

Login Page

Login/Welcome

Logo		Sign in
<div><h3>Login</h3><div><div>Username</div><input type="text"/></div><div><div>Password</div><input type="password"/></div><div><div>Forgot username?</div><div>Forgot password?</div></div></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 User account. Both username and password will be needed to log into the account.

If the User 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.

If the User 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.

Home Page > Tasks

Logo

Profile

Tasks

My Tasks

Add task

Create alert

Add Filter

Search Job

Job Num	Start time/date	Maintenance task	Location/Catorgory	Asset	Job Category	Priority	Job Status
1	25/10/21 12:00	Example	Route 5_1a	Laboratory (all)	Guards	High	Active
2	25/10/21 12:00	Example 2	Route 5_1b	CV31	Gearbox	Medium	Not Started
3	25/10/21 12:00	Example 3	Route 5_1c	CV05	Saftey	Low	Completed

Num of tasks

100

Previous

1

2

3

4

Next

10

20

50

Overview

The Tasks page shows all Tasks that have been assigned to the User that has signed in.

- Job number
- Start Date/Time
- Maintenance Task
- Location/category
- Asset
- Job Category
- Priority
- 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 User will also have the option to add filters, to narrow their search for specific tasks. For example the User 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 User will be able to create a task. The User will only be able to associate their task to themselves. Once the Task is created the Manager will see it in their account too(see PT2 for more information).

Data Inputs

All Fields will be based on the data inputs that the Manger added within 'Data Inputs'(see PT2 for more information).

Edit Task

Home Page > Tasks > Details

Logo		Profile
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1 Task Name

Details

Checks

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

When clicking the task on the home page, the above shows. This shows more details of the task, and allows the User to edit certain fields.

As a User they will only be able to change the job status, print tasks, view photos and edit notes.

Checks

Home Page > Tasks > Checks

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

Create Alert

Home Page > Tasks > Create Alert

Logo		Profile
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Create a Alert

Alert Name:

Assigned job:

Send to:

Description

Overview

Users have the ability to create & send an alert to Managers.

To send an alert they have to fill out:

- Alert Name
- Assigned job
- Sent to(which manager)
- Description