

Maintenance Mechanic

Philadelphia School District Training Manual



APPLIED DATA SYSTEMS

I N C O R P O R A T E D

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Maintenance Mechanic

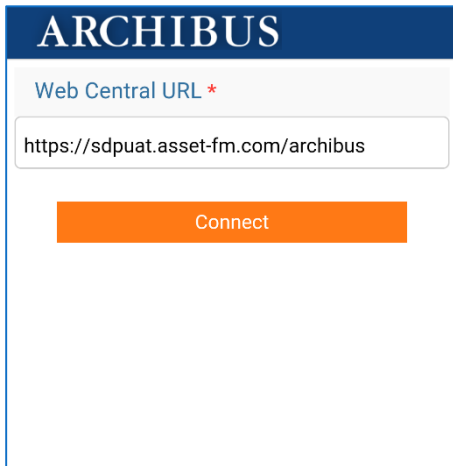
Philadelphia School District Training Manual

Introduction

This Manual introduces the user to all of the views available in the ARCHIBUS system. Actions covered in this manual include:

- ▶ Mobile Maintenance
 - ▶ Sync Device
 - ▶ Document Image
 - ▶ Update/Complete Request
 - ▶ Create Request

Logging into the site



The screenshot shows the ARCHIBUS login interface. At the top, the word "ARCHIBUS" is displayed in white on a dark blue background. Below this, the text "Web Central URL *" is shown. A text input field contains the URL "https://sdpuat.asset-fm.com/archibus". Below the input field is an orange button labeled "Connect".



The screenshot shows the ARCHIBUS login interface. At the top, the ARCHIBUS logo and the word "ARCHIBUS" are displayed in white on a dark blue background. Below this, the text "Username *" is shown. A text input field contains "User name (upper case)". Below this is the text "Password *" and another text input field containing "Password (case-sensitive)". At the bottom is an orange button labeled "Register Device".

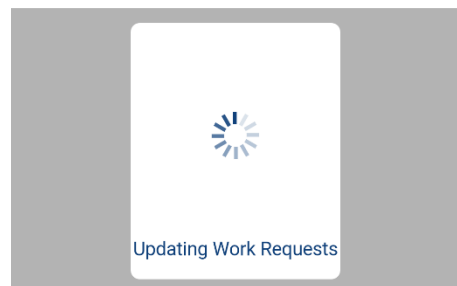
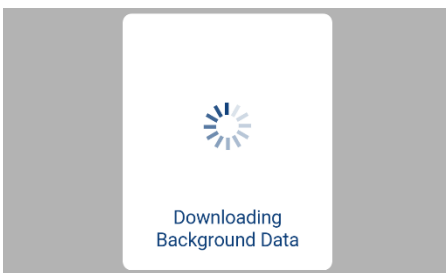
To log in to the system via the mobile device you will need three pieces of data:

- ▶ URL
 - ▶ For Training: <https://sdpuat.asset-fm.com/archibus>
 - ▶ For Production: <https://sdp.asset-fm.com/archibus>
- ▶ User Name (*Your District given user name*)
- ▶ Password (*Your District created password*)


If you are unsure of any of this information, contact the School District IT department.

Enter your user name and password. The password is case sensitive. Click on the Login button.

