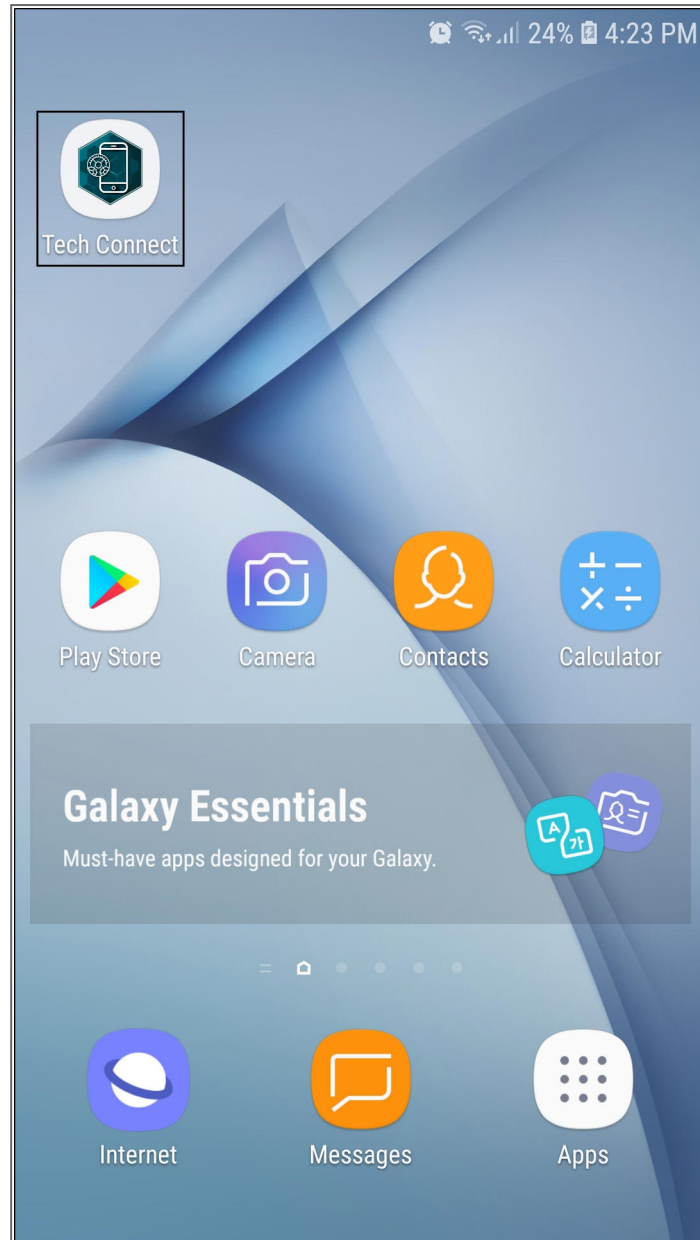


TECHCONNECT

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.

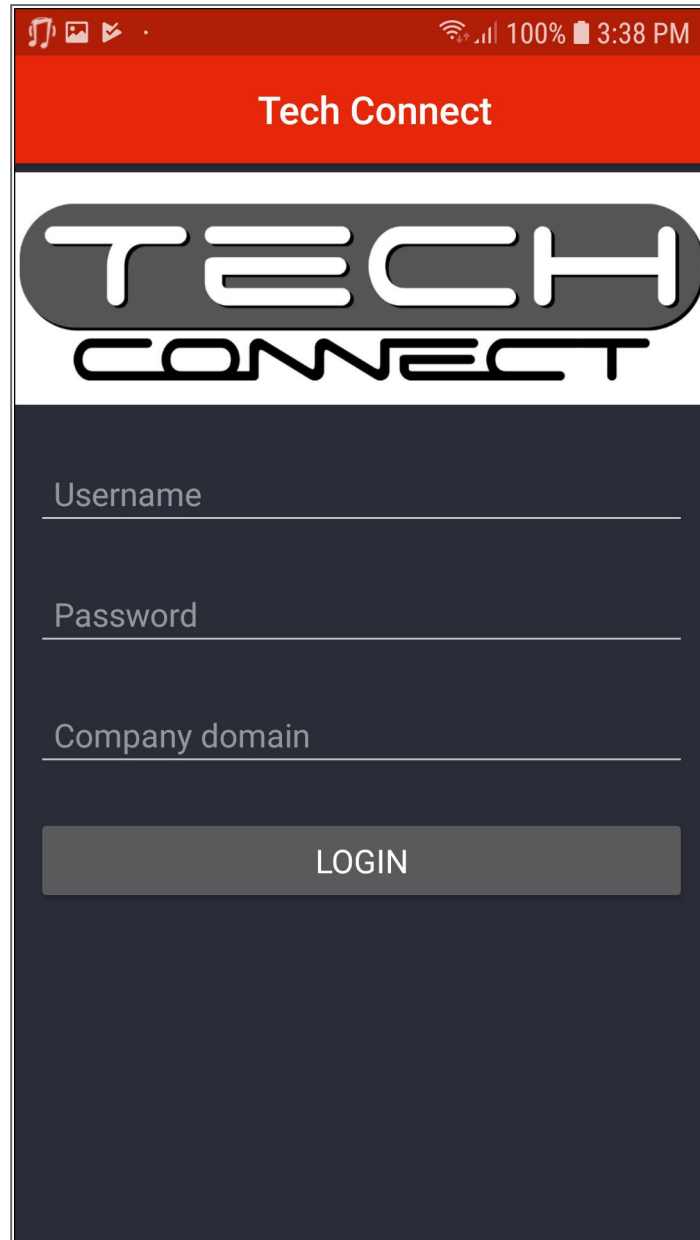


- The **Tech Connect** start up screen will come up.



INITIAL LOG IN

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

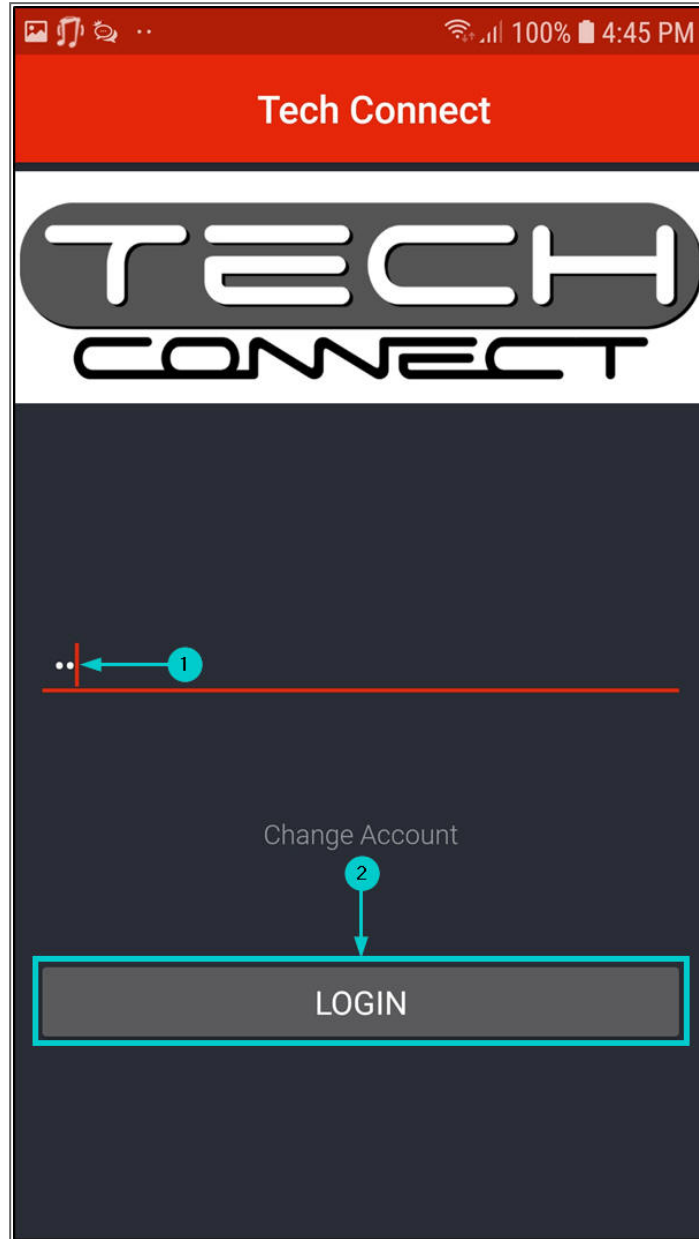


The screenshot displays the Tech Connect mobile application interface. At the top, there is a red header bar with the text "Tech Connect". Below the header is the application logo, which consists of the word "TECH" in a stylized, white, rounded font inside a dark grey rounded rectangle, with the word "CONNECT" in a black, outlined font below it. The main content area is dark grey and contains three white input fields labeled "Username", "Password", and "Company domain". At the bottom of the form is a grey button with the text "LOGIN" in white capital letters. The top of the screen shows a status bar with various icons and the time "3:38 PM".

SUBSEQUENT LOG IN

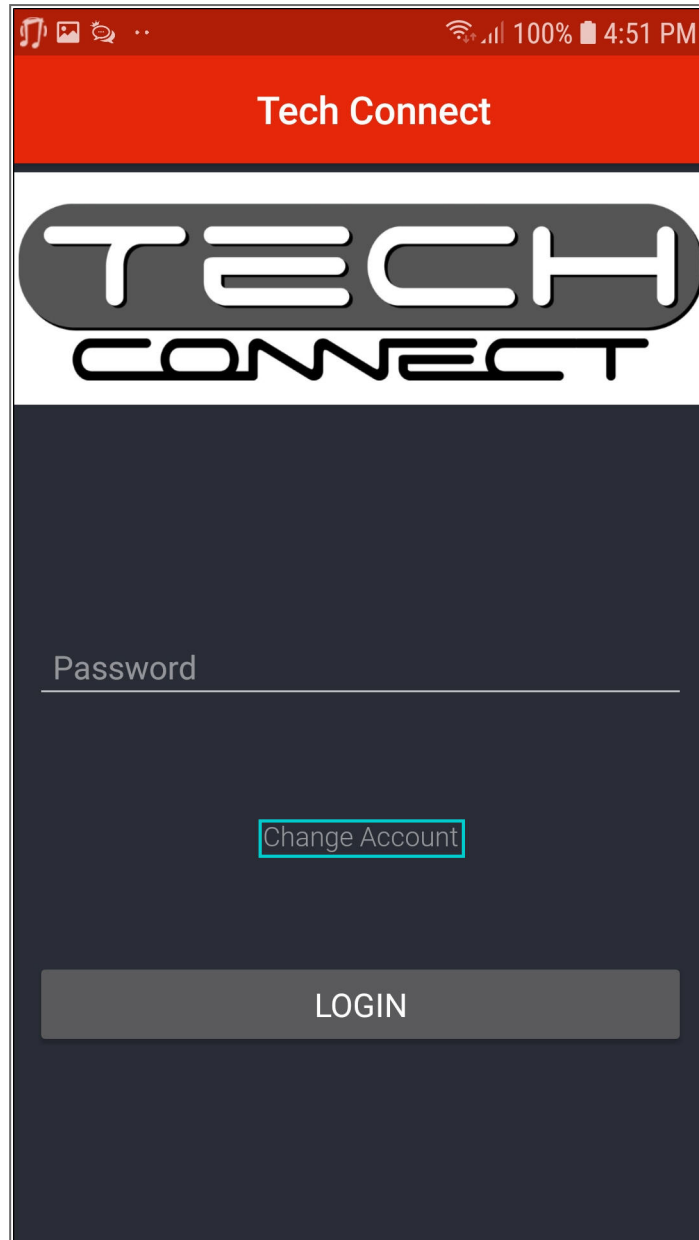
1. After your initial log in, **Tech Connect** will keep your login details, you just need to type in your password.
2. Click on **Login**.

- **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.

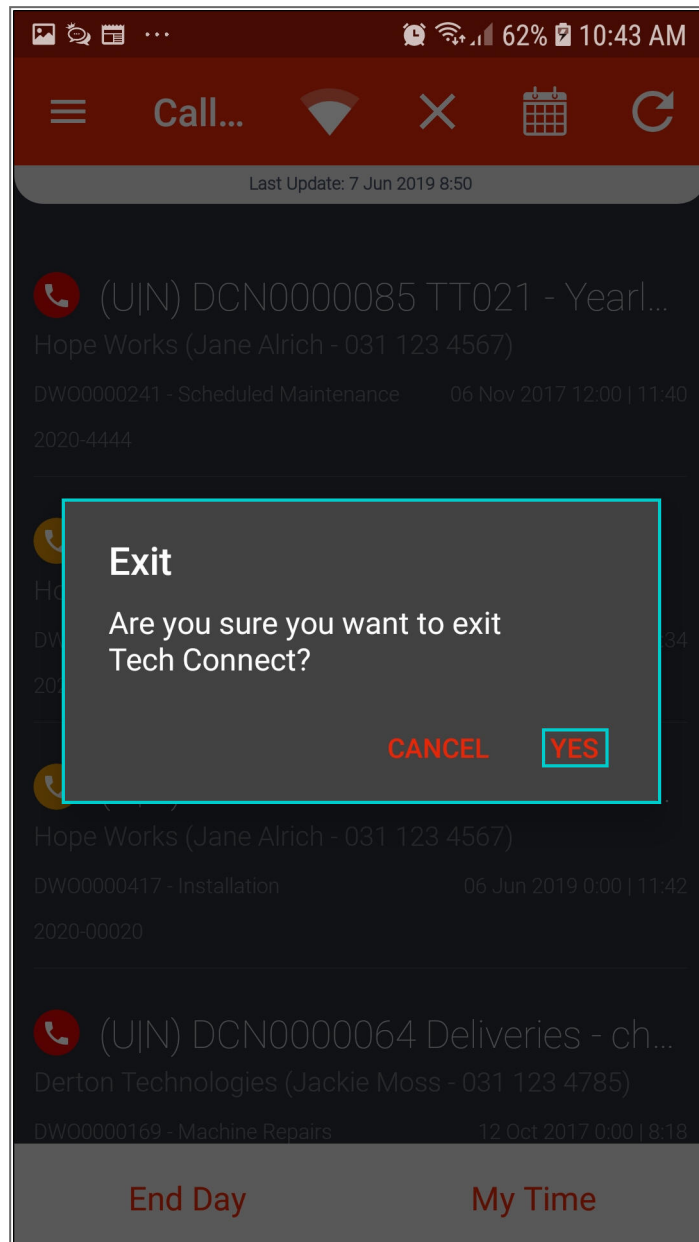
4. Click on **Login**.



