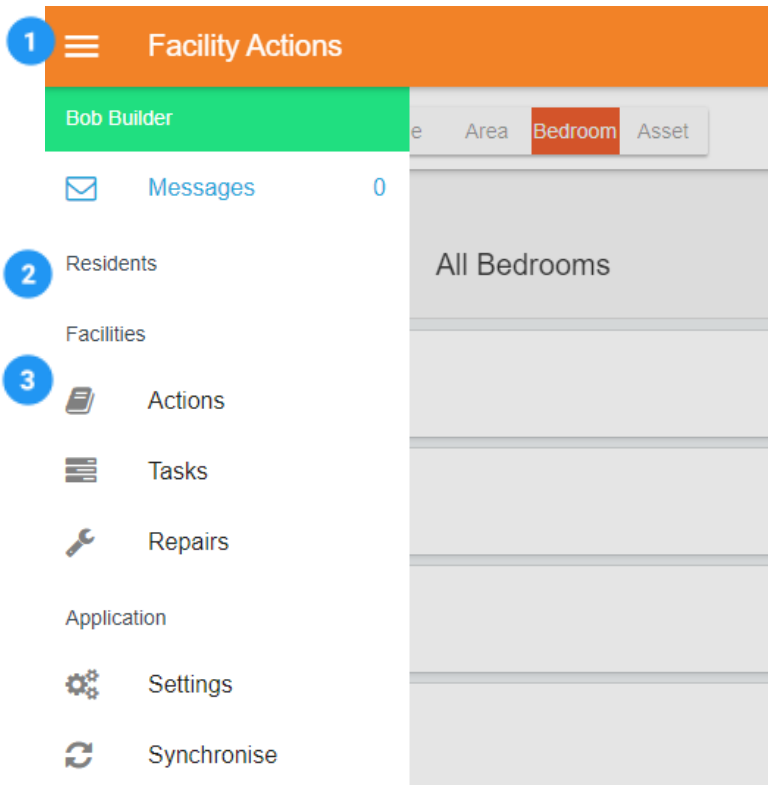


Aplyss CMS Tablet for Facilities Management



This guide will assist you in setting up and managing the Facilities Module on our Tablet app.

☰ Main Menu




1 Select the ☰ icon to open your menu options.

2 Go down to the Facilities Section.

3 Select from the following sub menus;

 Actions

 Tasks










 Repairs

Your maintenance personnel are unlikely to require access to the Residents Module.



Icon Key

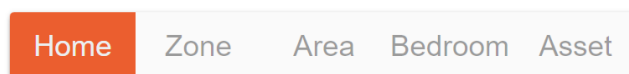
Throughout the Facilities Management Tablet Application, the following images are used to help you navigate the system:

-  Add Information
-  Filter information
-  View Activity
-  Add Logbook Note
-  Existing Logbook Entry
-  Add Logbook Assessment
-  Add Repair
-  Add Readings
-  Cancel



Actions (Main Menu)

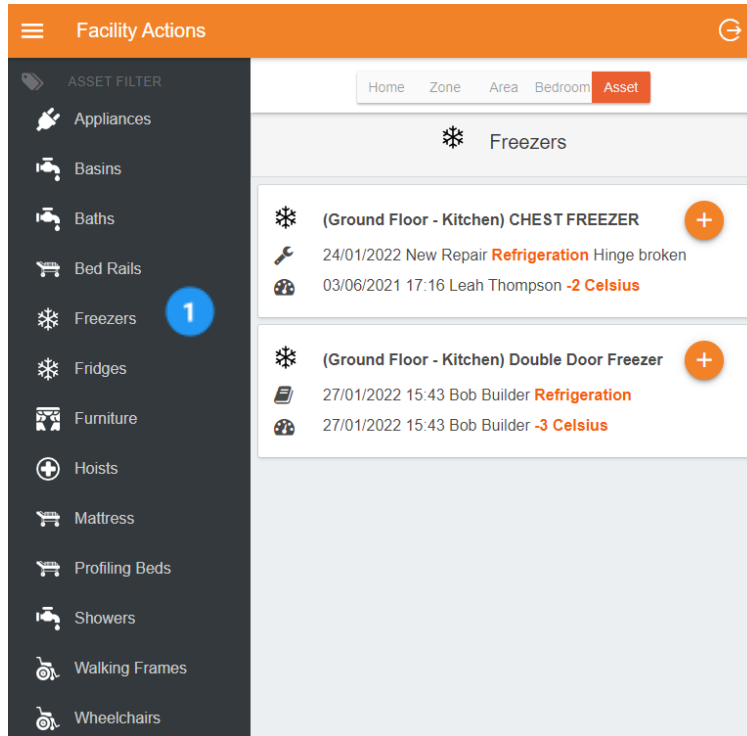
Your Actions Menu is split into 5 areas;



