


- An **Image Source** message box will pop asking you;
  - *Would you like to take a picture with the Camera or choose an existing image from your Gallery?*
- You can either click on **Gallery** or **Camera**.

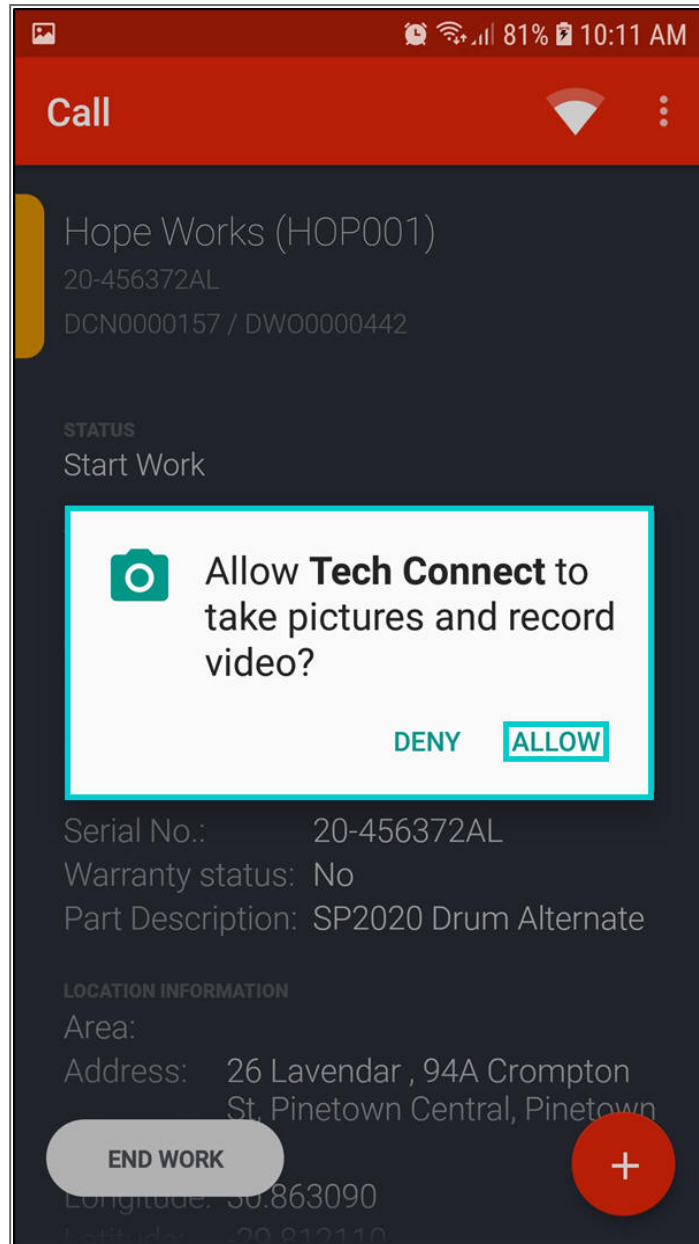


### ***Image Source - Camera***

- Click on **Camera**.

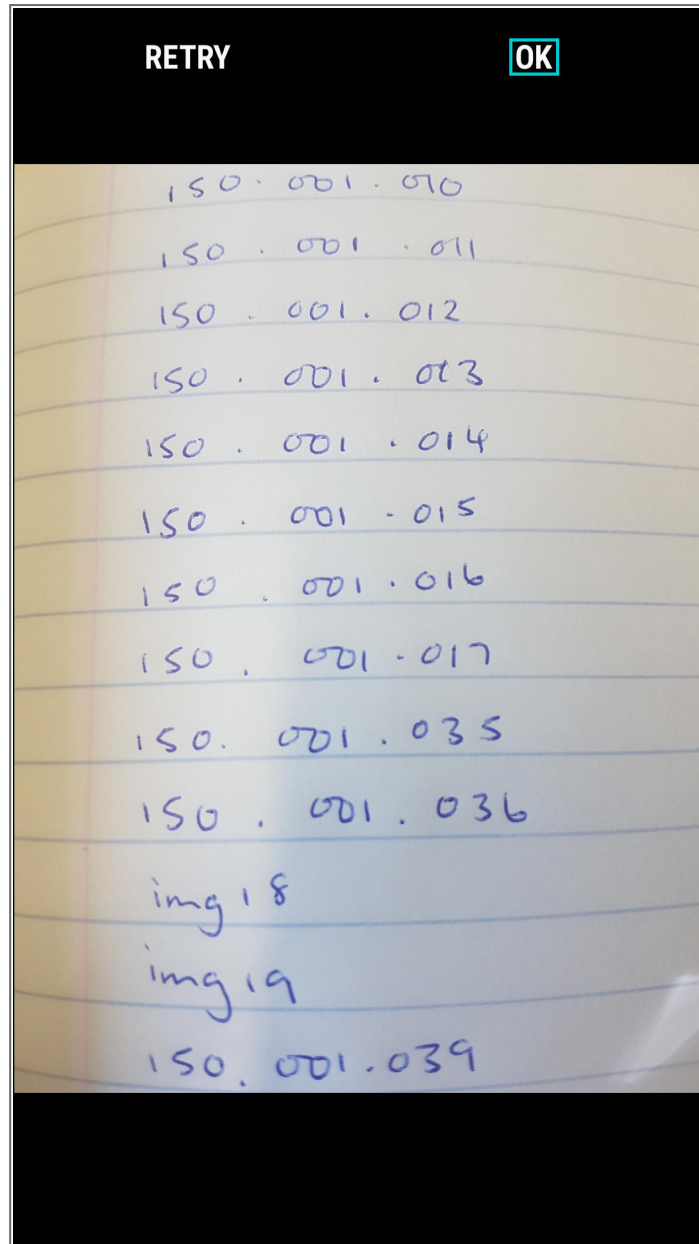


- A message box may pop up asking you;
  - ***Allow Tech Connect to take pictures and record video?***
- Click on ***Allow***.

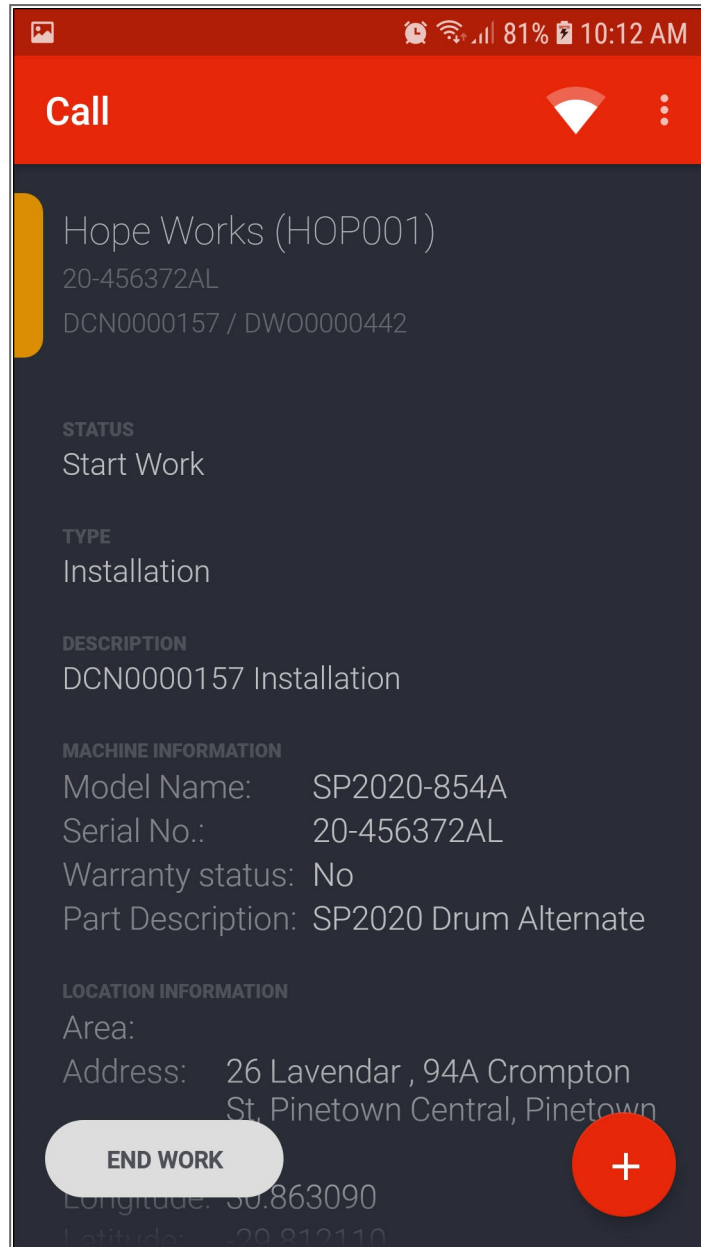


- The application will open the camera app. This may look different depending on your phone / tablet.
- Take the photo.
- Click on **OK** if you are satisfied with the photo or click on **Retry** to retake the photo if you are not satisfied with the photo.
- For the purpose of this manual, **OK** was selected.



