

Login Page

Login/Welcome

Logo		Sign in
<div>Login</div> <div>Username</div> <div><input type="text"/></div> <div>Password</div> <div><input type="password"/></div> <div>Forgot username?</div> <div>Forgot password?</div>		

Logo

Each page will include a QPI logo on the top left of the page.

Sign in

Sign in on the top right side of the page will redirect you to the sign in page.

Username & Password

The username will be an email address or unique name that is associated with the Global admin account. Both username and password will be needed to log into the account.

Forgot username?

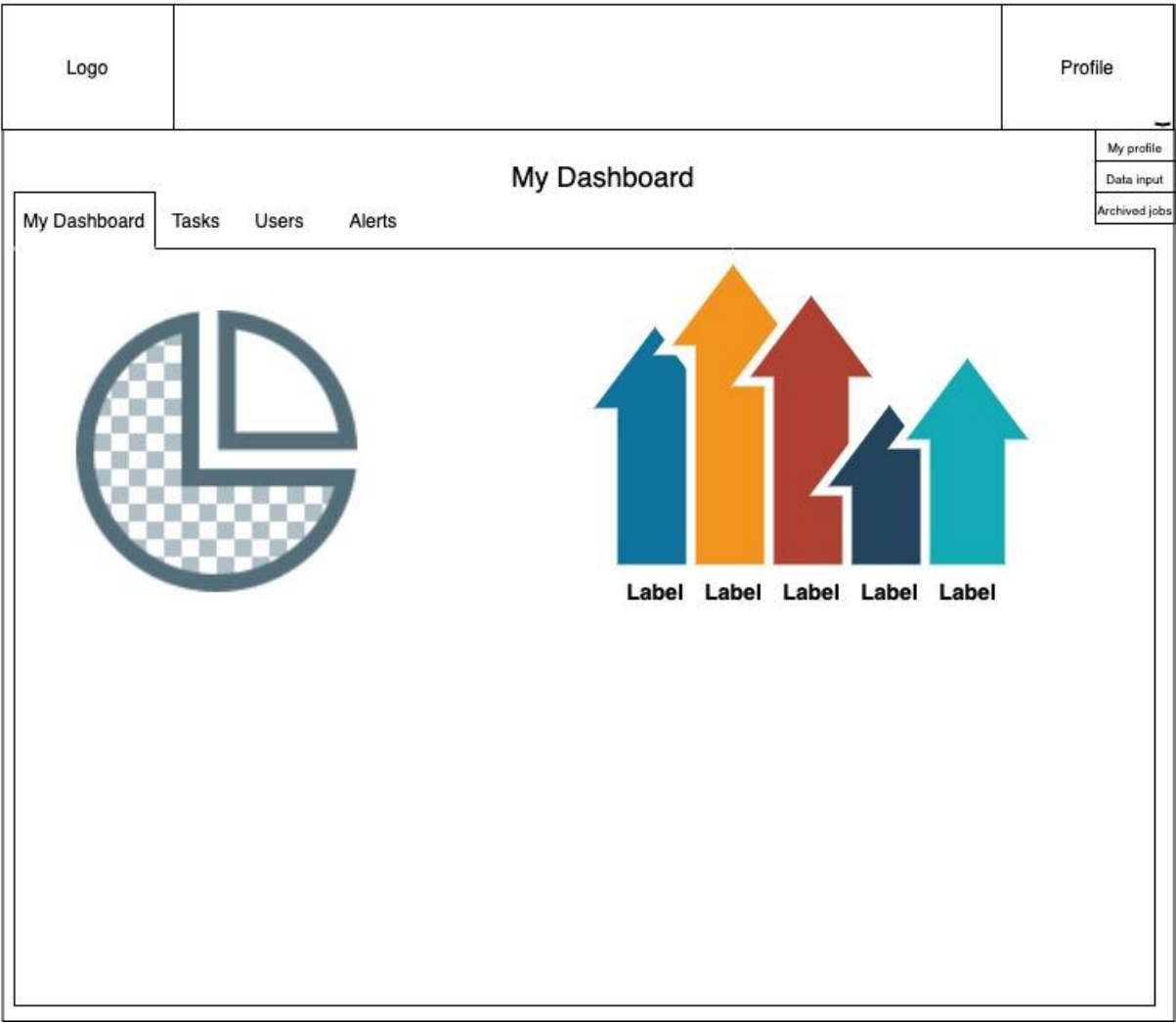
If the Manager forgets their username, they can request what it is by clicking on ‘Forgot Username?’ This will allow them to enter an email address which is associated with an account. If the username is correct, they will receive an email with their username.

