We are currently updating our site; thank you for your patience.

TECHCONNECT

OVERVIEW AND LOG IN / OUT

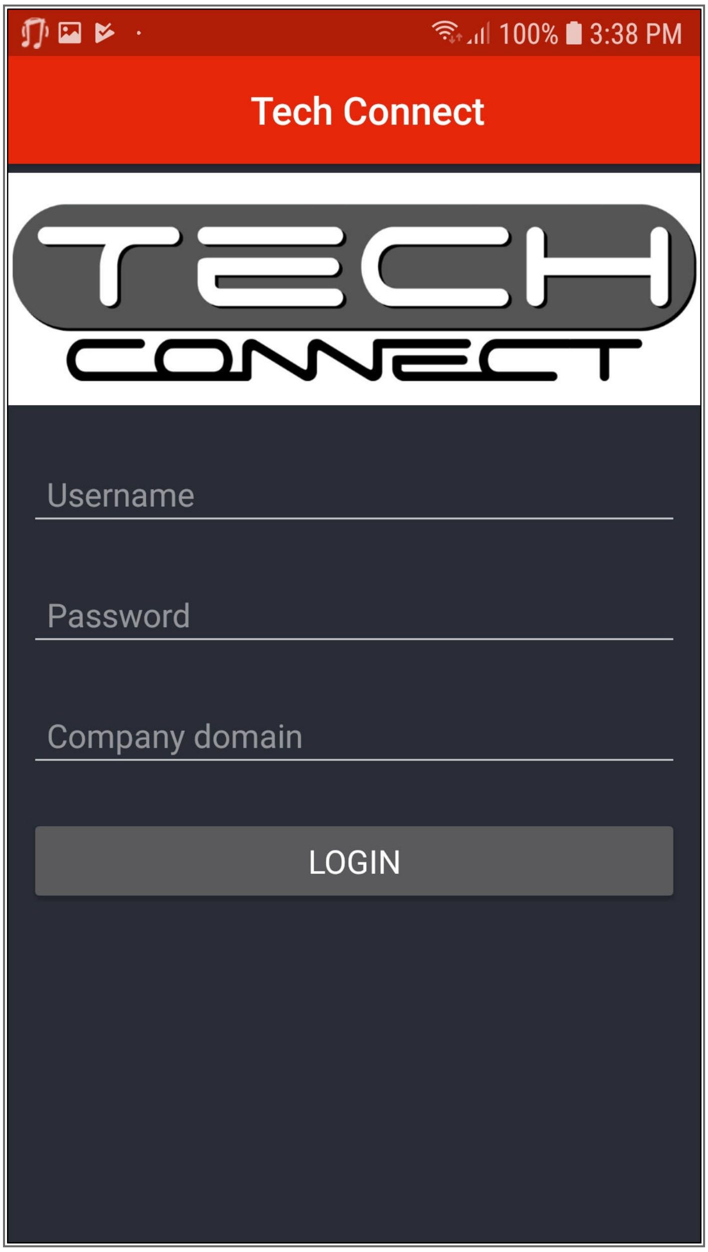
OPEN APP

- If you do not have the **app** yet, download **Tech Connect** from the **Google Play Store** (search for **CO3 TechConnect**).
- After installation, click on the **Tech Connect icon** on your device.

- The **Tech Connect** start up screen will come up.

INITIAL LOG IN

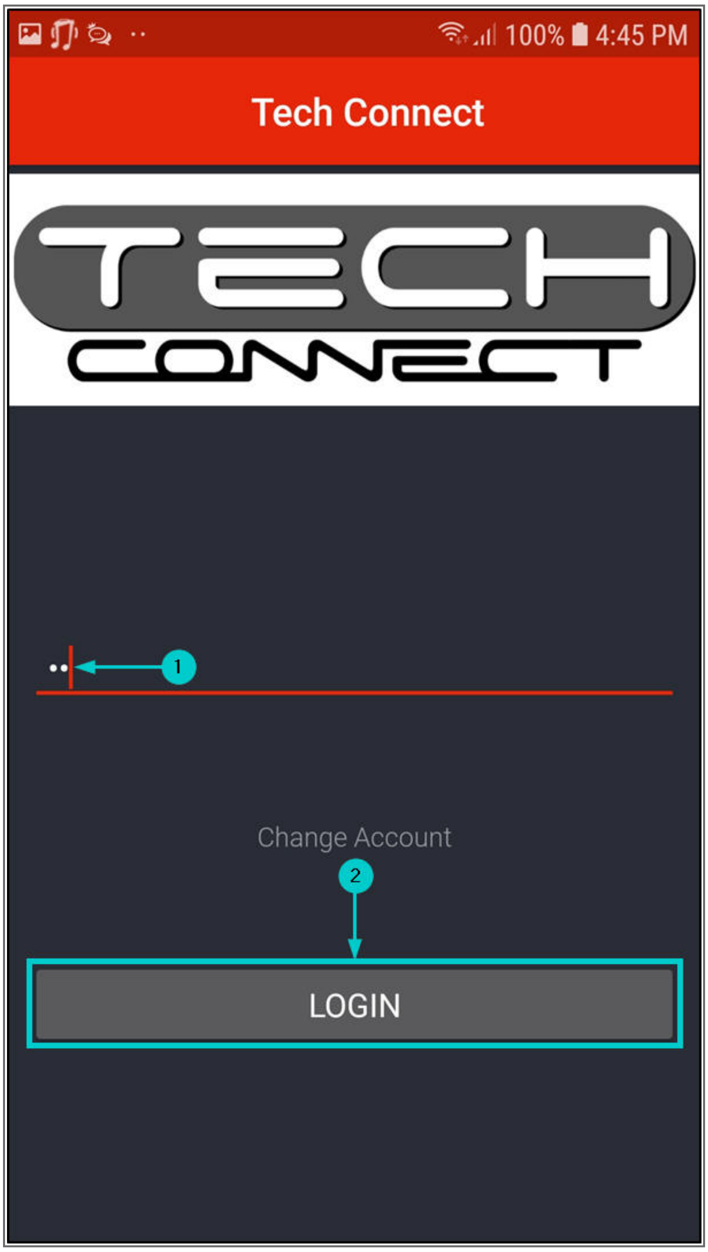
- Speak to your system administrator with regards to initial **Tech Connect** setup.



SUBSEQUENT LOG IN

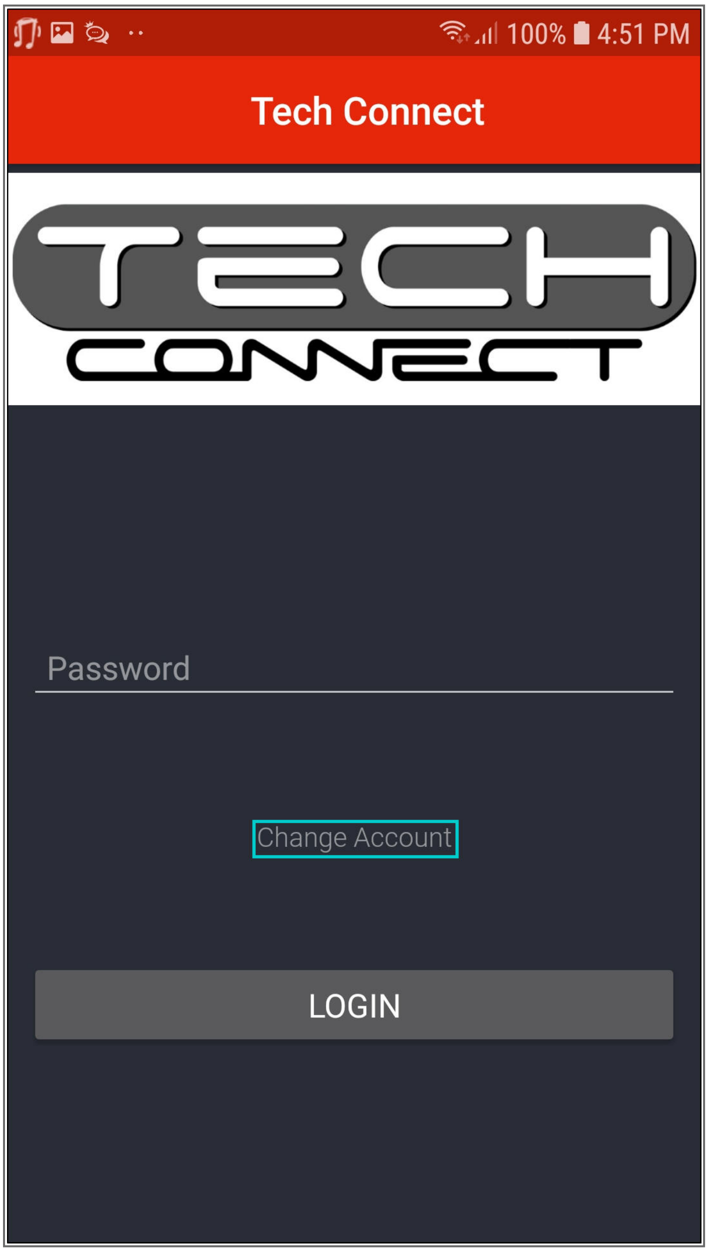
1. After your initial log in, **Tech Connect** will keep your login details, you just need to type in your password.
2. Click on **Login**.

- **Note**: If you need to log in as another user, refer to Change Account.



CHANGE ACCOUNT

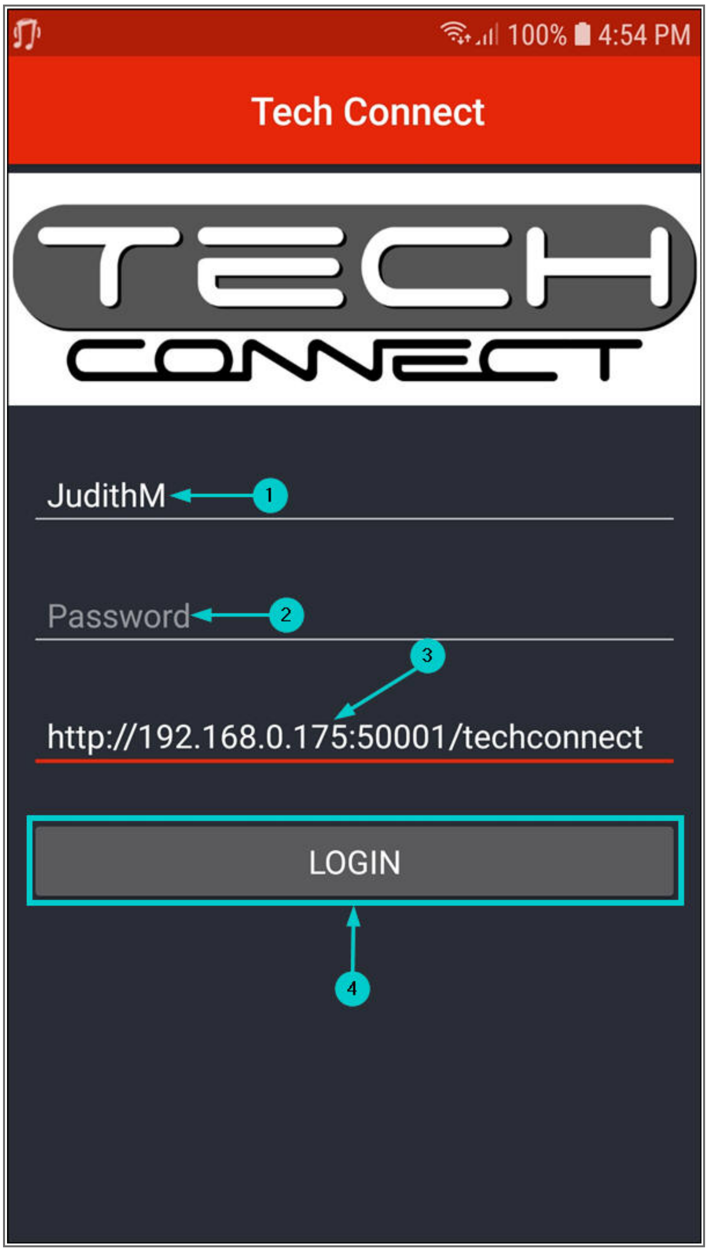
- If you need to log in as another user, click on **Change Account**.



- An initial log in screen will be displayed. The previous user's details will auto populate except the password.
  1. **Username**: Delete and type in your username.
  2. **Password**: Type in your password.
  3. **Company Domain**: Delete and type in the company domain

if it's different from what the previous user was using.

4. Click on **Login**.

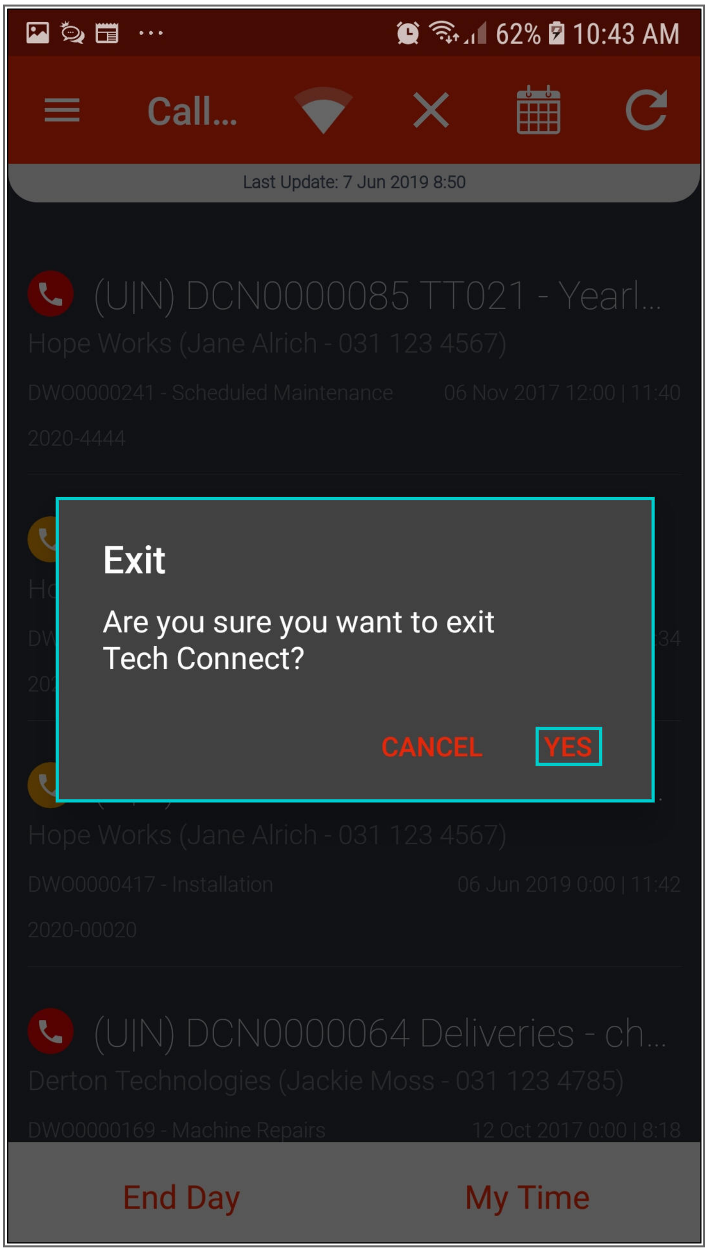


EXIT

- To exit the application, click on **Back** on your device until an **Exit** message box pops up asking you;