- Home** Your home.
- Zone** This defines the different areas of your home, for example, First floor, Second Floor, Exterior.
- Bedroom** A Resident's Room.
- Area** Any room which isn't a bedroom, for example a Kitchen, Lounge etc.
- Assets** Items within the Home to include Equipment and Furniture.

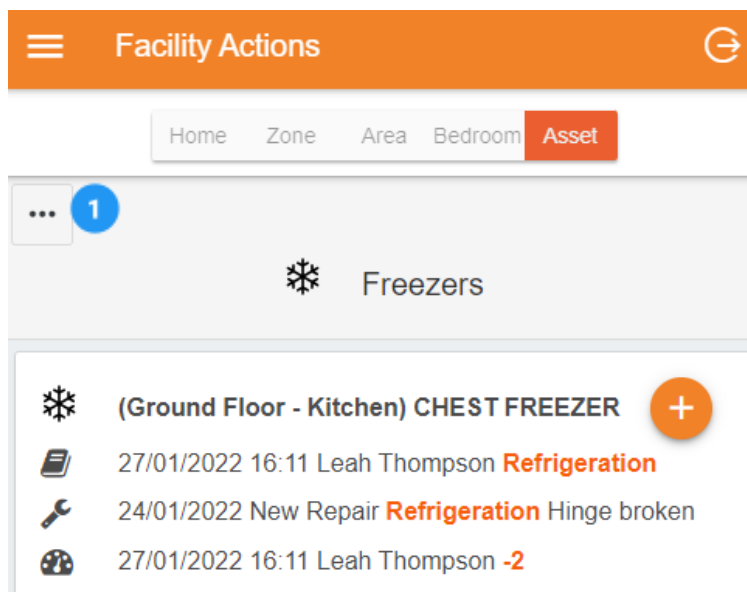
Action Navigation

For all the 5 areas, the navigation remains the same. We will be working with the Assets to demonstrate this.




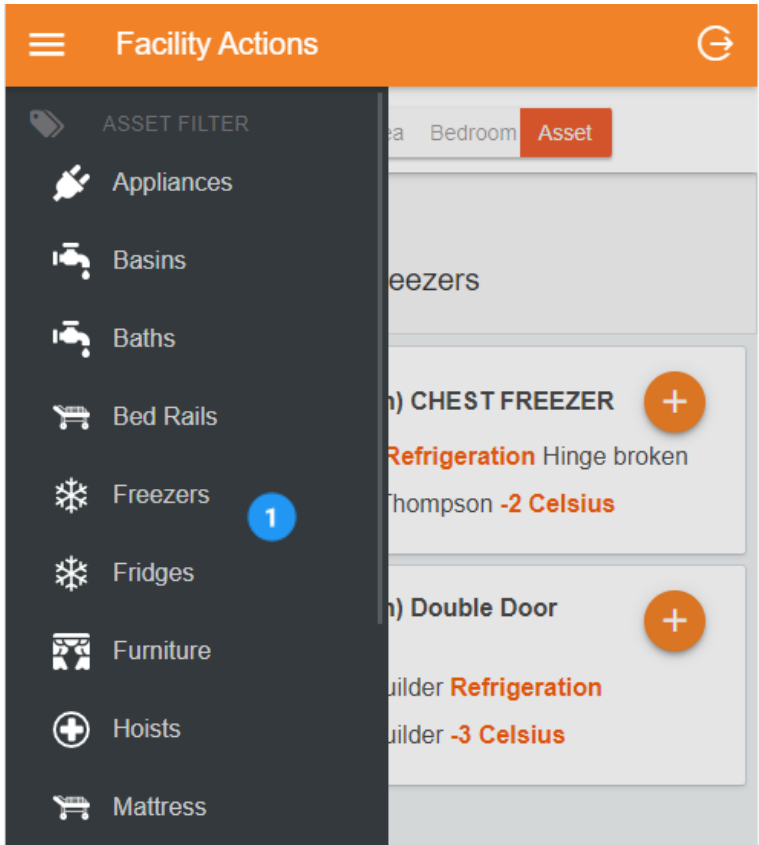
Large Screen View

1 The *Asset Filter Menu* on the left acts as a filter, only displaying the assets for selected category.




Small Screen View

1 If using a small device, the *Asset Filter Menu* will not be visible. You will need to click the  button to open the menu.