EXIT

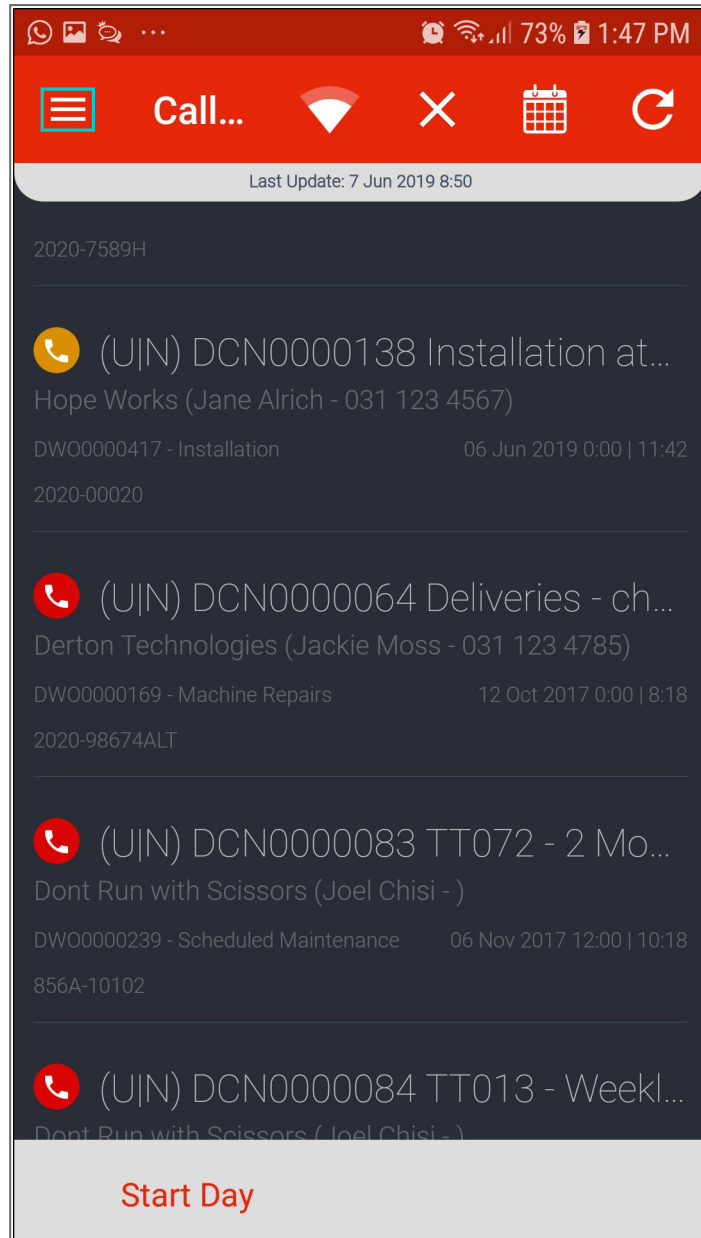
- To exit the application, click on **Back** on your device until an **Exit** message box pops up asking you;

- *Are you sure you want to exit this app?*
- Click on **Yes**.

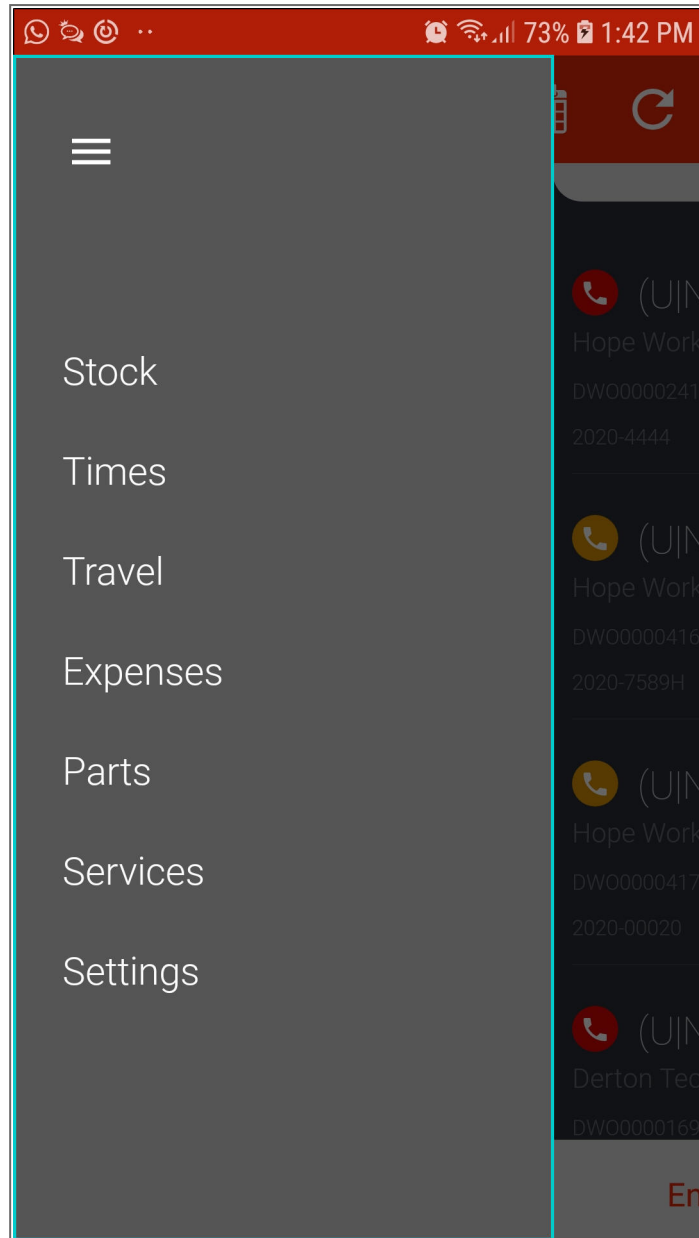


CONFIGURATION

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

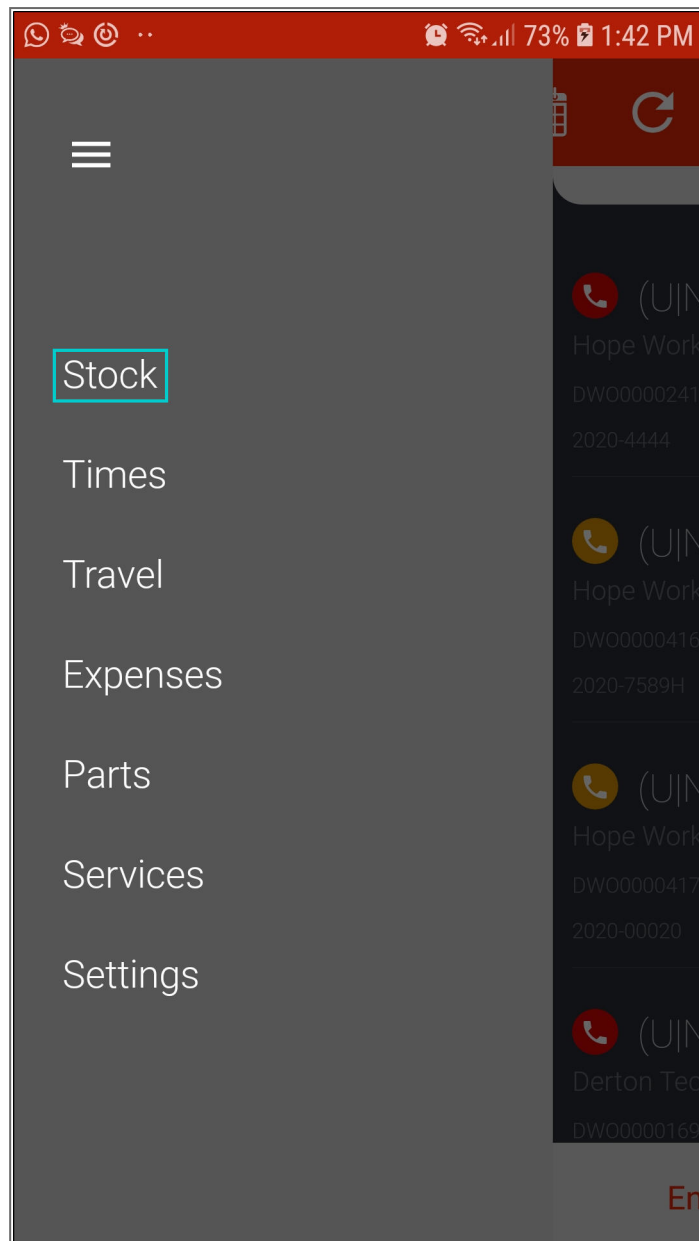


- The **Side Menu** will be displayed.



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**.

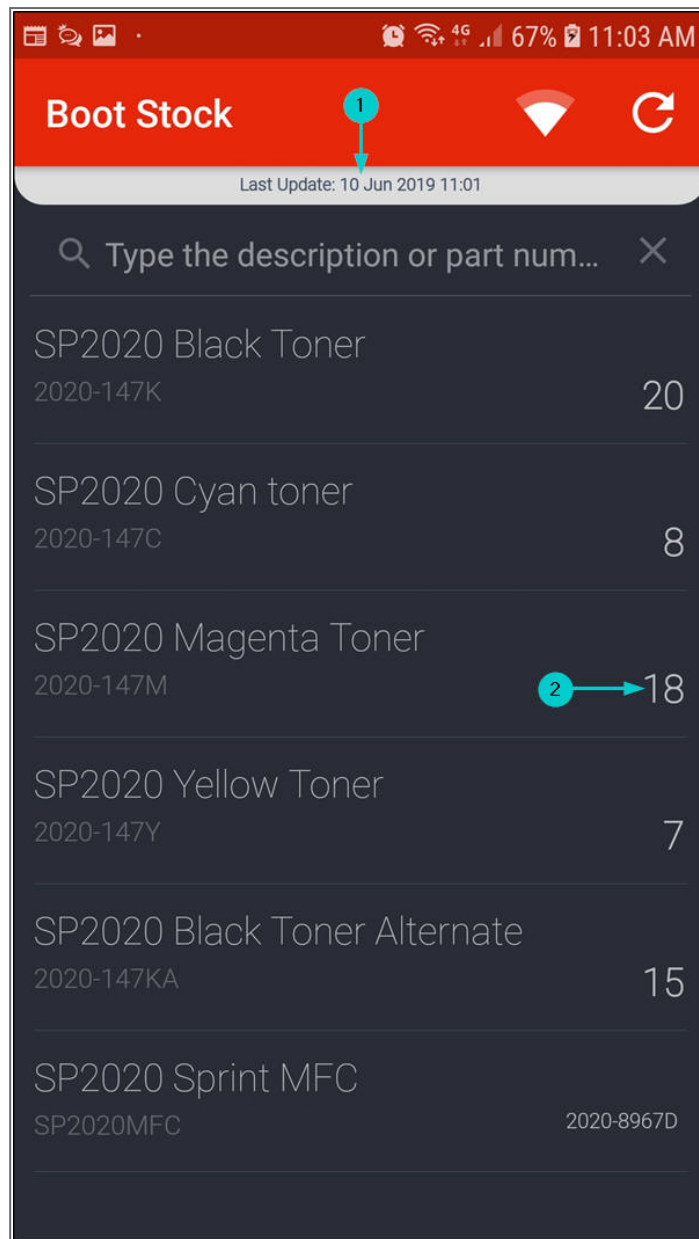


- The **Boot Stock** screen will be displayed.
- A list of items in your boot stock will be displayed.
 1. The **Last Update: []** will show the date and time the boot stock was last updated.
 2. The **Search** field is used to search for a part by either typing in the part description or part number.

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 information.

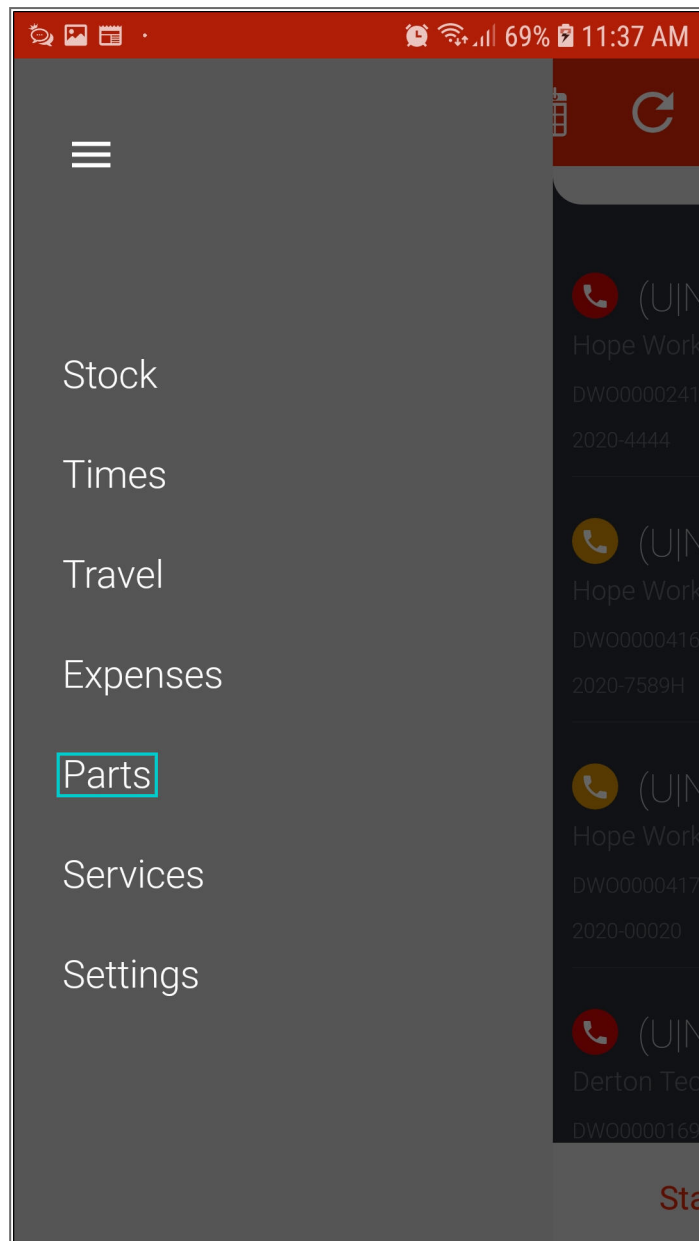


- An updated list of items in your boot stock will be displayed.
 1. The **Last Update: []** will change to the time the boot stock information was updated.
 2. In this image, part code **2020-147M** now has a total quantity of **18** after the boot stock information was updated.