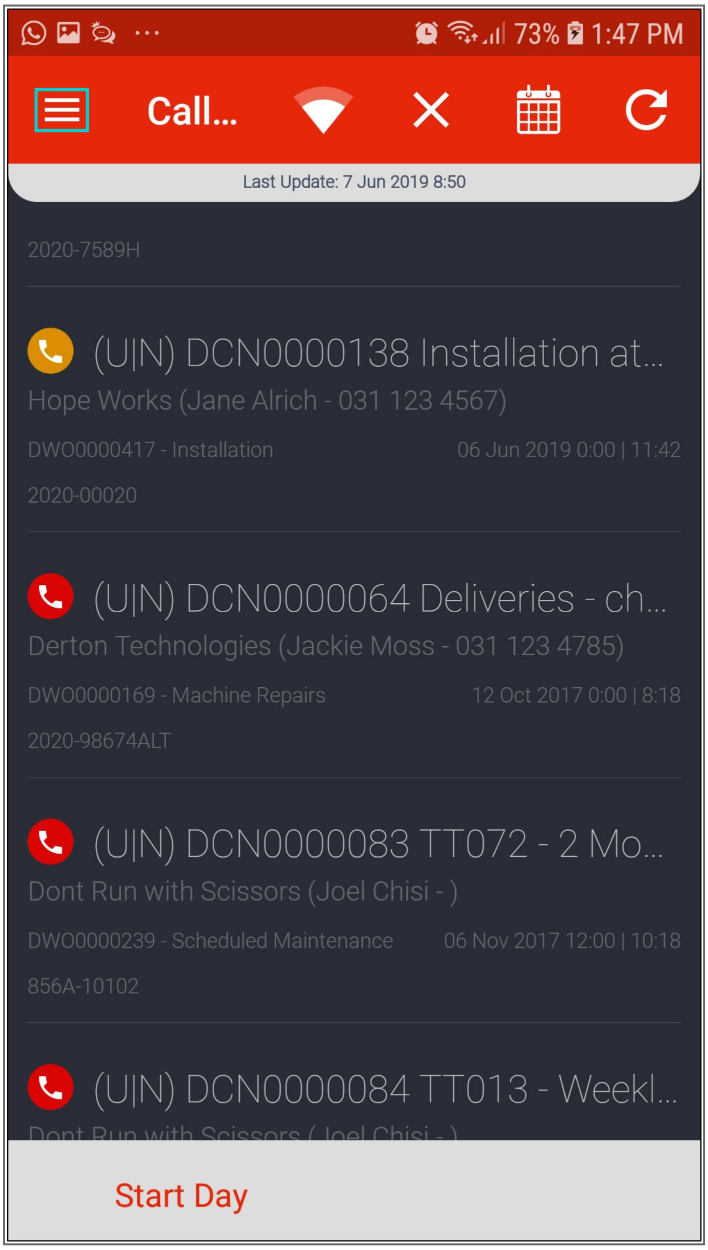
- **Are you sure you want to exit this app?**

- Click on **Yes**.

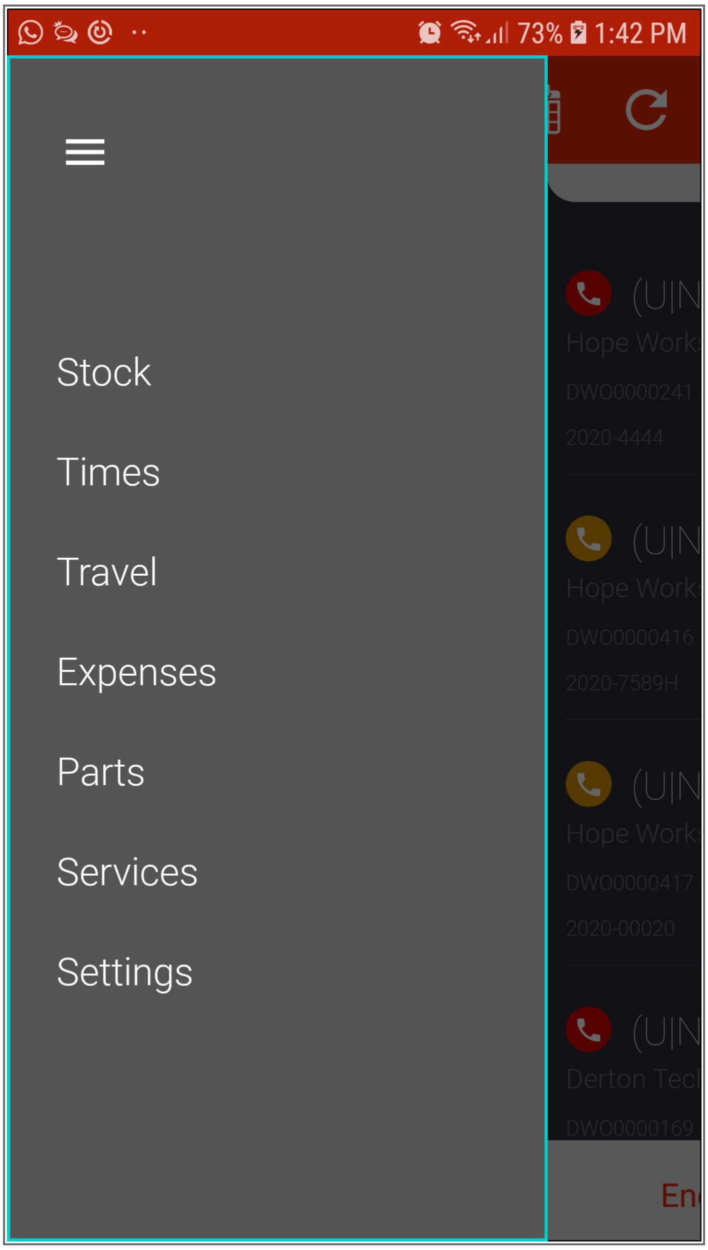


CONFIGURATION

- Click on the **Side Menu** button.

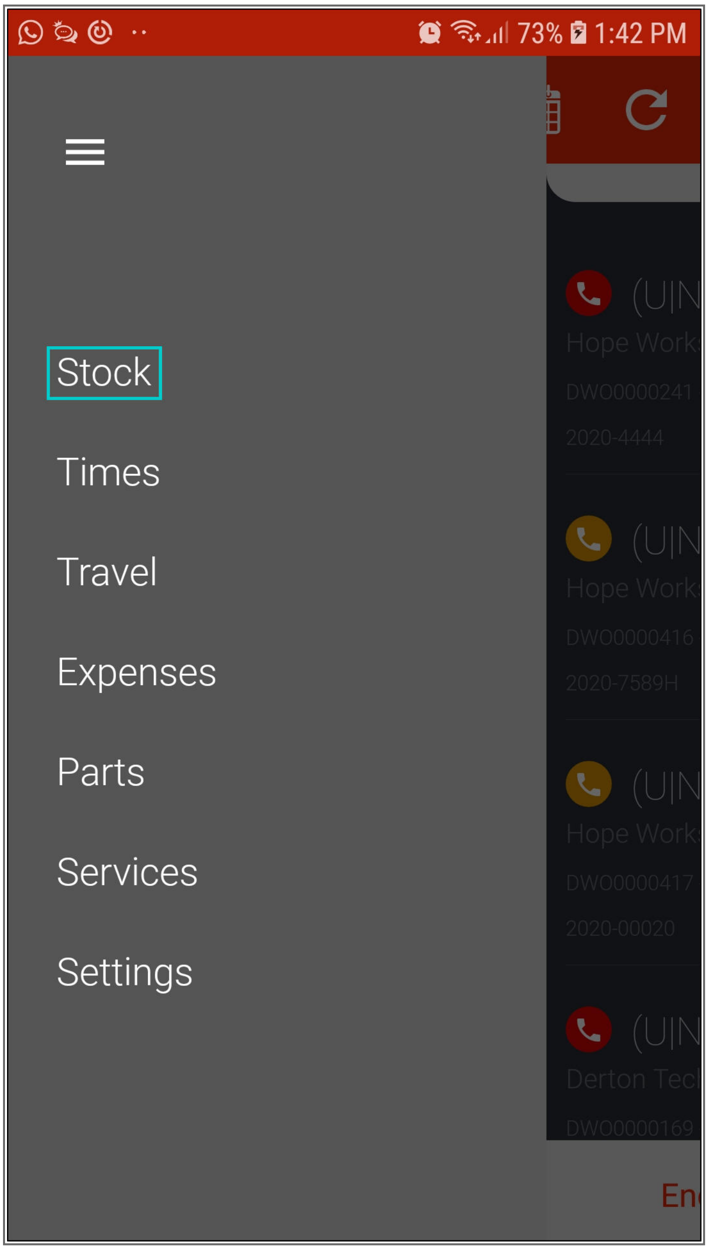


- The **Side Menu** will be displayed.



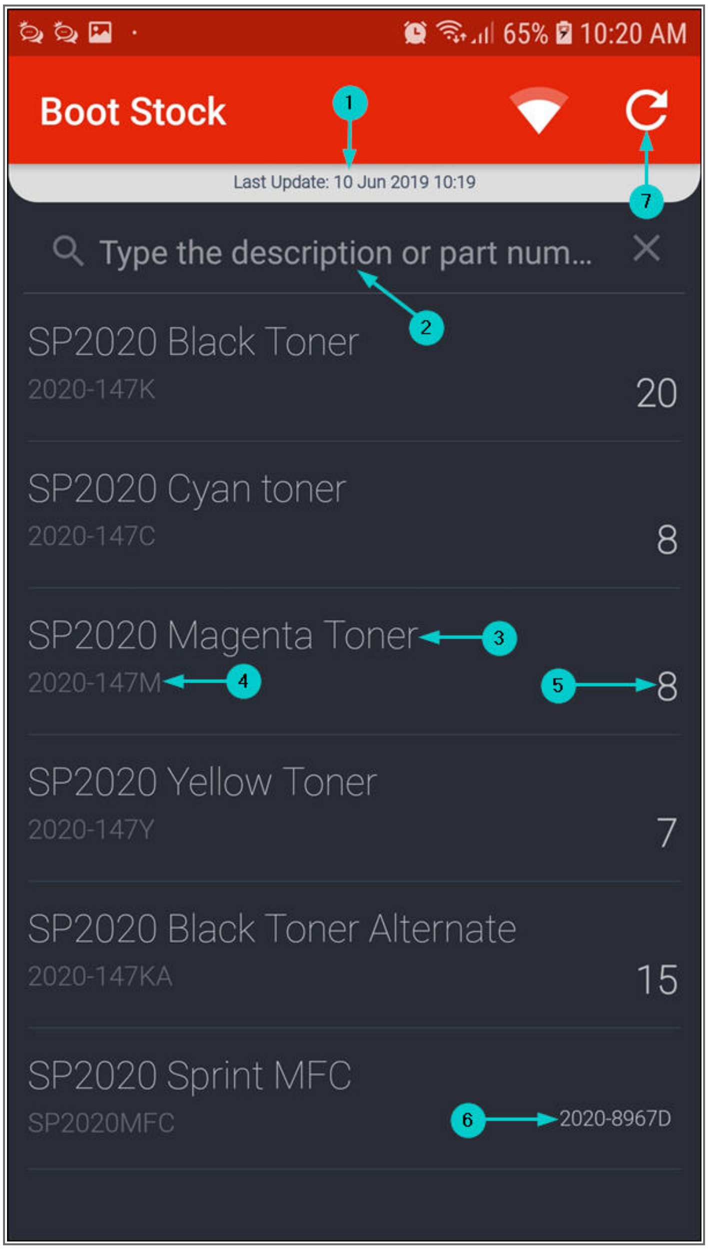
CONFIGURATION - BOOT STOCK DATABASE

- To update the boot stock information from **BPO** initially or if there has been stock movement in **BPO** and or you were unable to connect to the internet for some time,
- click on **Stock**.

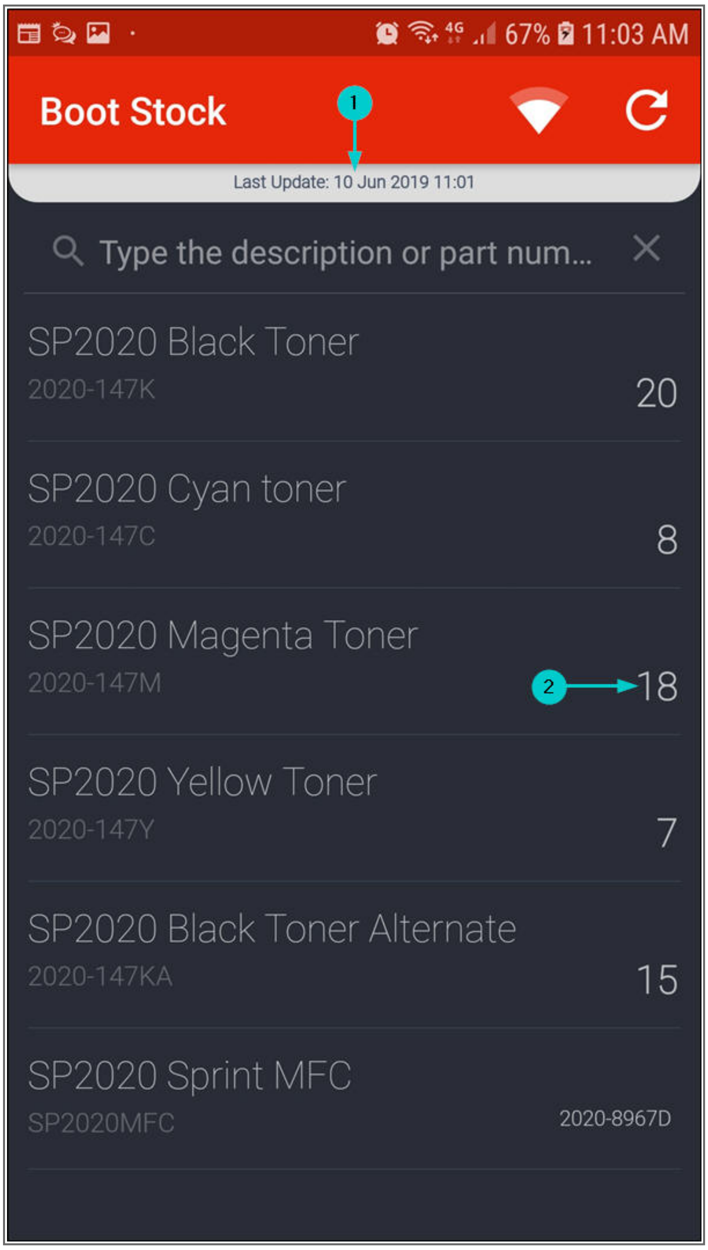


- The **Boot Stock** screen will be displayed.
- A list of items in your boot stock will be displayed.
  1. The **Last Update: [ ]** will show the date and time the boot stock was last updated.
  2. The **Search** field is used to search for a part by either typing in the part description or part number.