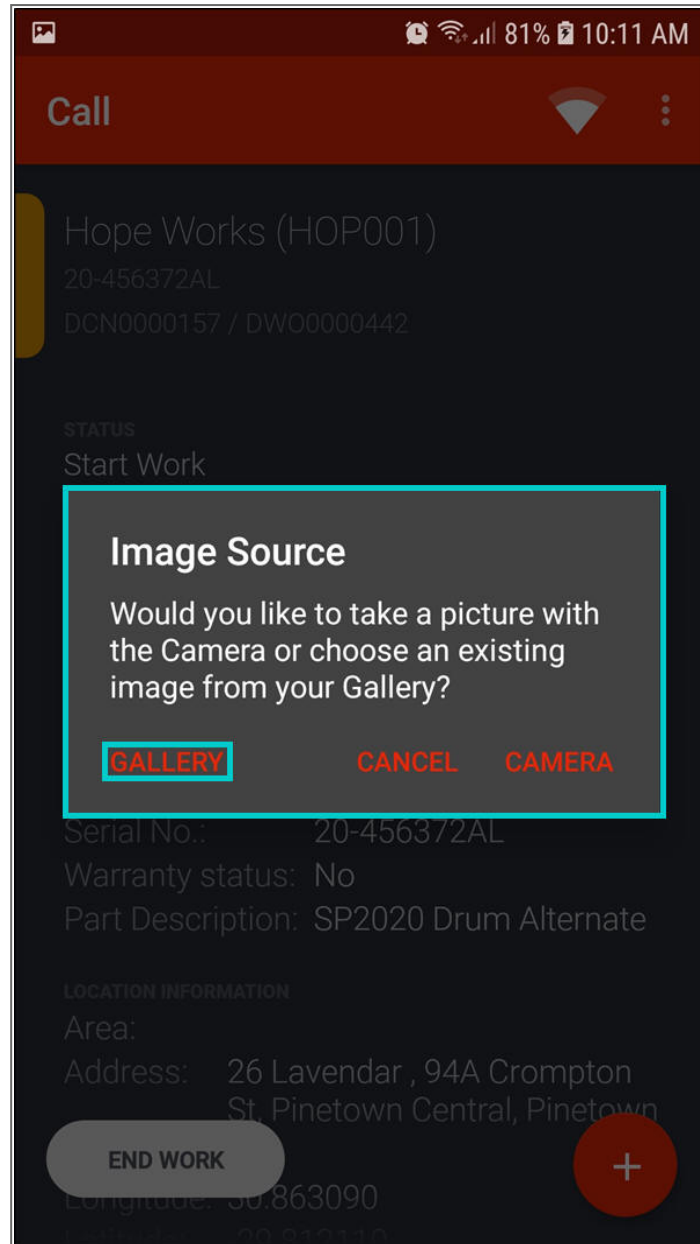


- You will return to the **Call** screen.

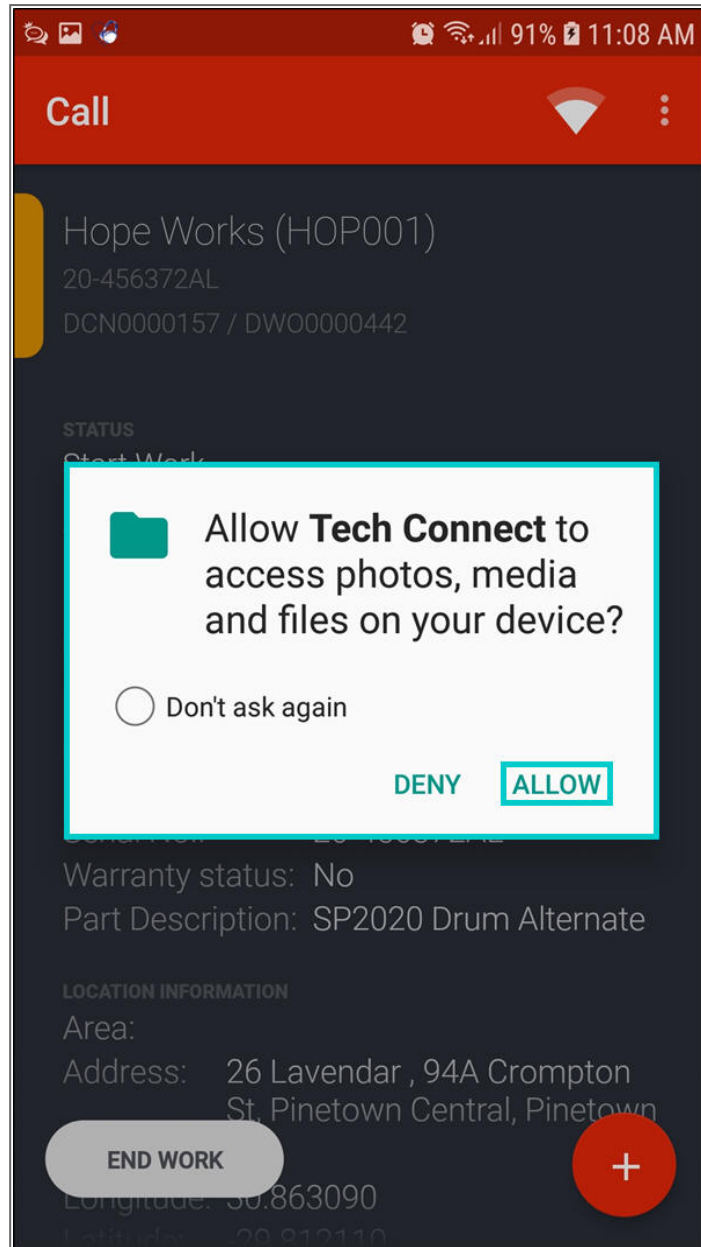


### ***Image Source - Gallery***

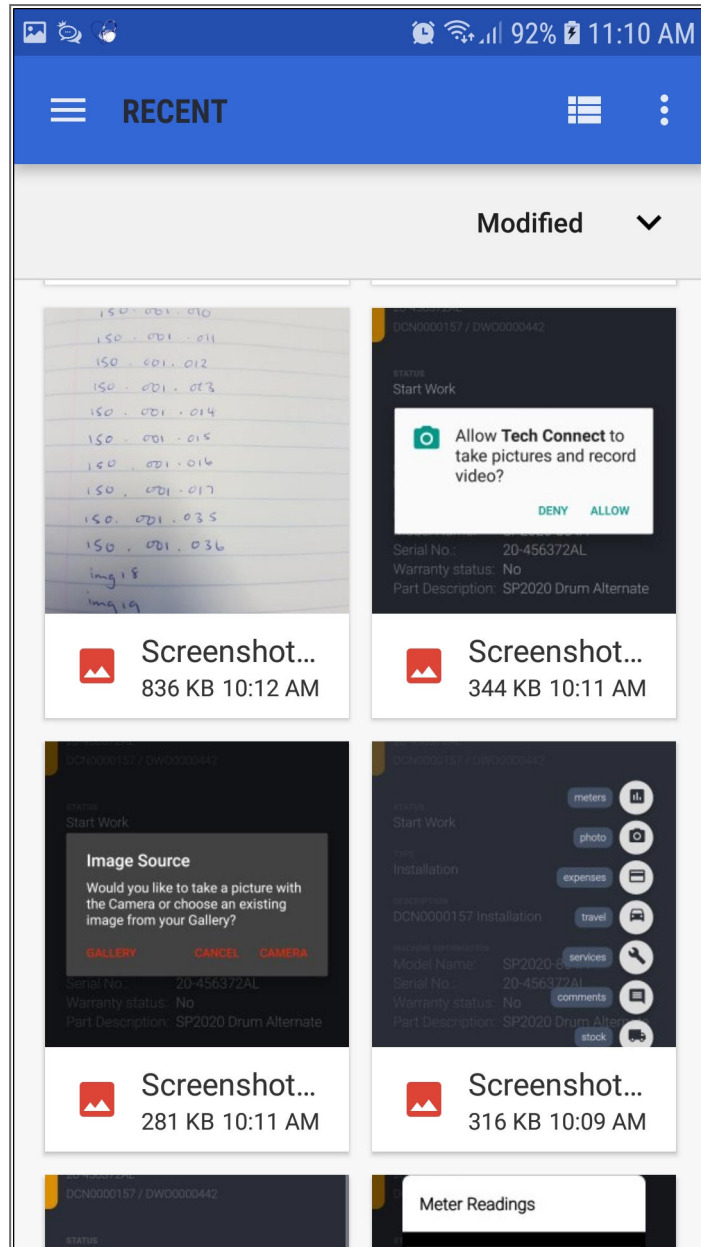
- Click on ***Gallery***.



