CYPHER 1

WORKING NOTES: 8 – PDA'S IN THE MAINTENANCE MODULE

AS THIS DOCUMENT GOES TO PRINT THE PDA LINK IS CURRENTLY UNDER TRIAL AND INSTRUCTIONS MAY THEREFORE VARY WHEN FULL RELEASE IS MADE

WHEN THE PDA LINK IS PURCHASED AS AN ADD ON TO THE JOB COSTING MODULE, THE FOLLOWING FEATURES ACTIVATE:

SYSTEM TAB/SYSTEM DEFAULTS/MOBILE LINK
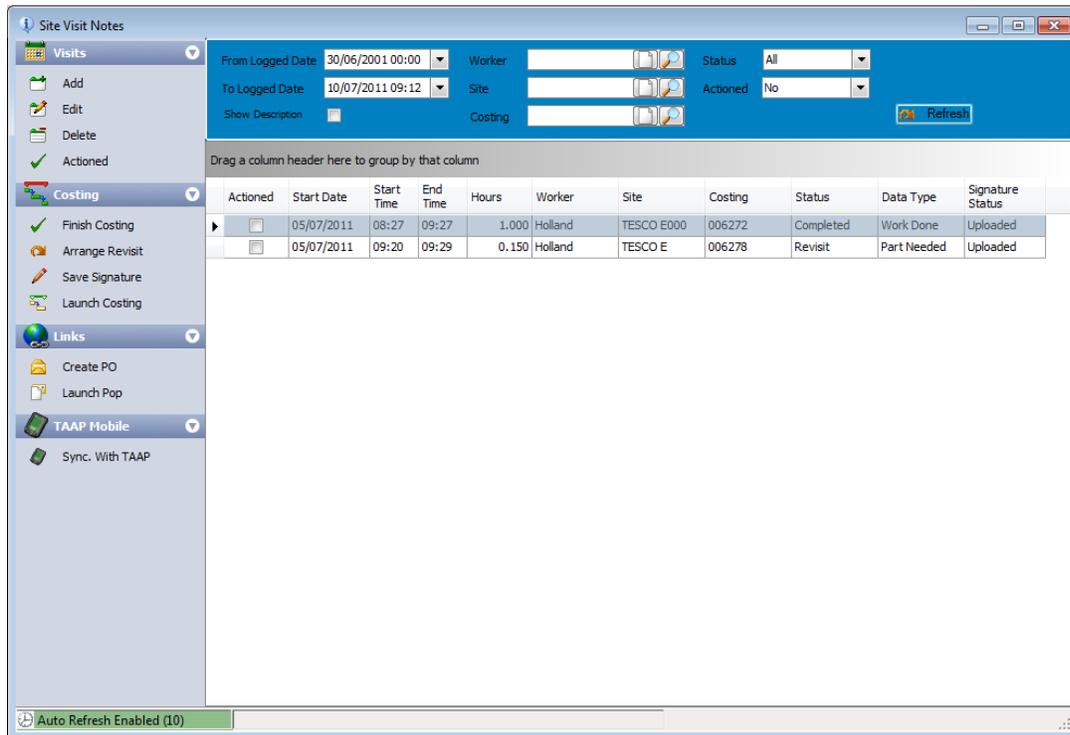
DATABASE TAB/WORKERS/TAAP LINK (UPDATE WORKER)

DATABASE TAB/VISIT NOTES

BEHIND THE SCENES, WHEN THE APPOINTMENT IS MADE USING THE **APPOINTMENT GRID** (EITHER IN CALLOUT WIZARD OR FROM THE RESOURCES TAB IN THE JOB ITSELF) THE SOFTWARE CHECKS TO SEE IF THE OPERATIVES MOBILE TELEPHONE NUMBER IS REGISTERED AND SENDS THE JOB DETAILS TO THE WEB. ONCE THE OPERATIVE LOGS INTO HIS **SEC MOBILE APPLICATION** ON HIS PDA THE LIST OF JOBS WILL BE UPDATED.

ONCE THE JOB HAS BEEN ACCEPTED, THE JOB SHEET CAN BE FILLED IN FROM THE PDA AND CUSTOMERS SIGNATURE RECORDED.

CLICKING ON THE **JOB COMPLETE** BUTTON SENDS THE JOB SHEET BACK TO THE CYPHER1 PROGRAM IN THE OFFICE.

THE JOB WILL BE FOUND IN THE **VISIT NOTES** AREA UNTIL ACTIONED.

TO ACTIVATE THE SEC MOBILE LINK WITH TAAP, OPEN THE SCREEN AS DIRECTED ABOVE AND ENTER THE DETAILS YOU RECEIVE FROM SEC IN THE RELEVANT FIELDS:

TAAP CLIENT ID.

TAAP USER NAME.

TAAP PASSWORD.

WE RECOMMEND THAT **TAAP AUTO SYNC** IS CHECKED SO THE JOB SHEET IS AUTOMATICALLY UPLOADED AS SOON AS THE JOB IS SAVED.

TAAP VISIT NOTE REFRESH IS NORMALLY SET TO 10 MINS SO THAT THE **VISIT NOTES** SCREEN IN THE CYPHER1 PROGRAM IS AUTOMATICALLY REFRESHED IF LEFT OPEN.