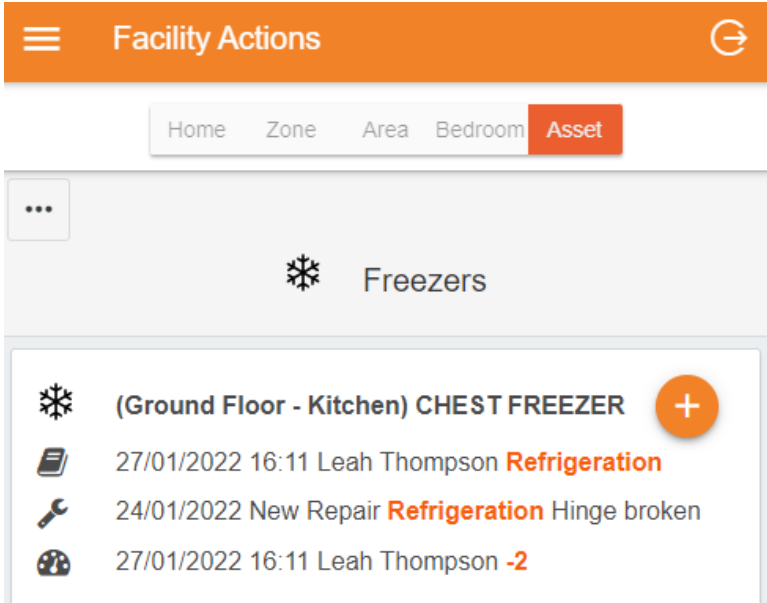
Small Screen View

1 The *Asset Filter* menu appears on the left of your device.




The list may be very long, please swipe the list upwards  to view further Asset Types.

Select the Category you wish to view.

In the below example, we have selected 'Freezers' from the *Asset Filter Menu*.



For each asset, you will see, the item's name and location along with

-  The last note recorded
-  The most recent outstanding repair (if one exists)
-  The last Reading recorded*

*Not all assets have readings. For example a fridge will but an armchair will not.



Useful to Know

The other Facility Action Areas (Home, Zone, Area and Bedroom) work in the same manner, but the menu options vary.

Please see the comparison table to see which functions are available from each Action area.

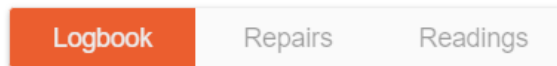
	View Activity 	Add Logbook 	Add Logbook Assessment 	Add Repair 	Add Reading
Home	✓	✓	✓		
Zones	✓	✓	✓		
Area	✓	✓	✓	✓	
Bedroom	✓	✓	✓	✓	
Asset	✓	✓	✓	✓	✓ !

- ! Please note; Not all Assets will accommodate Readings.
- These are set in the desktop CMS application.



