



Website Link

From your Android device open your **Chrome** browser.

Enter the following URL: <http://mojomobile.philasd.org>

This will redirect you to: <https://sdp.asset-fm.com/mobile/>

Login Page

Enter in your district credentials (same as Zimbra) and select “Login”

The ‘Keep me logged in’ check box does not keep a license locked the entire time. It does however remember you were logged in and if the connection times out or becomes disconnected it should re-log you in when you open the app or select a new menu option.

Note: This is not always the case and you might get the login screen as we could not account for all disconnection scenarios.

Home Page

The Home Page is just a basic information page expanding what to select to see your various tasks available from this environment.

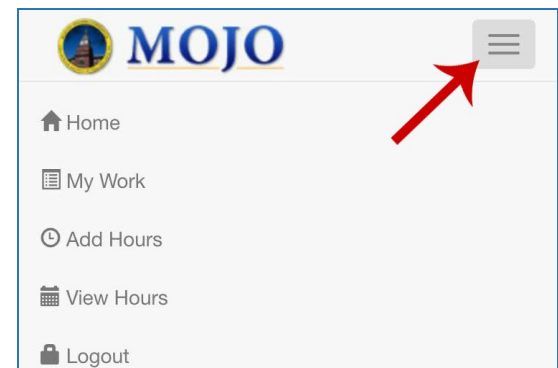
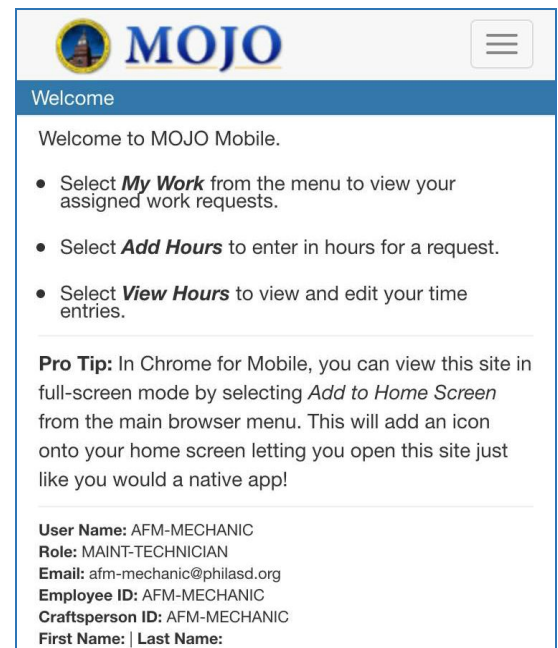
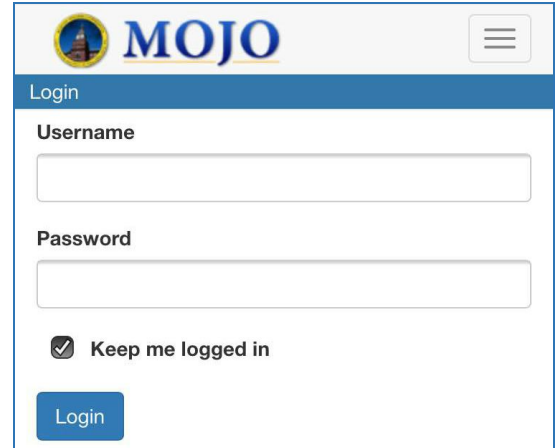
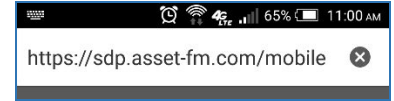
There is a tip on how you can create an App icon for this page so that it acts like a regular app and not just a web page in a browser.

At the bottom, it shows some basic information of the person logged.

Menu

Menu options include:

- **Home** : Returns you to the homepage.
- **My Work** : ‘Issued & Completed’ work assigned to user.
- **Add Hours** : Ability to Add time to ‘Issued & Completed’ work.
- **View Hours** : Weekly timesheet showing entered hours.
- **Login/Logout**





My Work

Search:

Any field that is visible on the My Work Page is searchable. Just start typing in the value your looking for (building name, description, priority) and the list will start filtering by those values.

Sort By:

Defaults to showing the newest requests at the top but has options for Oldest, Building and Date to Perform

Show:

This default to showing only Open or Issued requests with an option to show Closed or Completed requests. (Note: time can still be added and edited on Completed work.

Work Request List

The displayed work requests are only those assigned to the logged in user. Data such as WR# Building Name, Location, Description, Priority Total Hours and My Hours which is only the logged in users hours

Page Next/Previous Options:

At the bottom of the list are options for getting to the next or previous page of data. The number selected will take you right to that page or you can use the '<' and '>' to go one page at a time. Likewise you can use the double arrow buttons to go all the way to the end or back to the beginning.