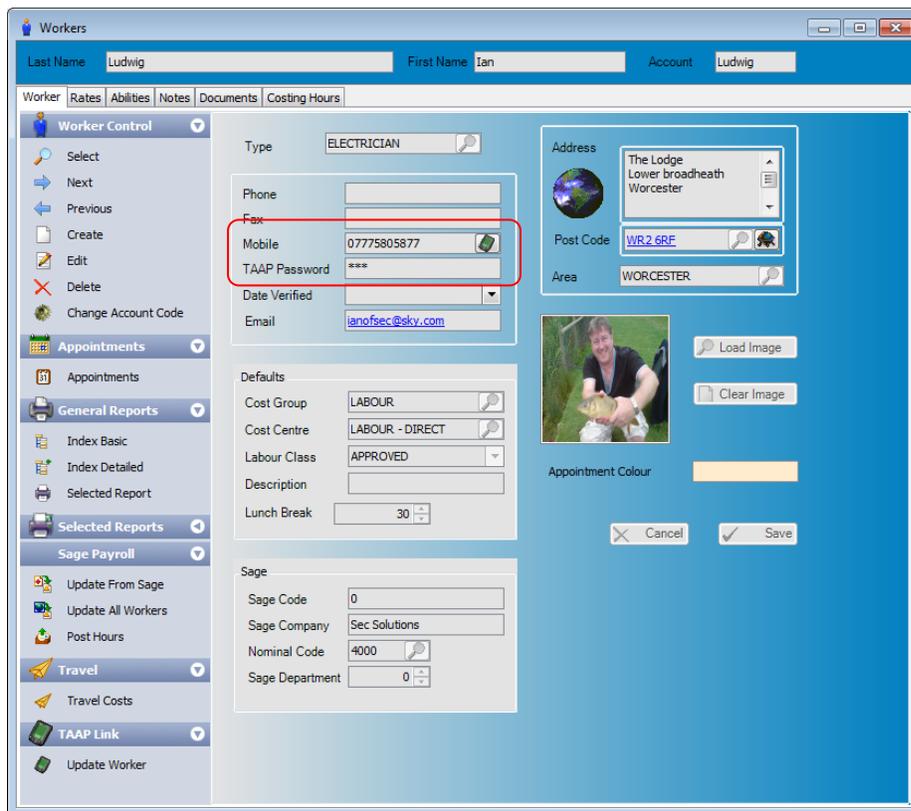## Database tab/Workers/TAAP Link (update worker)

You will need to register each workers PDA device with TAAP.

To do this open the Database tab/Workers/TAAP Link tab and ensure a mobile number is included against all the workers who have PDA's.

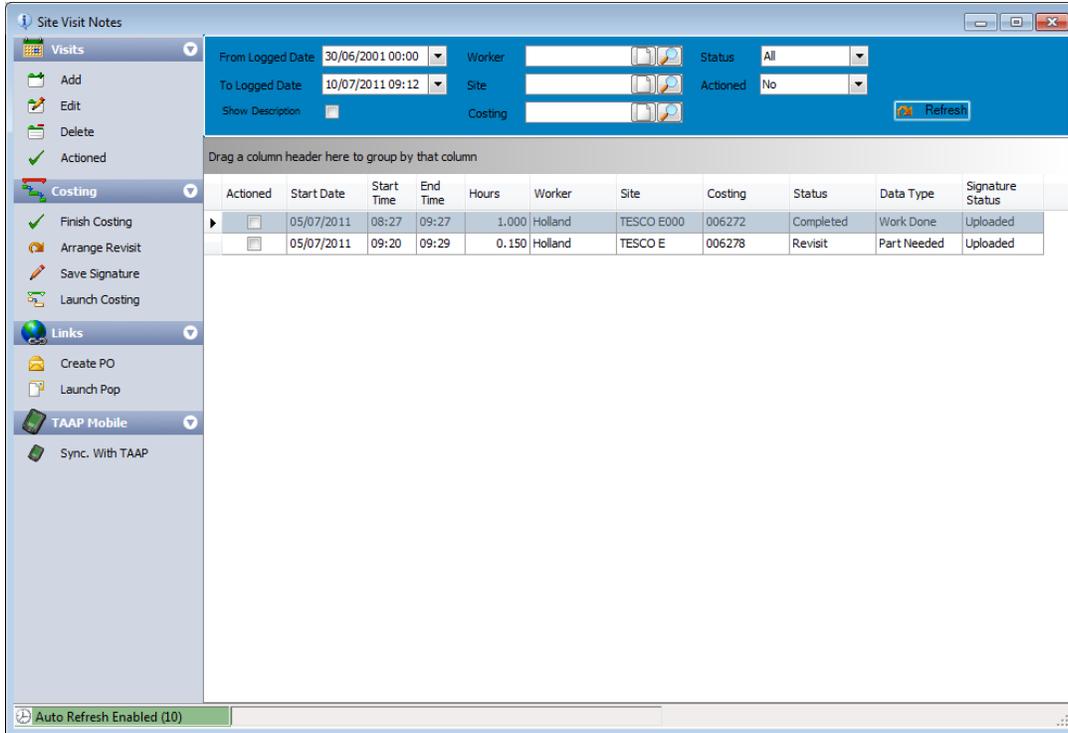Simply SELECT the worker and click EDIT to access the data area

Enter mobile phone number and choose a memorable password.

Click on save then UPDATE WORKERS from the TAAP Link menu option (bottom left)

Database tab/visit notes

Once a job has been actioned it will appear in the Visit Notes as shown;

To action the Job, select it from the list by highlighting it and clicking FINISH COSTING.

This action will move the RESOURCES to the ITEMS tab in the costing, copy and save the SIGNATURE if present and mark the Job as COMPLETE.

To edit any data before actioning, double click on it and the visit notes screen will open allowing for any alterations to be made;