3. This shows the **part description**.
4. This shows the **part code**.
5. This shows the **quantity** in stock, this is specific to **C** class items.
6. For **A** / **B** class items - a **serial number** is displayed instead of the quantity.
    - In this image, part code **2020-147M** has a total quantity of **8** before the boot stock information is updated.
7. Click on the **Refresh** button to update the boot stock inform-ation.

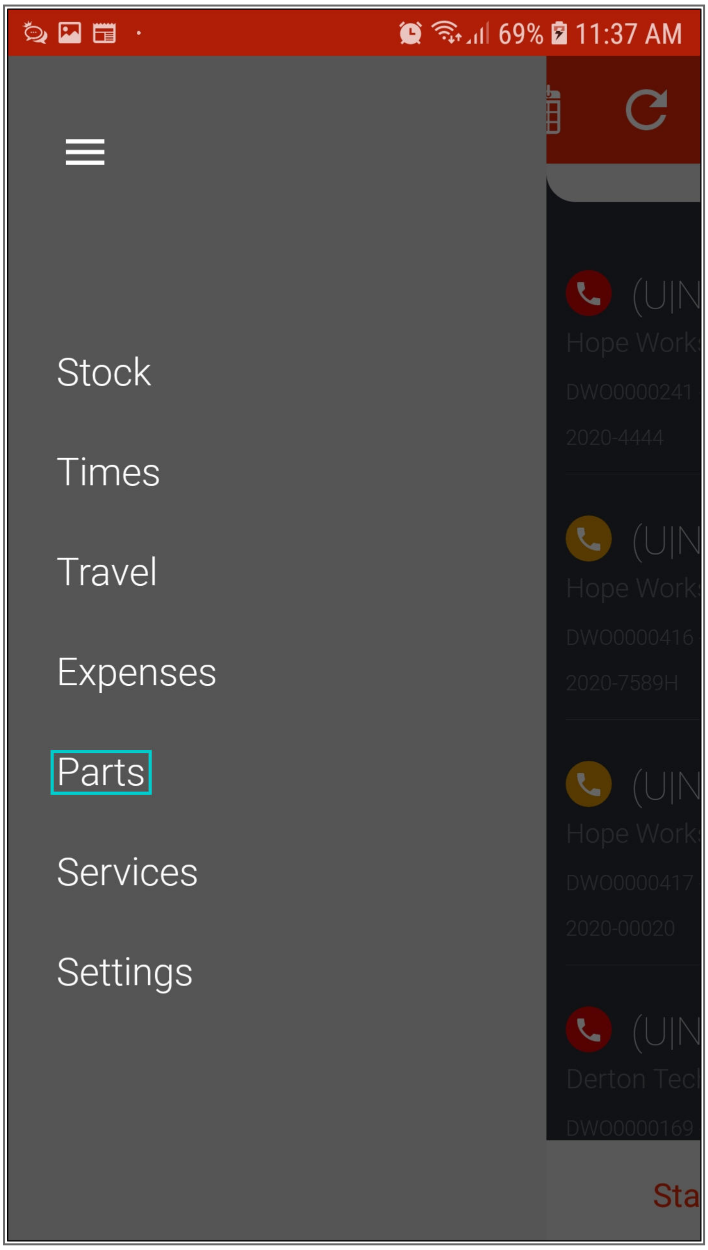


- An updated list of items in your boot stock will be displayed.
    1. The **Last Update: [ ]** will change to the time the boot stock information was updated.
    2. In this image, part code **2020-147M** now has a total quantity of **18** after the boot stock information was updated.



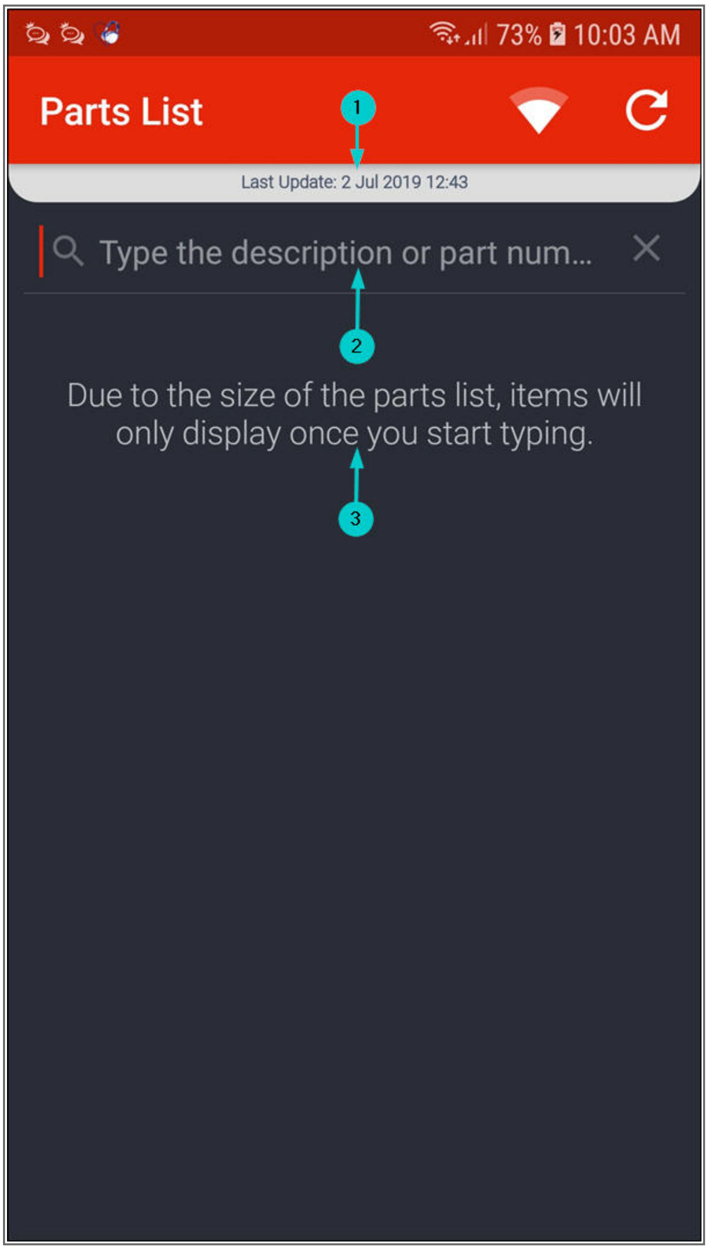
CONFIGURATION - PARTS DATABASE

- To refresh the part list from **BPO** initially or refresh if required e.g. new parts added to **BPO**,
- click on **Parts**.



- The **Parts List** screen will be displayed.
    1. The **Last Update: [ ]** will show the date and time the parts list was last updated.
    2. The **Search** field is used to search for a part by either typing in the part description or part number.
    3. A message will be displayed telling you;

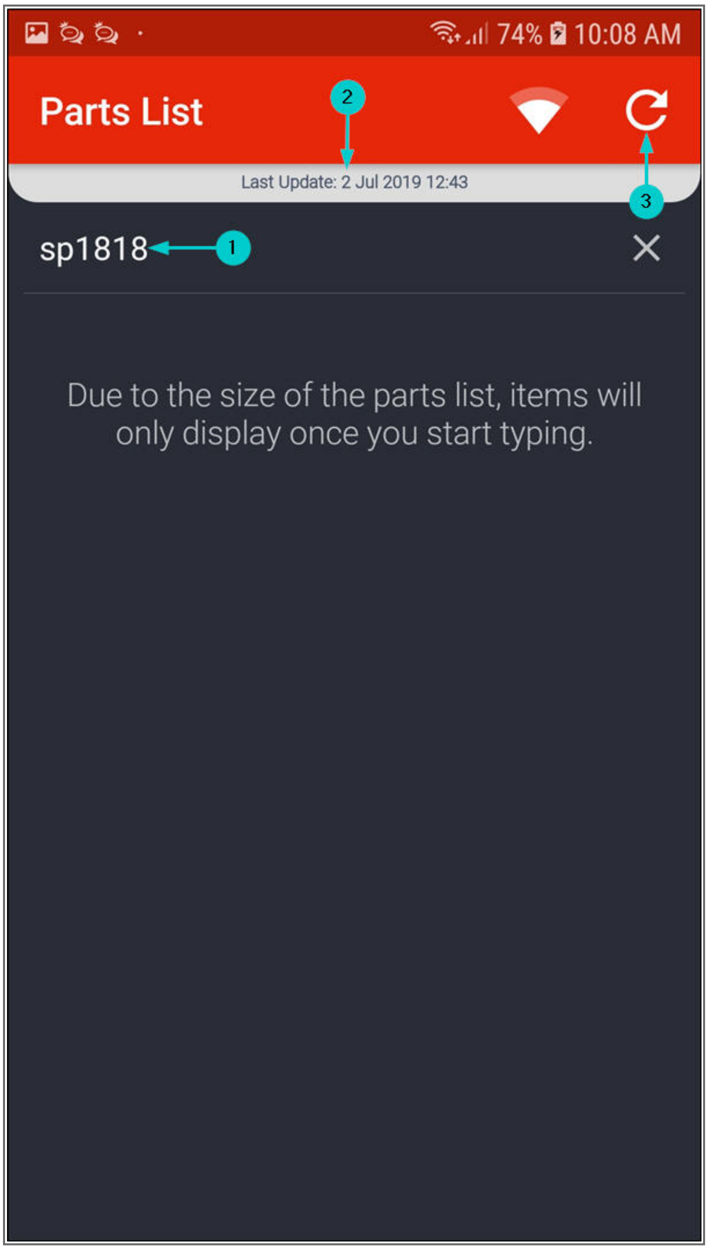
- **Due to the size of the parts list, items will only display once you start typing.**



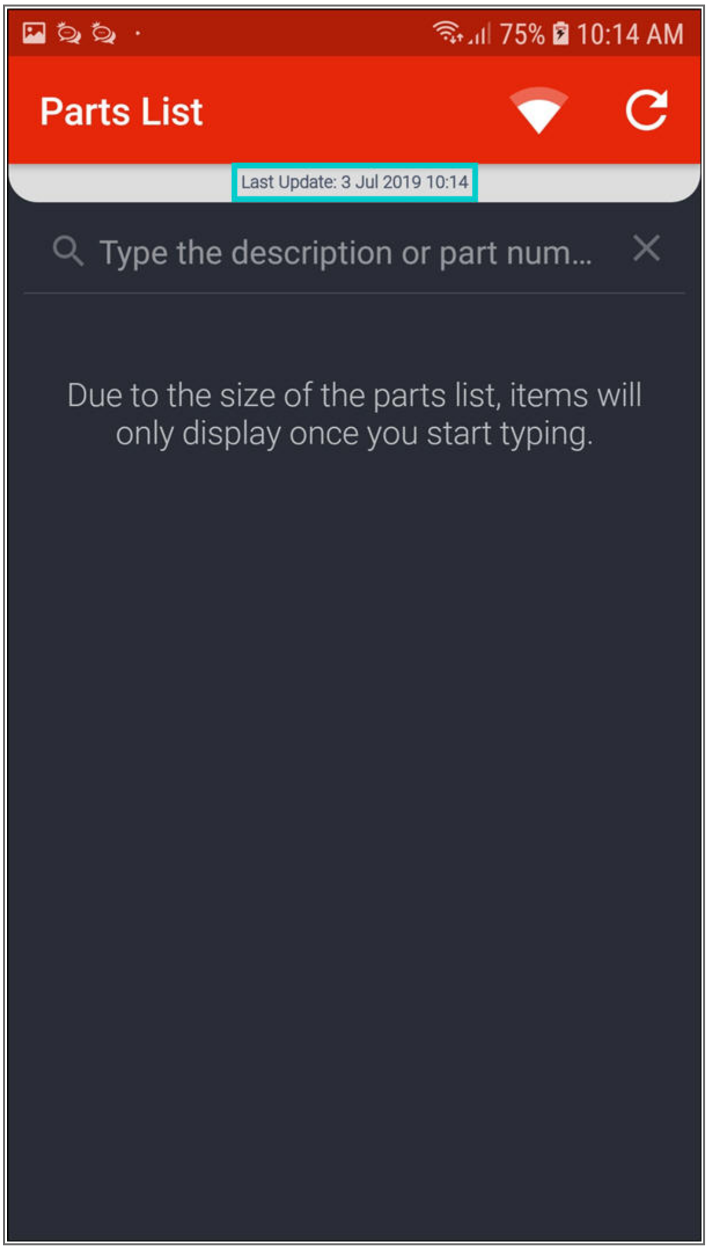
1. In this image, searching for part **SP1818** which was added after the
2. **Last Update: 2 Jul 2019 12:43**

   returns no results.

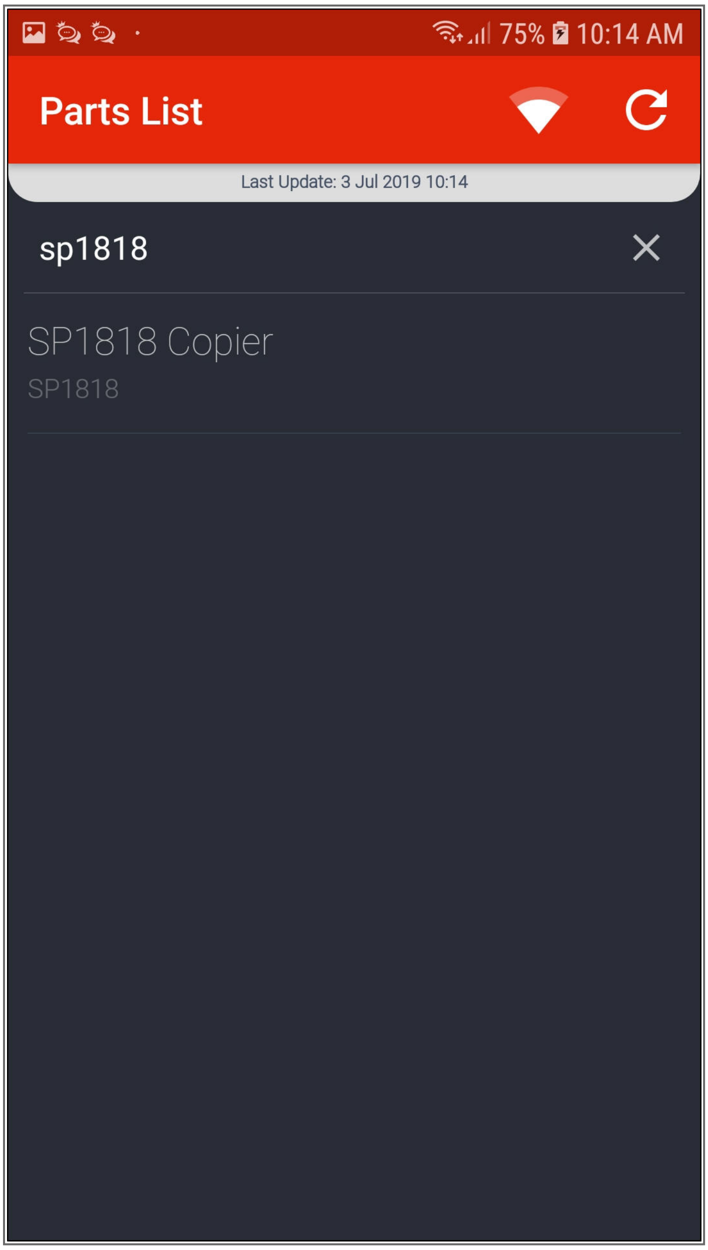
3. Click on **Refresh** to update the parts list information.