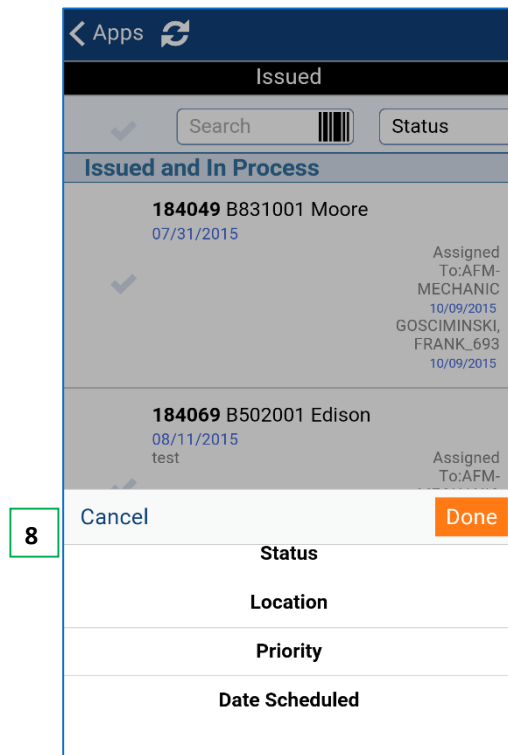
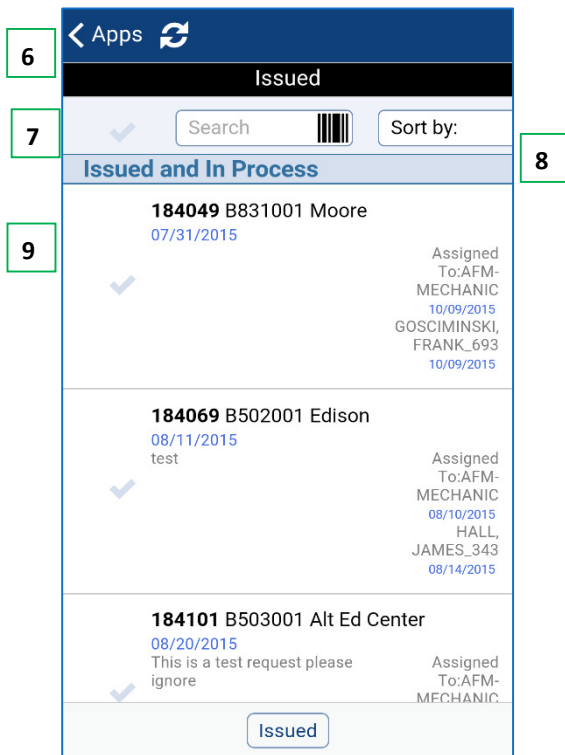
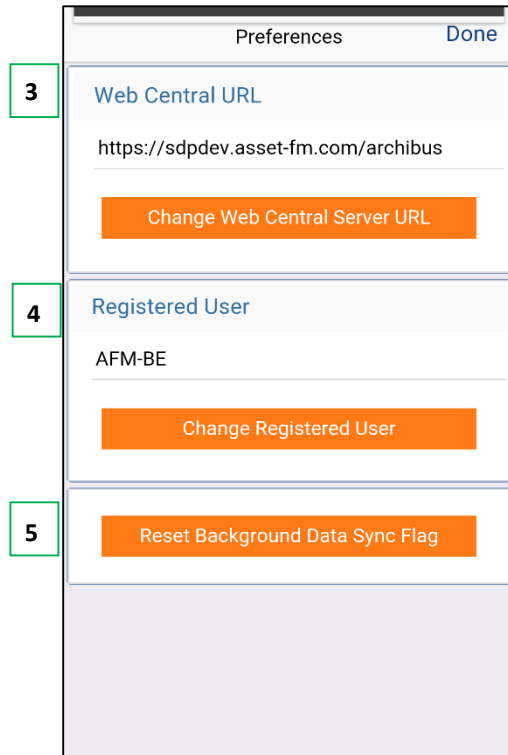
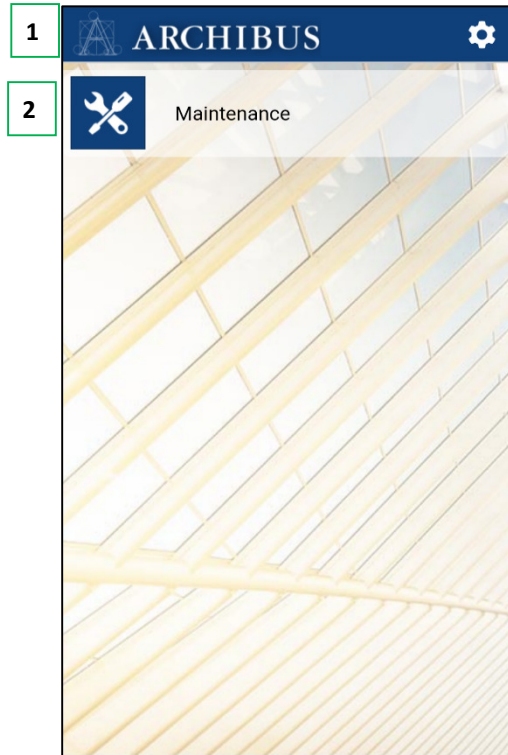
If you have forgotten your password you will need to contact the School District IT department to have it reset.