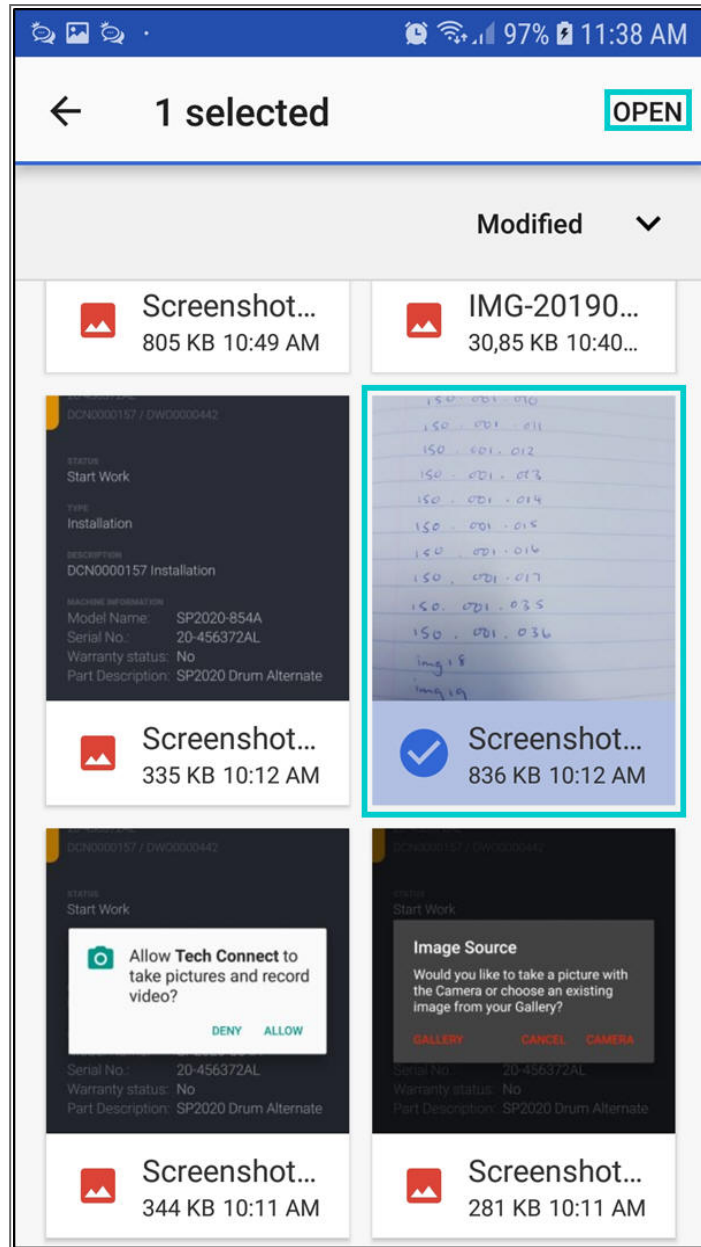
- A message box may pop up asking you;
  - Allow TechConnect to access photos, media and files on your device?
- Click on **Allow**.



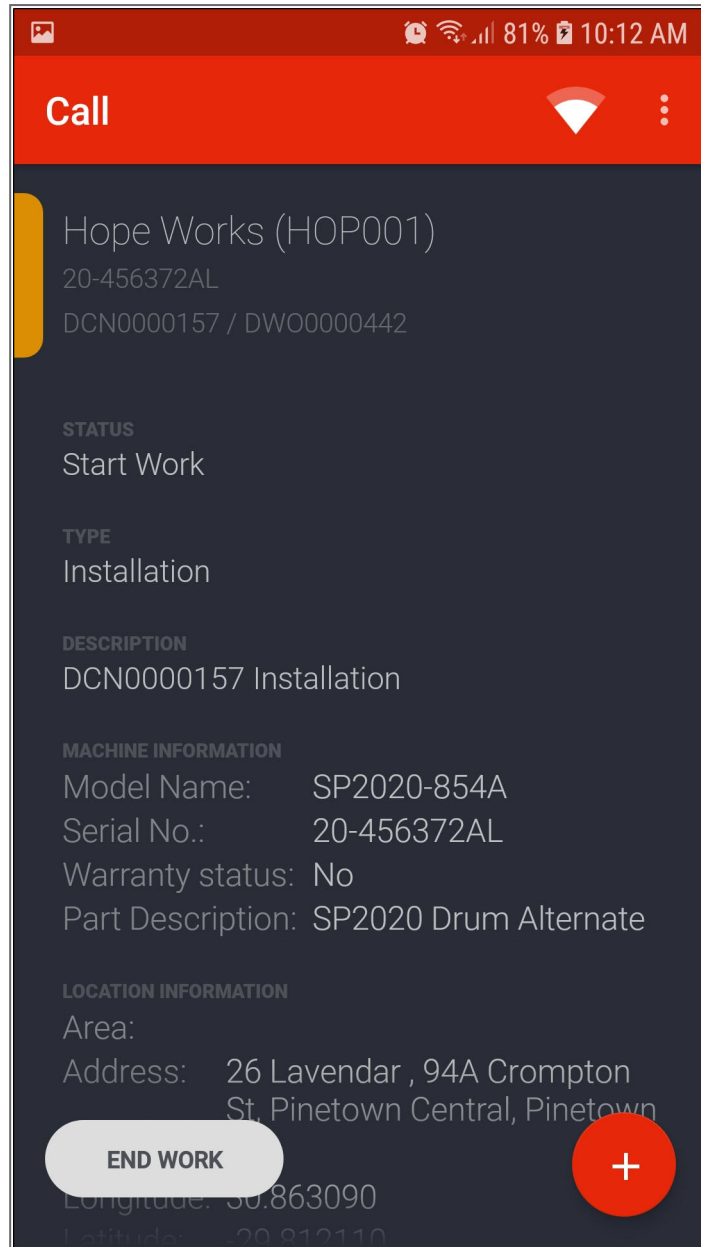
- The application will open the **Gallery**. This may look different depending on your phone / tablet.



- Select a photo.
- Click on **Open**.

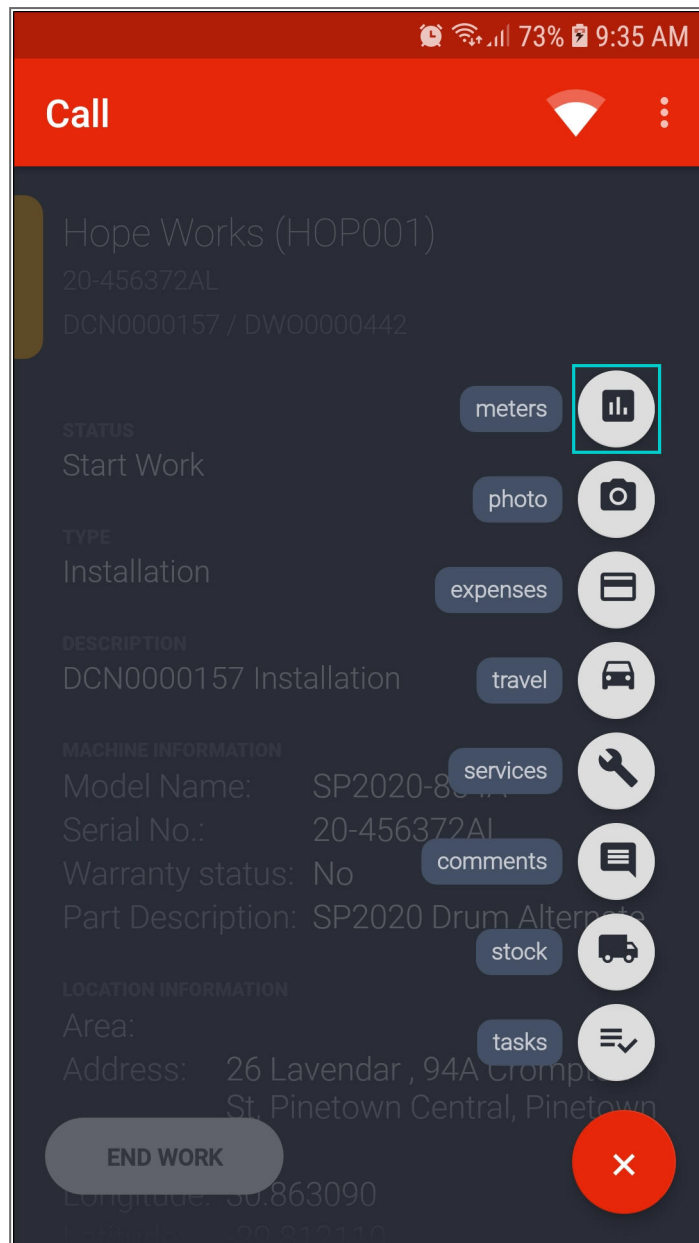


- You will return to the **Call** screen.