- The **Last Update: [ ]** will change to the date and time the parts list information was updated.

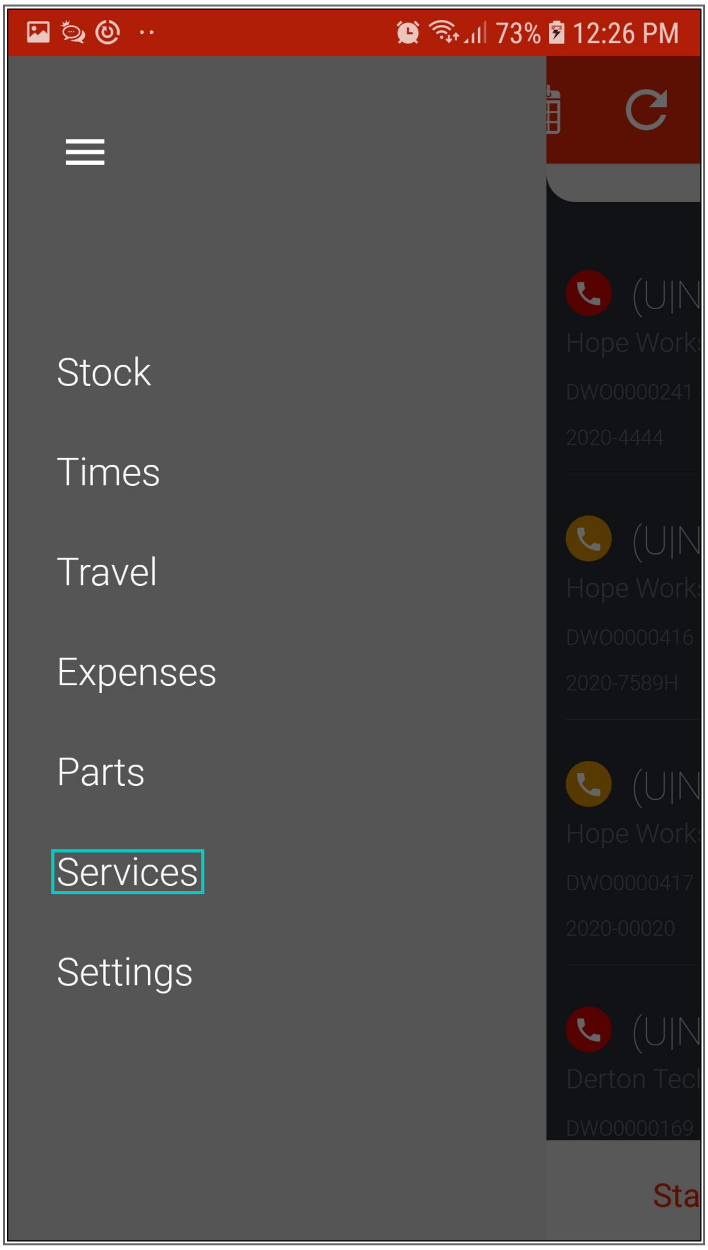


- In this image, searching for **SP1818** now returns results.



CONFIGURATION - SERVICES DATABASE

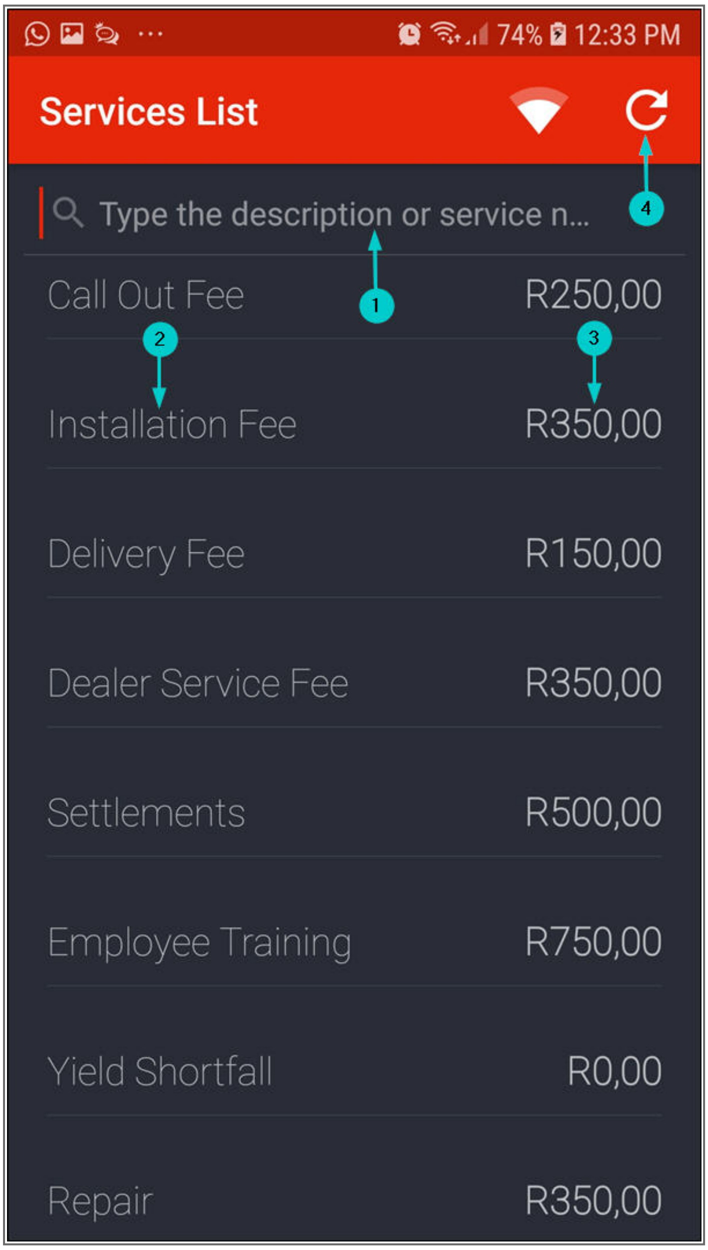
- To refresh the non stock service list from **BPO** initially or to refresh if required, e.g. new services added to **BPO** or a service fee has been changed in **BPO**,
- click on **Services**.



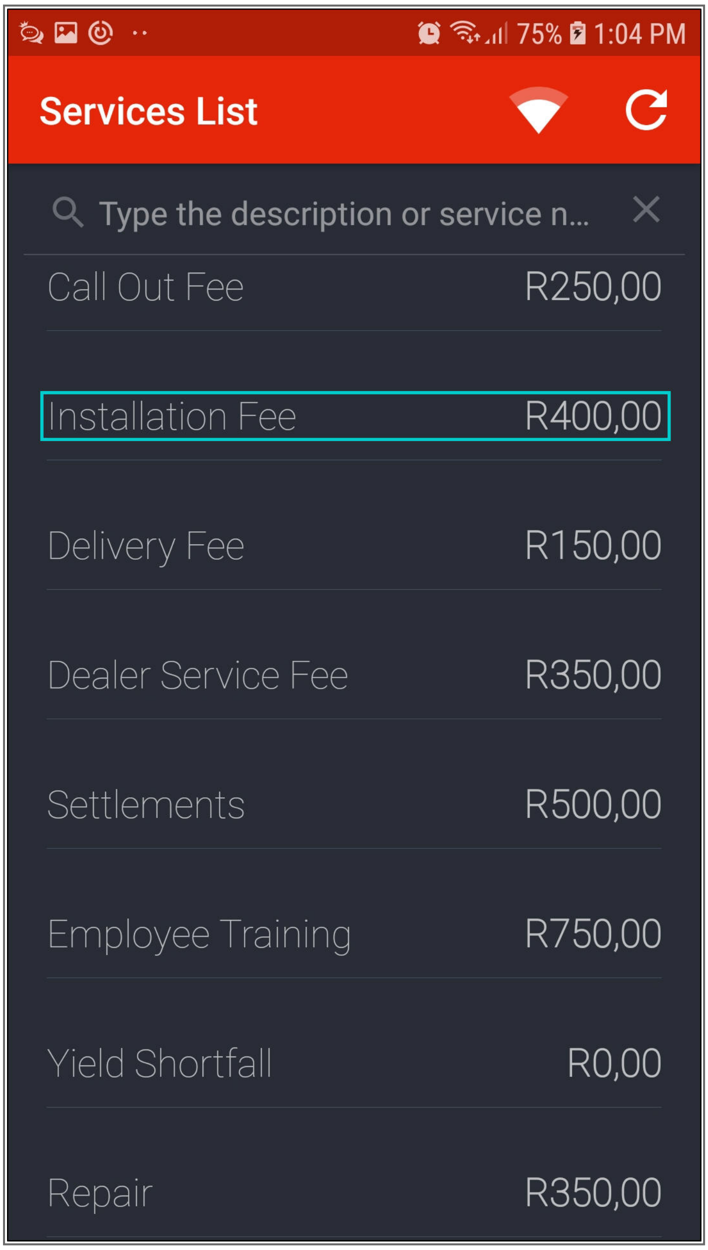
- The **Services List** screen will be displayed.
  1. The **Search** field is used to search for a service by either typing in the service description or service number.
  2. This shows the **service description**.
  3. This shows the **service fee**.

- In this image, the **Installation Fee** is **R350** before the services list information is updated.

4. Click on the **Refresh** button to update the service list information.

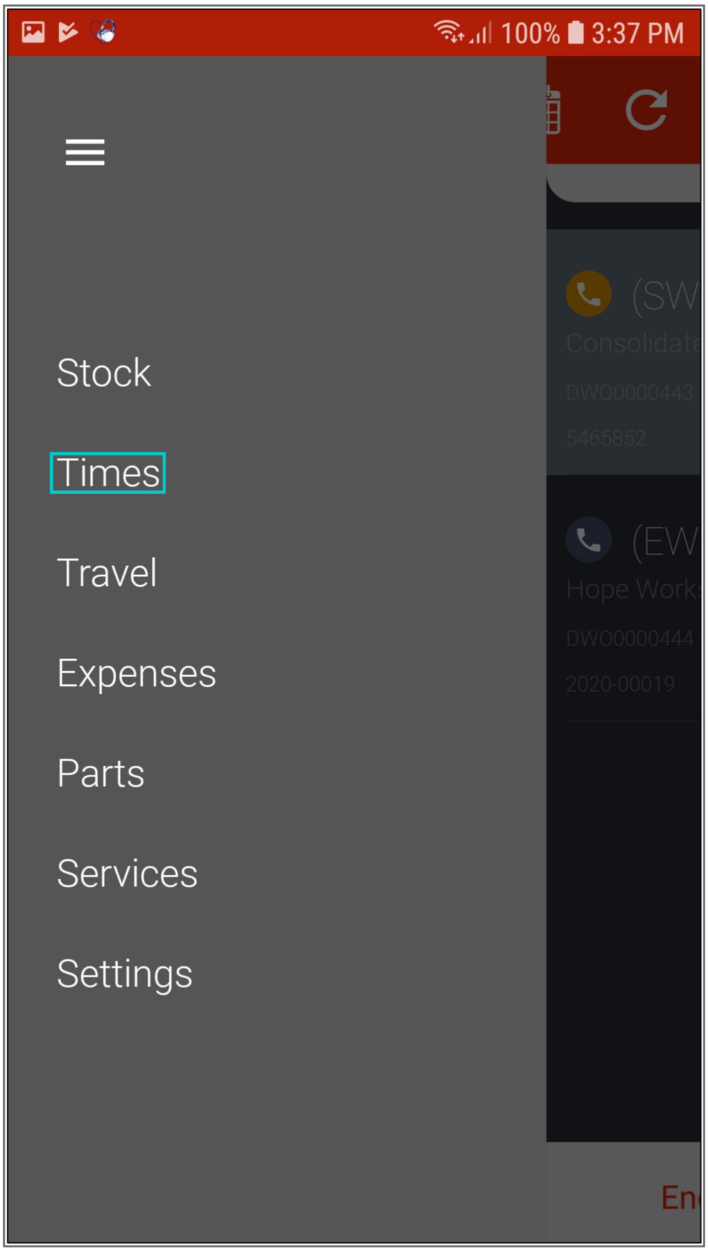


- An updated list of services will be displayed.
    - In this image, the **Installation Fee** is now **R400** after the services list information was updated.

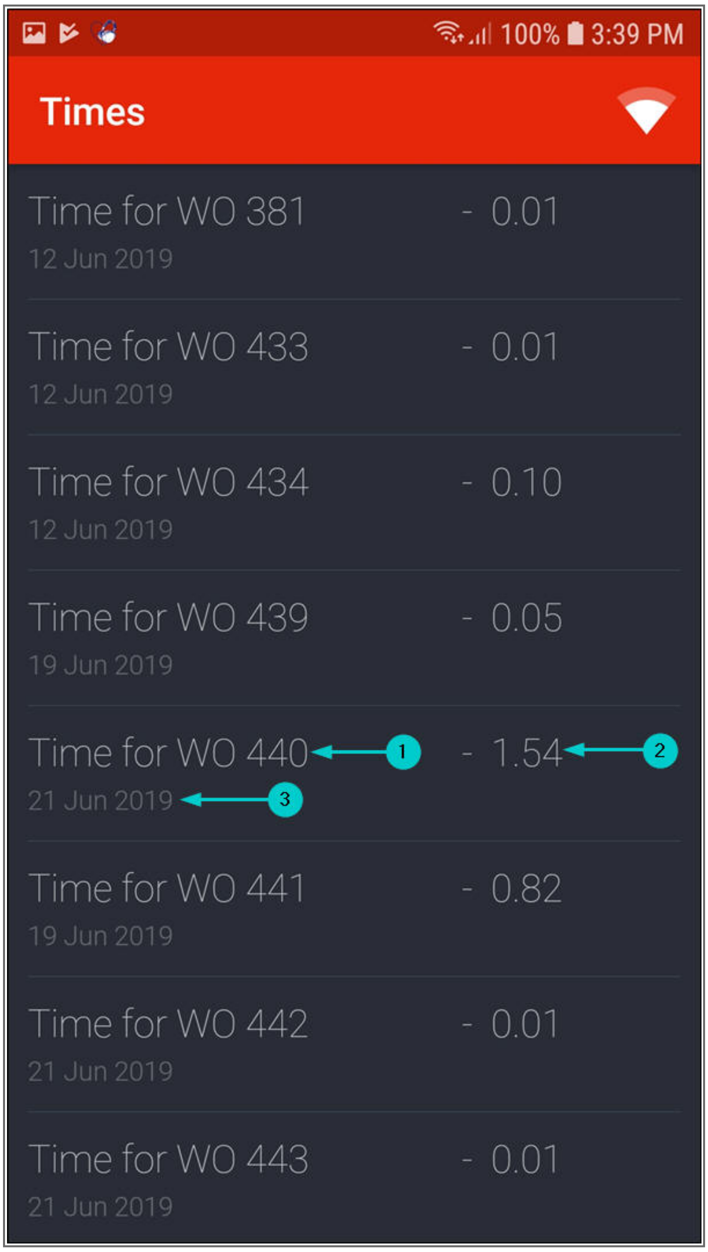


TIMES

- Click on **Times**.