Once Register is selected the Application will load and download the background data which is basically the look up lists of data.

After that select the  button to download the mechanic assigned work

Mobile



Main form

1. The gear icon opens the settings form where you can change base items
2. The Maintenance App opens the main form list displaying requests that the register BE or mechanic is assigned to work on including Blanket Work Orders for BE's

Settings

3. Selecting the "Change Web Central Server URL" provides the user with instructions on how to point to a different Application server.
 - a. URL for Training: <https://sdpuat.asset-fm.com/archibus>
 - b. URL for Production: <https://sdp.asset-fm.com/archibus>
4. To change the registered user select button and enter in your district user name and password
5. Select the Reset Background Data Flag button to force the download of updated background data.
Note: Background data is lists of Building, Floor, Room, Equipment, Repair Type, Cause Codes, etc. It is only necessary to do this if these data lists have changed and will take a while to update.

Issued Request List

6. Selecting the "<Apps" button will take you back to the Main form. Selecting the looping arrows button will synchronize the Work Request data from the database to the mobile device and the data from the mobile device to the database.
7. By typing in various data such as the Work Request number, Building Code, Equipment Code will start the filtering of the data list matching the data entered. To clear the filter just clear the field.
8. The Sort list will allow the user to change the sort order from its default of status to either Location or Problem Type
9. The request list displays basic information about the request. The check marks when selected allow the user to select multiple requests and then do some basic bulk commands such as Update or changing the status of all selected.

Update and Craftsperson Form

1
← Back
▼
✎

Update

184049 07/31/2015

Requestor: MAINT IMPORT

Building Name: B831001 Moore

Floor Code: >

6 Room Code: >

7 Problem Location: Moore Elem. School ✕

Problem Type: MAINTENANCE/PLUMBING

Problem Task: GENERAL PBJSEE DESCRIPT

Work Request Status: Issued and In Process

Repair Type: >

Cause Code: >

8 Equipment Code: >

Priority: 3

Description: test

9 Craftsperson Notes

10 Craftsp...
Parts
Tools
Costs
Docum

← Back

4 Save + Assign Craftsperson 5

6 Craftsperson Code *: AFM-MECHANIC

7 Date Scheduled *: 10/12/2015

2 Actual Hours: 0.00

2 Overtime Hours: 0.00

2 Doubletime Hours: 0.00

Work Type: Unspecified


3 Comments

Craftspersons

AFM-MECHANIC	0.00	10/09/2015
	Hours	

Cancel	Done
	0.25
	0.50
	0.75
	1.00
	1.25

Photo



Close
Attach

Update Form

1. The Back button will take the user to the request list
2. The camera button will open the camera feature of the phone allowing the user to take a photo and attach it to the request by selecting the Attach button after the photo is taken
3. The Pin map symbol would open the floor plan of the entered Building, Floor and Room of the request (Note: This feature is not available yet)
4. The drop down arrow icon opens a list of statuses to set the request too. This is how you would set the status to complete.
5. The paper and pencil icon would open the floor plan allowing the user to mark up the floor plan with notes saving it as an attached image to the request
6. Add or change the Floor and/or Room codes by selecting the orange arrow button. Select the record to enter it to the field.
7. The Problem Location can be cleared or added to. To clear select the "X". To add click in the field and use the keybd or voice recognition option.
8. Note that when selecting equipment the list will be filtered by the Building, Floor and Room entered in the form
9. Select the Craftsperson Notes and use either the devices keybd or voice recognition options.
10. To update the hours worked select the Craftsperson button at the bottom of the main Update form