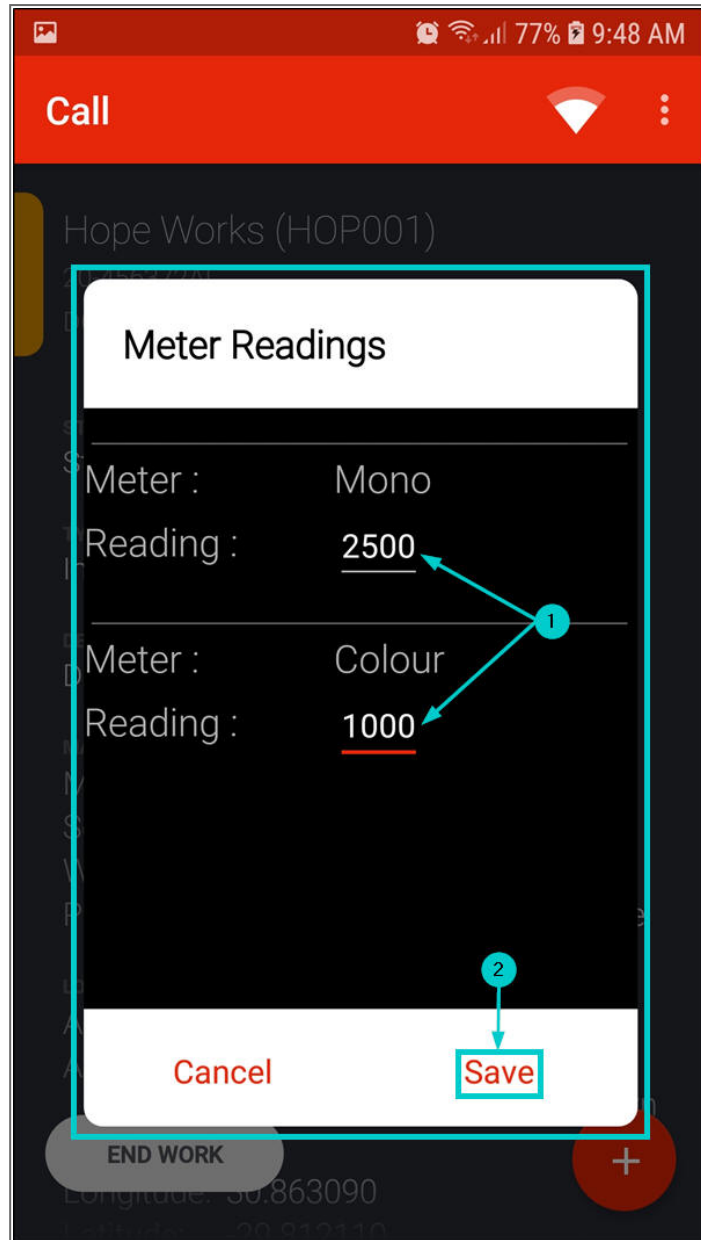
## ADD A METER READING

- Click on **Meters**.

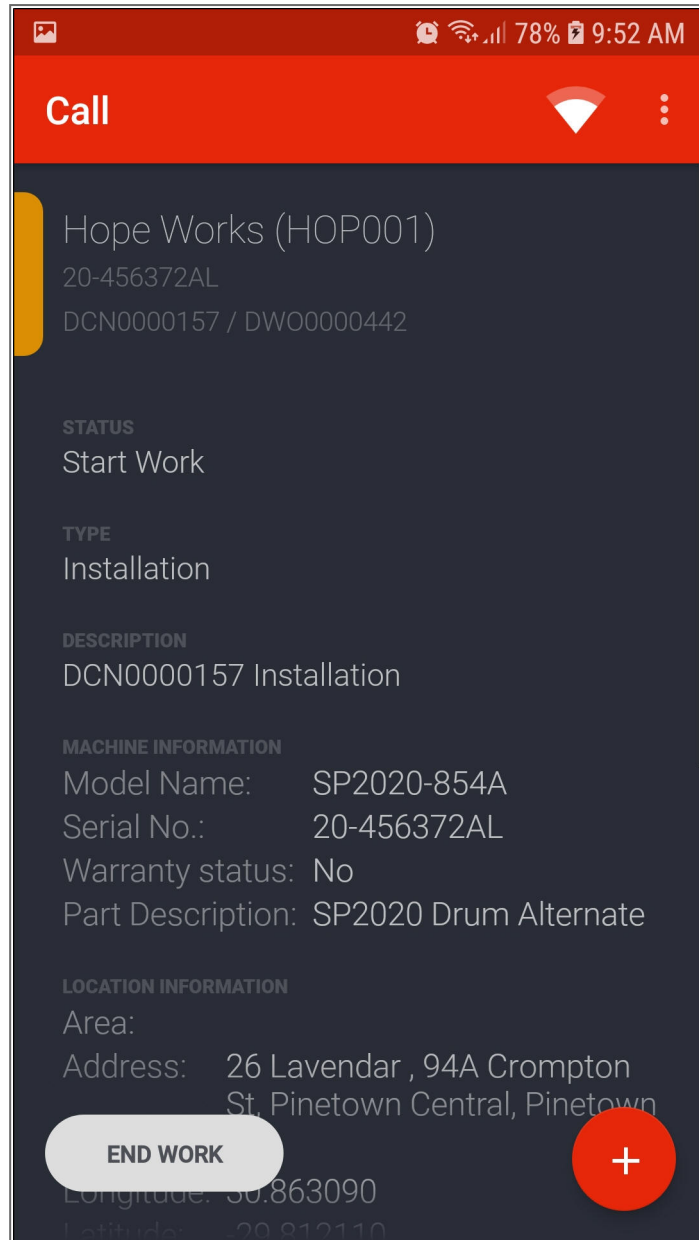


- The **Meter Readings** message box will pop up.
  1. On the meter you wish to update, e.g. '**Mono**', type in the meter reading in the **Reading** field.
  2. Click on **Save**.
    - In this image, **Mono** and **Colour** meter readings were updated.



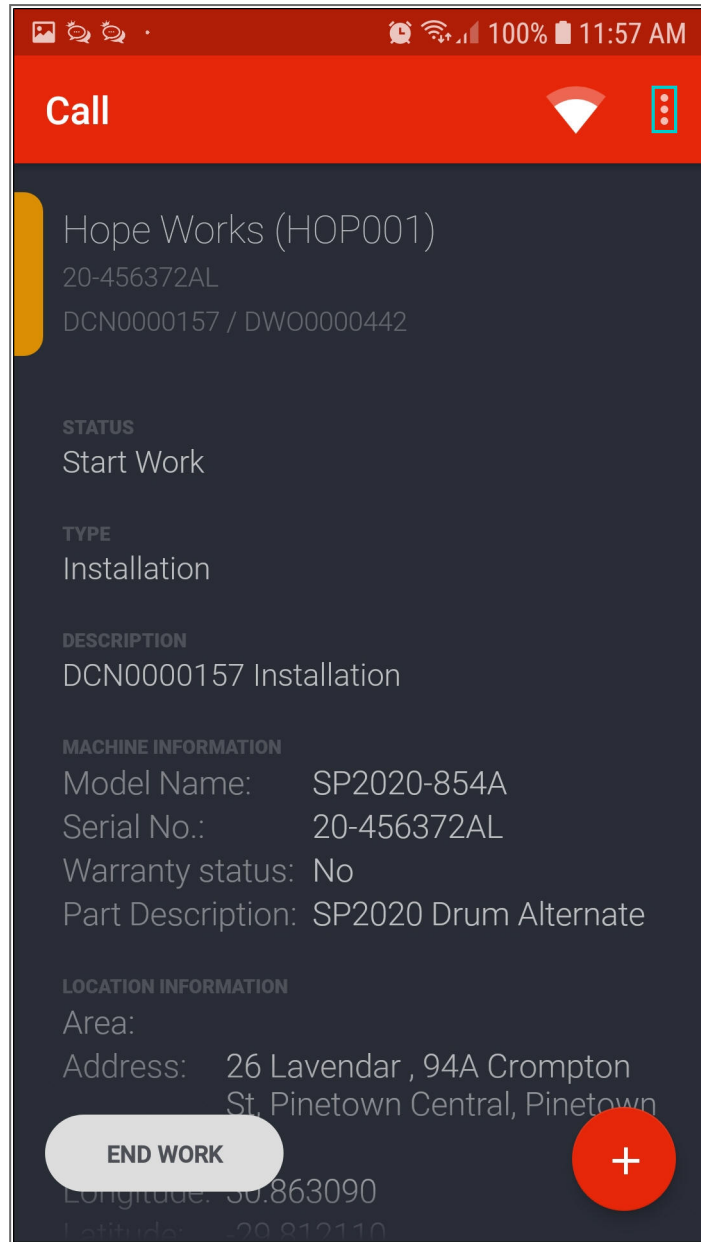


- You will return to the **Call** screen.

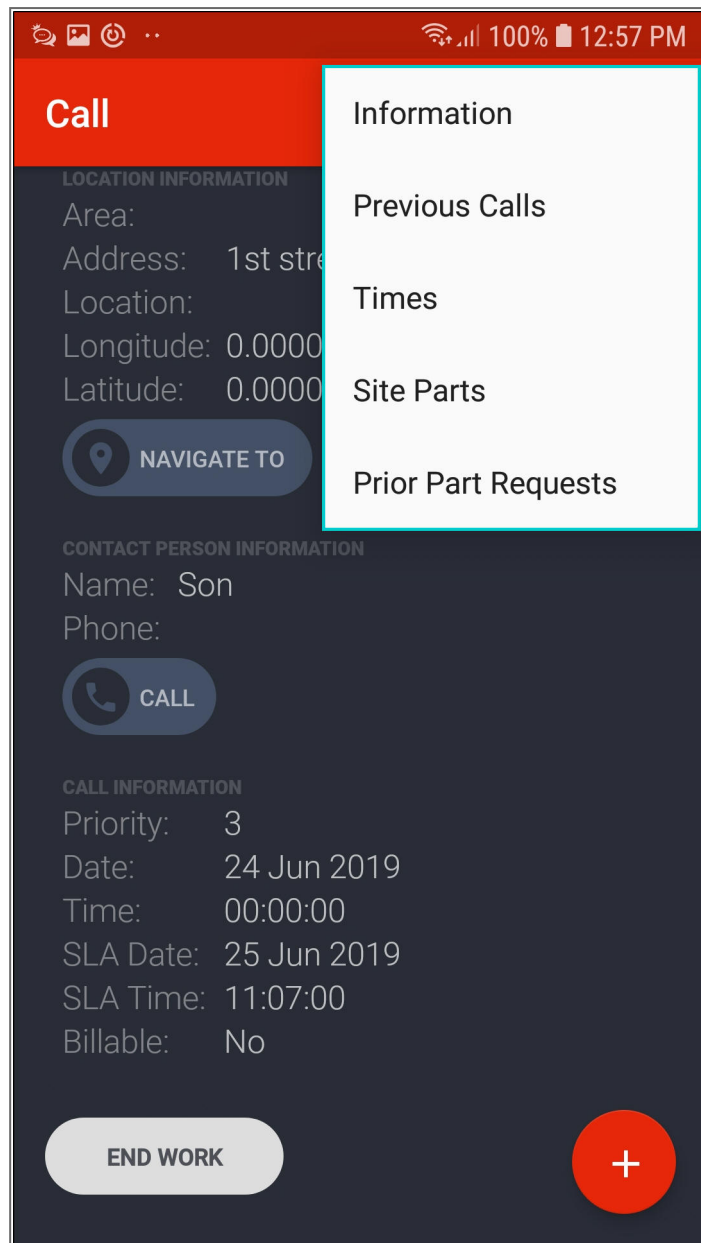


## MORE CALL OPTIONS

- In the **Call** screen, click on the **Side Menu**.