Forgot Password?

If the Manager forgets their password, they can request to reset it by clicking on ‘Forgot Password?’ This will allow them to enter an email address which is associated with an account. If the email is correct they will be able to reset the password via email.

My Dashboard

Home Page/Dashboard



Overview

When the Manager logs in the first page they will see is My Dashboard (look below for more description). The other tabs next to Dashboard are, Tasks, Users and Alerts. All information the user sees will be specific to the Organisation that the Global Administrator assigned to the Manager.

On the top right the Manager also has the option to view My Profile, data inputs and Archived jobs.

My Profile

Home Page > My Profile

Logo		Profile
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My Profile

Details

Name

name

Email address

Insert email Address

Confirm email Address

password

Insert password

Confirm password

Save Changes

Overview

The Manager will be able to view and change their own details.

To change their details, all fields are able to be updated, once updated the Manager will click Save, which will update their details.

Data Inputs

Home Page > Data input

Logo		Profile
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Data input

Maintenance task data

Upload

Location/Category data

Upload

Asset data

Upload

Job Category data

Upload

Asset checks data

Upload

Overview

The Manager will be able to upload data via the Data Inputs page, the data added here will be used for extra information within Tasks.

Asset Data

Asset Data will be based on location/Category data

Asset Checks

Asset Checks Data will be based on location/Category data

Archived Tasks

[Home Page](#) > [Archived](#)

Logo

Profile

Archived tasks

Job Num	Start time/date	Maintenance task	Location/Catorgory	Asset	Assigned to	Job Status	
1	25/10/21 12:00	Example	Route 5_1a	Laboratory (all)	Billy Joe	Active	Action
2	25/10/21 12:00	Example 2	Route 5_1b	CV31	Chris Noakes	Not Started	Action
3	25/10/21 12:00	Example 3	Route 5_1c	CV05	Dave Taylor	Completed	Action
							Delete
							Undo
							Archive

Num of tasks

100

10

20

50

Previous

1

2

3

4

Next

Overview

Each Task has the option to be Archived. This moves the particular Task to the Archived page, which **ONLY** the Manager can access under their profile.

Under Archived The Manger will be able to see:

- Job Num
- Start time/date
- Maintenance task
- Location/Category
- Asset
- Assigned to
- Job Status

Actions

Under actions, the Manager will be able to permanently delete the Task. When clicking delete there will be a pop up prompt confirming that the user wishes to delete that Task.

The user will also be able to recover the Task by clicking Undo Archive, this will move the Task back to Tasks.

Tasks

Home Page > Tasks

Logo								Profile																																				
<div>Tasks</div> <div>My Dashboard Tasks Users Alerts</div> <div><div>Add task</div><div><div>Add Filter</div><div>Search Job</div><div></div></div><table><thead><tr><th>Job Num</th><th>Start time/date</th><th>Maintenance task</th><th>Location/Catorgory</th><th>Asset</th><th>Job Category</th><th>Priority</th><th>Assigned to</th><th>Job Status</th></tr></thead><tbody><tr><td>1</td><td>25/10/21 12:00</td><td>Example</td><td>Route 5_1a</td><td>Laboratory (all)</td><td>Guards</td><td>High</td><td>Billy Joe</td><td>Active</td></tr><tr><td>2</td><td>25/10/21 12:00</td><td>Example 2</td><td>Route 5_1b</td><td>CV31</td><td>Gearbox</td><td>Medium</td><td>Chris Noakes</td><td>Not Started</td></tr><tr><td>3</td><td>25/10/21 12:00</td><td>Example 3</td><td>Route 5_1c</td><td>CV05</td><td>Saftey</td><td>Low</td><td>Dave Taylor</td><td>Completed</td></tr></tbody></table><div><div>Num of tasks</div><div>100</div><div>Previous</div><div>1</div><div>2</div><div>3</div><div>4</div><div>Next</div></div><div><div>10</div><div>20</div><div>50</div></div></div>									Job Num	Start time/date	Maintenance task	Location/Catorgory	Asset	Job Category	Priority	Assigned to	Job Status	1	25/10/21 12:00	Example	Route 5_1a	Laboratory (all)	Guards	High	Billy Joe	Active	2	25/10/21 12:00	Example 2	Route 5_1b	CV31	Gearbox	Medium	Chris Noakes	Not Started	3	25/10/21 12:00	Example 3	Route 5_1c	CV05	Saftey	Low	Dave Taylor	Completed
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Overview