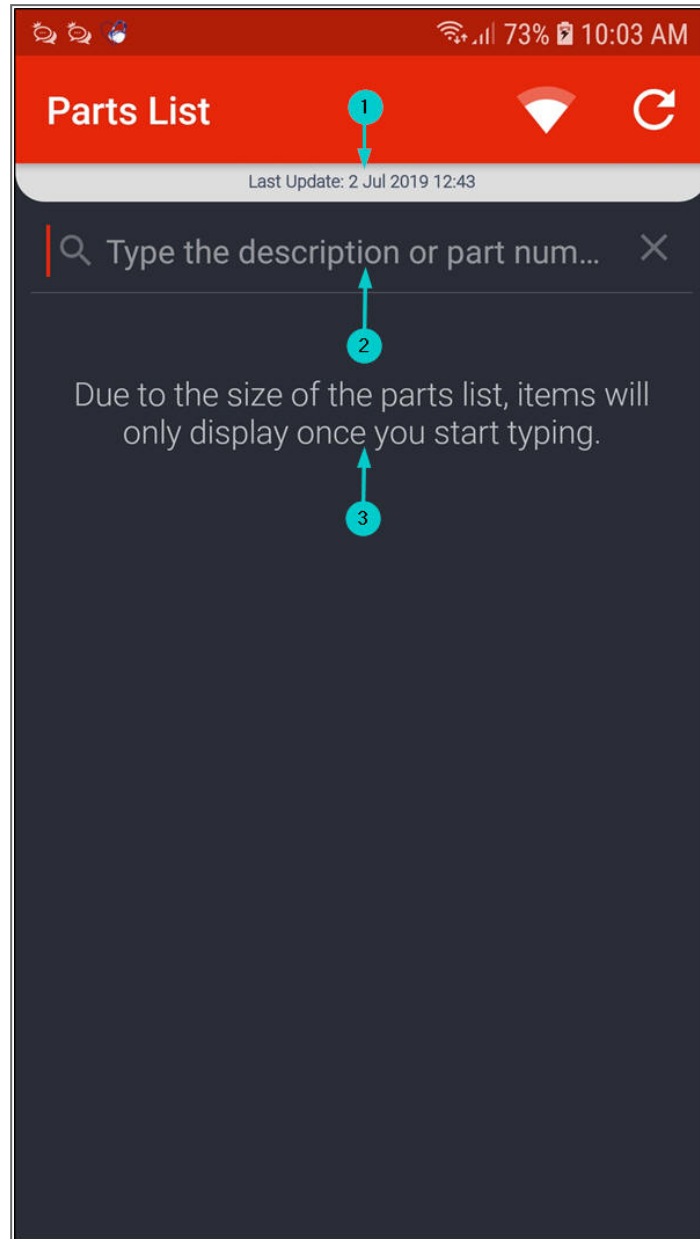
CONFIGURATION - PARTS DATABASE

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



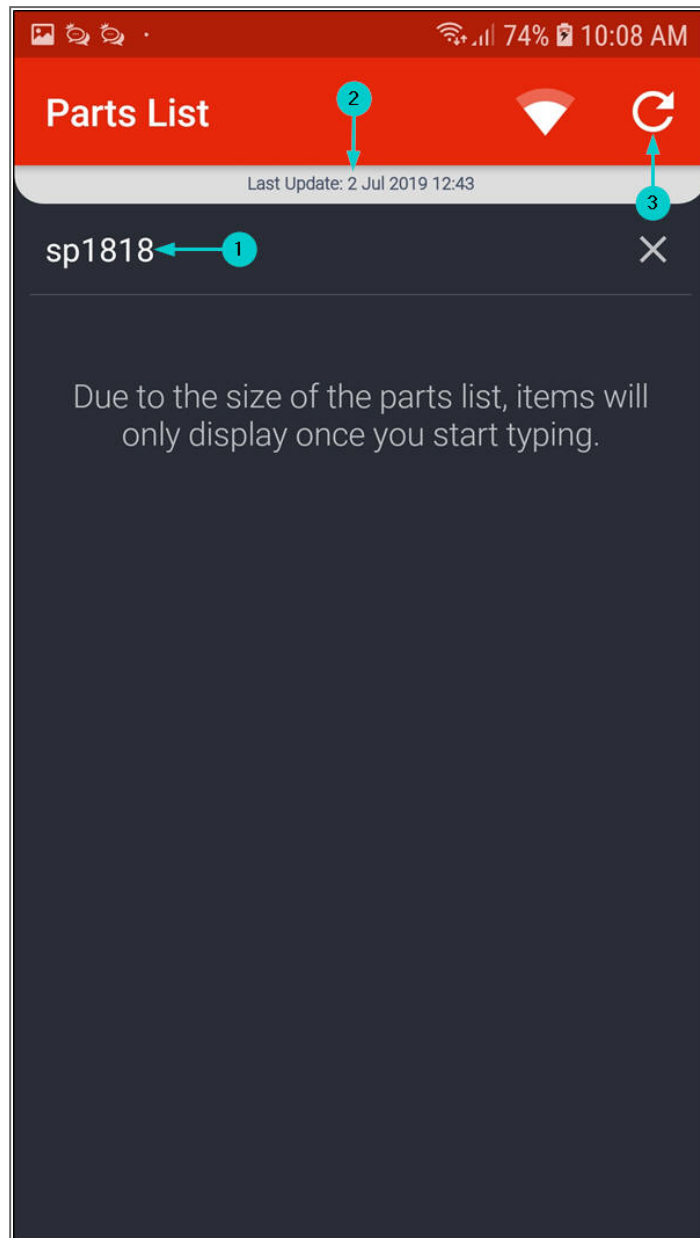
- The **Parts List** screen will be displayed.
 1. The **Last Update: []** will show the date and time the parts list was last updated.
 2. The **Search** field is used to search for a part by either typing in the part description or part number.
 3. A message will be displayed telling you;

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

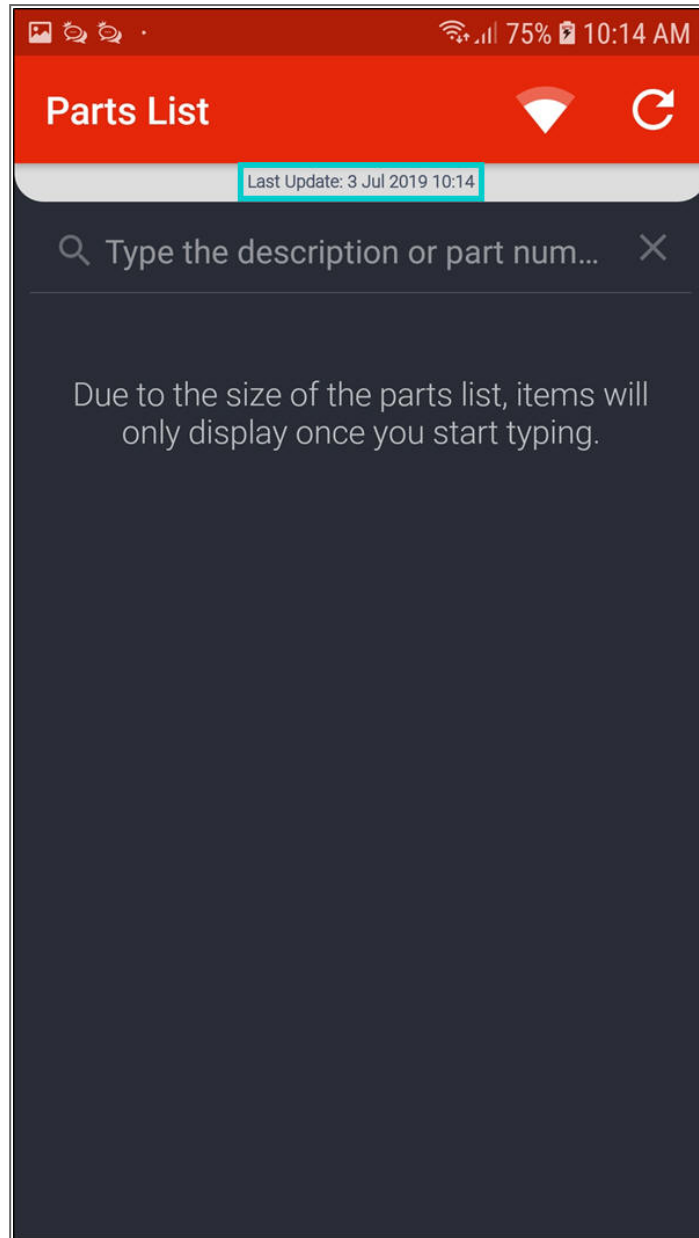


1. In this image, searching for part **SP1818** which was added after the
 2. ***Last Update: 2 Jul 2019 12:43***
- returns no results.

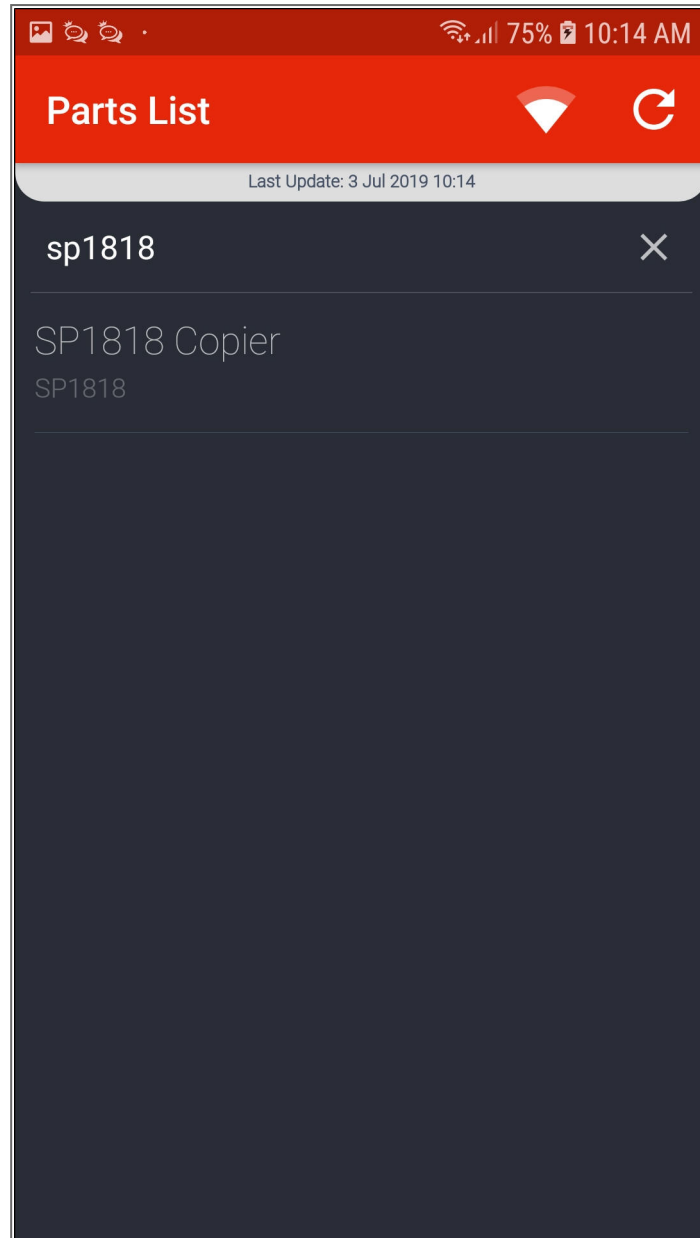
3. Click on **Refresh** to update the parts list information.



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

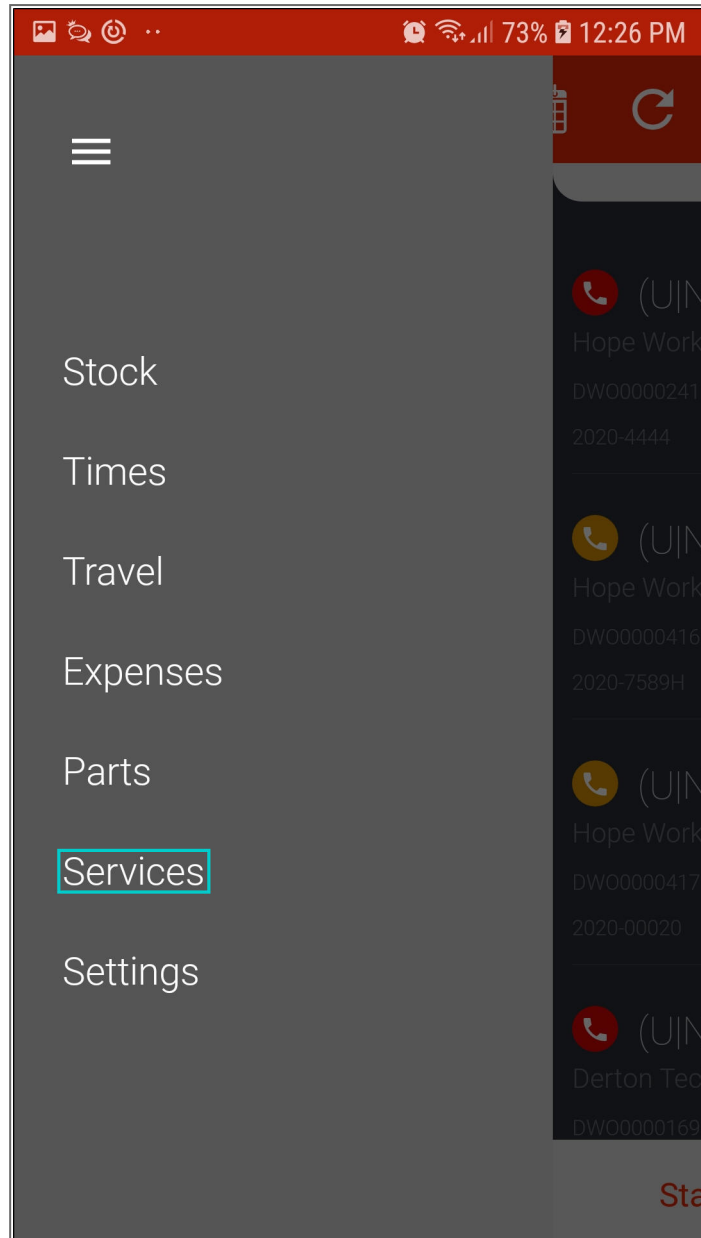


- In this image, searching for **SP1818** now returns results.