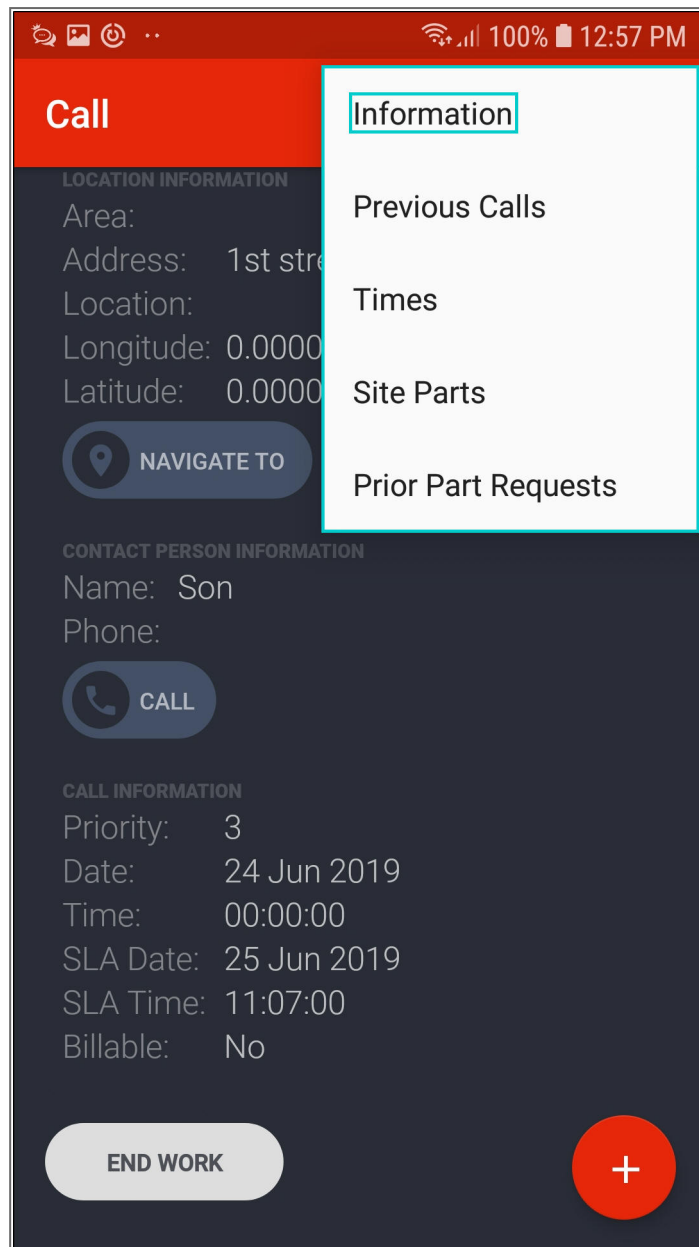


- A **menu** will be displayed.

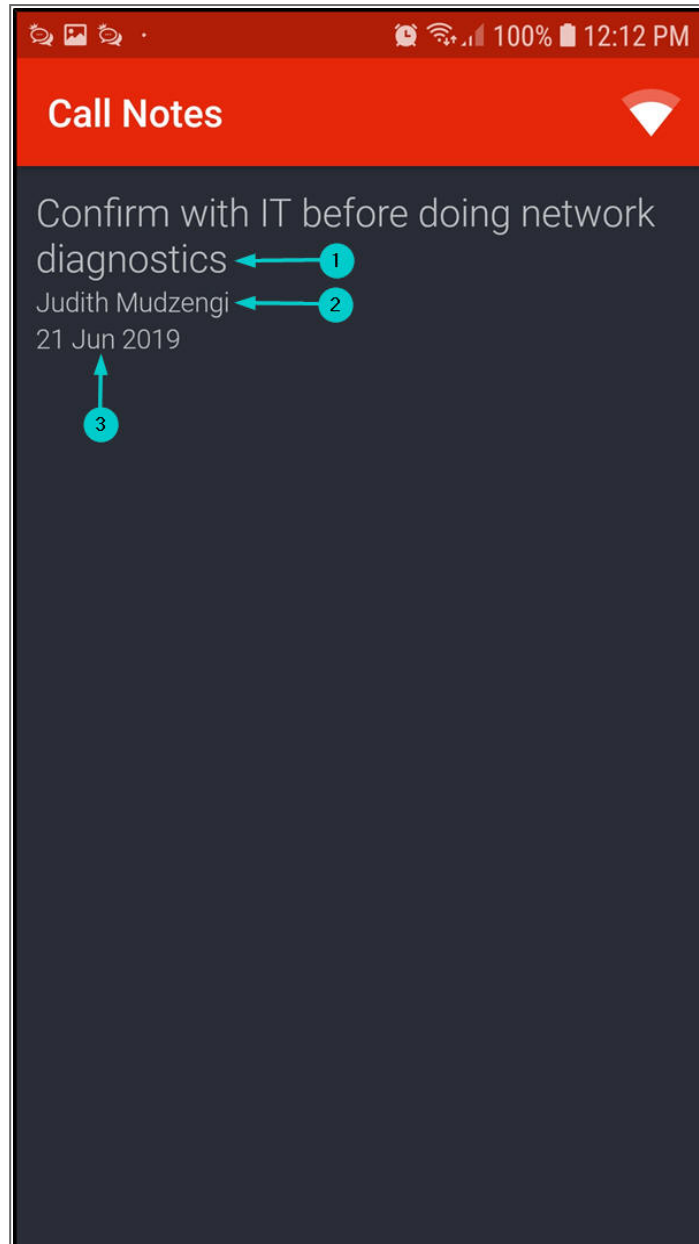


## INFORMATION / CALL NOTES

- Click on **Information**.

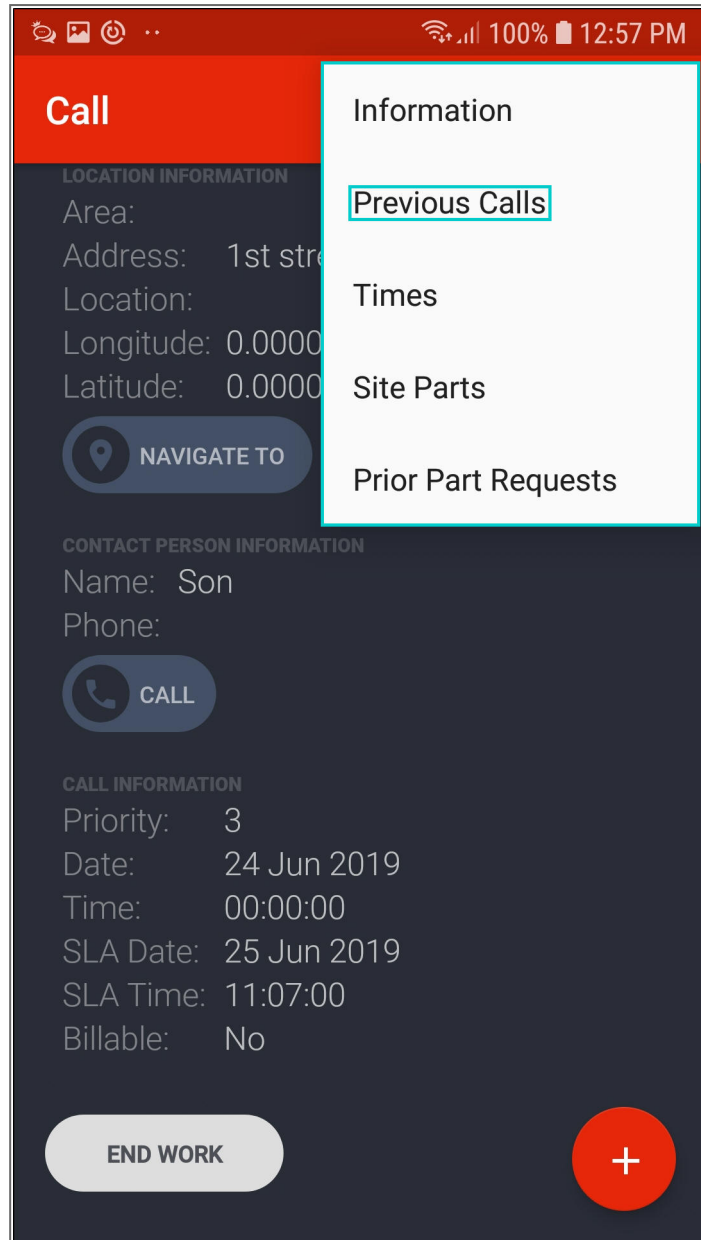


- The **Call Notes** screen will be displayed.
- You can now view the
  1. notes that were added to the call,
  2. the name of the person who added the notes and
  3. the date the notes were added.