The Tasks page shows all Tasks that have been created by Managers and users. Each task will show:

- Job number
- Start Date/Time
- Maintenance Task
- Location/category
- Asset
- Job Category
- Priority
- Assigned to
- Job Status

Task Order/Filter

The Task page by default will be ordered by the date and time it was created. It can also be ordered by clicking on the individual Titles.

The Manager will also have the option to add filters, to narrow their search for specific tasks. For example the Manger will be able to search 'High' and all tasks with the priority of High will show.

New Task

Home Page > Tasks > New task

Logo		Profile
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New Task

Job name

Maintenance Type

Location/ category

Asset

Job Category

Priority

Engineers assigned

Notes

Add Task

Overview

The manager will be able to create a task, and associate it with an engineer, who has an account with the Organisation. Once the Task is created the Engineer (User) will see it in their account (see PT3 for more information)

Options:

- Maintenance Type - All Data will come from Data Input
- Location/Category - All Data will come from Data Input
- Asset- All Data will come from Data Input, also will depend on Location/Category option

- Job Category - All Data will come from Data Input
- Priority - The options will be, HIGH, MODERATE, LOW.
- Engineers assigned - The drop down will be any user who is associated with the Organisation.

Edit Task

Home Page > Tasks > Details

Logo		Profile
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1 Task Name

Details

Checks

Archive task

Edit Details

Upload photo

Print task

Start Date & Time:

Finish Date & Time:

Job Status:

Active ▼

Maintenance Type

Example

Location/ category

Route 5_1a

Asset

Laboratory (all)

Job Category

Guards

Priority

High

Engineers assigned

Billy Joe

View Photos

Photo name
▼

Notes

Upload photo

Save Changes

Overview

Once the Task is set up, both the Manager and assigned User will be able to see the details page of the Task. For the Manager, they can click on the task to view more details.

The Task name will be the Job Number, followed by the task name.

Edit details

To edit details, click on the Edit details button, the following will become writable,

- Maintenance Type
- Location/Category
- Asset
- Job Category
- Priority
- Engineers assigned

The 'Edit Details' button will change to 'Save Changes'. Once the user clicks Save changes, the details will Save

Upload Photos

The Manager can upload any photos they would like by clicking Upload Photos.

Print Task

This will print all information of the specific task

Job Status

The Job Status will have three Items:

- Not Started
- Started
- Completed

Once Job Status has changed to Started, the Start Date and time will automatically be filled in with the time changed to start.

Once Job Status is changed to Completed, the Finish Date and time will automatically be filled in with the time changed to start.

Job status can only be completed once all checks have been completed.

Uploading/viewing photos

Managers and Users will be able to upload multiple photos to each Task. To view the photos, they will click on 'View Photos', A pop up will appear of all photo thumbnails. Both the Manager and User will be able to download each photo.

Checks

Home Page > Tasks > Checks

Logo					Profile
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Task Name				
<div>Details Checks</div>				
Start Date & Time: 25/10/2021 12:00		Finish Date & Time: <input type="text"/>		Job Status: Active <input type="button" value="v"/>
Equipment number	Description & Locations of equipment	Date	Initials	Issues
WPCV02HSB	WPCV02HSB Head end	25/09/2021	CN	No issues
<div>Save Changes Print Checks</div>				

Overview

All Checks will be based on the data input webpage, and what asset is associated with the Task.