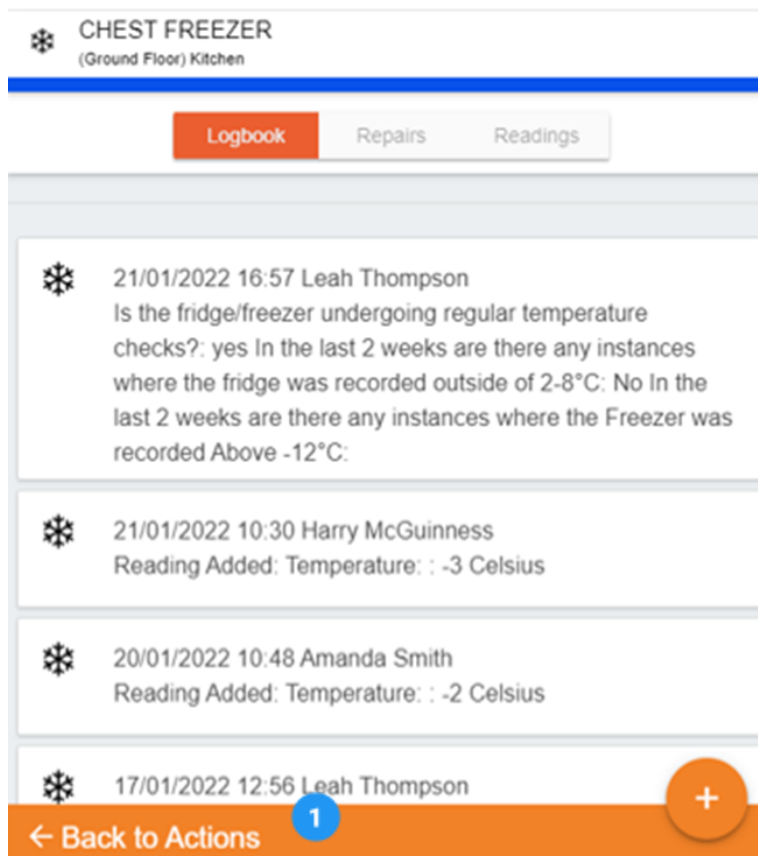
View Activity


View Activity shows any historic Logbook Notes, Repairs or Readings which have been entered. You can switch between the menu options by clicking on the headings below (where available).



Logbook

A logbook shows a summary of all recent entries by date order. The following example shows the Logbook for a Chest Freezer.



The list may be very long. Swipe the list upwards  to view more entries.

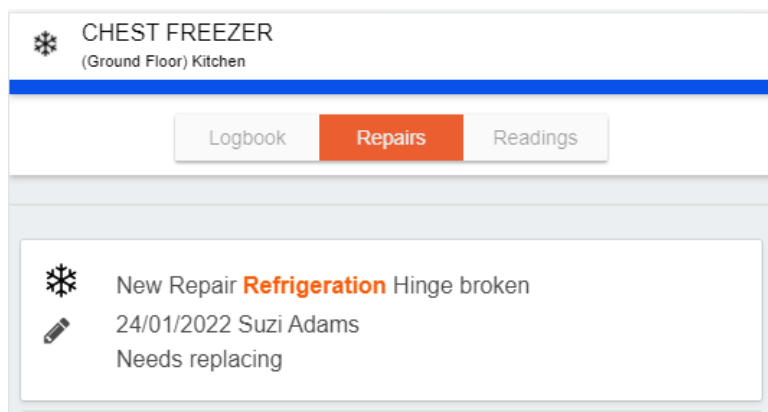
1 Select *Back to Actions* at the bottom left of your device to return to the Asset menu.

+ Further actions can be added using the plus button at the bottom of the screen.

These will be discussed later, see from page 8.

Repairs

A summary of outstanding repairs. The following example shows Repairs needed for a Chest Freezer with the most recent records at the top.



Each entry shows

- The repair status
- The repair type
- A description of the repair

You can also return to the Actions page or add further actions, please see the Logbook example above.

Readings


A summary of recent temperature, mileage, or meter records. The following example shows the most recent readings taken for a Chest Freezer.

The screenshot shows the 'Readings' tab for an asset named 'CHEST FREEZER' located in the '(Ground Floor) Kitchen'. The interface includes three tabs: 'Logbook', 'Repairs', and 'Readings', with 'Readings' being the active tab. Below the tabs, there are three reading entries, each starting with a snowflake icon. The first entry is dated 26/01/2022 at 12:39, recorded by Leah Thompson, showing a temperature of -2 Celsius and the status 'Working as expected.' The second entry is dated 24/01/2022 at 10:36, also by Leah Thompson, showing a temperature of -3 Celsius and 'All working as expected.' The third entry is dated 18/01/2022 at 12:52, by Leah Thompson, showing a temperature of -3 Celsius. At the bottom of the readings list, there is an orange bar with a white plus sign in a circle on the right and the text '← Back to Actions' on the left.






You can also return to the Actions page or add further actions, please see the Logbook example above.

The message box has a dark grey header with a white information icon (an 'i' in a circle) on the left and the text 'Useful to Know (Assets)' on the right. Below the header, the main text reads: 'If you are viewing an asset which doesn't use Readings, the Readings tab won't be available to select.'

Adding An Entry

Select your Home, Zone, Area, Bedroom or Asset, click the  to bring up the below action menu.