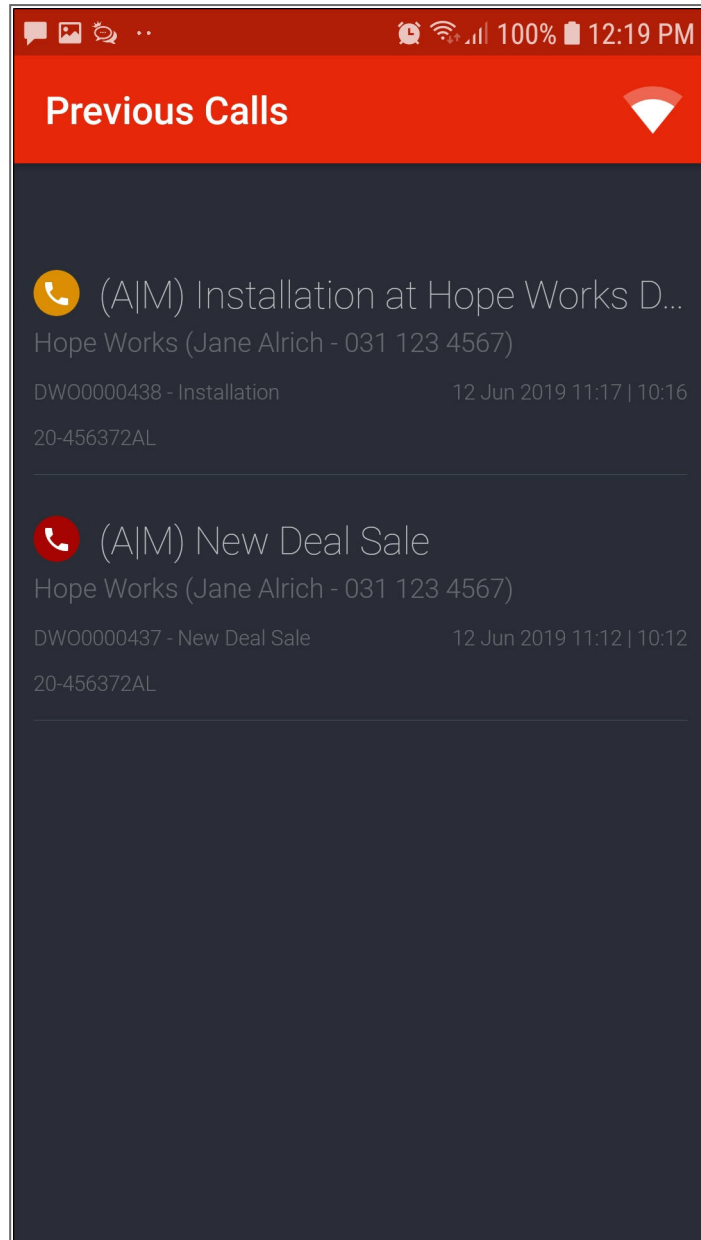


## PREVIOUS CALLS

- Click on *Previous Calls*.



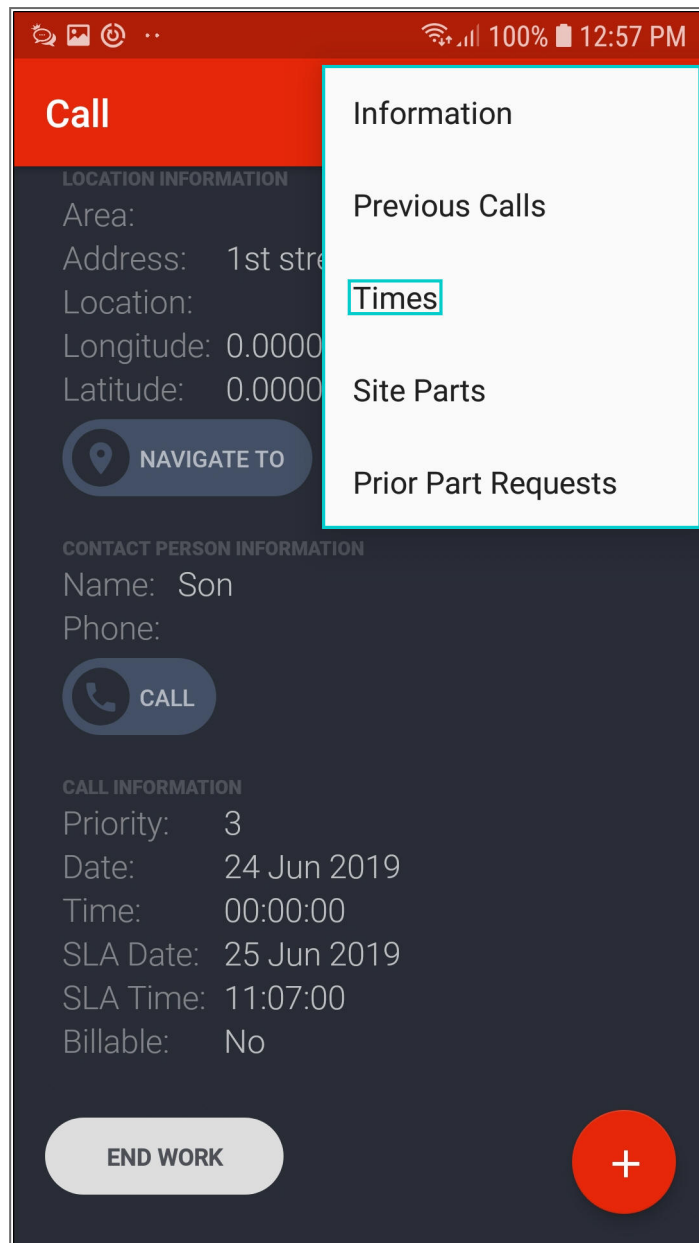
- The **Previous Calls** screen will be displayed.
- A list of prior calls linked to the serial number on the call you are currently working on will be displayed.



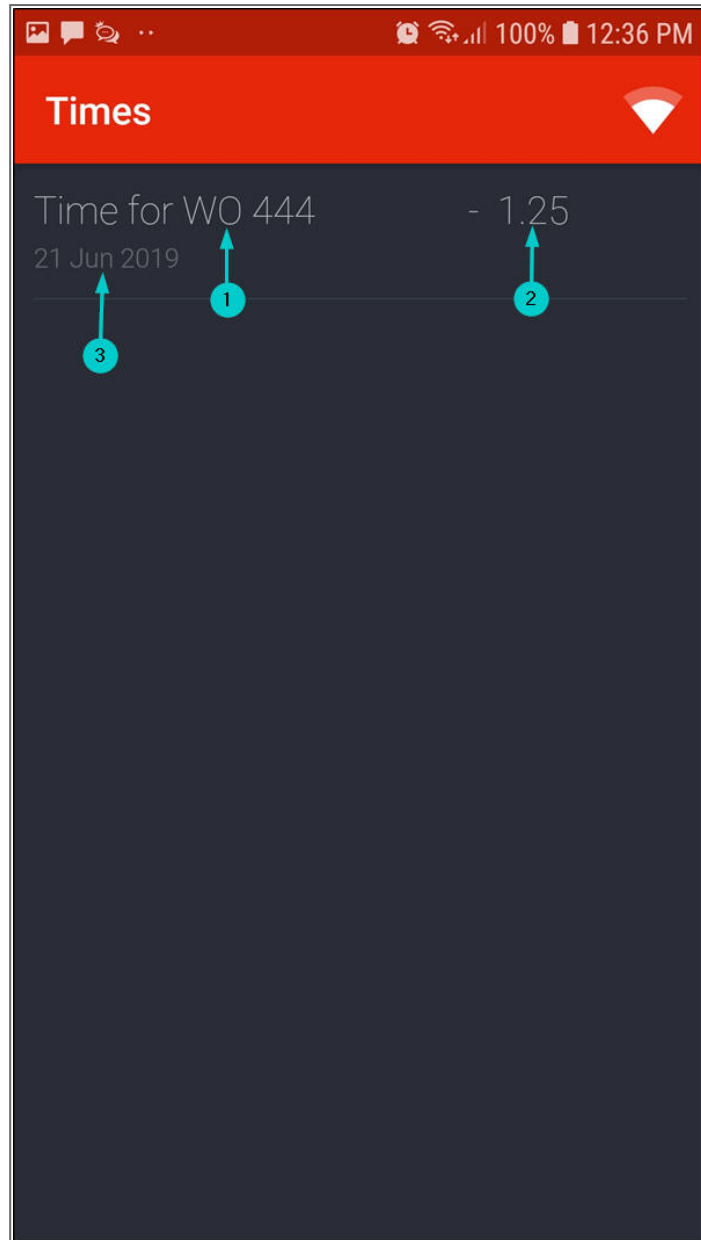
## TIMES

- Click on *Times*.