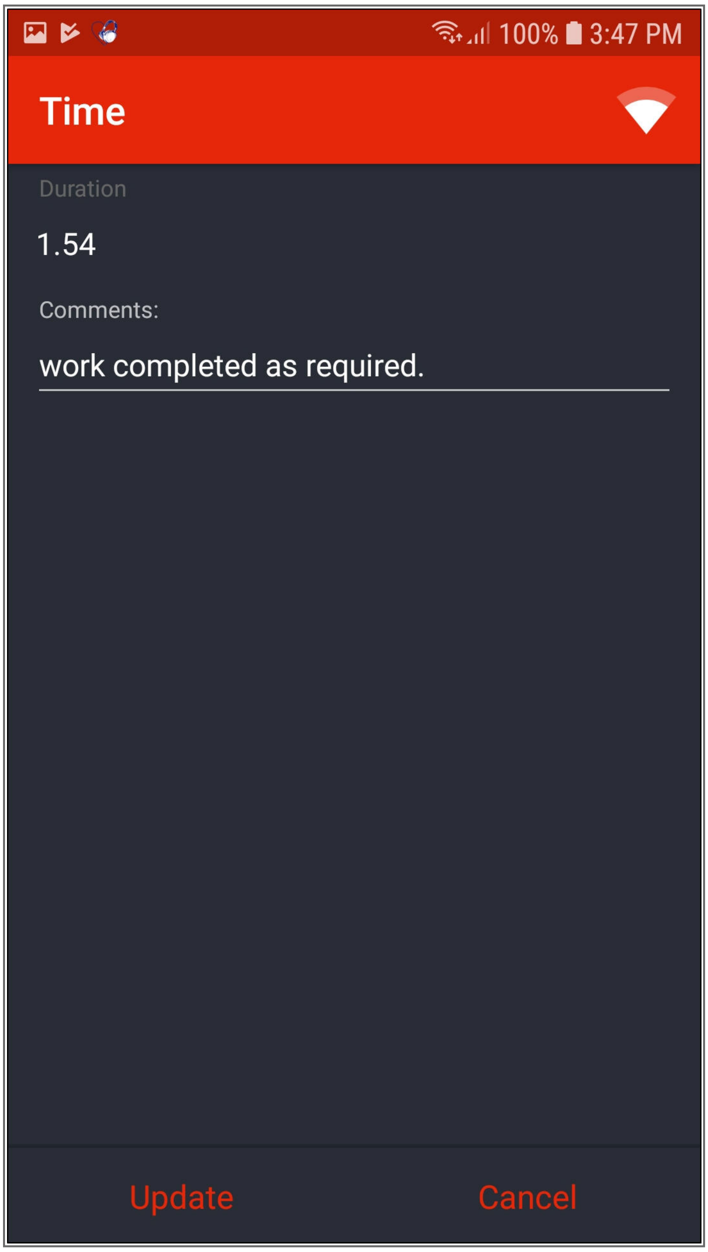


- The **Times** screen will be displayed.
- All your time records will be displayed in this screen showing the;
    1. work order number the time was booked for,
    2. the time duration of the task and
    3. the date the time was logged.



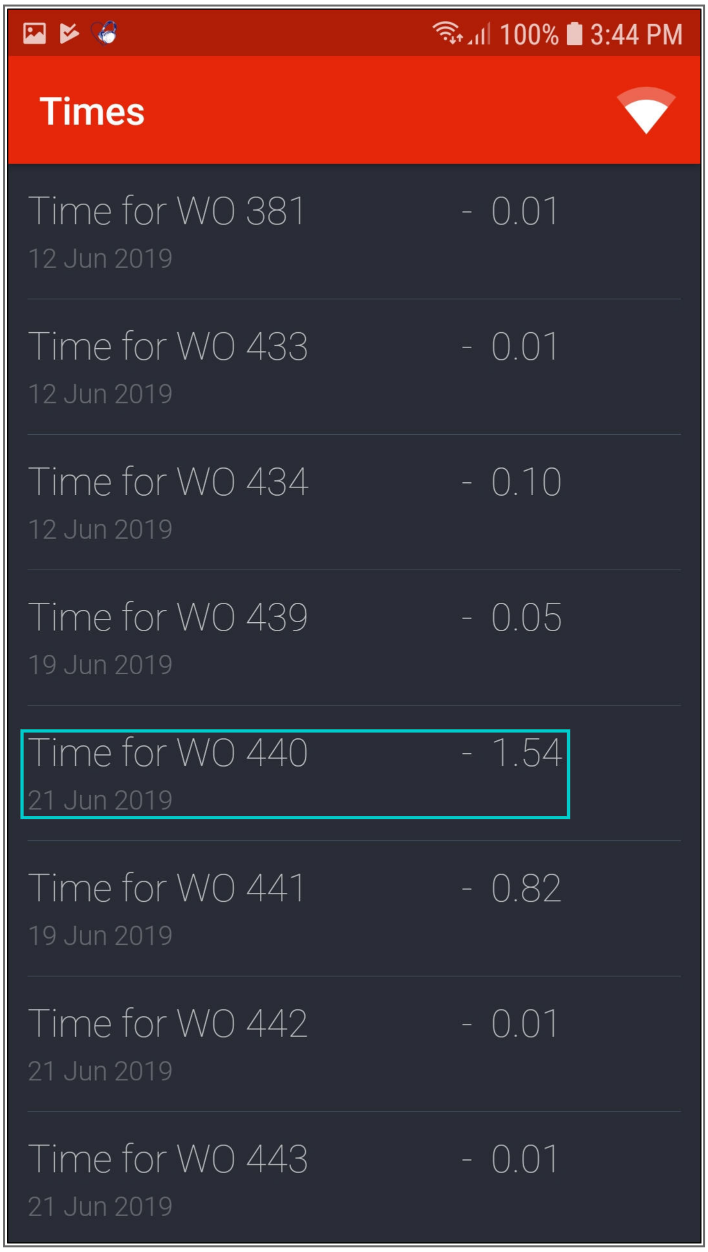
- You can view more details by clicking on the time record you wish to view more details for.

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

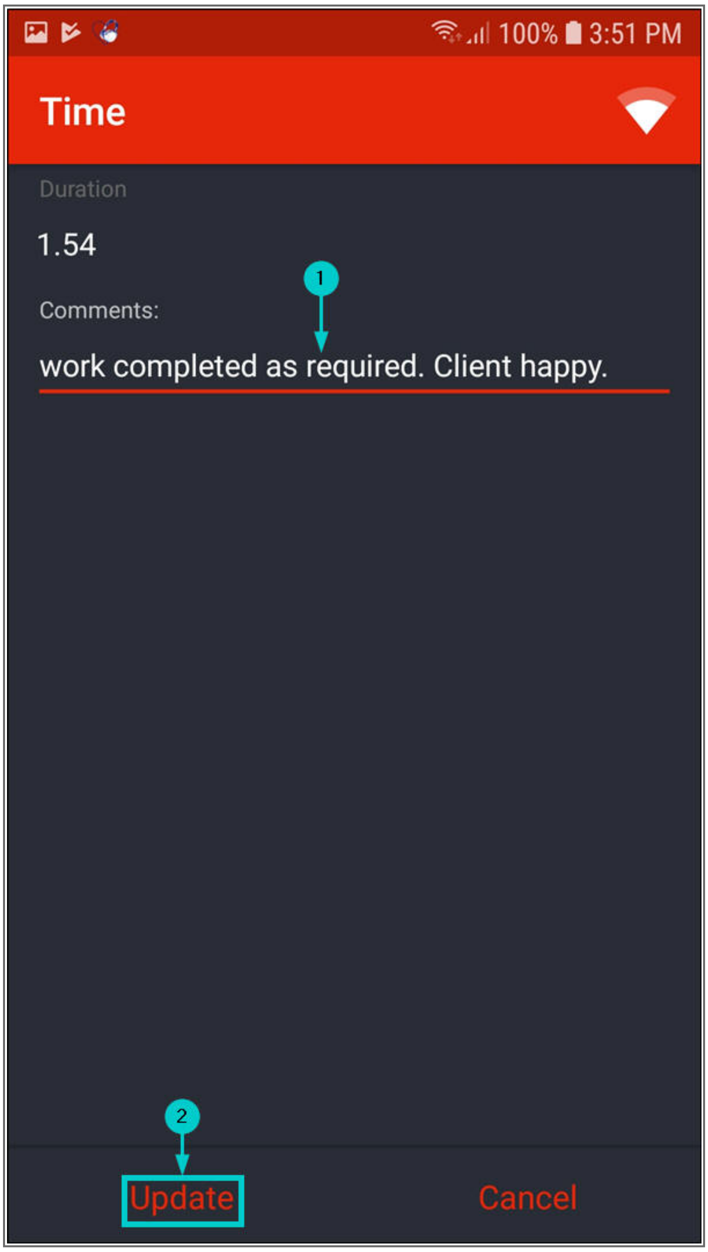


Update Time Comments

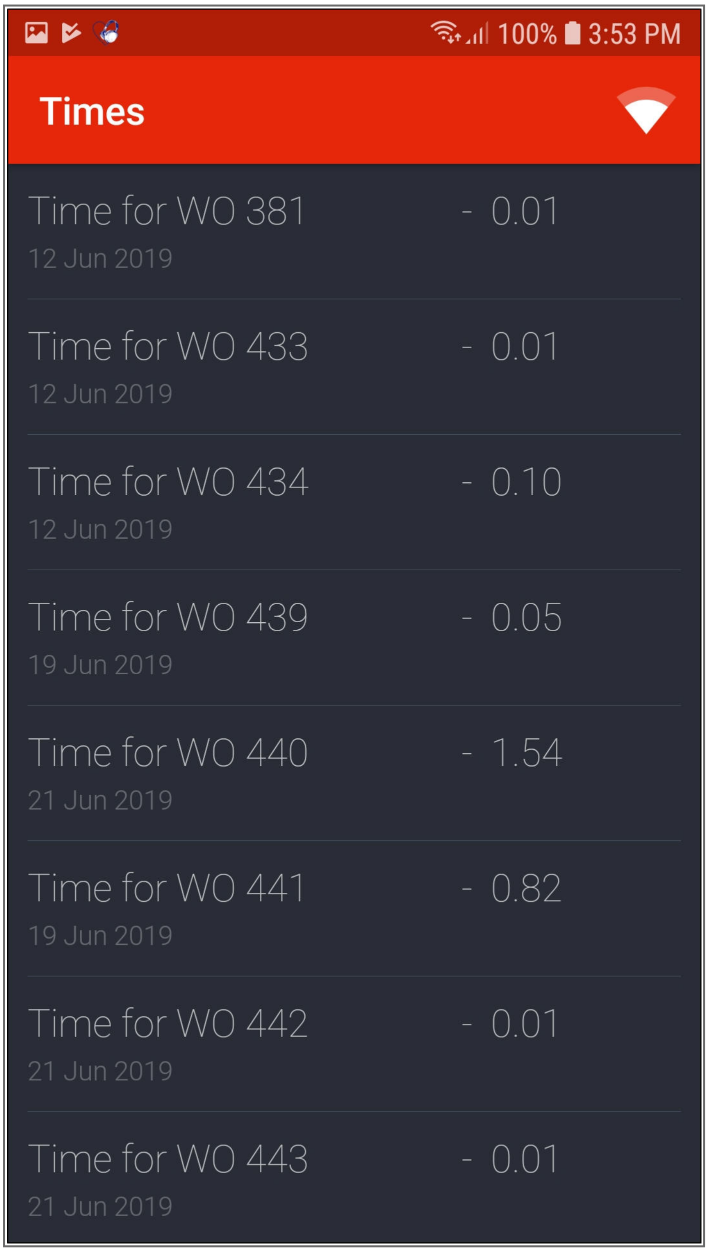
- Click on the time record you wish to amend.



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

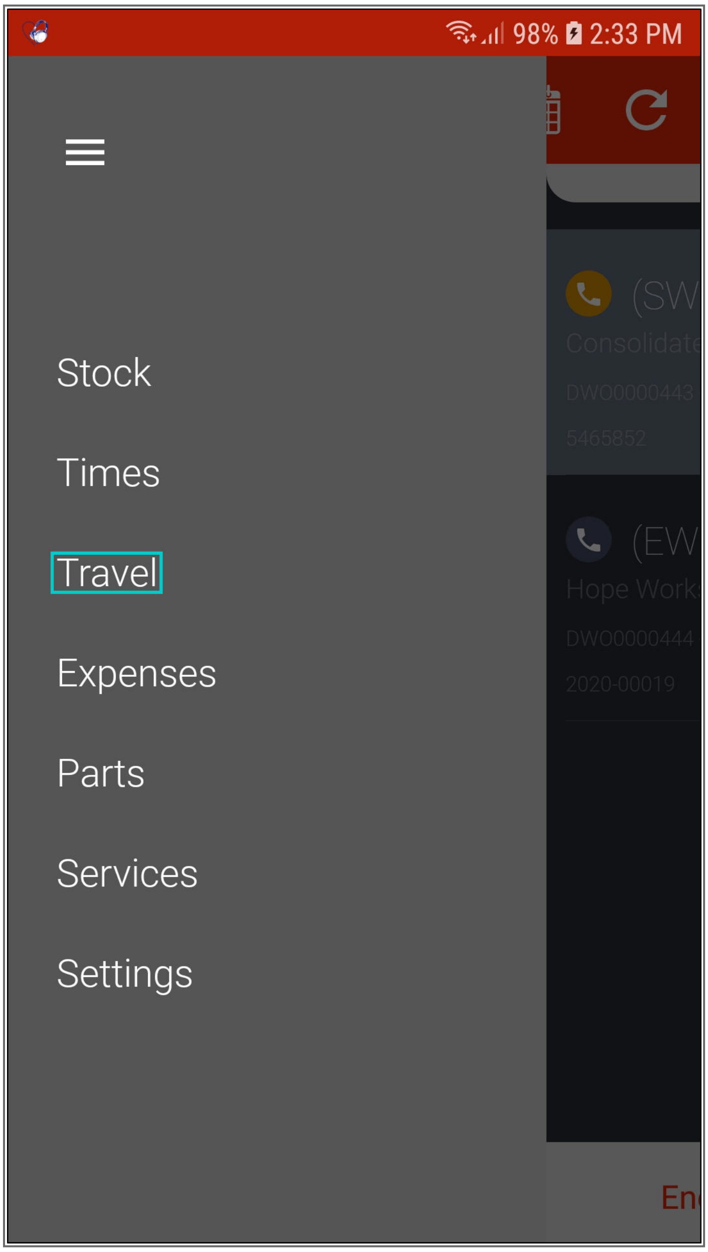


- You will return to the **Times** Screen.