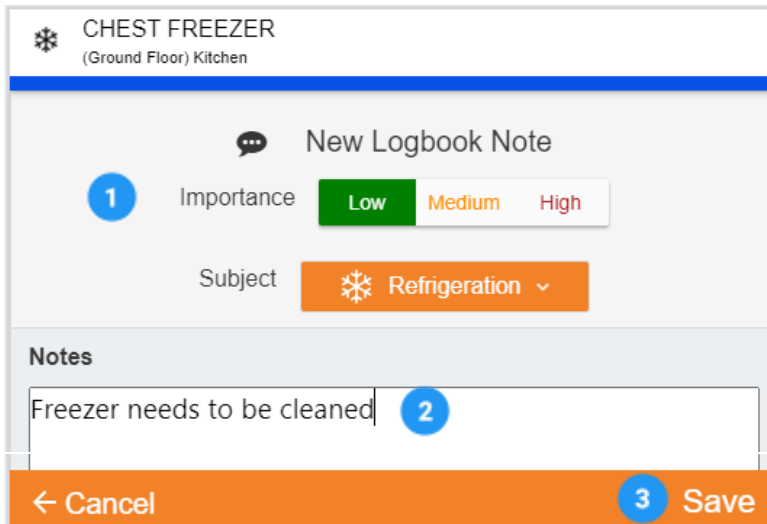
please select an action

-  Add Logbook Note 1
-  Add Logbook Assessment
-  Add Repair
-  Add Reading
-  Cancel


1 Select an action

Adding Logbook Notes

A logbook allows you to record a note for your Home, Zone, Area, Bedroom or Asset



CHEST FREEZER
(Ground Floor) Kitchen

 New Logbook Note

1 Importance Low Medium High

Subject Refrigeration

Notes

Freezer needs to be cleaned 2

← Cancel 3 Save

1 Set your importance

2 Add your notes

3 Then Save.

Useful to Know (Subject)


Your Subject is automatically selected if you are adding a Note to an Asset.

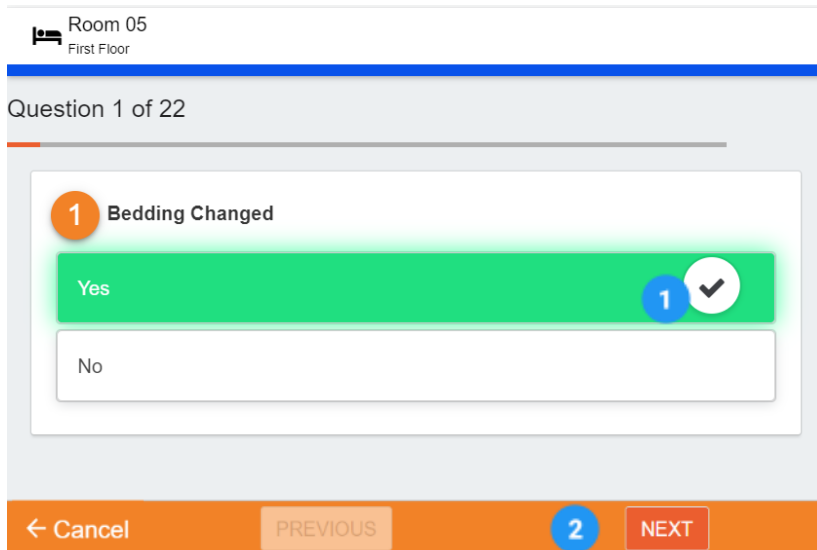
You need to choose a Subject when adding a Note to the Home, Zones, Areas or Bedrooms.

Add Logbook Assessments

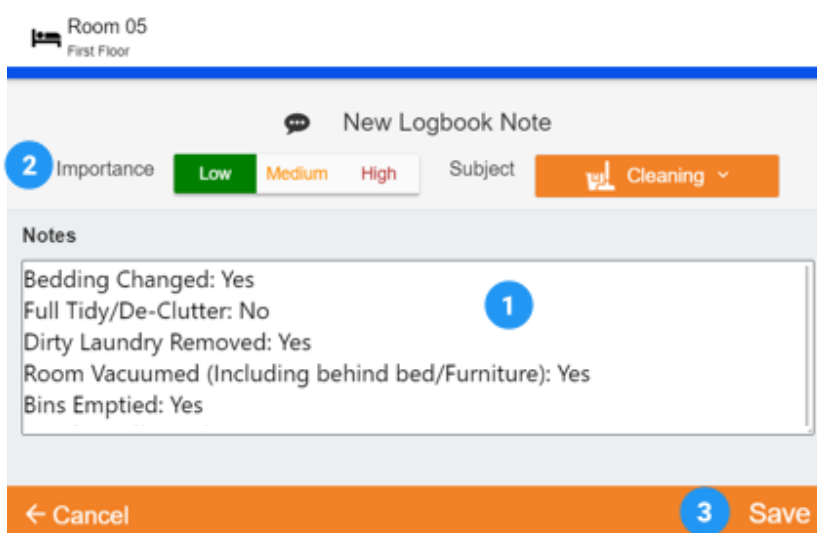
A Logbook Assessment is a series of questions and answers which make up a detailed logbook entry. They are designed to provide prompts to help to quicken input for the user.