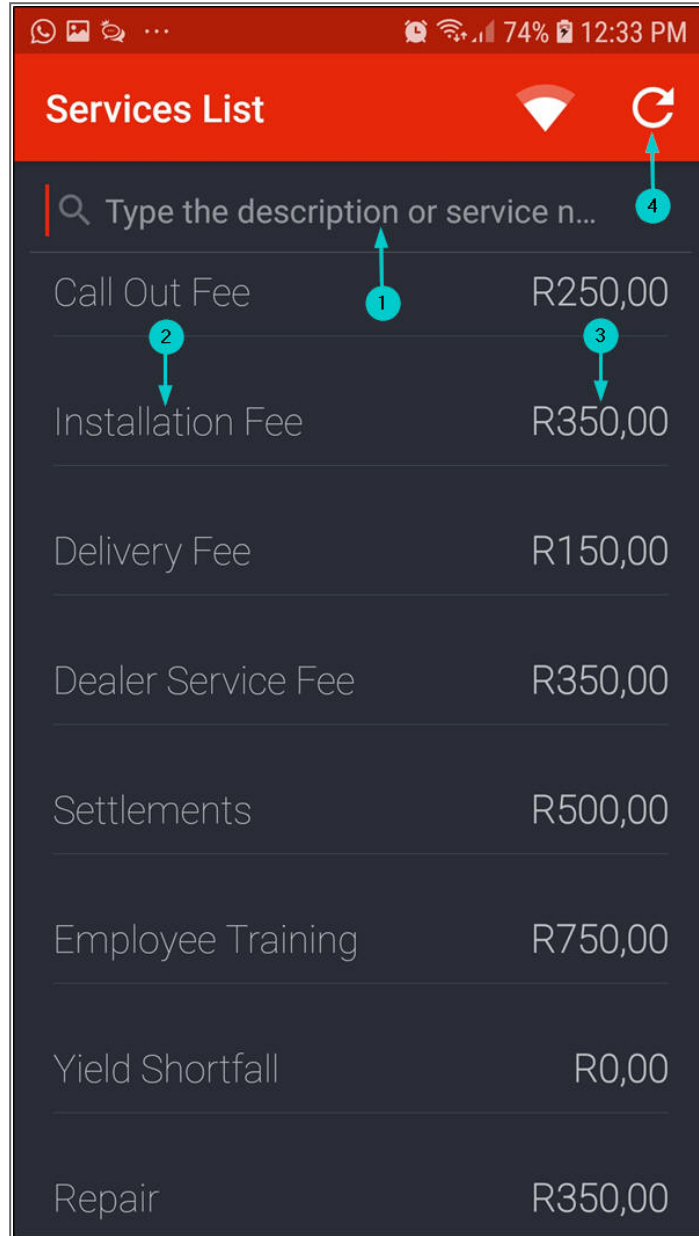
CONFIGURATION - SERVICES DATABASE

- 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**.

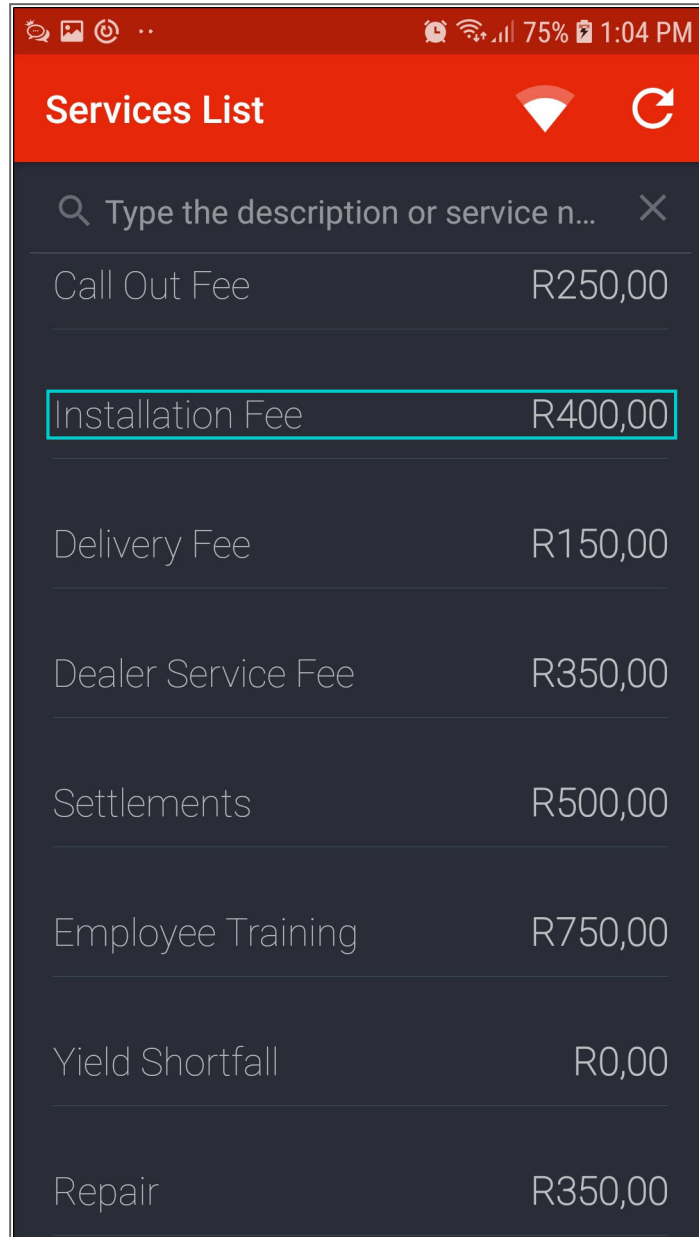


- The **Services List** screen will be displayed.
 1. The **Search** field is used to search for a service by either typing in the service description or service number.
 2. This shows the **service description**.
 3. This shows the **service fee**.

- 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.



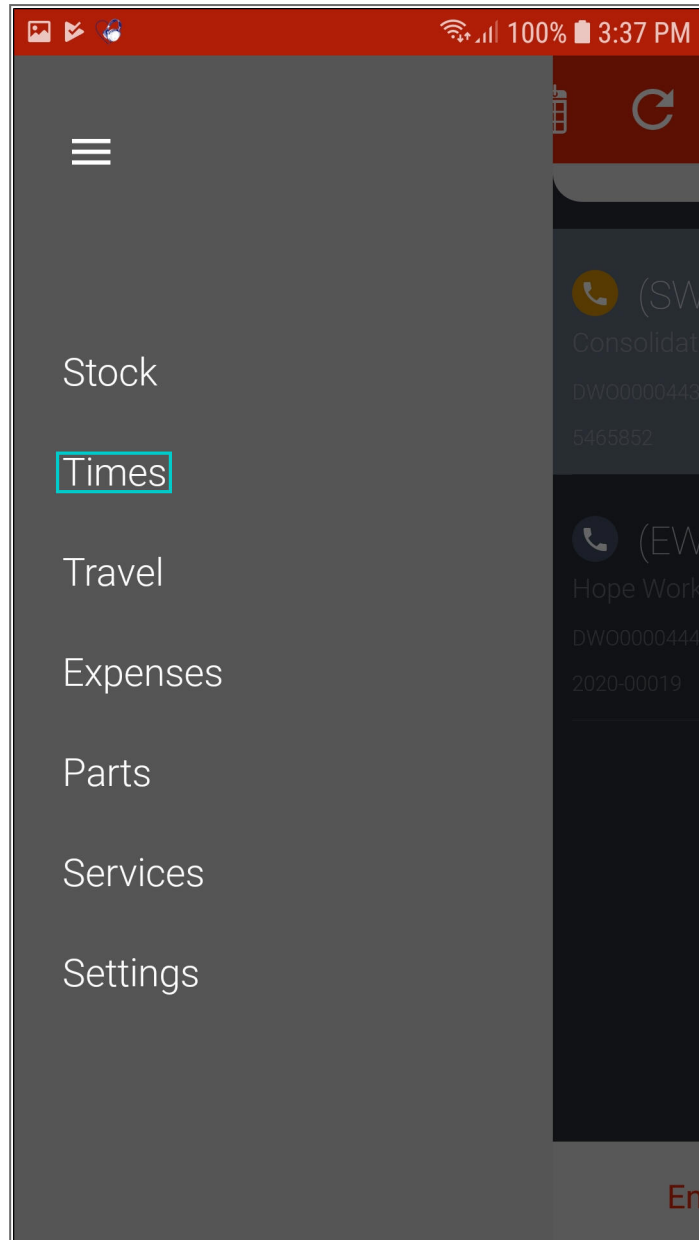
- An updated list of services will be displayed.
 - In this image, the **Installation Fee** is now **R400** after the services list information was updated.



Services List	
Call Out Fee	R250,00
Installation Fee	R400,00
Delivery Fee	R150,00
Dealer Service Fee	R350,00
Settlements	R500,00
Employee Training	R750,00
Yield Shortfall	R0,00
Repair	R350,00

TIMES

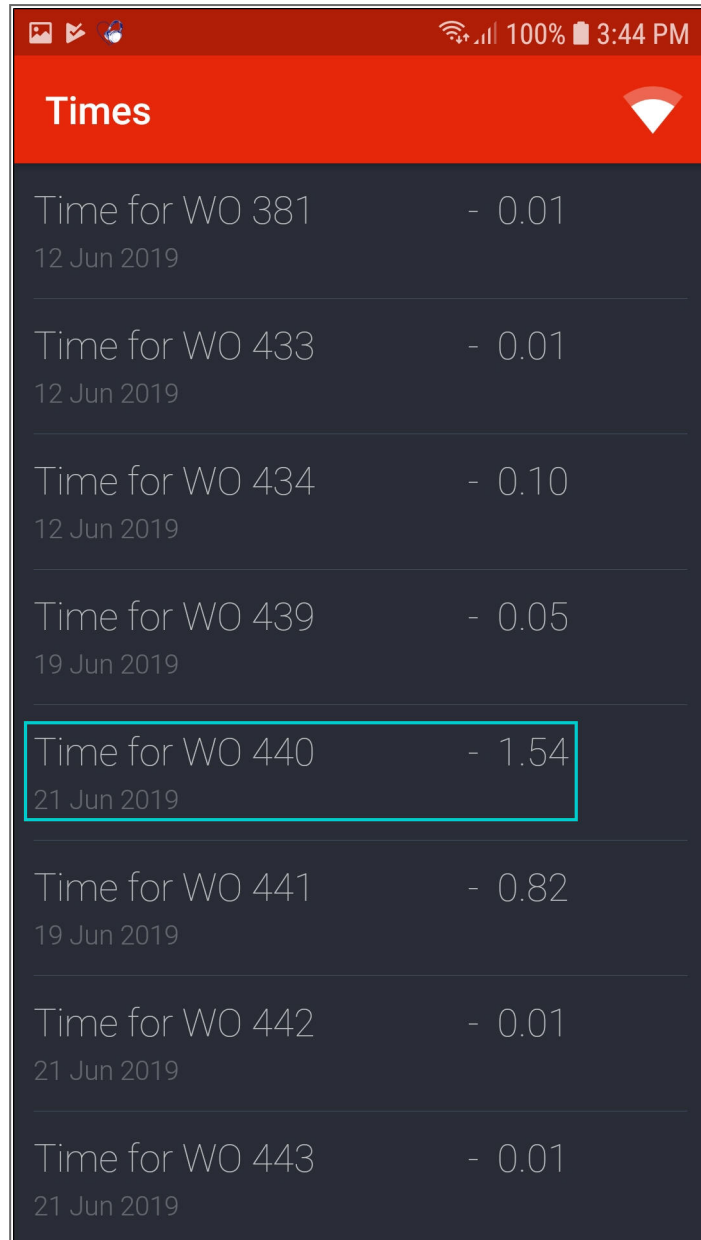
- Click on **Times**.



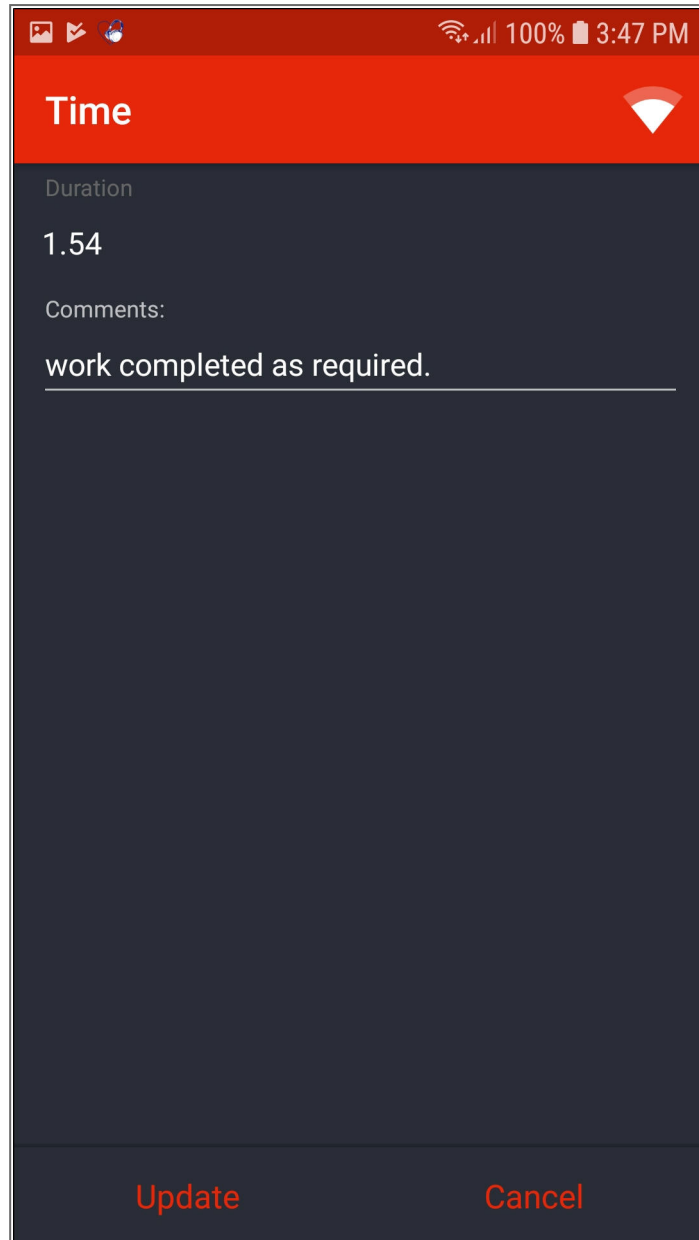
- The **Times** screen will be displayed.
- All your time records will be displayed in this screen showing the;
 1. work order number the time was booked for,
 2. the time duration of the task and
 3. the date the time was logged.