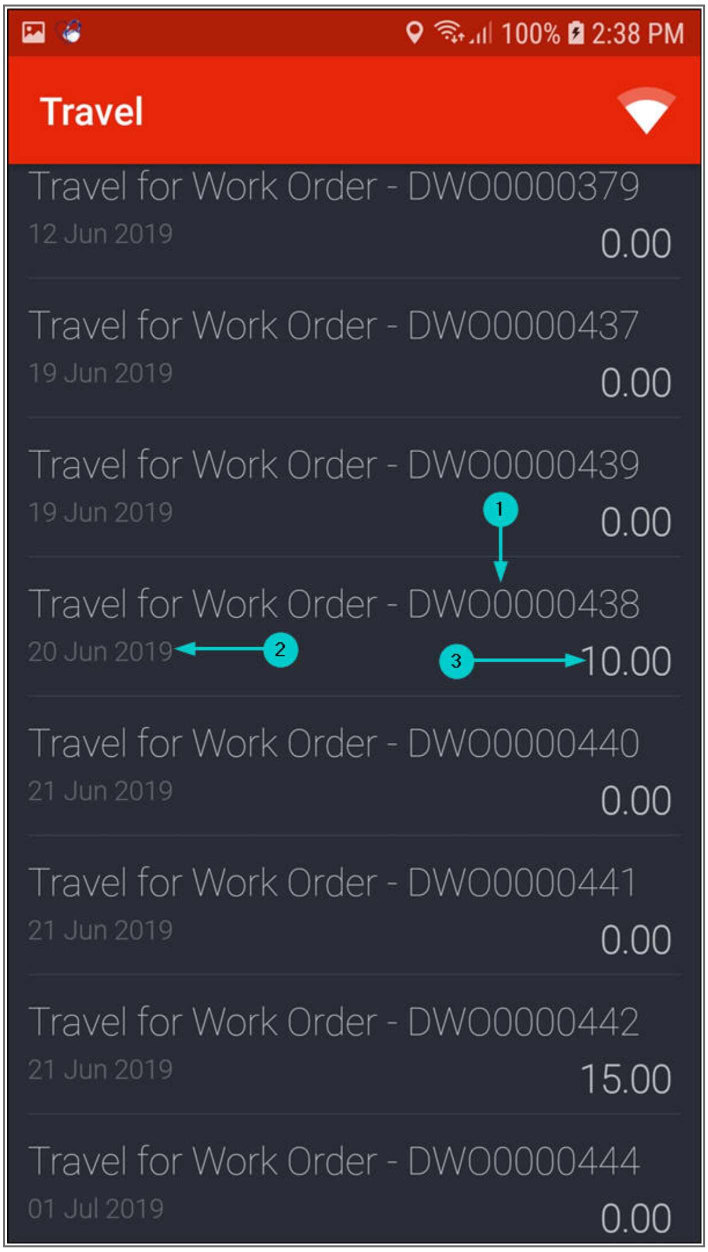


TRAVEL

- You can view or edit travel done on all your work orders.
- Click on **Travel**.

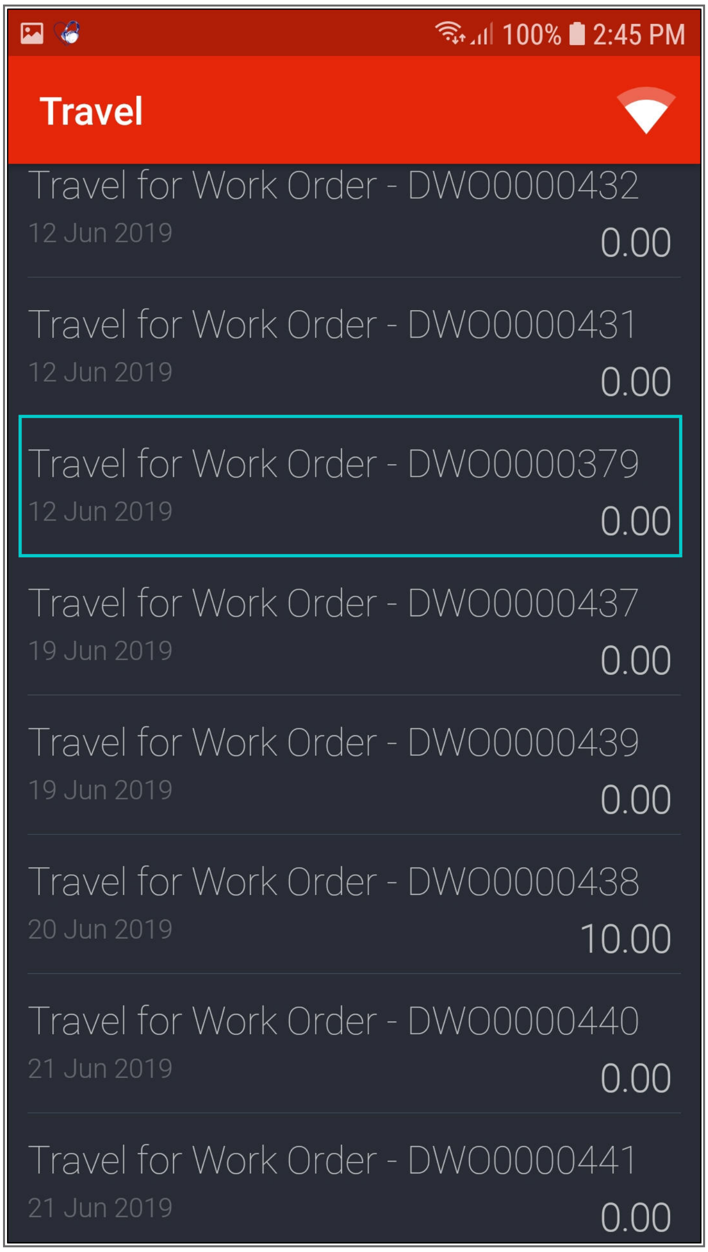


- The **Travel** screen will be displayed.
- A list of travel records for all your work orders will be displayed in this screen showing the;
    1. work order number,
    2. date the travel was logged and the
    3. distance travelled in km(s).

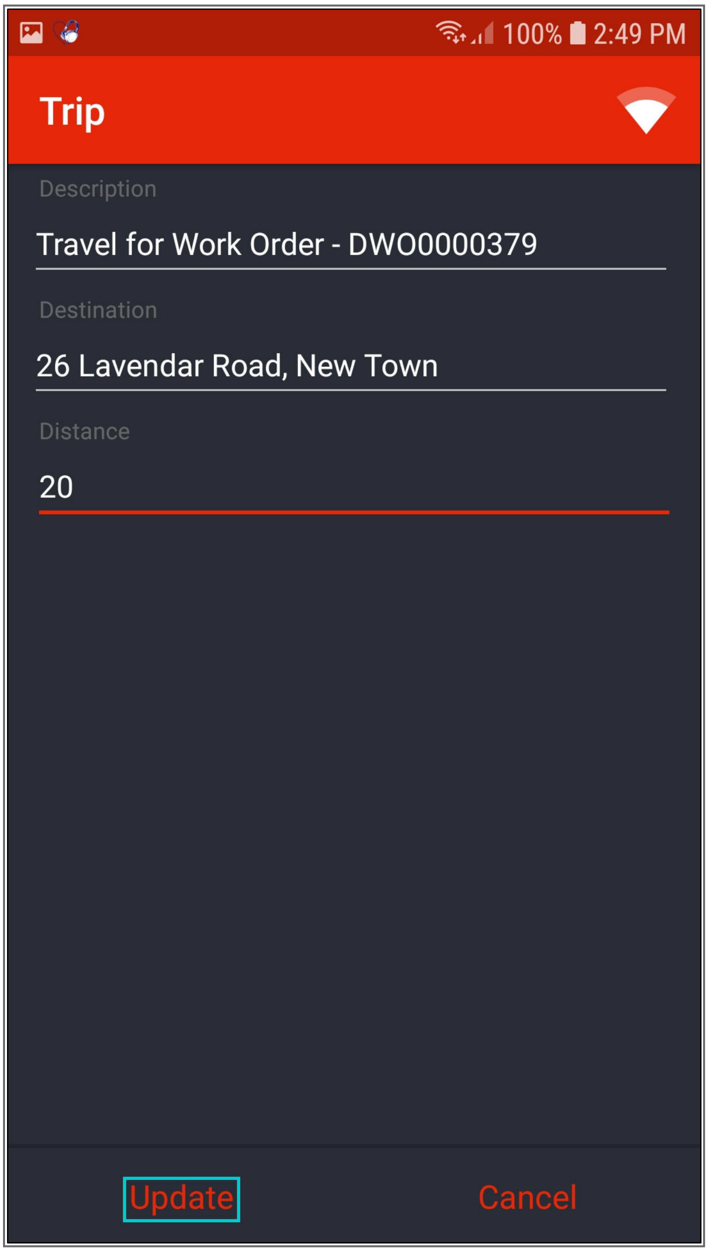


Travel Entry

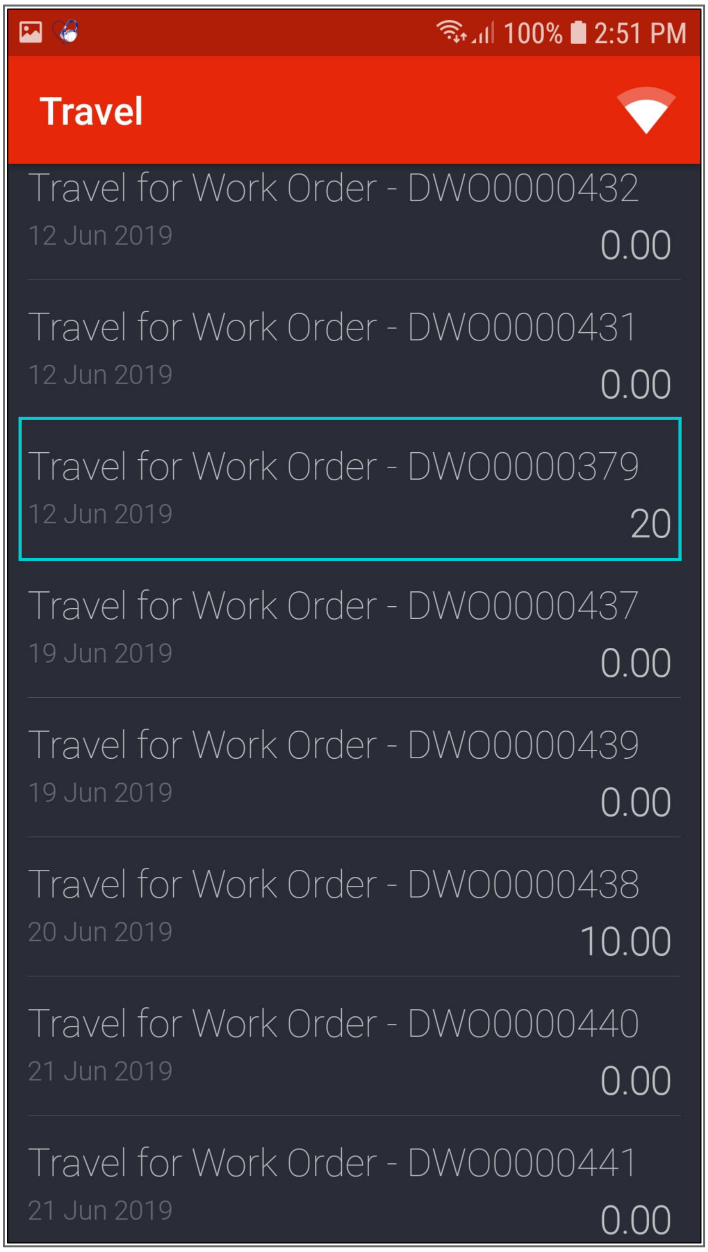
- To edit a travel record, click on the travel record you wish to edit.



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

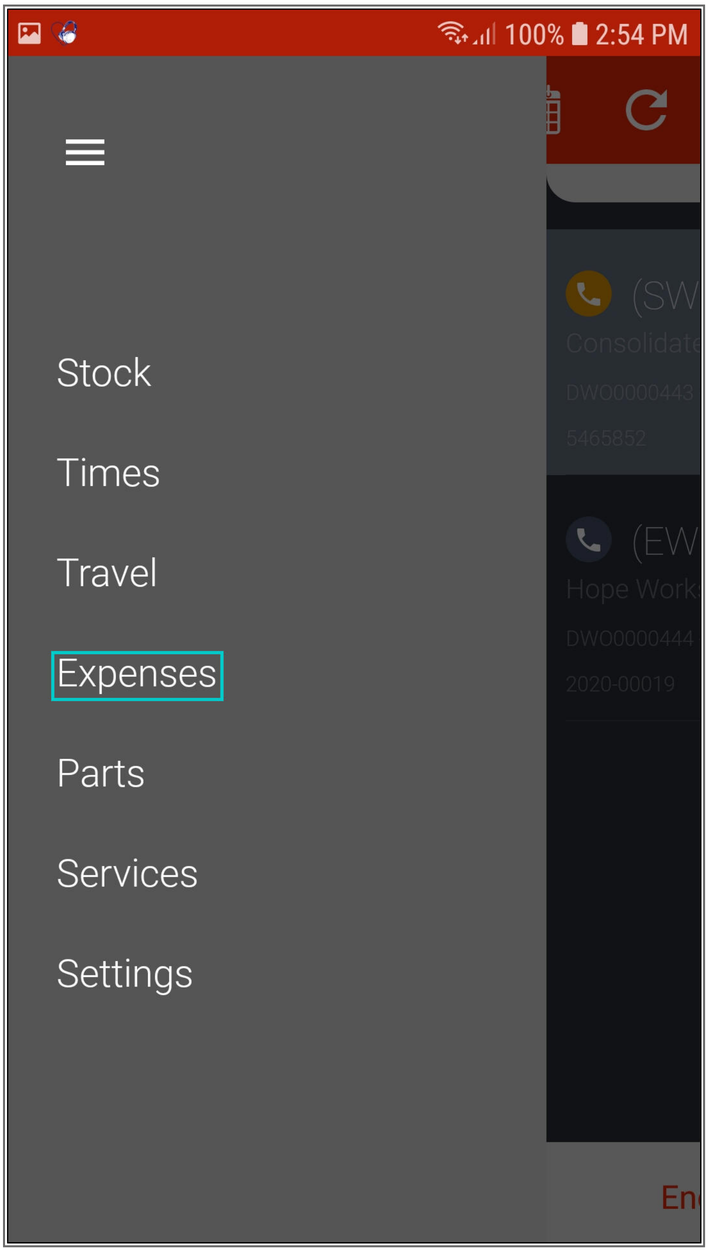


- The updated travel record will now be displayed in the **Travel** screen.