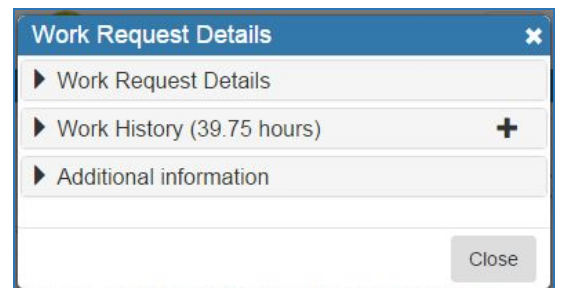
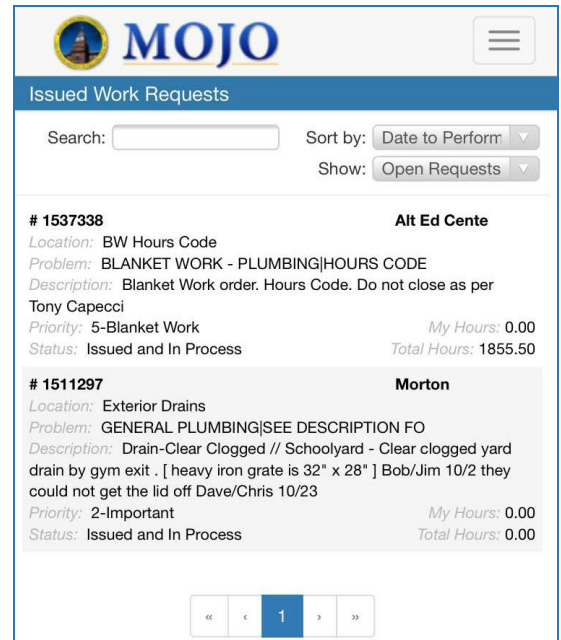
Work Request Details

By clicking on the Work Request from the My Work list it opens the Work Request Details form. This form has panels for viewing more detail about the request and Additional information not displayed in the list. Additionally it has a Work History allowing the user to enter new time or edit existing time on the request. The Close button returns the user to the list.

Work Request Details panel:

This panel displays the fields of the request from the list in more detail like the full work description that was truncated to only 2 lines in the list.

There is also a 'Complete' button available if the request is NOT a Priority 5 Blanket Work request. This will update the status to Completed and remove it from the Open list option. It is still accessible however by selecting the Close option at the top of the main list.





Additional Information panel:

This panel displays additional information like who requested it and when as well as Problem Type and Priority

▼ Additional information

Requested By: RAGNI, CHRISTOPHER_773
Requested Date: 07/31/2015

Priority: 2-Important
Problem Type: MAINTENANCE|PLUMBING

Work History:

This panel displays all the time the user has entered against the request. The user can select the pencil to edit/remove a previously entered entry or they can select the '+' icon to add a brand new time entry to the request. Selecting either one of these opens the Add Hours page which is explained later. The only difference by selecting the '+' here vs directly in the Add Hours page is it will pre-enter the selected Work Request #.

▼ Work History (39.75 hours) +

Date	Craftsperson	Type	Hours
Thu, Feb 04	AFM-MECHANIC	Work	1.00
Wed, Feb 03	AFM-MECHANIC	Work	2.00
Wed, Feb 03	AFM-MECHANIC	Work	2.00
Wed, Feb 03	AFM-MECHANIC	Work	2.00

Prompts for what the user has selected will help guide them making sure they have chosen exactly what command they want to perform.

Edit Time?

Edit time for work request #1511297?

OK Cancel

Note: After switching to the Add Hours page it will not return to the list. The user will have to select the My Work option from the menu to return.

Add Time?

Add time for work request #1511297?

OK Cancel

Add Hours

This page allows the user to select any work request they worked on and enter their hours, work type and comments. Additionally if the work is completed they can select the 'Complete' check box and upon saving the request status will be updated.

Work Request

Selecting the spy glass brings up the Work Request list exactly like it is from My Work with all the same options for filtering and sorting. Selecting the request returns the Add Hours for populating the # to the field

February 2016

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
5	01	02	03	04	05	06	07
6	08	09	10	11	12	13	14
7	15	16	17	18	19	20	21
8	22	23	24	25	26	27	28
9	29	01	02	03	04	05	06
10	07	08	09	10	11	12	13

Today Clear Close

Craftsperson:

The value defaults to the logged in user and is not editable

Date Worked:

Selecting this open a Calendar defaulted to the current day but allowing the user to select any other day. Once selected the calendar closes and returns to the Add Hours page

MOJO

Add Work Hours

Work Request Work Request #

Craftsperson AFM-MECHANIC

Date Worked 02/05/2016

Time Worked 12:53:52 PM

Actual Hours - 0.00 +

Overtime - 0.00 +

Doubletime - 0.00 +

Total Hours 0.00

Work Type Work

Comments Enter Additional Comments Here

Completed?

Save Cancel



Actual / Overtime / Double Time Hours:

Hours can be added to any of these field by clicking in them and using the keyboard or by use the '+' or '-' icons to add hours by quarter hour increments.

Total Hours:

Displays the sum of the 3 hours fields for the current entry

Work Type:

Selecting this opens a list of all time codes

Comments:

The user can add comments relevant to their time entry by using the keyboard or microphone to speak the comment

Completed?

If available selecting this will update the requests status to Completed upon selecting the 'Save' button.

Work History:

After selecting a Work Request this panel will be displayed if previous time has been entered for the request by the user. It has the same options available as explained previously.

Save:

After selecting 'Save' a message will display informing the user of the successful completion of the command.

View Hours

This page displays the user's current time entry for the selected week (defaults to current week).

Color Legend:

- Yellow is a day under 8 hours
- Green is a day equal to 8 hours
- Orange is a day greater than 8 but less than 10 hours (this is primarily useful for those trades that work 10 hour shifts)
- Red is a day that is greater than 10 hours of actual time

Features:

The features on this form are very similar to those already explained such as adding new hours, editing existing hours, and removing hour entries. To select a previous week to view or an upcoming week select the calendar and chose any day with in the week you wish to see.