Assessments can be within all the Facility Action areas (Home, Zone, Area, Bedroom and Assets).

The example below is used on a bedroom. Click the  to add a logbook assessment.




- 1 Answer each question.
- 2 Click next to go to the next screen.

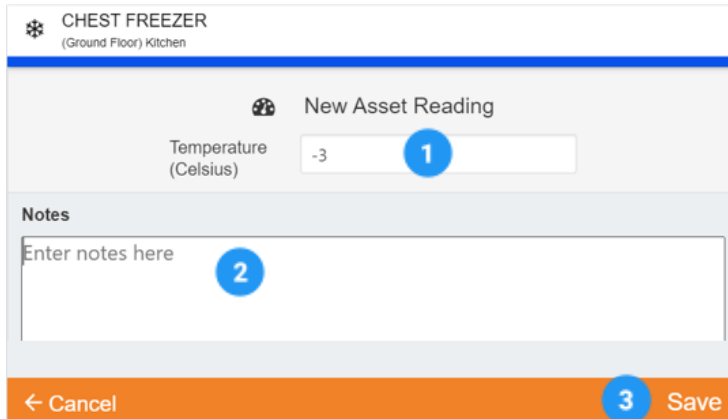


- 1 Once you have answered all the questions, a summary of your answers will appear on the final page. You can add further notes if required.
- 2 Set your importance.
- 3 Then Save.

Readings

You can record temperature, mileage or meter readings for your **assets only**. Not all assets require readings. Readings are selected when creating your Asset Types in the CMS desktop application.

To Add a Reading, select the  from the Asset or Logbook and click on Add Reading. This example shows how to add a temperature reading to a freezer



CHEST FREEZER
(Ground Floor) Kitchen

New Asset Reading

Temperature (Celsius) -3 **1**

Notes

Enter notes here **2**


← Cancel **3** Save

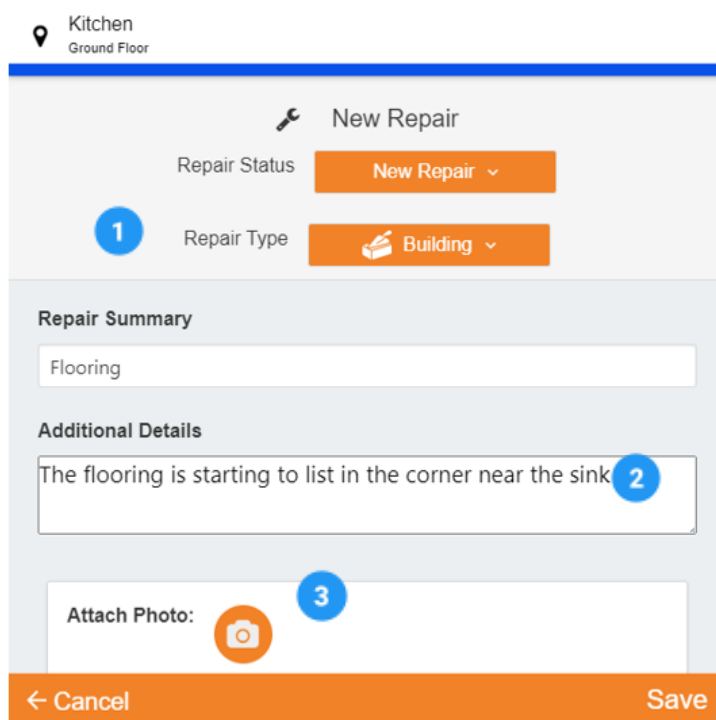
1 Add your reading to the Temperature box

2 Enter notes if needed.

3 Then Save.

Add Repairs

Allows you to log an entry where a repair is needed. Repairs can be added to Areas, Bedrooms or Assets. If you wish to add a photo, take the picture before adding the repair. Click on the  and select Add Repair.