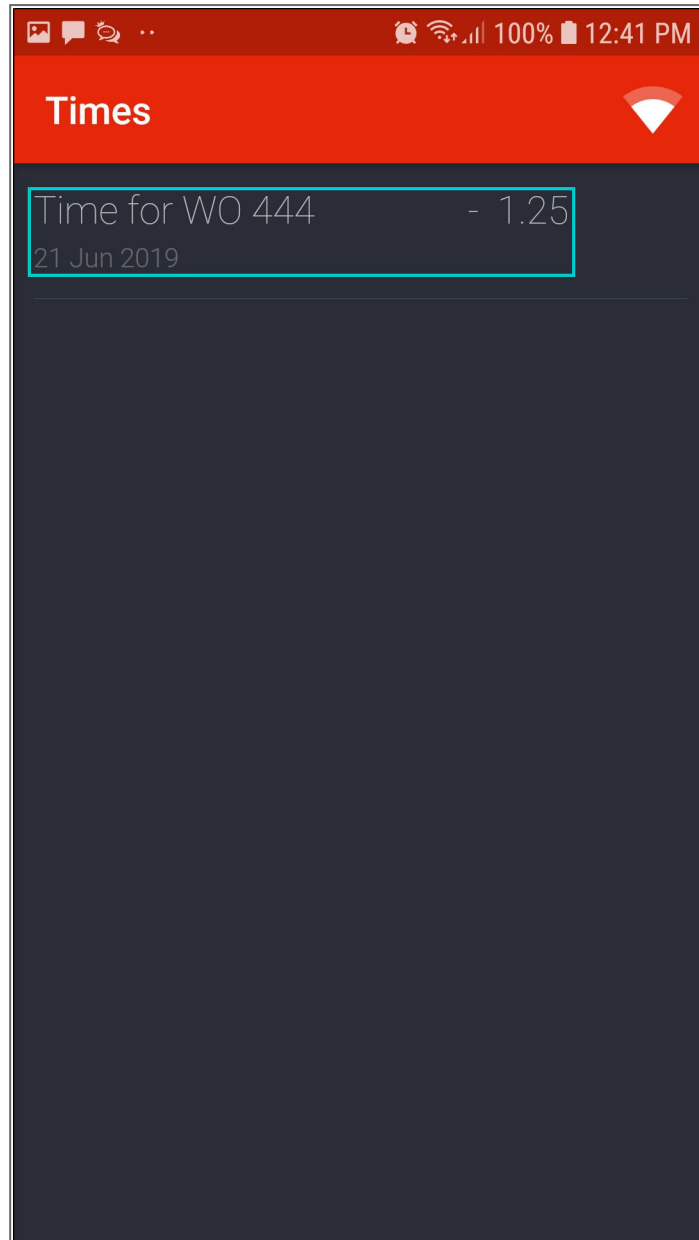




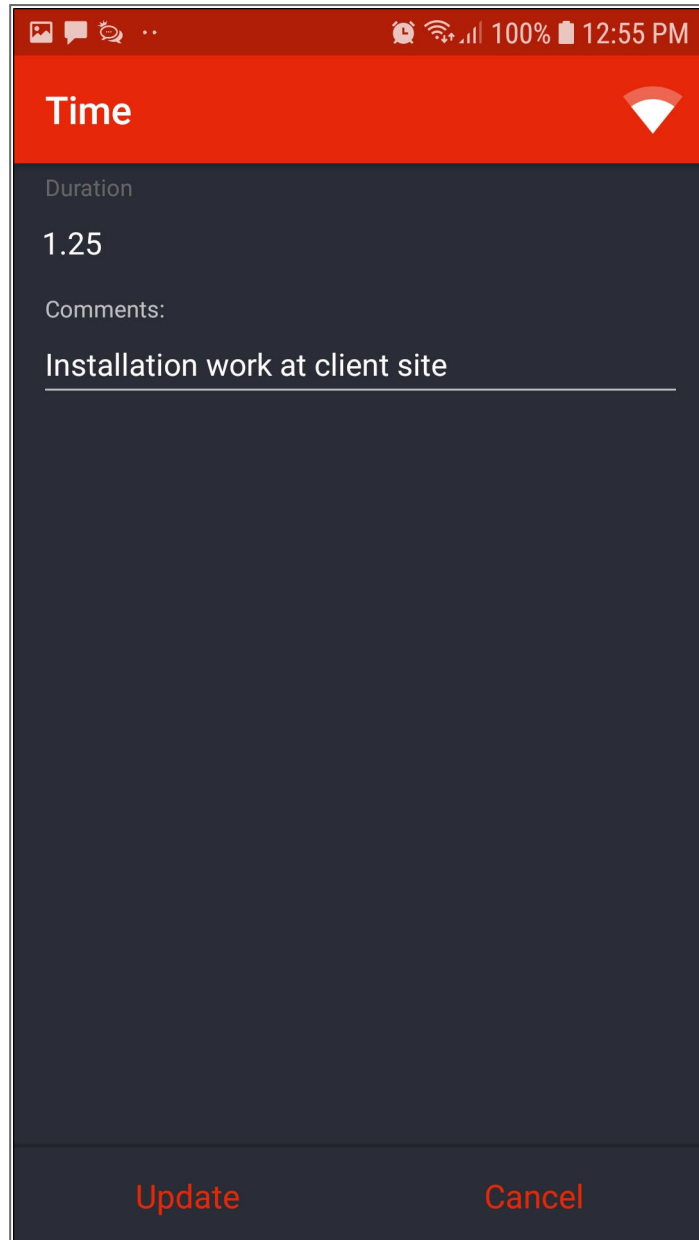
- The **Times** screen will be displayed.
- Any time logged on the call you are working on will be displayed in this screen showing the;
  1. work order number the time was booked for,
  2. the time duration of the task and
  3. the date the time was logged.



- You can view more details by clicking on the time record you wish to view more details for.



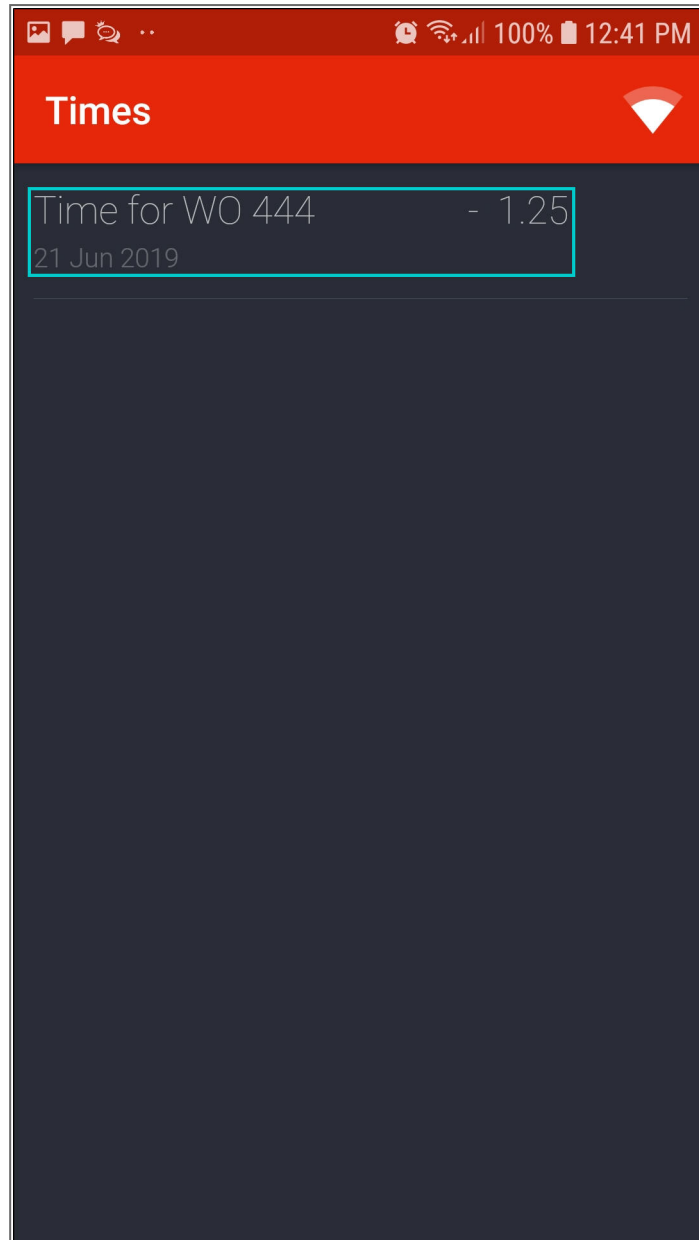
- The **Time** screen will be displayed.
- From this screen, you can view the time duration and comments of the selected time record.