Date, initials and issues will be filled out manually.

Users

Home Page > Users

Logo		Profile																								
<div><div>My DashboardTasksUsers</div><div><div>Add User</div><div>Search User<input type="text"/></div><table><thead><tr><th>Username</th><th>Name</th><th>Email</th><th>Status</th><th>Num Allocated jobs</th><th></th></tr></thead><tbody><tr><td>Chris97</td><td>Chris Noakes</td><td>chris@42live.co.uk</td><td>Active</td><td>1</td><td><div>Action</div><div>Edit</div><div>Delete</div></td></tr><tr><td>dt33</td><td>Dave Taylor</td><td>dave@42live.co.uk</td><td>Active</td><td>3</td><td><div>Action</div></td></tr><tr><td>billyj</td><td>Billy Joe</td><td>chris@42live.co.uk</td><td>Active</td><td>1</td><td><div>Action</div></td></tr></tbody></table><div><div>Num of Users100</div><div>Previous1234Next</div></div><div><div>10</div><div>20</div><div>50</div></div></div></div>			Username	Name	Email	Status	Num Allocated jobs		Chris97	Chris Noakes	chris@42live.co.uk	Active	1	<div>Action</div> <div>Edit</div> <div>Delete</div>	dt33	Dave Taylor	dave@42live.co.uk	Active	3	<div>Action</div>	billyj	Billy Joe	chris@42live.co.uk	Active	1	<div>Action</div>
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billyj	Billy Joe	chris@42live.co.uk	Active	1	<div>Action</div>																					

Overview

The Manager will be able to view all users with the User role in this page. They will be able to see the following information:

- Username
- Name
- Email
- Status
- Number jobs allocated

The Managers of an organisation will be able to add users, but not other Managers, only Global admin can add Managers.

Add user

Home Page > Users > New User

Logo		Profile
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Add user

Name

Email address

Username

password

Overview

To add a user the Manager will fill in the below fields, and click save user

- Name
- Email Address
- Username
- Password

The User will then be able to sign in using their email address/username and password.

Edit user

Home Page > Users > Edit User

Logo		Profile
<div><div>Edit user</div><div><div>User Status</div><div><input checked="" type="radio"/> Active <input type="radio"/> Deactive</div></div><div><div>Name</div><div>Chris Noakes</div></div><div><div>Email address</div><div>chris@42live.co.uk</div></div><div><div>Username</div><div>Chris97</div></div><div><div>password</div><div><div>Insert password</div><div>confirm password</div></div></div><div><div>Update user</div></div></div>		

Overview

The manager will be able to view/Edit the details of each user. To edit the user the manger will update the fields and click 'Update User'

User status

The Manager will have the option to activate/Deactivate a User. If the User is Active, they will be able to access their information. If they are Deactivated they will not be able to sign in to their account.

Alerts

Home Page > Alerts

Logo		Profile
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Alerts

My DashboardTasksUsersAlerts

Alert Title
Chris Noakes

Alert description

Alert Title
Dave Taylor

Alert description

Overview

Each user will be able to send an alert to any manager assigned to an Organisation. All Alerts will show under the Alert tab.

Each alert will Show:

- Alert title
- Who sent the Alert
- Description of the alert

Each Manager will also receive an EMAIL stating they have had an alert from a specific User.

View Alert

Home Page > Alerts

Logo		Profile
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Alert Title

Alert from: Chris Noakes

Assigned Job: 101

Description

Create JobDismiss

Overview

The Manager will be able to click on the Alert and view them in more detail. The manger will be able to see:

- Alert title
- Alert from
- Assigned Job
- Description

Create job

If the Manger Creates a job, it will direct them to 'Create New Task'.

If there is a Job assigned to the alert it will copy:

- Maintenance Type
- Location/Category
- Description

Dismiss

This will delete the Alert.