Kitchen
Ground Floor

New Repair

Repair Status New Repair ▾


1 Repair Type Building ▾

Repair Summary

Flooring

Additional Details

The flooring is starting to list in the corner near the sink **2**


Attach Photo:  **3**

← Cancel Save

1 Select:

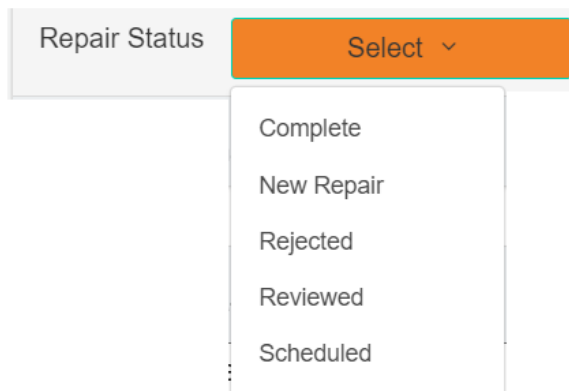
- a Repair Status
- a Repair Type
- a Repair Summary

2 Add additional details.

3 Attach a photo from the  Photo Library

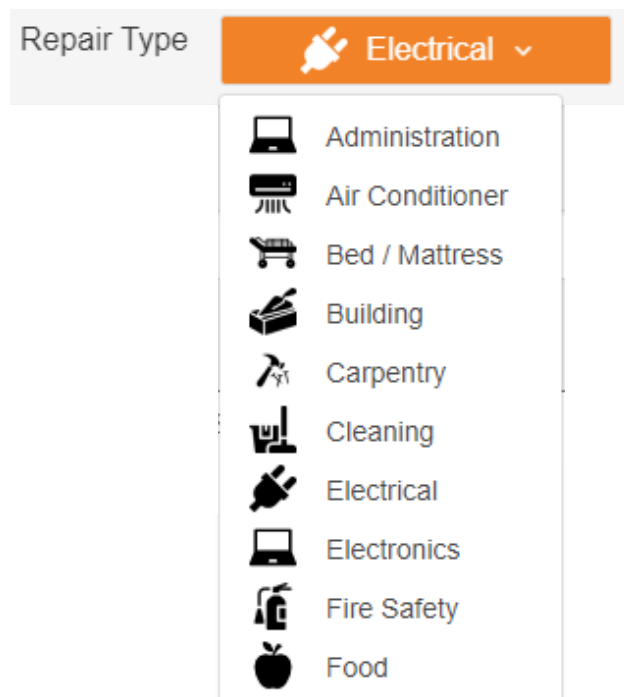
Then Save.

Repair Status




Select from the available Repair Status.

Repair Types



Select a repair type for an Area or Bedroom.

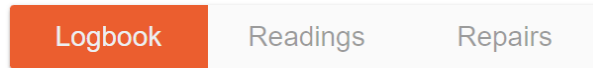
When adding a repair to an Asset, the Repair Type will prepopulate.

Swipe upwards  to view more options.



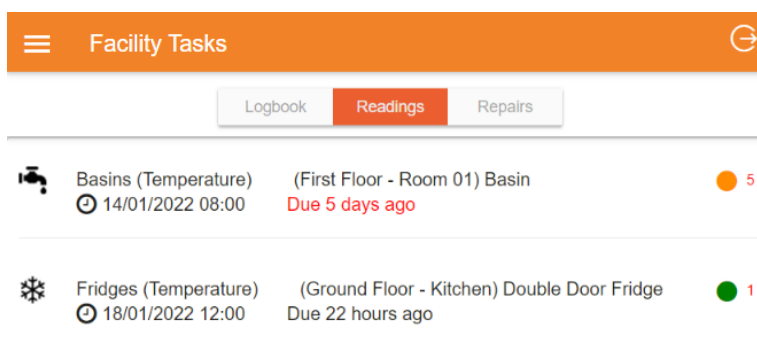
Tasks (Main Menu)

Tasks are scheduled alerts to help plan activities throughout your home. This view shows logbook, readings and repair tasks that are due soon or overdue.



Logbook and Readings

The display for logbook and reading alerts is the same.