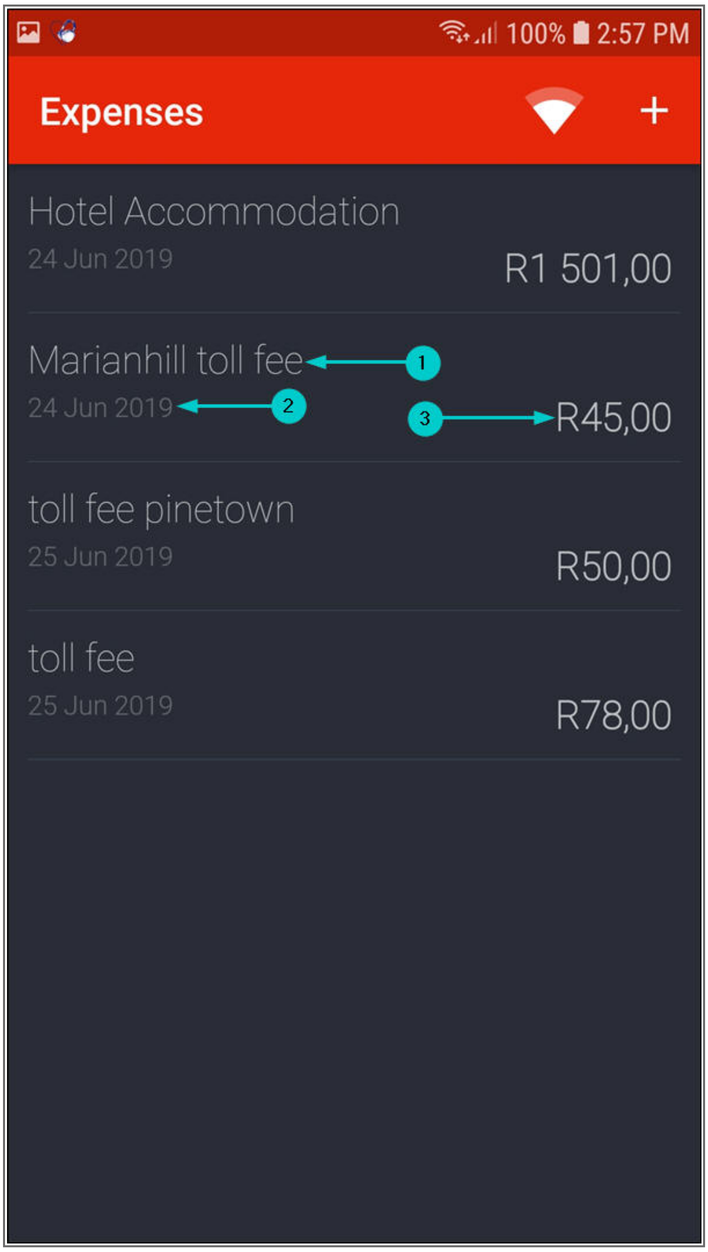


EXPENSES

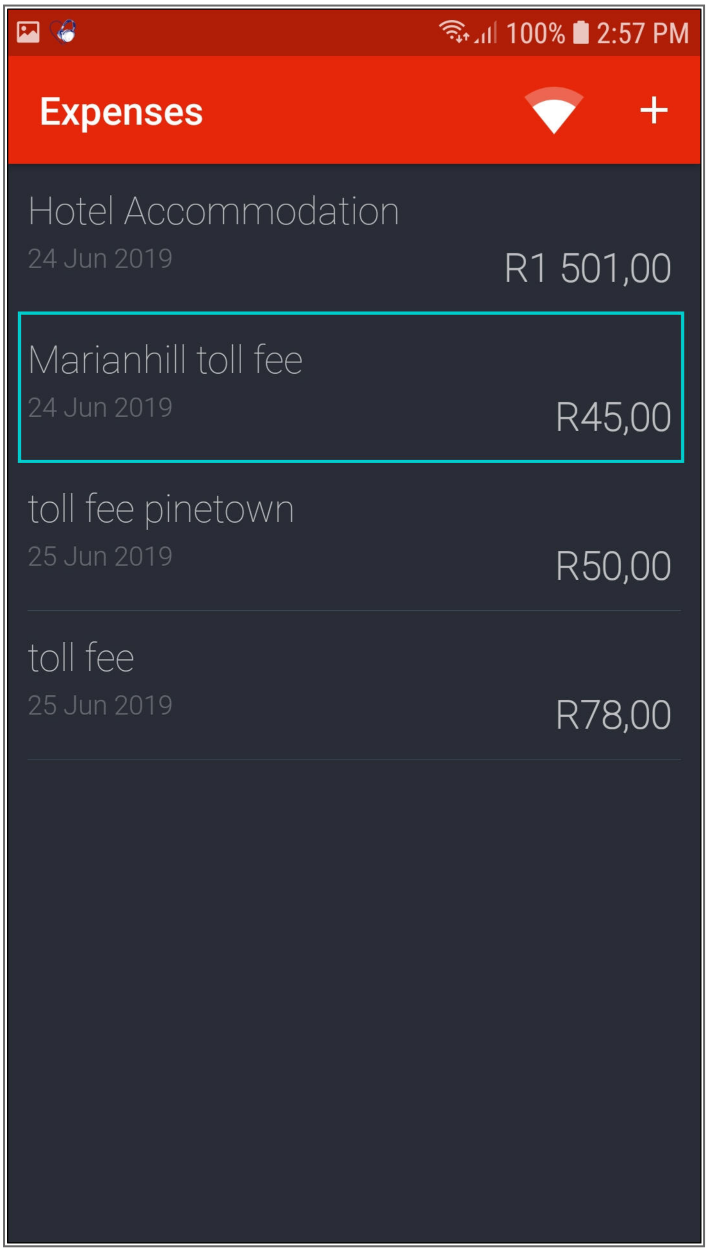
- You can view or add expenses on all your work orders.
- Click on **Expenses**.



- The **Expenses** screen will be displayed.
- A list of all logged expenses will be displayed in this screen showing the
    1. expense description,
    2. date when the expense was logged and
    3. expense cost.

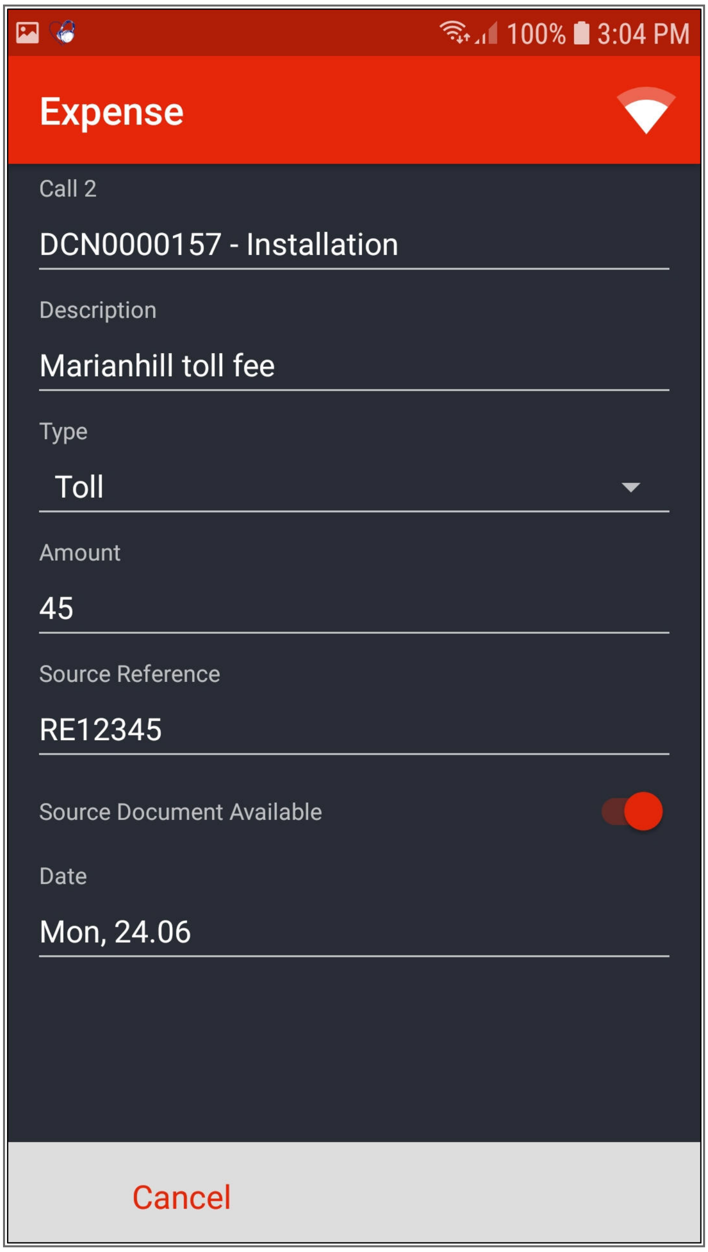


- To view more details, click on the expense you wish to view more details for.



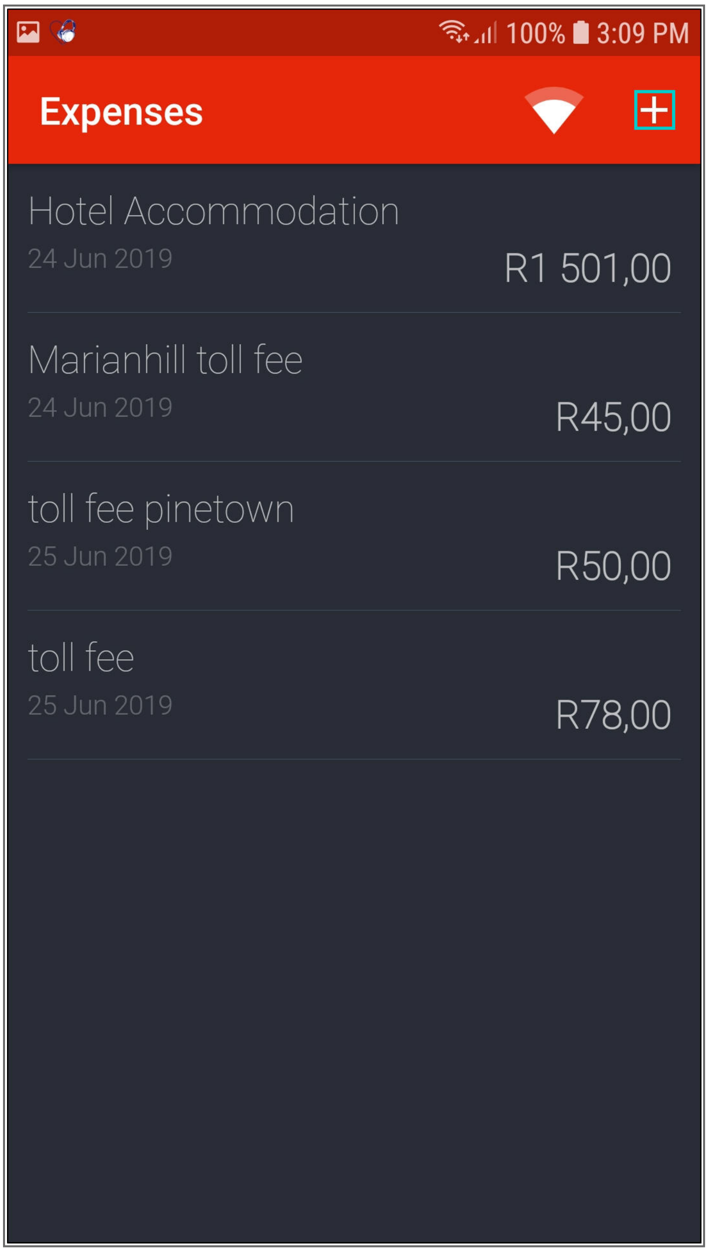
- The **Expense** screen will be displayed.
    - **Call [ ]**: This will auto populate with the call number of the expense you are currently viewing.
    - **Description**: This shows the call / project description.
    - **Type**: This shows the expense type.
    - **Amount**: This shows the expense 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** in colour it means the source document is not available.
    - **Note 2**: When the **Toggle** button is to your **right** and **red** in colour it means the source document is available.
- **Date**: This shows the date the expense was logged.