Time for WO	Duration
Time for WO 381 12 Jun 2019	- 0.01
Time for WO 433 12 Jun 2019	- 0.01
Time for WO 434 12 Jun 2019	- 0.10
Time for WO 439 19 Jun 2019	- 0.05
Time for WO 440 21 Jun 2019	- 1.54
Time for WO 441 19 Jun 2019	- 0.82
Time for WO 442 21 Jun 2019	- 0.01
Time for WO 443 21 Jun 2019	- 0.01

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

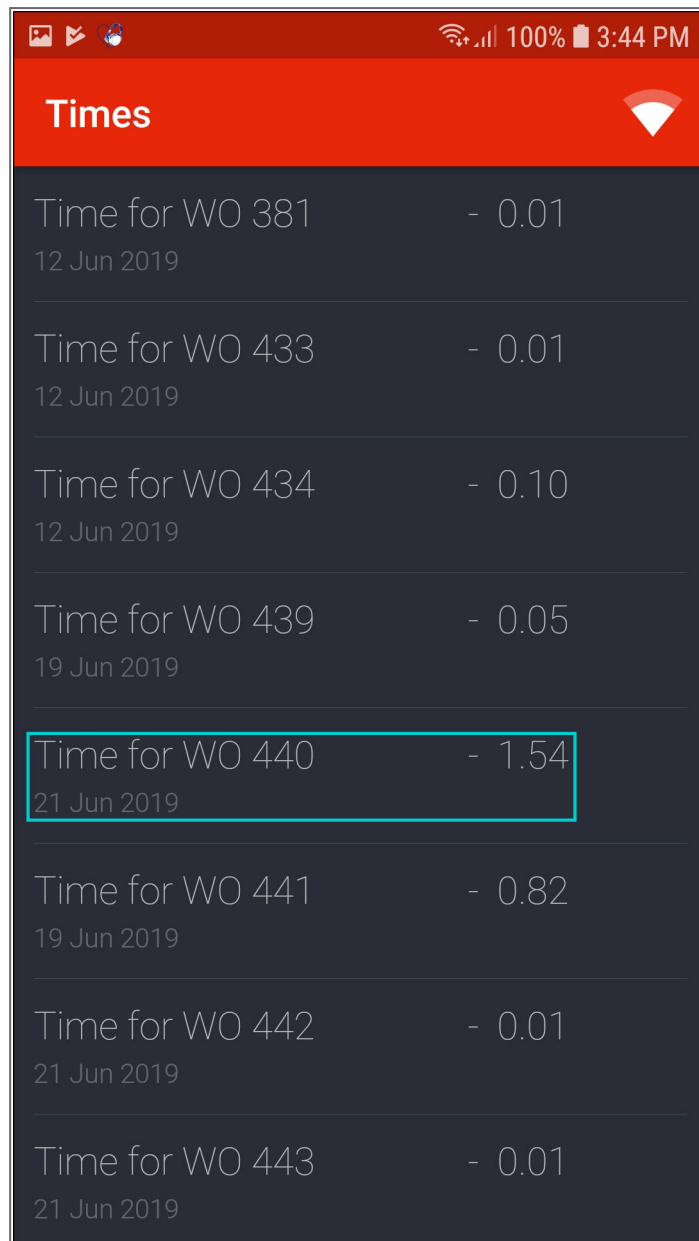


- The **Time** screen will be displayed.
- From this screen, you can view the time duration and comments related to the selected time record.



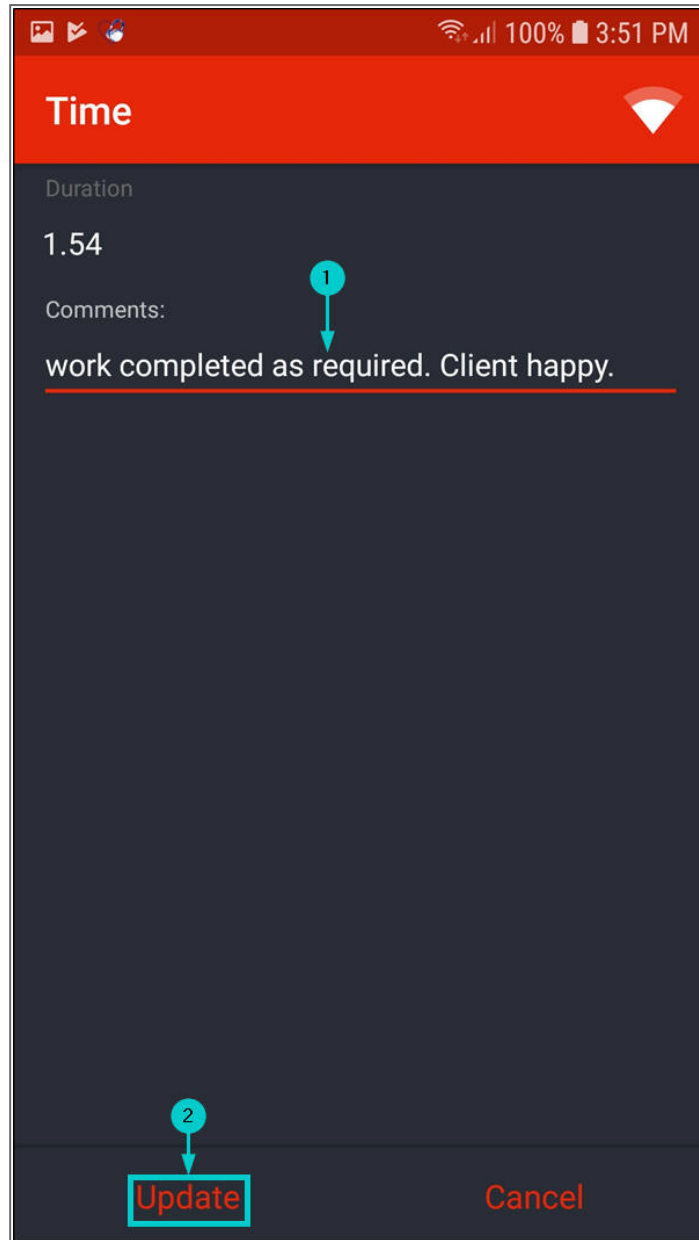
Update Time Comments

- Click on the time record you wish to amend.

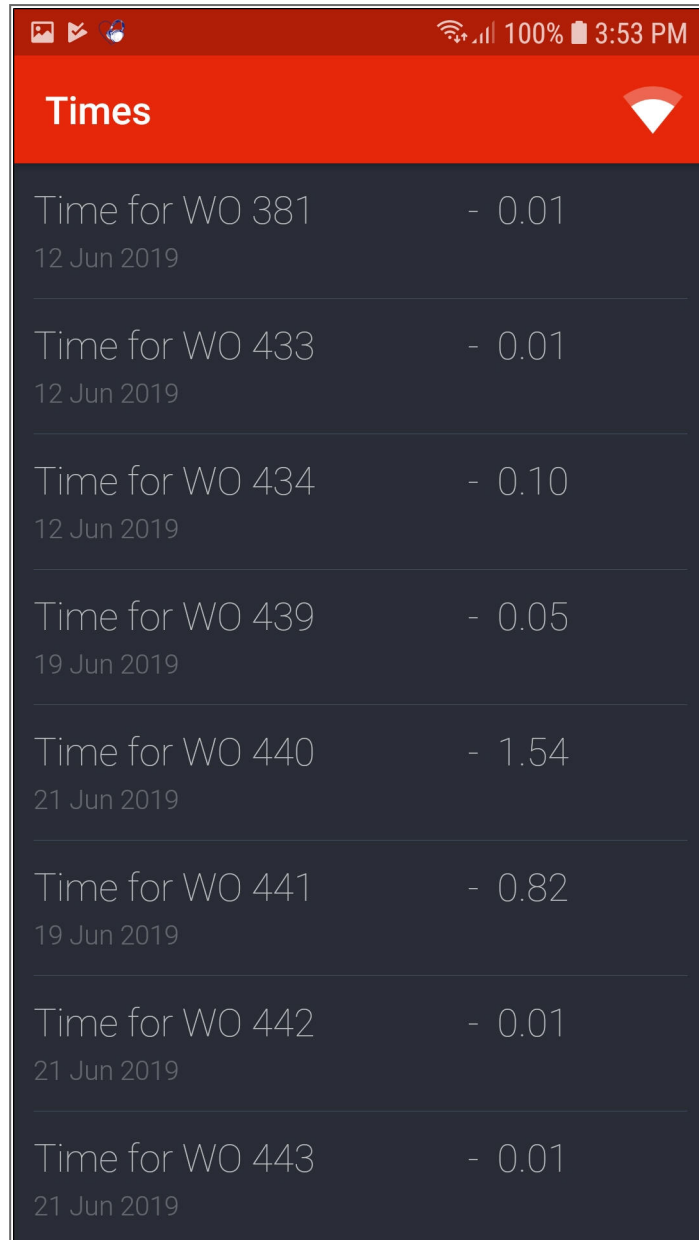


Work Order	Time Duration
Time for WO 381 12 Jun 2019	- 0.01
Time for WO 433 12 Jun 2019	- 0.01
Time for WO 434 12 Jun 2019	- 0.10
Time for WO 439 19 Jun 2019	- 0.05
Time for WO 440 21 Jun 2019	- 1.54
Time for WO 441 19 Jun 2019	- 0.82
Time for WO 442 21 Jun 2019	- 0.01
Time for WO 443 21 Jun 2019	- 0.01

- 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.

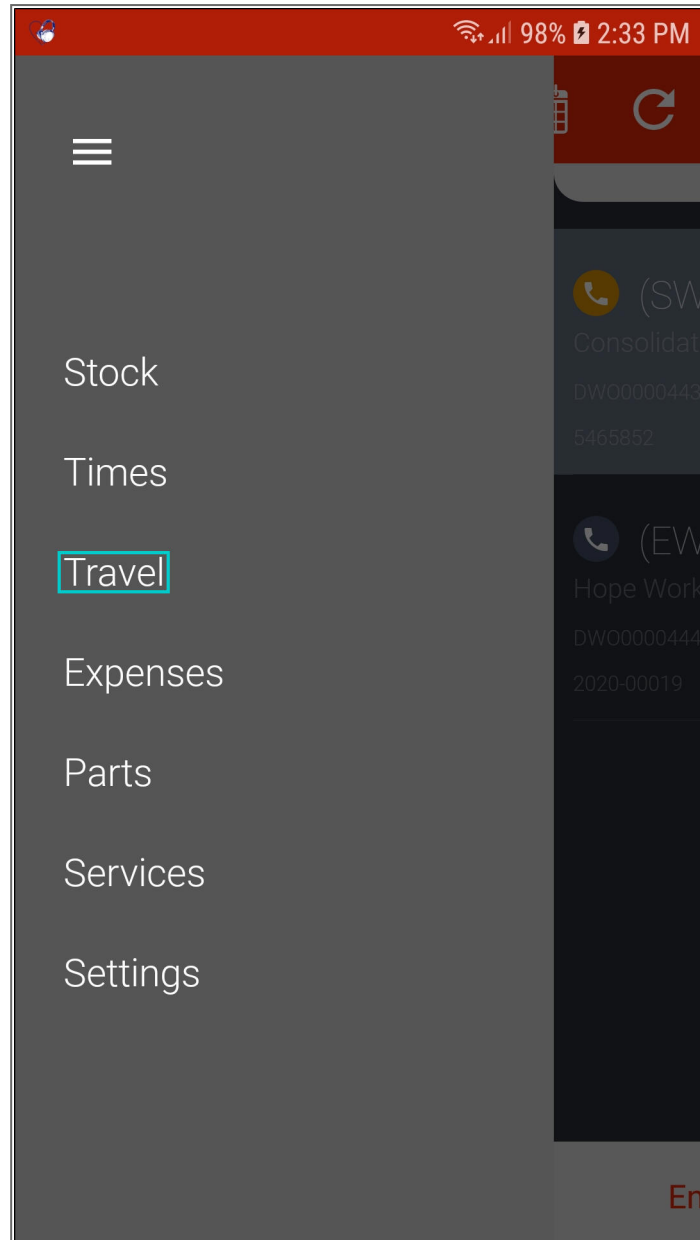


The screenshot shows a mobile application interface with a red header titled "Times". Below the header is a list of work orders, each with a date and a time value. The data is as follows:

Work Order	Date	Time
Time for WO 381	12 Jun 2019	- 0.01
Time for WO 433	12 Jun 2019	- 0.01
Time for WO 434	12 Jun 2019	- 0.10
Time for WO 439	19 Jun 2019	- 0.05
Time for WO 440	21 Jun 2019	- 1.54
Time for WO 441	19 Jun 2019	- 0.82
Time for WO 442	21 Jun 2019	- 0.01
Time for WO 443	21 Jun 2019	- 0.01

TRAVEL

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

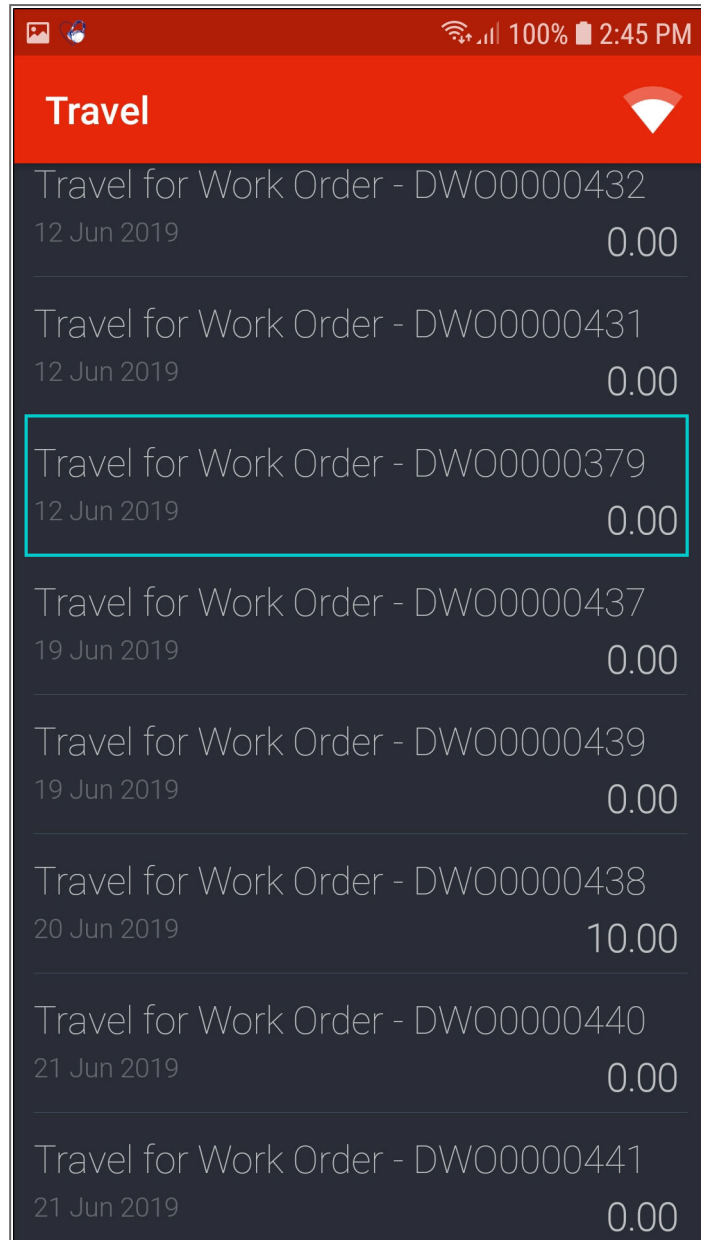


- The ***Travel*** screen will be displayed.
- A list of travel records for all your work orders will be displayed in this screen showing the;
 1. work order number,
 2. date the travel was logged and the
 3. distance travelled in km(s).