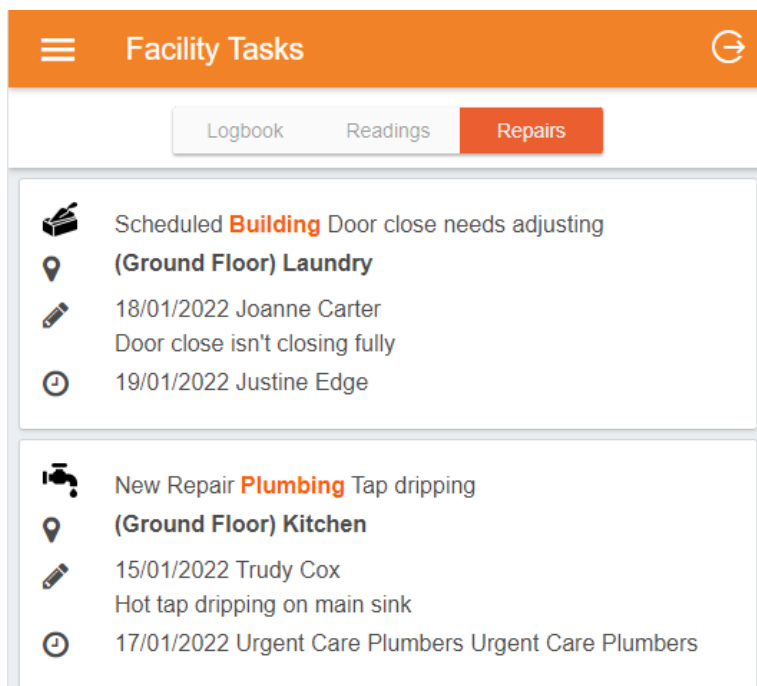


Each task shows:

- The activity
- Scheduled date & time
- Location
- When it's overdue / due
- Importance
- No. missed episodes

Repairs

Repairs due today or overdue are visible until completed. Only Repair Tasks assigned to the logged in user and external suppliers show here



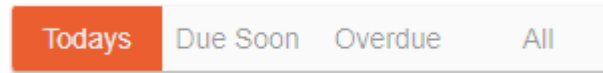
Each task shows:

- Repair Status
- Repair Type
- Summary
- Location
- Entry date
- User who logged it
- Repair details
- Scheduled date
- Assigned Employee / Supplier

Repairs (Main Menu)

A breakdown of the all the home's outstanding repairs for all staff and suppliers.

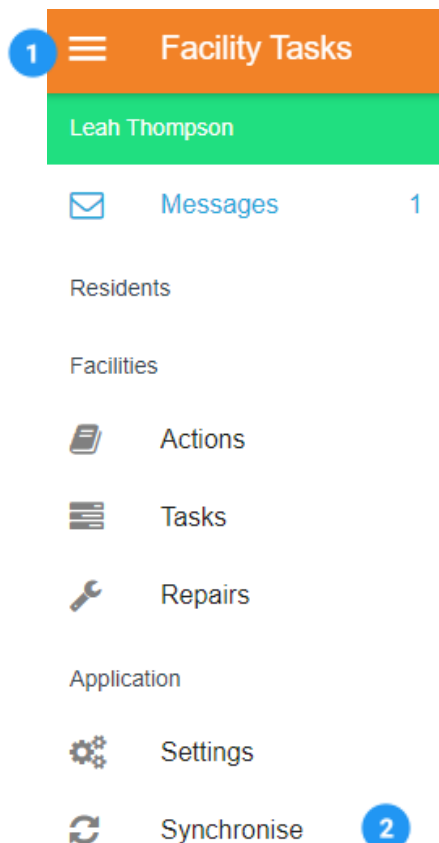
Repairs are listed by priority under the following tabs; Todays, Due Soon, Overdue and All.



- Todays** Displays any newly entered repairs, or repairs that are scheduled to be completed today.
- Due Soon** Displays any repairs due in the next 7 days
- Overdue** Displays any outstanding Repairs which have been scheduled and not completed.
- All** Displays all outstanding repairs

Synchronise



We recommend synchronising your device to ensure you are using up to date information.



Your tablet device displays live data when connected to WIFI.

If working offline, the device will attempt to connect every 10 minutes.

To manually sync your tablet device;

- 1** Select 
- 2** Click  synchronise.