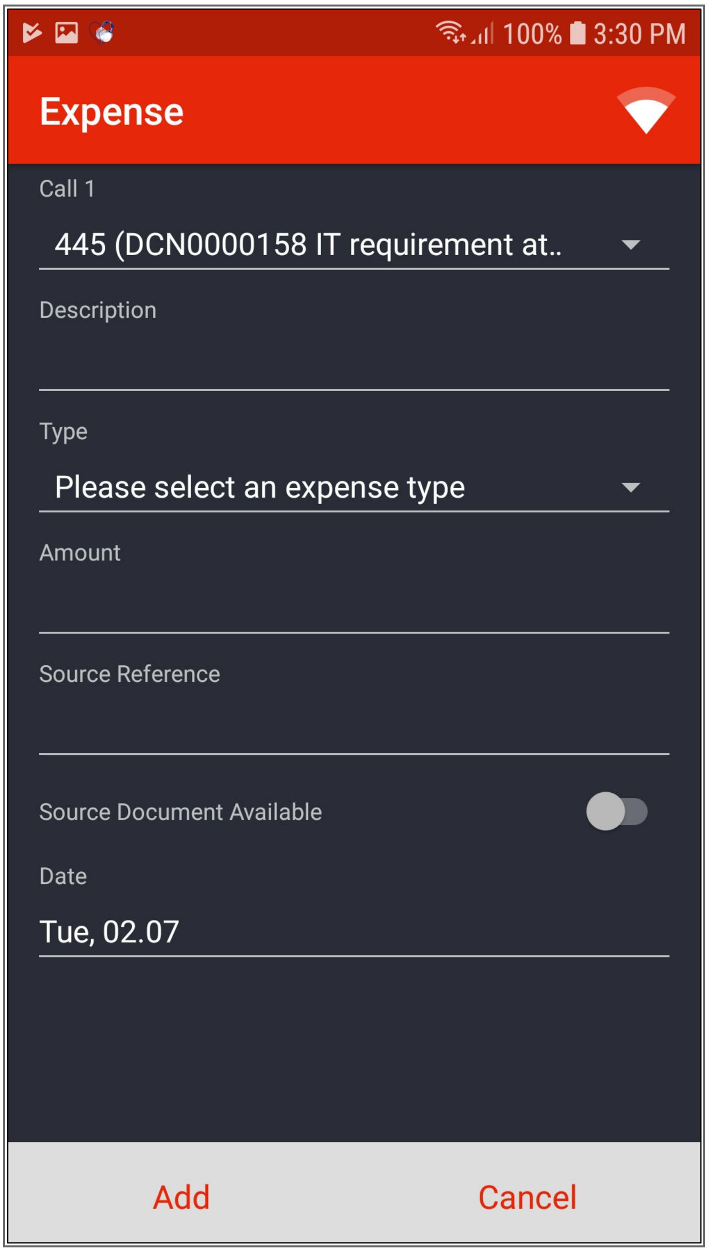


Add an Expense

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

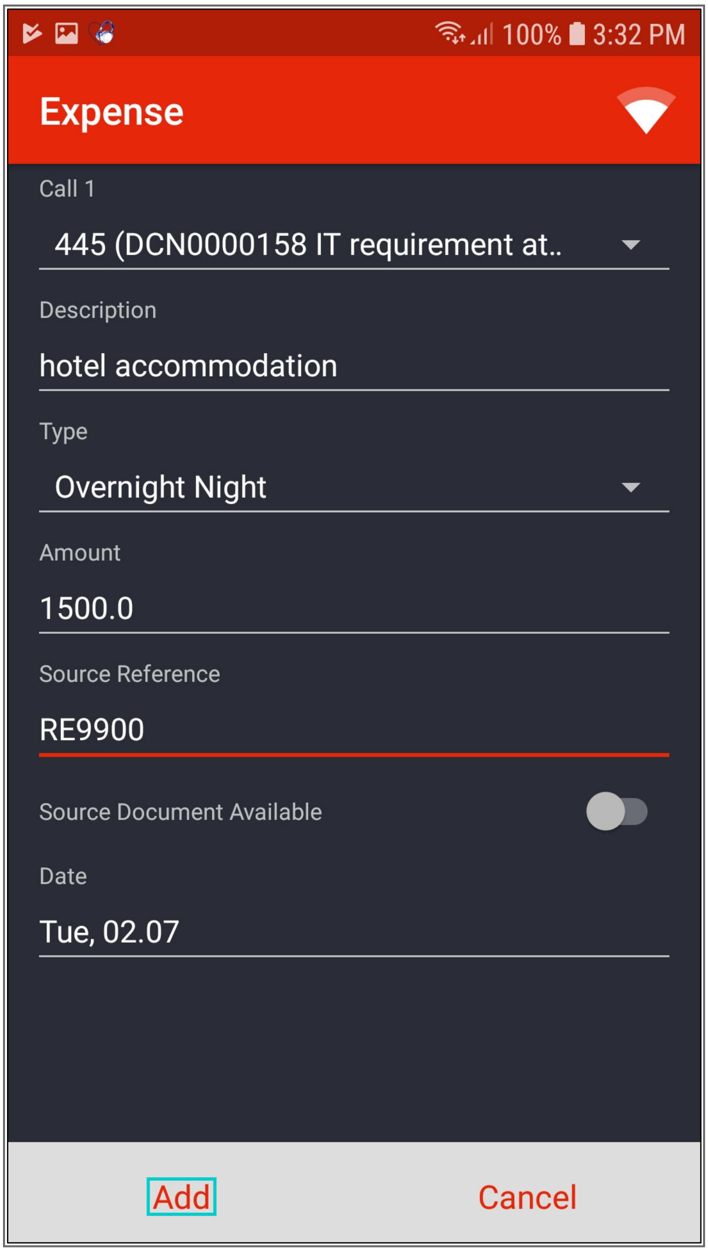


- The **Expense** screen will be displayed.

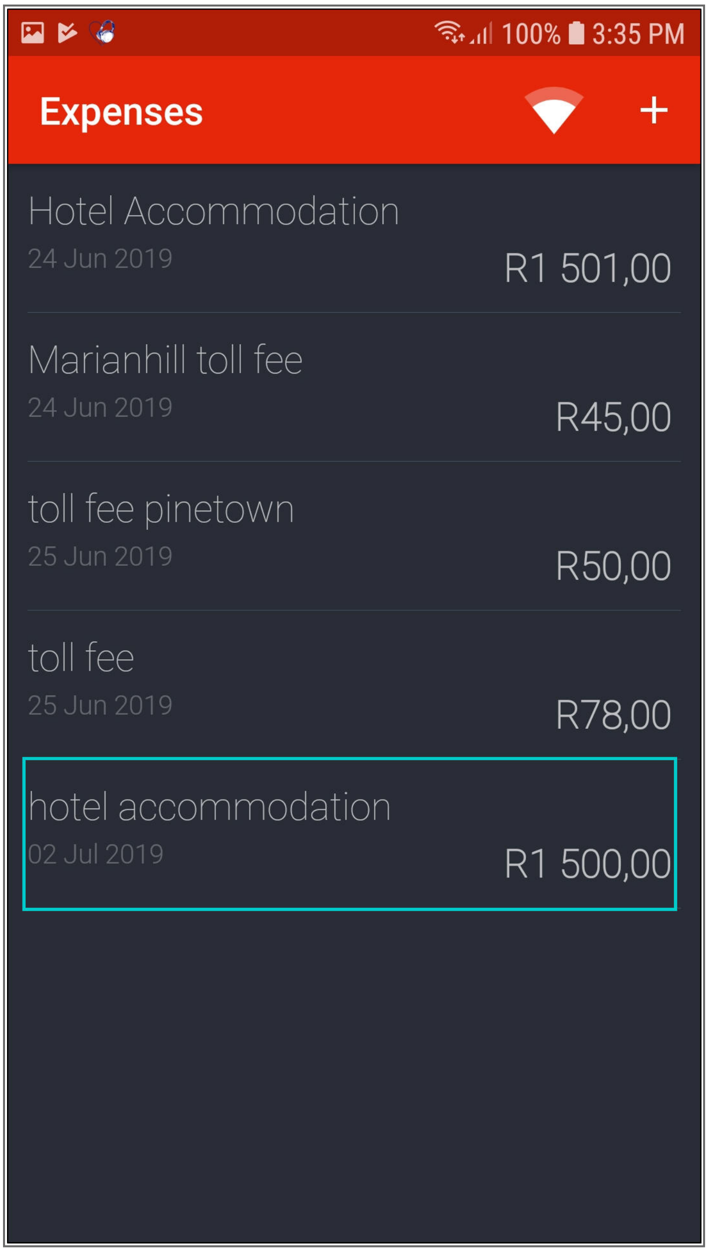


- **Call [ ]**: This will auto populate with the call number you are currently working on but you can change this by clicking on the down arrow and selecting a different call.
- **Description**: Type in the relevant description.

    - **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.
    - **Date**: The current date will auto populate but you can change this by clicking on the date and selecting a different date.
- Click on **Add**.

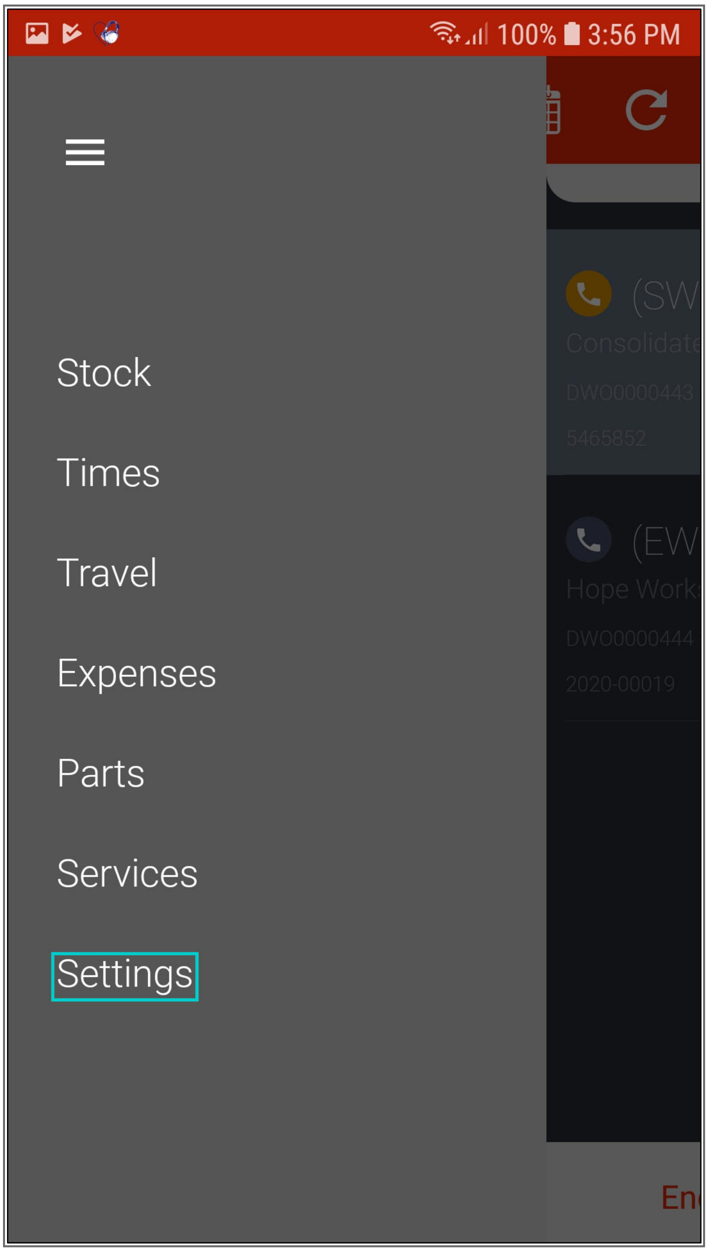


- The expense record will now be displayed in the **Expenses** screen.



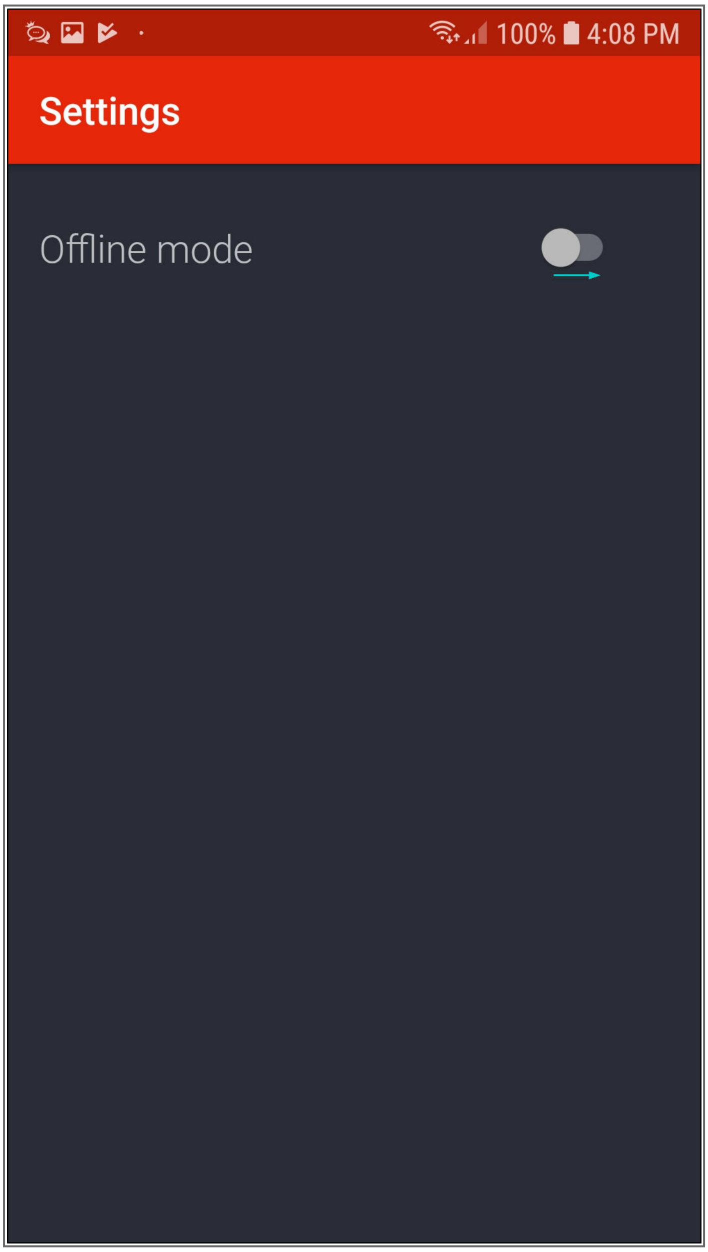
SETTINGS

- This allows you to switch to **Online** or **Offline** mode.
- Click on **Settings**.



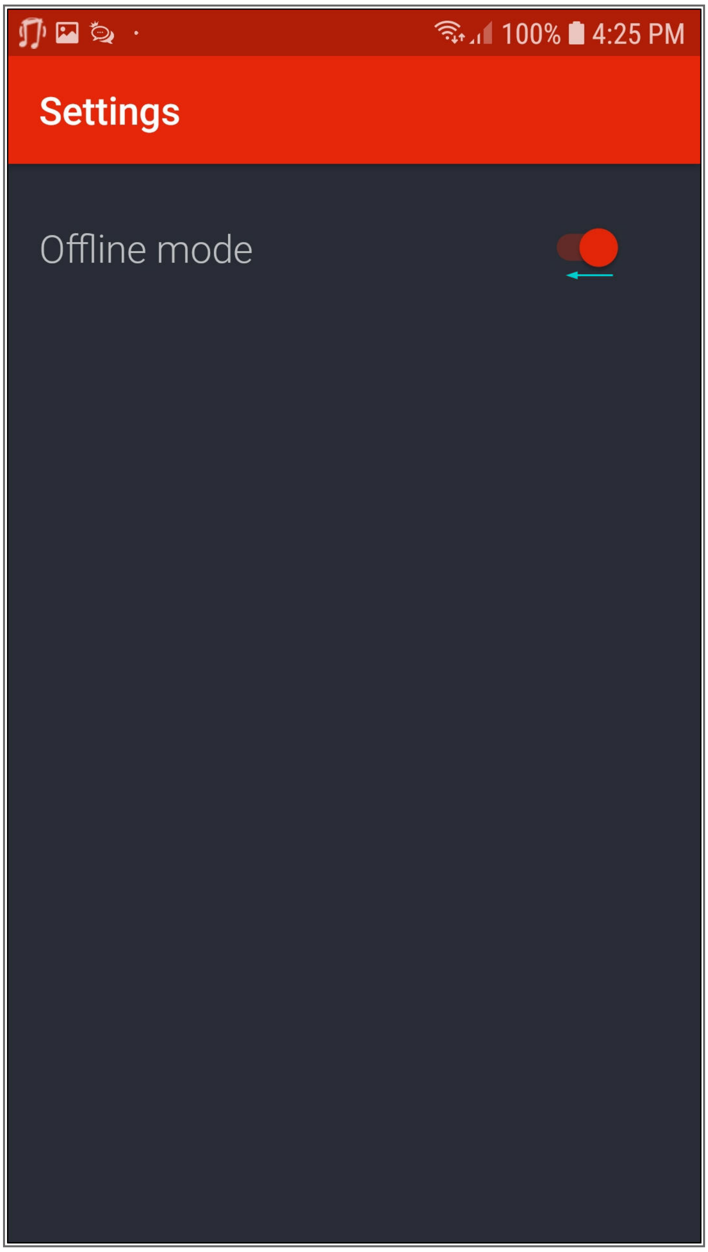
- The **Settings** screen will be displayed.
- By default, **Tech Connect** will be **Online**.
- The **Toggle** button will be to your **left** and **grey** in colour.

- To switch to **Offline** mode, move the **Toggle** button to your **right**.



- The **Toggle** button colour will now be to your **right** and **red** in colour.

- To switch to back to **Online** mode, move the **Toggle** button to your **left**.



- The **Toggle** button will now be to your **left** and **grey** in colour.

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