Date	Work Order ID	Amount
12 Jun 2019	DW00000379	0.00
19 Jun 2019	DW00000437	0.00
19 Jun 2019	DW00000439	0.00
20 Jun 2019	DW00000438	10.00
21 Jun 2019	DW00000440	0.00
21 Jun 2019	DW00000441	0.00
21 Jun 2019	DW00000442	15.00
01 Jul 2019	DW00000444	0.00

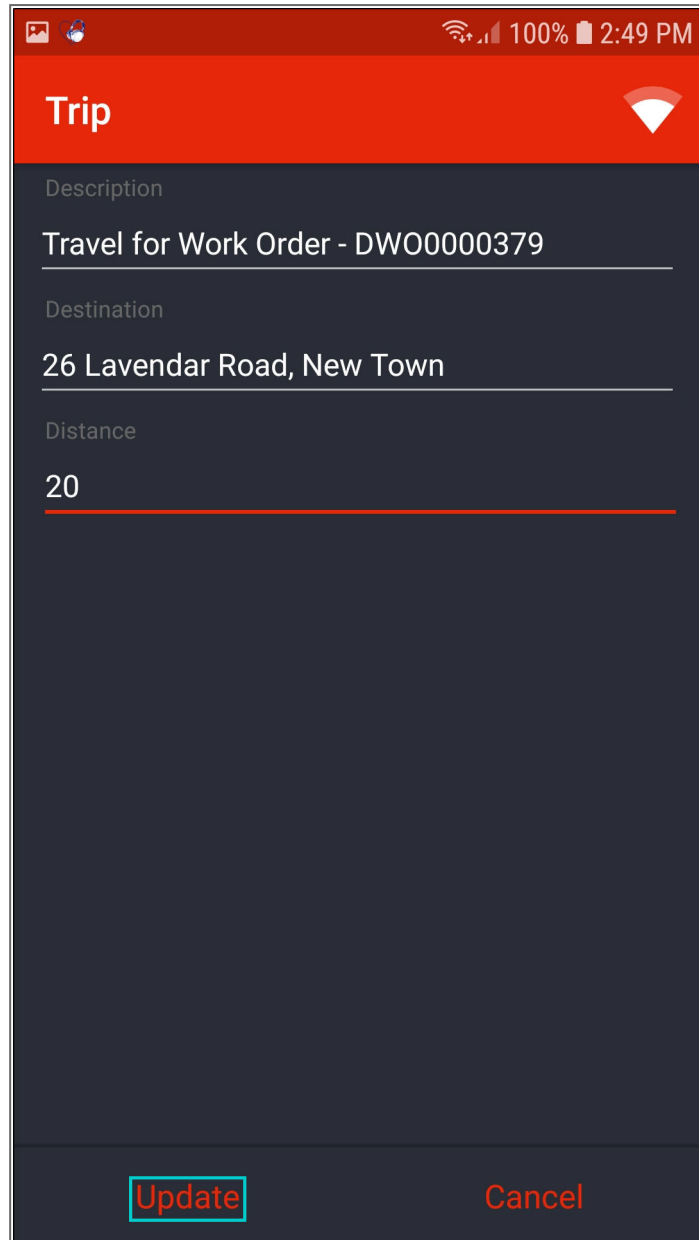
Travel Entry

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



Travel		
Travel for Work Order - DWO0000432	12 Jun 2019	0.00
Travel for Work Order - DWO0000431	12 Jun 2019	0.00
Travel for Work Order - DWO0000379	12 Jun 2019	0.00
Travel for Work Order - DWO0000437	19 Jun 2019	0.00
Travel for Work Order - DWO0000439	19 Jun 2019	0.00
Travel for Work Order - DWO0000438	20 Jun 2019	10.00
Travel for Work Order - DWO0000440	21 Jun 2019	0.00
Travel for Work Order - DWO0000441	21 Jun 2019	0.00

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



Trip

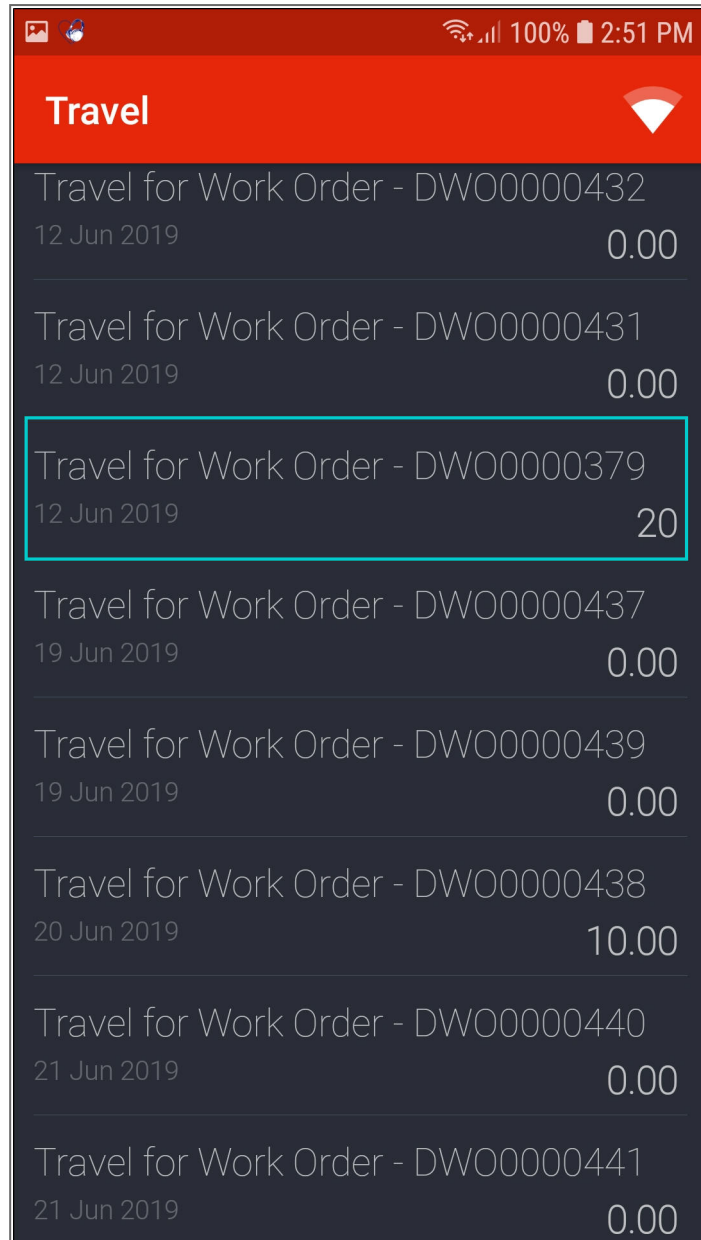
Description
Travel for Work Order - DW00000379

Destination
26 Lavendar Road, New Town

Distance
20

Update **Cancel**

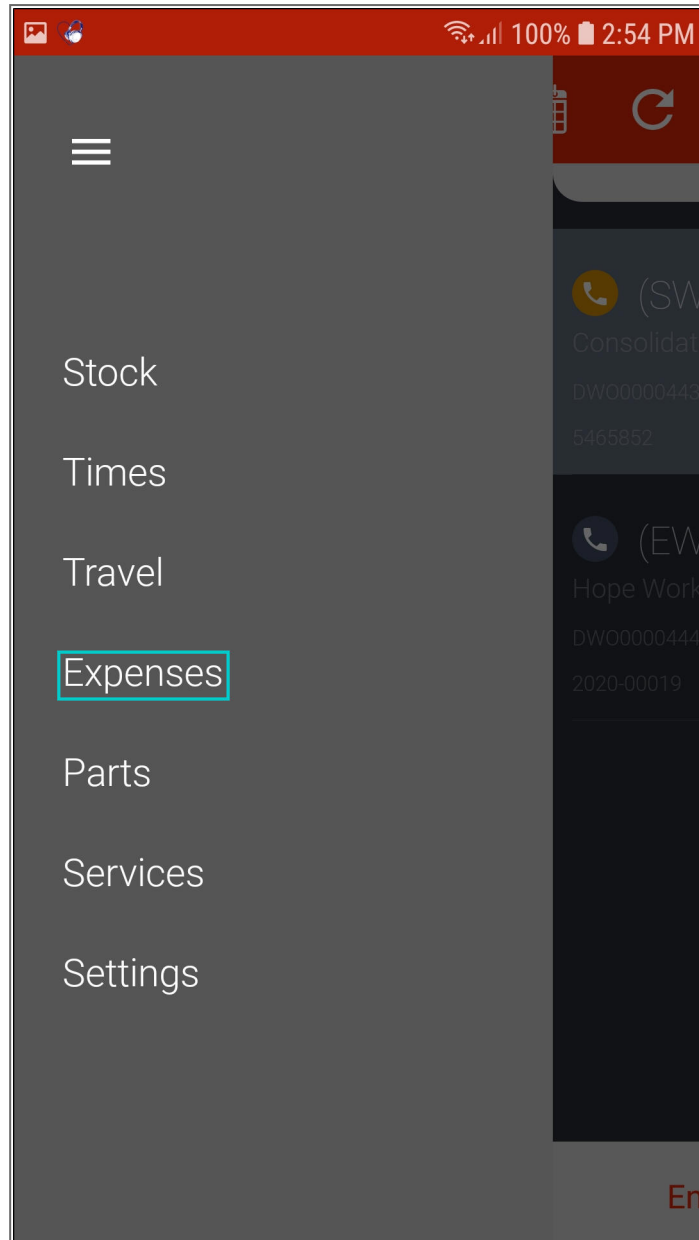
- The updated travel record will now be displayed in the *Travel* screen.



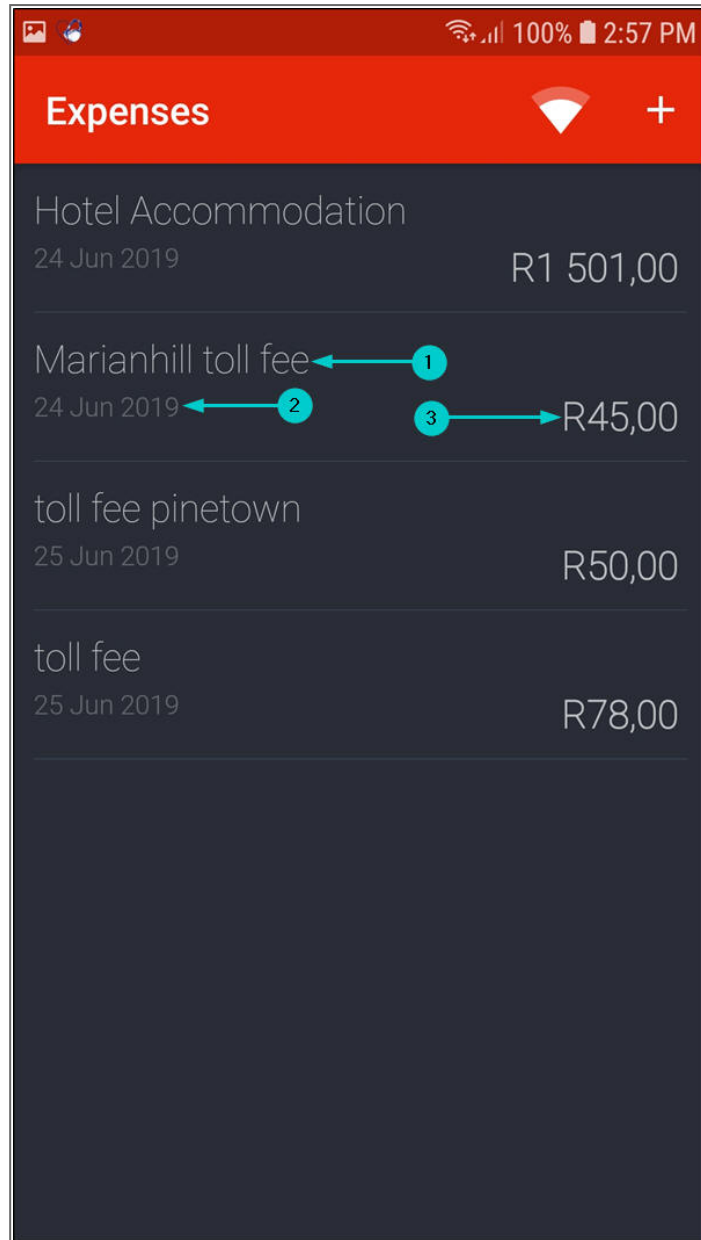
Travel	
Travel for Work Order - DWO0000432	0.00
12 Jun 2019	
Travel for Work Order - DWO0000431	0.00
12 Jun 2019	
Travel for Work Order - DWO0000379	20
12 Jun 2019	
Travel for Work Order - DWO0000437	0.00
19 Jun 2019	
Travel for Work Order - DWO0000439	0.00
19 Jun 2019	
Travel for Work Order - DWO0000438	10.00
20 Jun 2019	
Travel for Work Order - DWO0000440	0.00
21 Jun 2019	
Travel for Work Order - DWO0000441	0.00
21 Jun 2019	

EXPENSES

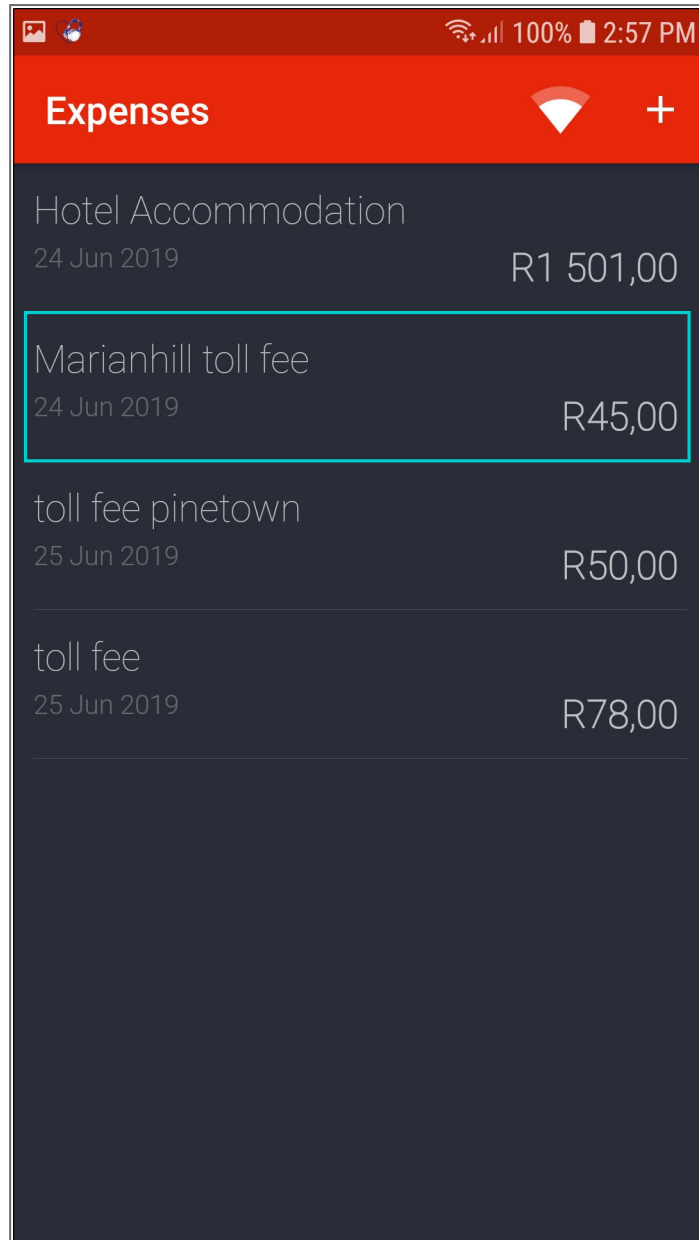
- You can view or add expenses on all your work orders.
- Click on **Expenses**.