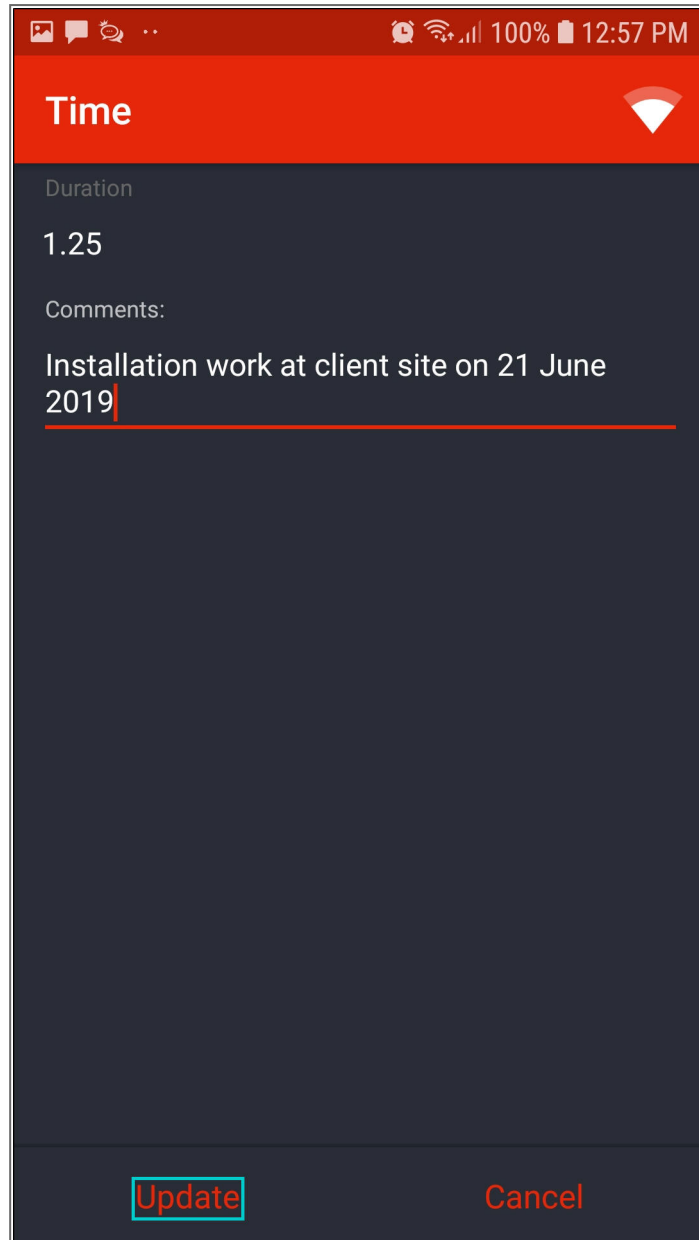
### ***Update Time Comments***

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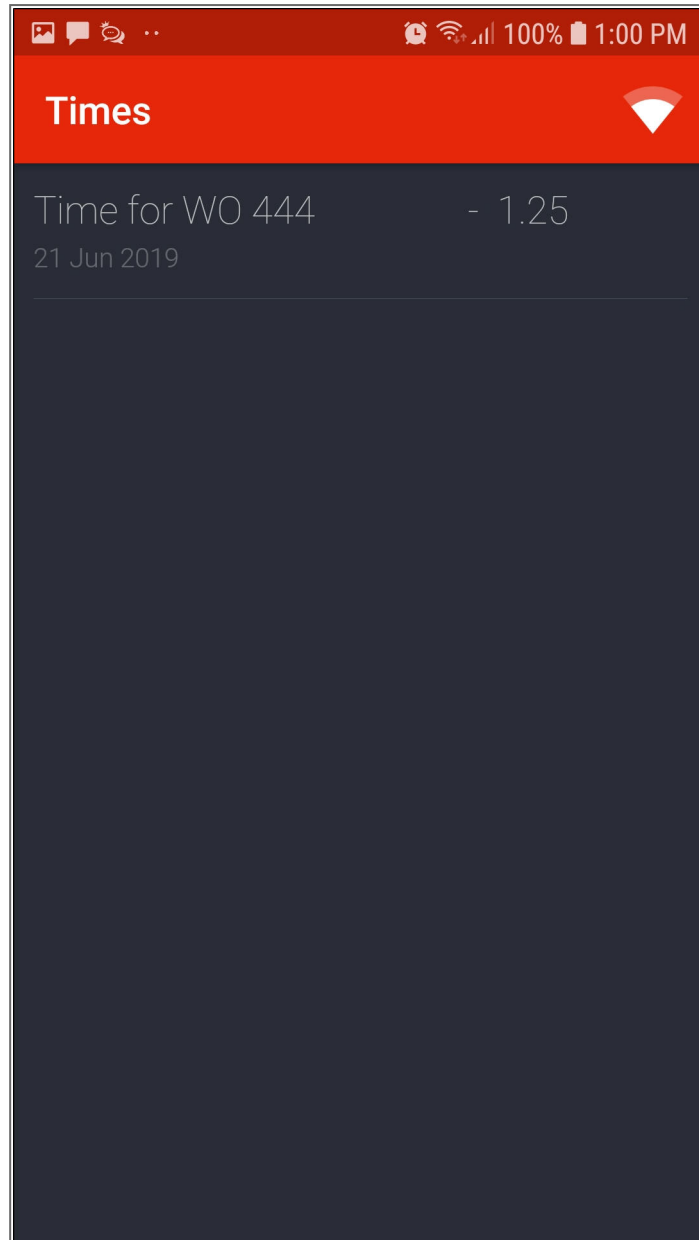
- Click on the time record you wish to amend.



- The **Time** screen will be displayed.
- Update the comments accordingly.
- Click on **Update**.
- **Note:** The system does not allow you to update the time duration from this screen.



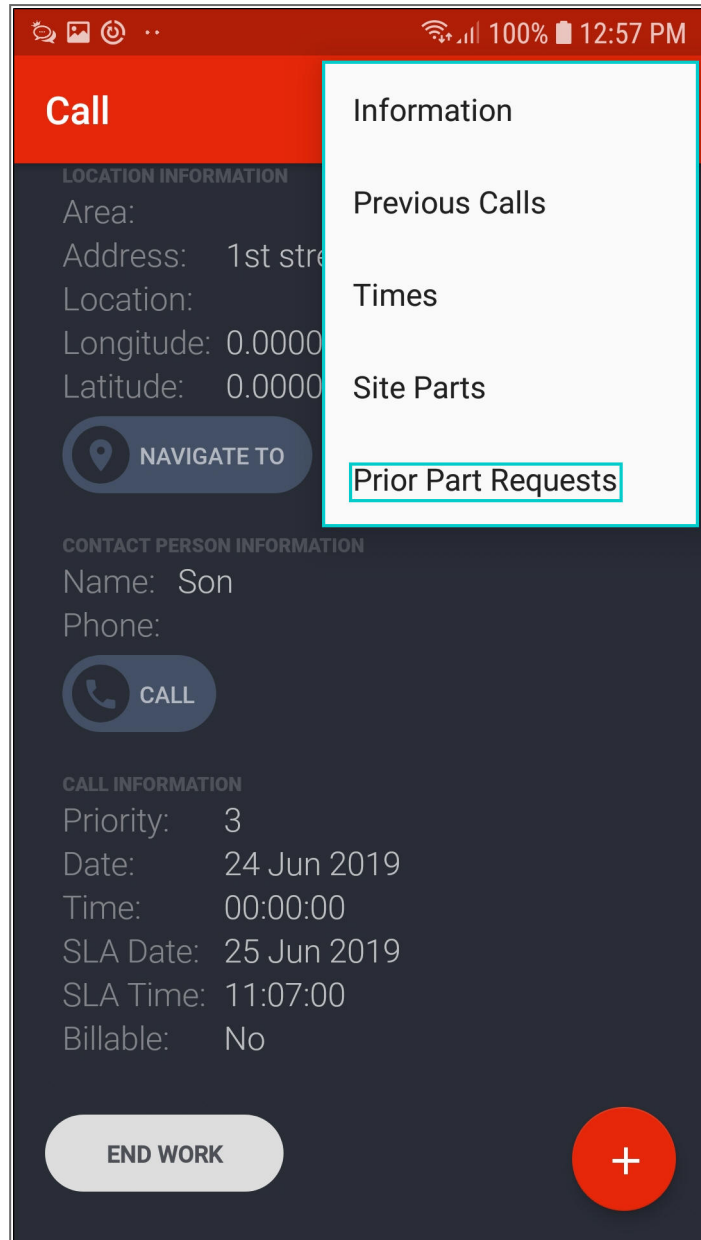
- You will return to the *Times* screen.



## PRIOR PART REQUESTS

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- Click on *Prior Part Requests*.



- The **Prior Part Requests** screen will be displayed.
- A list of **Prior Part Requests** linked to the serial number on the call you are currently working on will be displayed. The last 6 issues will be displayed.





The screenshot shows a mobile application interface with a red header bar containing the text "Prior Part Requests" and a white Wi-Fi icon. Below the header, there is a list of five items, each with a title, a model number, and status information. The items are: SP2020 Yellow Toner Alternate (2020-147YA), SP2020 Magenta Toner Alternate (2020-147MA), SP2020 Cyan Toner Alternate (2020-147CA), SP2020 Black Toner Alternate (2020-147KA), and SP2020 Drum Alternate (2020-586A). Each item has "requested: 1" and "issued: 0" listed below it.

Item Name	Model Number	Requested	Issued
SP2020 Yellow Toner Alternate	2020-147YA	1	0
SP2020 Magenta Toner Alternate	2020-147MA	1	0
SP2020 Cyan Toner Alternate	2020-147CA	1	0
SP2020 Black Toner Alternate	2020-147KA	1	0
SP2020 Drum Alternate	2020-586A	1	0

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