Craftsperson Update Form

1. At the bottom of the form and select the name.
2. Enter in the Actual Hours (straight time hours), Overtime Hours or Doubletime hours as applicable by selecting the field and scrolling the list to the nearest quarter hour worked
3. Enter comments if you need to express something unique about the time entry itself
4. Once entered select the Save button to save the entry
5. If you need to enter a new entry because the time spread over more than one day select the + Assign Craftsperson button
6. Initially the registered users name will enter in the Craftsperson field but this can be changed by selecting the field and selecting a new record
7. The current date will be entered into the Date Scheduled field if you are entering for a previous day select the field to change the date. (*in development*)
8. Finally fill in all the other fields as previously mentioned and select Save.

Mobile – Create Request

1 < Back [Camera] [Location] [Edit] [Save] 2 3 4 5

Create Work Request

Requested By AFM-BE

6 Building Name B503001 Alt Ed Center [X] >

Floor Code >

7 Room Code >

8 Problem Location

9 Problem Type [X] >

10 Problem Task >

11 Equipment Code >

12 Description

- Problem Type Cancel
- AIR QUALITY
 - ASBESTOS
 - CB >
 - FOOD SERVICE
 - INSPECTION
 - INSPECTION FAILURE
 - LEAD-BASED PAINT
 - 8 MAINTENANCE >
 - MOLD
 - OPERATIONS
 - PREVENTIVE
 - RA
- < Problem Type MAINTENANCE Cancel

- Problem Task Cancel
- 9 BACKFLOW PREVENTER- >
 - CONSTANT PRESSURE PUMP >
 - DRAIN-FLOOR >
 - DRAIN-MAIN >
 - DRAIN-PARKWAY >
 - DRAIN-ROOF >
 - DRINK FOUNTAIN-WATER COOLER >
 - GENERAL PB >
 - 9 INSTALL NEW >
 - LIGHT WELL >
 - SERVICE SINK >
 - SHOWER >

- < Problem Task INSTALL NEW Cancel
- INSTALL NEW|INSTALL NEW DRAIN LINE
 - INSTALL NEW|INSTALL NEW GAS LINE
 - INSTALL NEW|INSTALL NEW GAUGES
 - INSTALL NEW|INSTALL NEW HOSE BIB
 - INSTALL NEW|INSTALL NEW WATER LINE

Mobile – Create Request

1. The Back button will take the user to the request list
2. The camera button will open the camera feature of the phone allowing the user to take a photo and attach it to the request by selecting the Attach button after the photo is taken
3. The Pin map symbol would open the floor plan of the entered Building, Floor and Room of the request (Note: This feature is not available yet)
4. The paper and pencil icon would open the floor plan allowing the user to mark up the floor plan with notes saving it as an attached image to the request
5. Once all the data is entered in the form select the Disc icon to save the record. Note: Once saved to the mobile device back will need to be selected and the Synch button selected to send the request back to the main database for the proper workflow approvals, scheduling and issuing.
6. If a BE creates the request their primary building is entered initially into the form however this can be changed by selecting the orange arrow button
7. Select the Floor and/or Room codes by selecting the orange arrow button. Select the record to enter it to the field.
8. The Problem Location is entered by clicking in the field and using the keybd or voice recognition option.
9. To select the 2 level problem type select the arrow at the right of the field then after finding the correct level 1 value select the arrow button to the right of Operations or Maintenance depending on what is being entered
10. To select the 2 level problem task select the arrow at the right of the field then after finding the correct level 3 value select the arrow button to the right of task item, then selecting the task itself
11. Note that when selecting equipment the list will be filtered by the Building, Floor and Room entered in the form
12. Select the Description and use either the devices keybd or voice recognition options.

Work Flow

SDP High Level Facilities Process Flow

