

## How to use MobileTMA Go

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### 1.1 How to login to MobileTMA Go

Step	Exhibit
<p><b>Step 1:</b></p> <p>Click on MobileTMA App on your mobile device -</p>	
<p><b>Step 2:</b></p> <p>Enter Login ID (First Name-lowercase)</p> <p>Enter Password</p> <p>Enter <b>UWSP</b> as Client (if not populated)</p> <p><b>After logging in <u>one time</u> – the Login ID and the Client will populate automatically.</b></p> <p><b>Click on Sign In</b></p>	

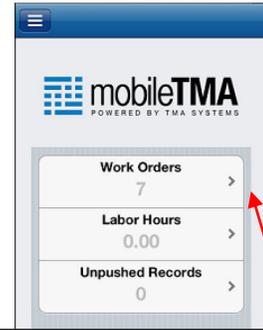
Data will begin to load to device as shown at right.....this is called “Syncing” with the WebTMA Server.

**Step 3:**

Tap the Work Orders Arrow to View List of Assigned Work Orders



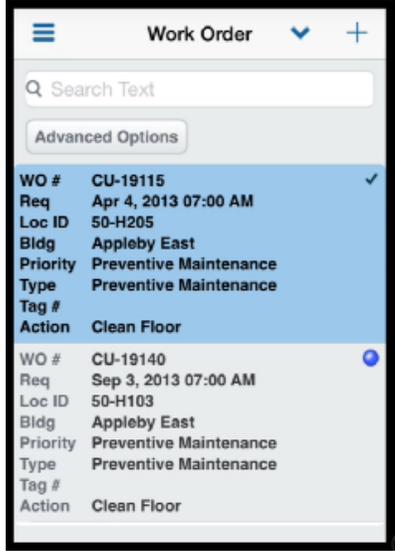
**Home Page for mobileTMA GO**



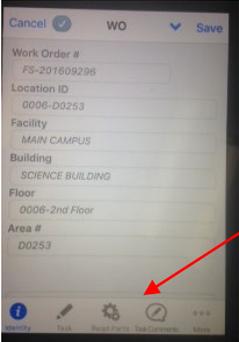
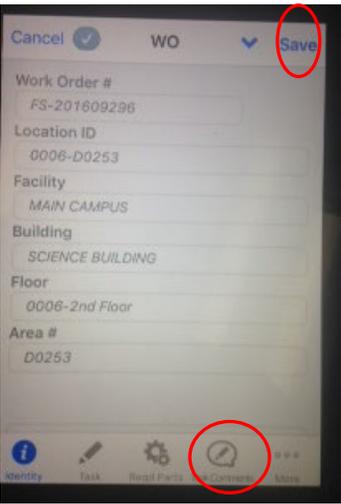
Once data is downloaded, the Home page displays a sum of Work Orders you have assigned to you.

Tap the arrow to the right of Work Orders to expand the menu.

## 1.2 Understanding MobileTMA Go and Work Orders

Step	Exhibit
<p><b>Step 1:</b> When viewing your Work Orders you will see different symbols on the far right side. These are used to indicate the status of a work order item:</p> <p>Definitions below;</p> <ul style="list-style-type: none"> <li>! Alert that something about the record is incomplete or in error and cannot sync to server. Maybe you checked the finish task option on WO but did not add the required "hours" field. Or maybe your wireless service cannot sync at this time.</li> <li> This is the syncing symbol. This means your device is "syncing" with the WebTMA Server.</li> <li> This means you have already viewed the Work Order.</li> <li>L This shows that Labor has been added to this Work Order.</li> <li> This shows that this is a routine Work Order and you have not viewed it yet.</li> </ul>	 <p>The screenshot shows a mobile application interface for 'Work Order'. It features a search bar, an 'Advanced Options' button, and a list of work orders. The first work order (CU-19115) has a checkmark symbol on the right, indicating it has been viewed. The second work order (CU-19140) has a blue circle with a white dot symbol on the right, indicating it is a routine work order not yet viewed.</p>

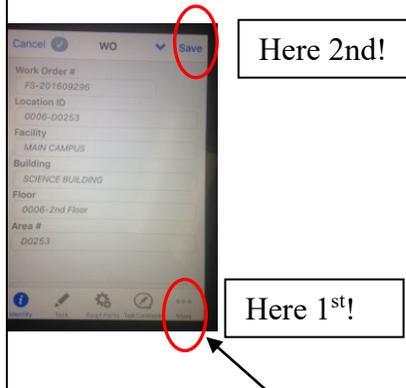
### 1.3 How to Add Task Comments or Photos to Work Orders

Step	Exhibit
<p><b><u>Step 1 Review a Work Order and go do the work:</u></b></p> <p>Tap on Work Order to Open it.</p> <p>Use a swiping action to review what the Action Requested is and the location.</p>	 <p>This is what an opened Work Order looks like, notice the <b>ACTION MENU</b> at the bottom of screen.</p>
<p><b><u>Step 2 Add Task Comments to the Work Order (required):</u></b></p> <p>The <b>ACTION MENU</b> located across the bottom is how you add things to a Work Order.</p> <p>The Action Menu options are Identity, Task, Req'd Parts, Task Comments, More (We will not use Req'd Parts)</p> <p>To leave Task Comments;</p> <ol style="list-style-type: none"> <li>1. Tap on <b>Task Comments</b></li> <li>2. Tap on <b>New</b></li> <li>3. Tap inside the Tech Comments window</li> <li>4. Keyboard pops up – you can either type your message or choose the microphone to use “Talk to Text”</li> <li>5. Tap <b>Done</b></li> <li>6. Tap <b>SAVE</b> in upper right corner to save your comments.</li> </ol> <p>You are now back to the Action Menu in the Work Order AND can pick another action menu option if you want. Either Task or More.</p> <p>Or you can Tap <b>SAVE</b> again to EXIT the Work Order.</p> <p>Remember <b>2 SAVES</b> gets you back to the beginning – <b>1 SAVE</b> saves what you just added - but lets you continue to add other things to the Work Order like – Photos, Labor and</p>	 <p>Don't forget to “Save” or data will disappear.</p> <p>Good Rule of Thumb: Always “SAVE” when adding info to a Work Order.</p> <p>If not adding info – “CANCEL” is your back button.</p>

Finish.