- 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.

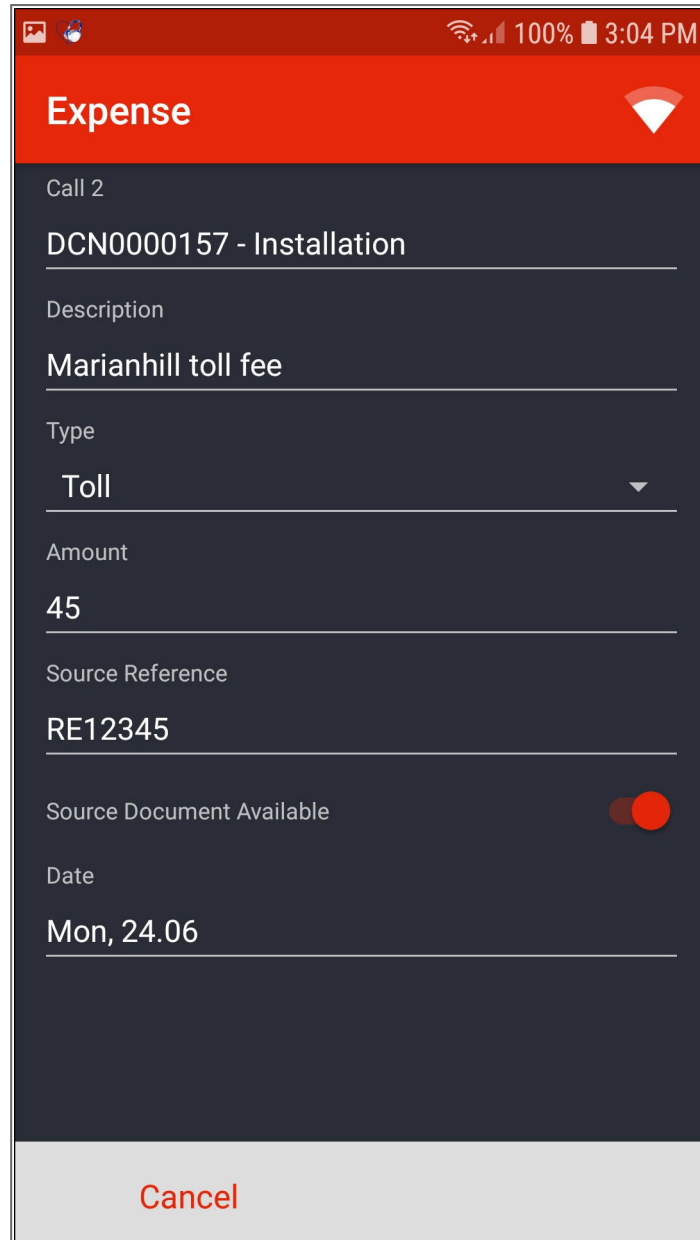


- To view more details, click on the expense you wish to view more details for.



- 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.



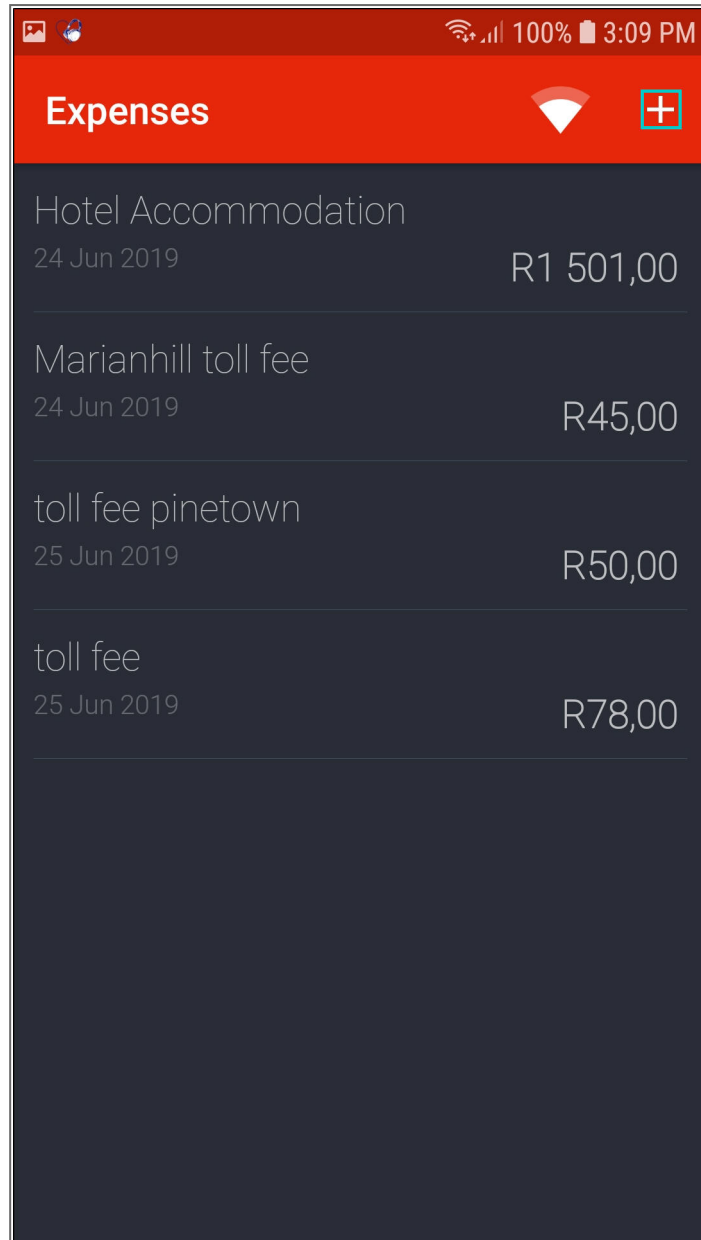
The image shows a mobile application form titled "Expense" with a red header. The form is set against a dark grey background and contains the following fields and controls:

- Call 2**
- DCN0000157 - Installation**
- Description**
 - Marianhill toll fee**
- Type**
 - Toll** (with a dropdown arrow)
- Amount**
 - 45**
- Source Reference**
 - RE12345**
- Source Document Available** (with a red toggle switch)
- Date**
 - Mon, 24.06**

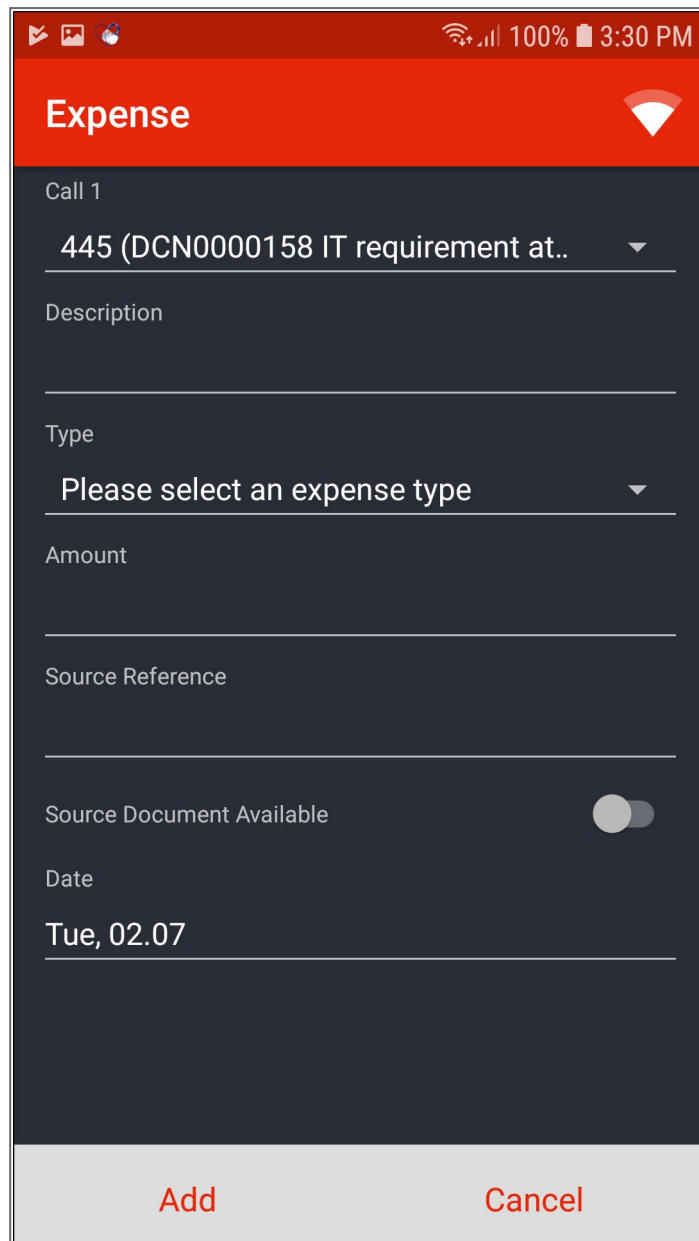
A "Cancel" button is located at the bottom of the form.

Add an Expense

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



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



Expense

Call 1

445 (DCN0000158 IT requirement at..

Description

Type

Please select an expense type

Amount

Source Reference

Source Document Available

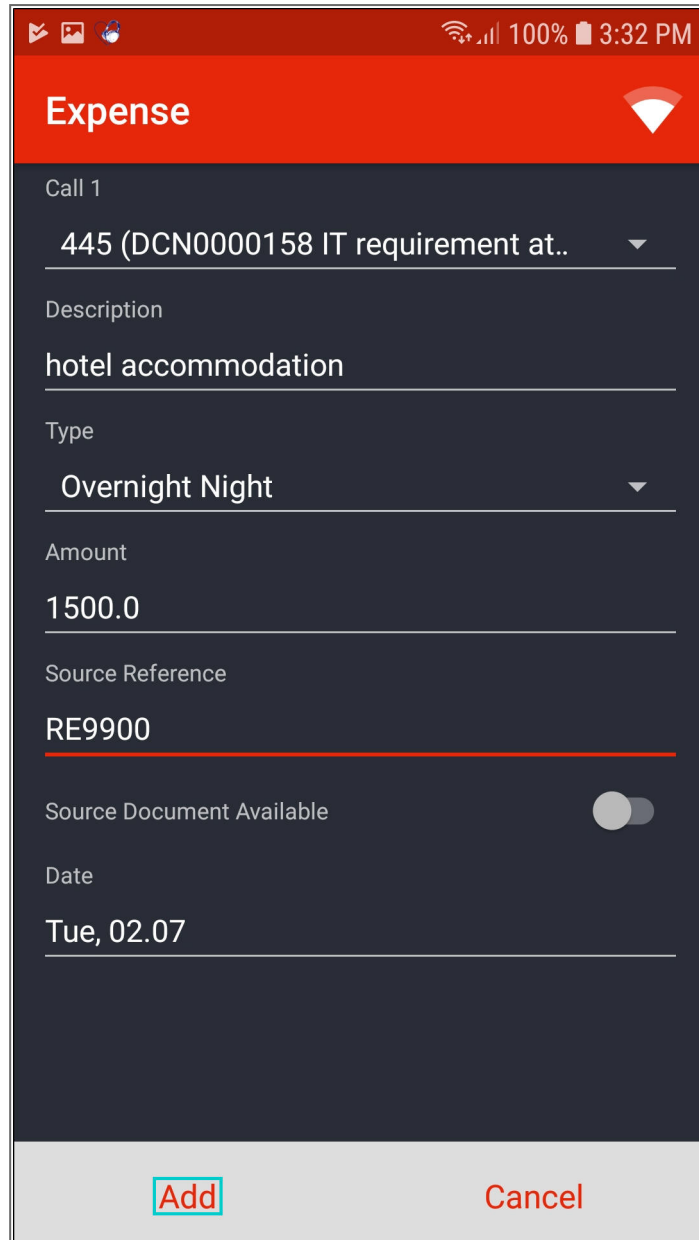
Date

Tue, 02.07

Add 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.
- **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**.

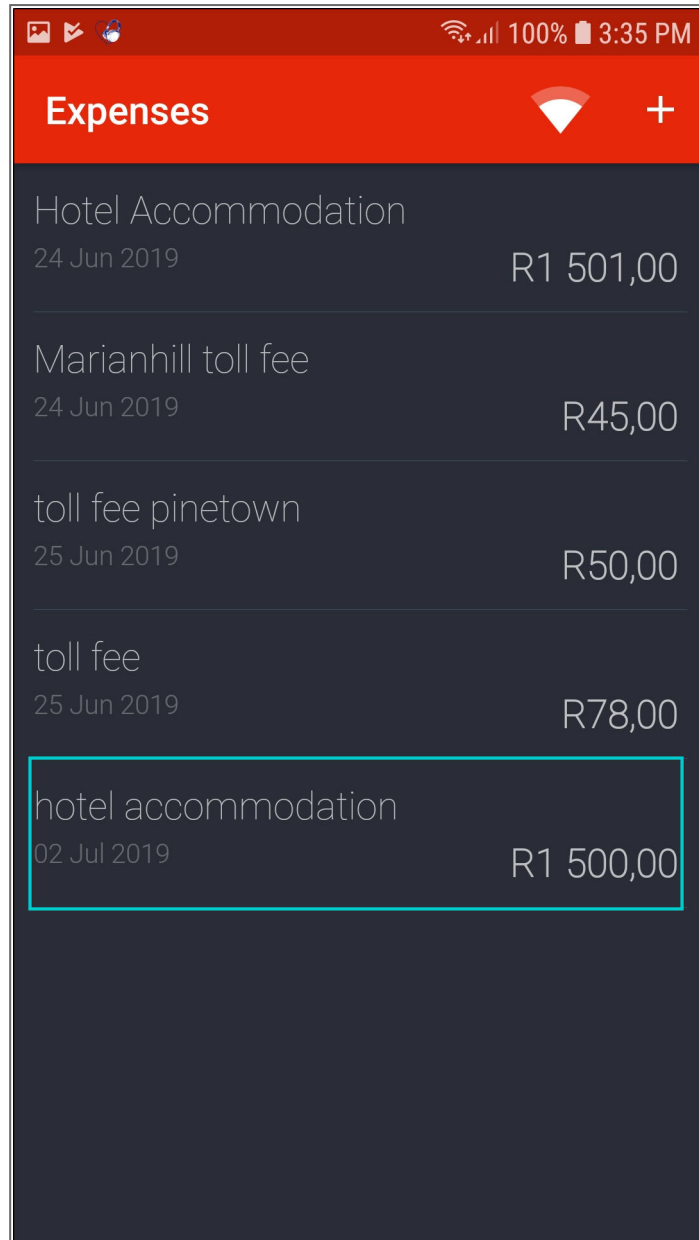


The image shows a mobile application interface for adding an expense. The screen has a dark theme with a red header bar. The header bar contains the word "Expense" in white and a white Wi-Fi icon on the right. Below the header, the form is filled with the following information:

- Call 1
- 445 (DCN0000158 IT requirement at..
- Description: hotel accommodation
- Type: Overnight Night
- Amount: 1500.0
- Source Reference: RE9900
- Source Document Available:
- Date: Tue, 02.07

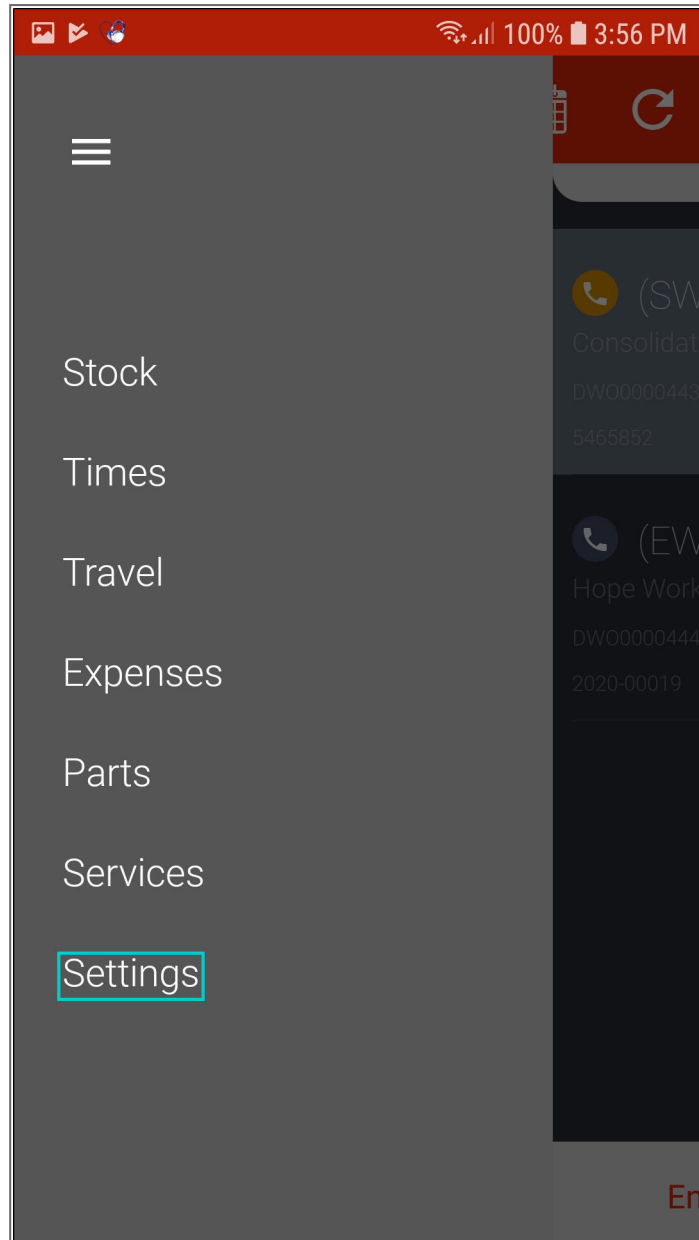
At the bottom of the form, there are two buttons: "Add" (highlighted with a red box) and "Cancel".

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



SETTINGS

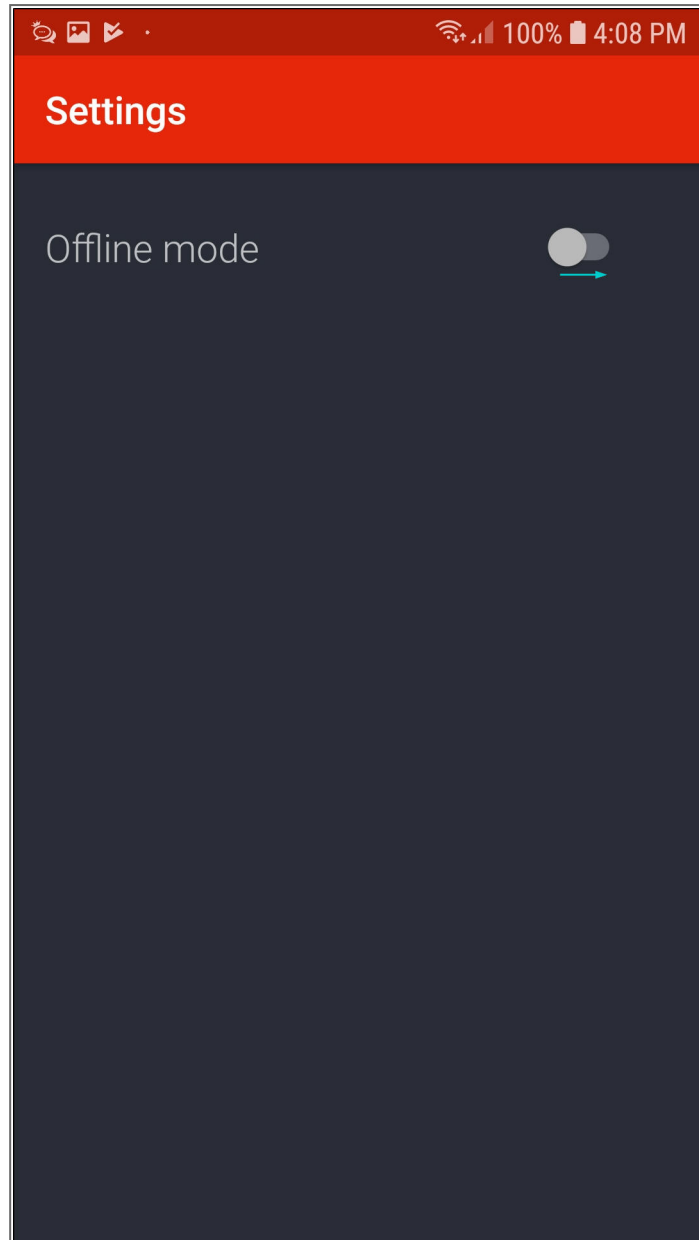
- This allows you to switch to **Online** or **Offline** mode.
- Click on **Settings**.



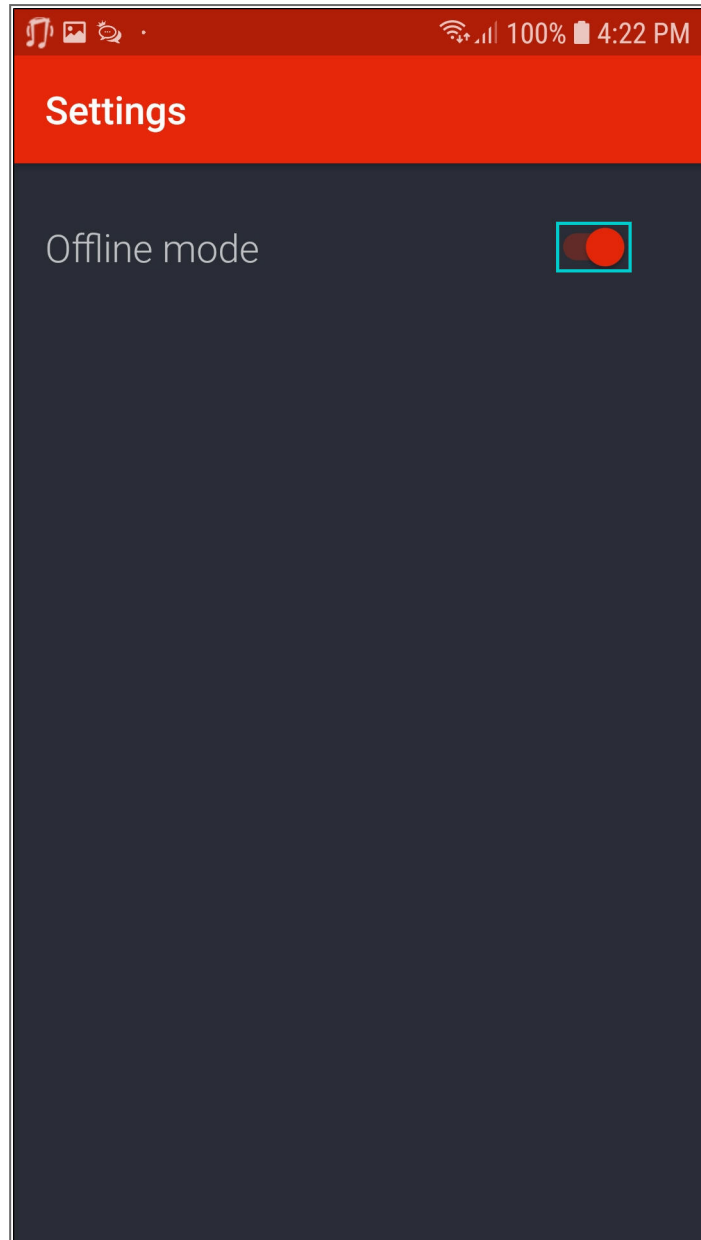
- The **Settings** screen will be displayed.
- By default, **Tech Connect** will be **Online**.
- The **Toggle** button will be to your **left** and **grey** in colour.



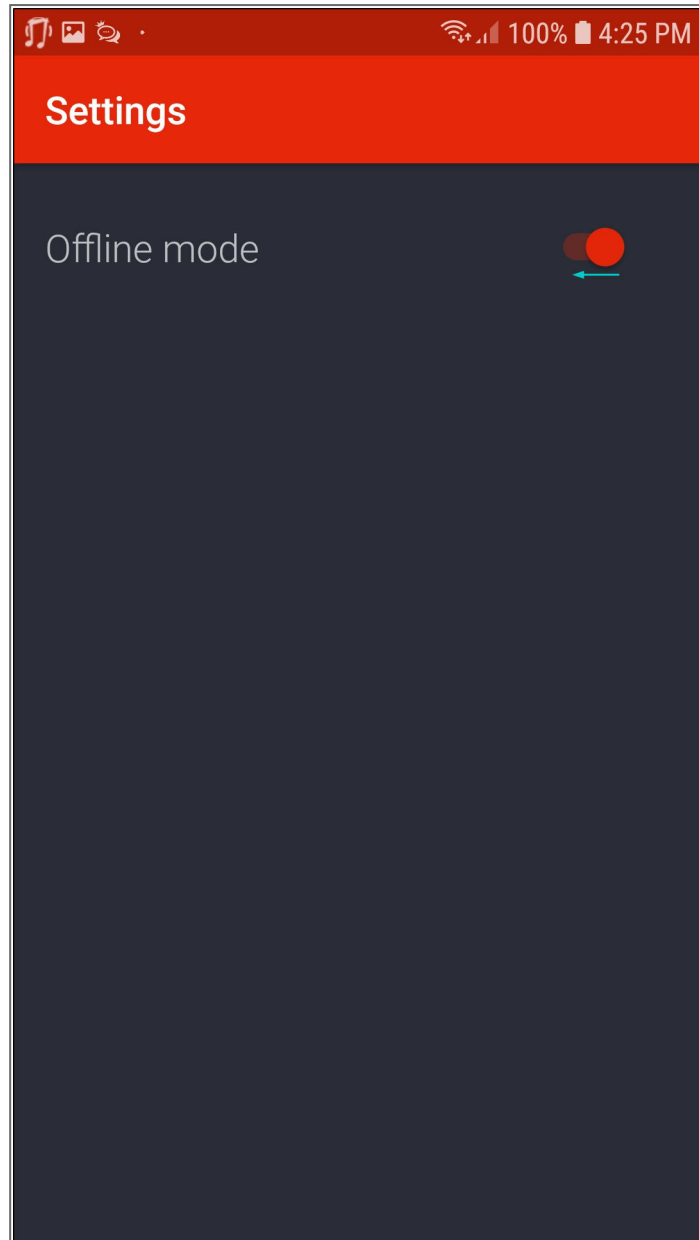
- To switch to **Offline** mode, move the **Toggle** button to your **right**.



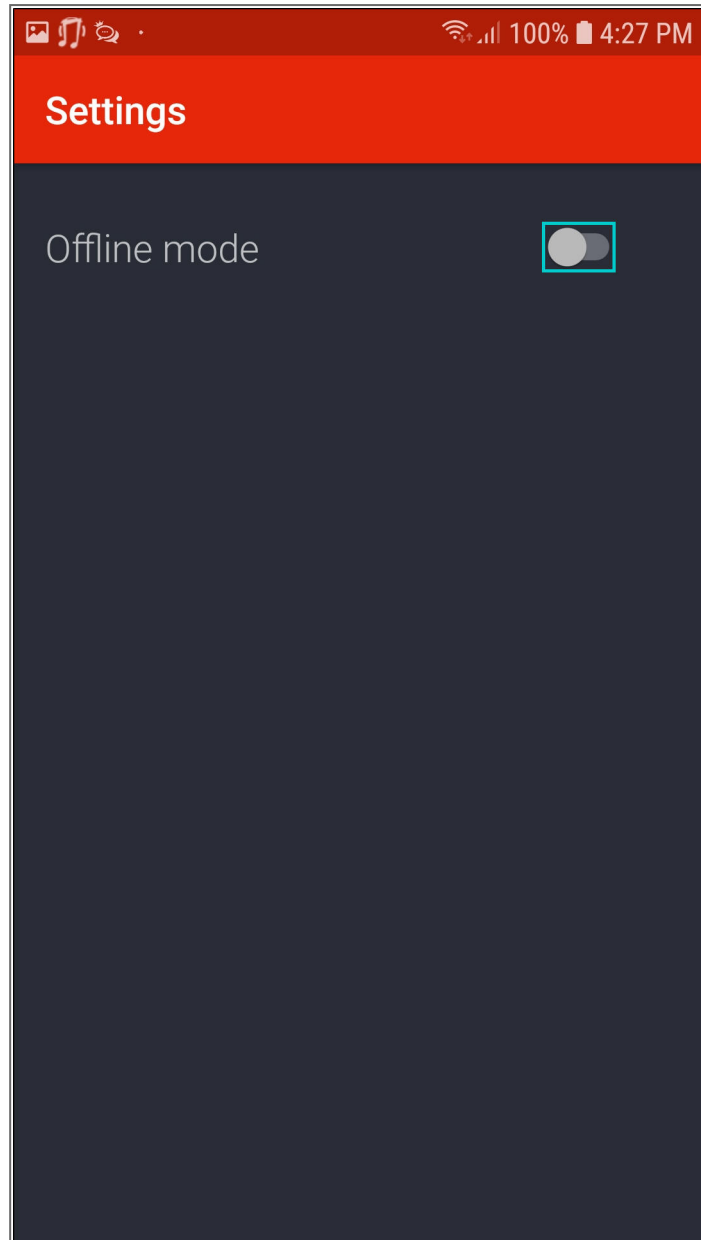
- The ***Toggle*** button colour will now be to your ***right*** and ***red*** in colour.



- 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.



MNU.150.002