Login Page

Login/Welcome

Logo		Sign in
	Login	
	Username	
	Password	
	Forgot username? Forgot password?	

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.

Forgot username?

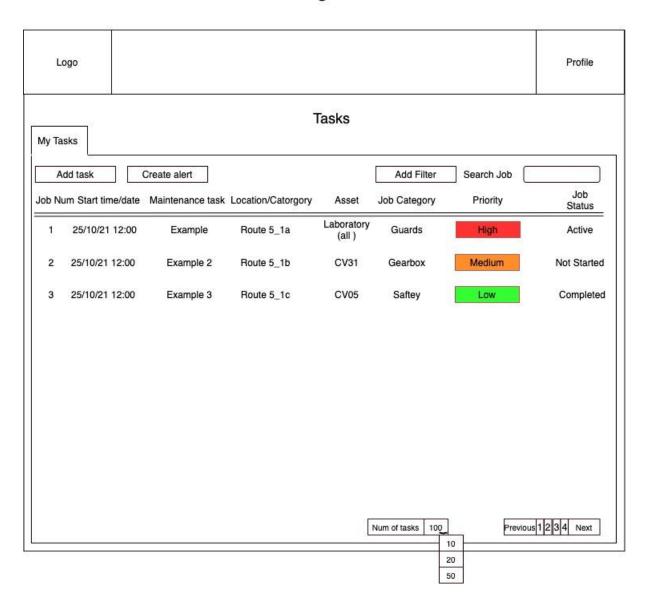
If the User forgets their username, they can request what it is by clicking on 'Forgot Username?' This will allow them to enter an email address which is associated with an account. If the username is correct, they will receive an email with their username.

Forgot Password?

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/tasks

Home Page > Tasks



Overview

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

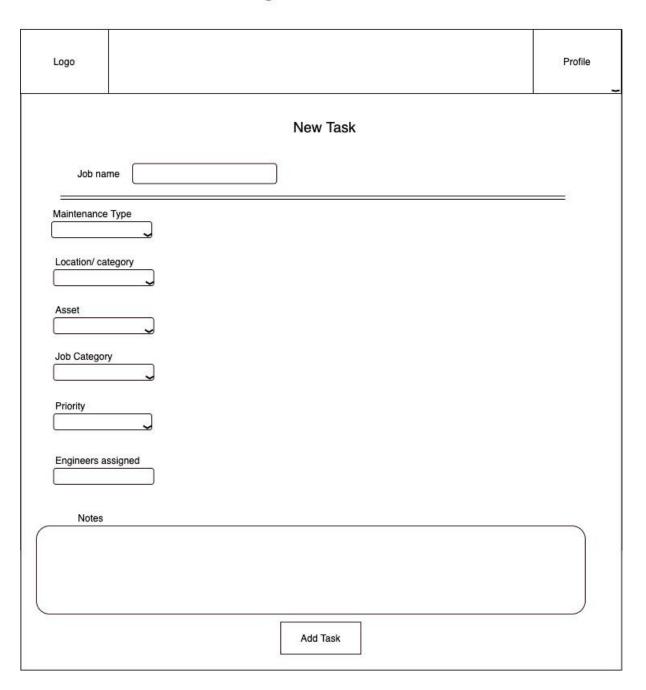
- Job number
- Start Date/Time
- Maintenance Task
- Location/category
- Asset
- Job Category
- Priority
- Job Status

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.

Home Page > Tasks > New task



Overview

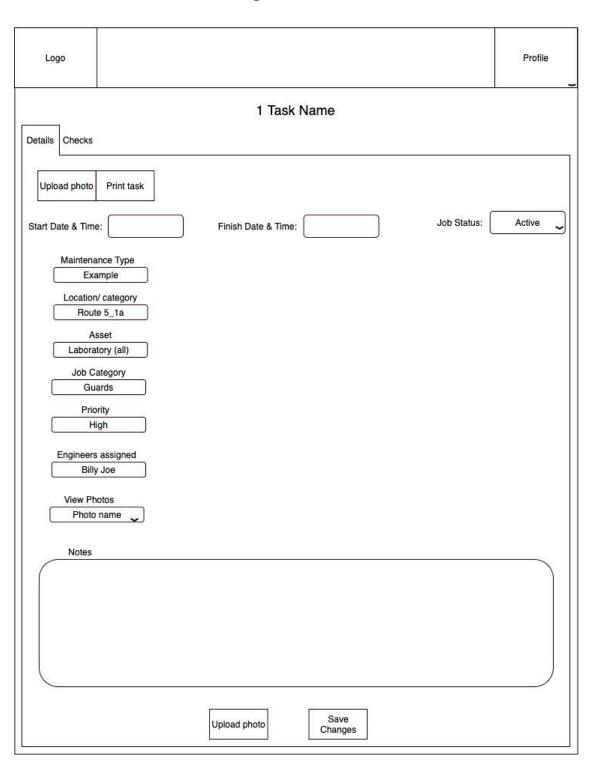
The User will be able to create a task. The User will only be able to associate their task to themself. Once the Task is created the Manager will see it in their account too(see PT2 for more information).

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



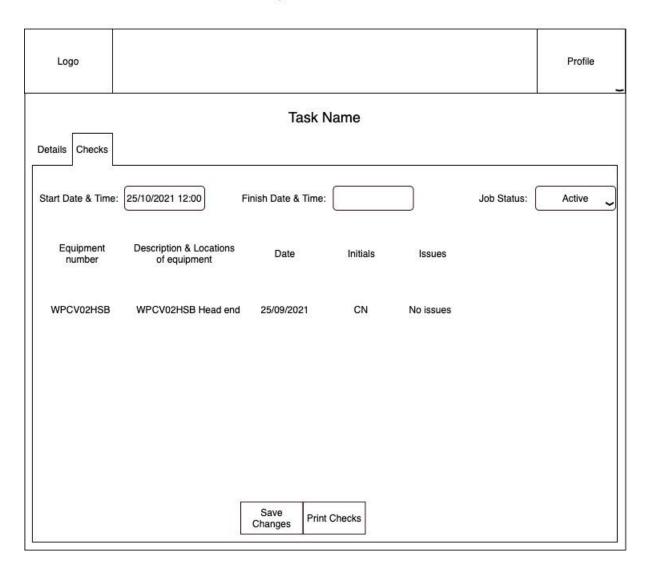
Overview

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



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		
	Create a Alert			
Alert Nan	ne: Insert name			
Assigned jo	b: Job Name			
Send to:	Select manager			
Description				
	Send Alert			

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