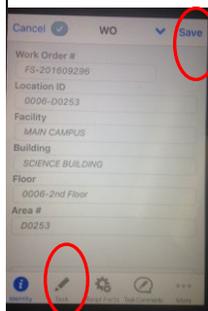
**Step 3 Add Photo if needed:**

On the Action Menu tap **More**  
Choose **“Photos”**  
Tap **Take Photo**  
Take your picture and decide to either **“Use Photo”** or **“Retake”**  
Tap the **“Big Blue SAVE”** in upper right corner to save the picture to the Work Order.



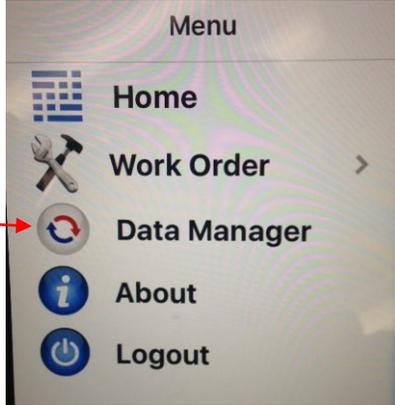
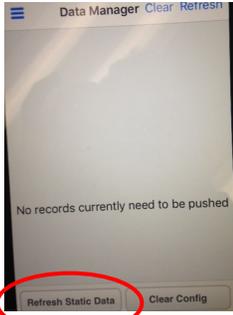
**Step 4 Add Labor and Finish Task**

When in a Work Order....  
On the Action Menu tap **Task**  
Tap **Labor**  
In field with red marker called **“Hours”** enter your hours  
If you will be returning to this job for more work then click the **“Big Blue Save”** in upper right corner, and then **“Big Blue Save”** again to get back to Main Work Order menu.

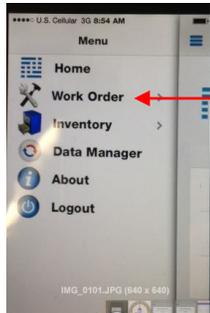


If you have completed the work enter your hours first and then tap on the box, farther down on the screen that says **“Finish Task”**  
Then **2 SAVES** to save the work order and get back to main work order menu.

## 1.4 Use Data Manager to upload and download work orders (or just logout and login)

Step	Exhibit
<p><b>Step 1:</b></p> <p>Go to MobileTMA Go Main Menu by tapping the three horizontal stripes in upper left corner.</p> <p>Tap Data Manager</p>	
<p><b>Step 2:</b></p> <p>Tap Refresh Static Data</p> <p>Or Logout and Login again to achieve the same results.</p>	

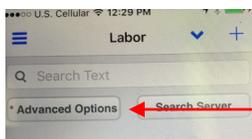
# 1.5 How to view the hours you have added to your Work Orders for a specific time period on your iPhone



1. From the Main Menu in Mobile TMA tap on Work Order

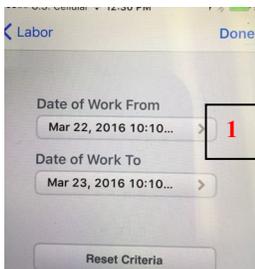


2. Tap on Labor

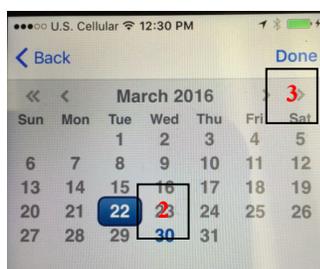


3. Tap on Advanced Options

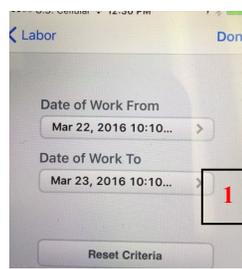
4. Below follow the tap order 1,2,3...1,2,3..1 on inputting Date Range



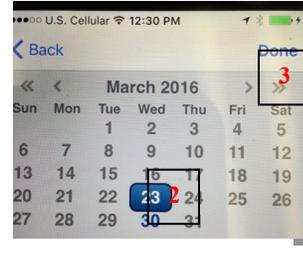
1. Tap on top box arrow.



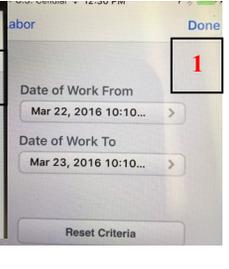
2. Pick Date and 3. Done



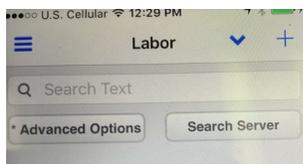
1. Tap on bottom box arrow.



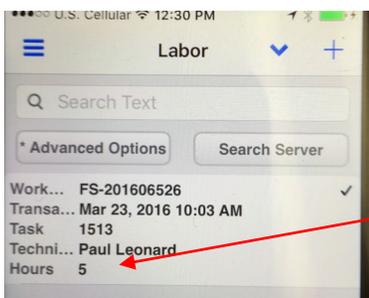
2. Pick Date and 3. Done



Done



5. Tap on Search Server



View Results

The list shows dates and times Labor was added.

NOTE: Each time you entered labor and saved will be a separate record in the list.