Fissara Manage (India)

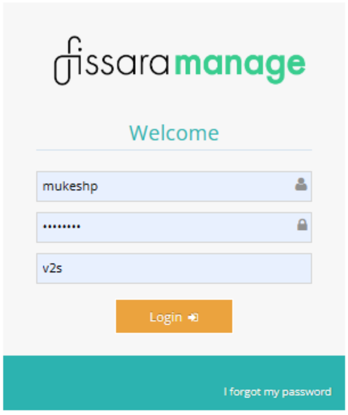
User Manual

For technical support contact: **support@fissaramanage.in**

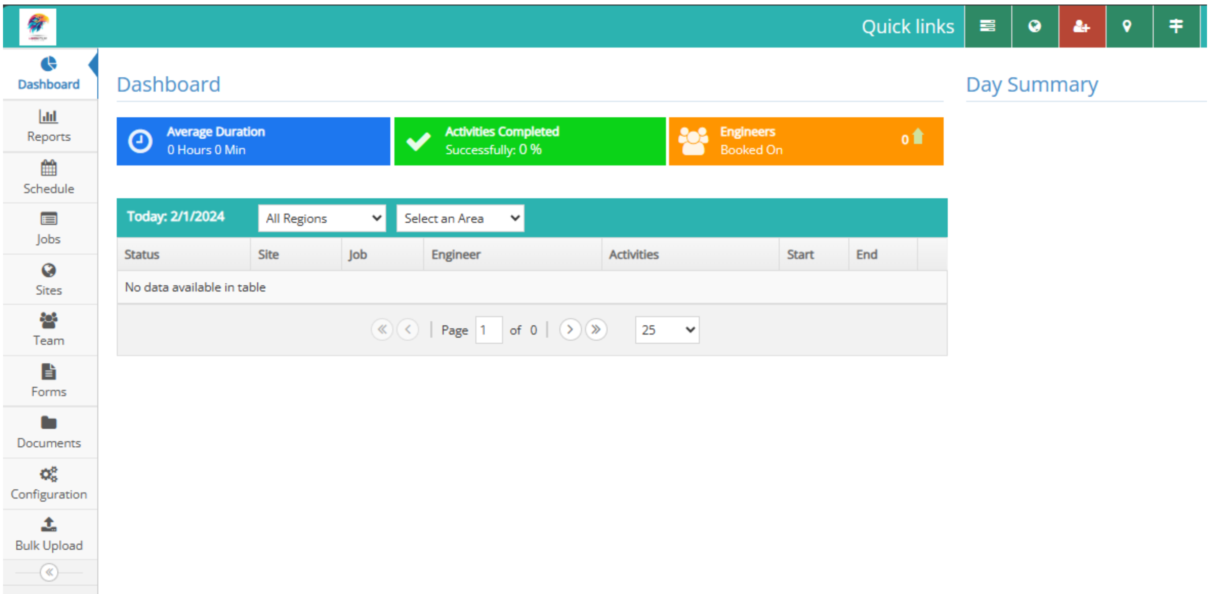
Login into Fissara Web Application:

1. Type the Fissara Web Application link on your browser: https://fissaramanage.com/web/login

2. Enter the Admin credentials – User Name, Password and Customer Reference. Click on “Login” button.



After successfully logged into the system, it will display the dashboard.



Reset Password:

1. If you have forgotten your password, then click on “I forgot my password” link on Login page.
2. Next enter your username. And click on the “Reset Password” button.

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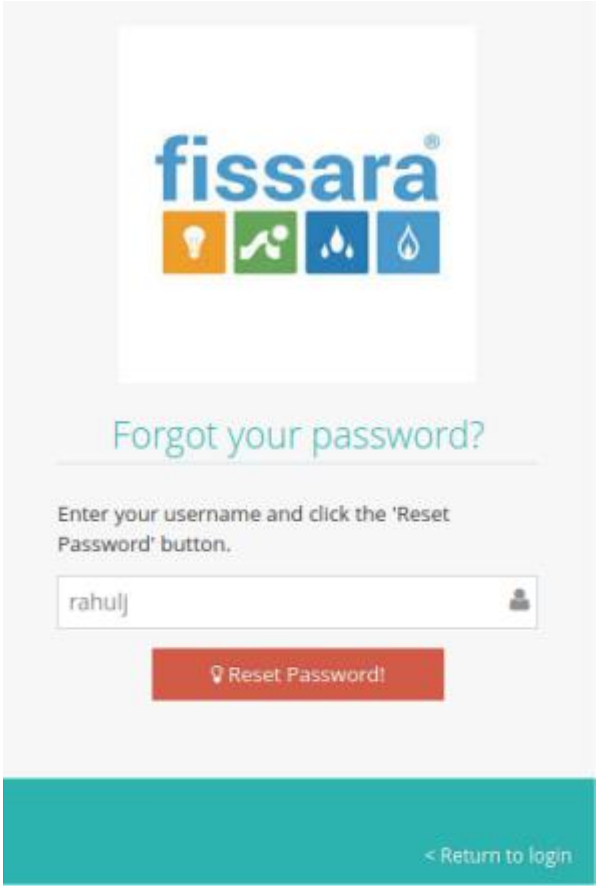
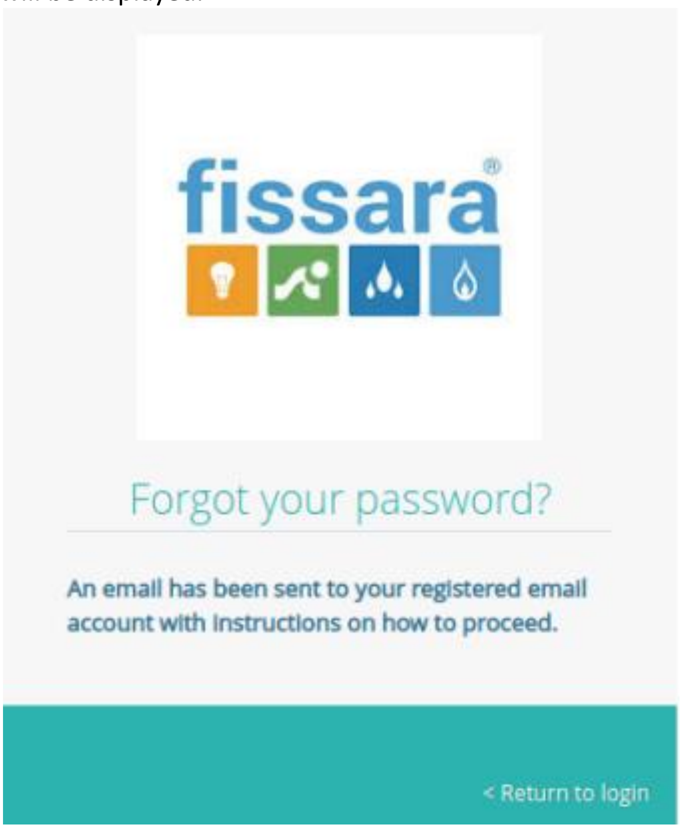
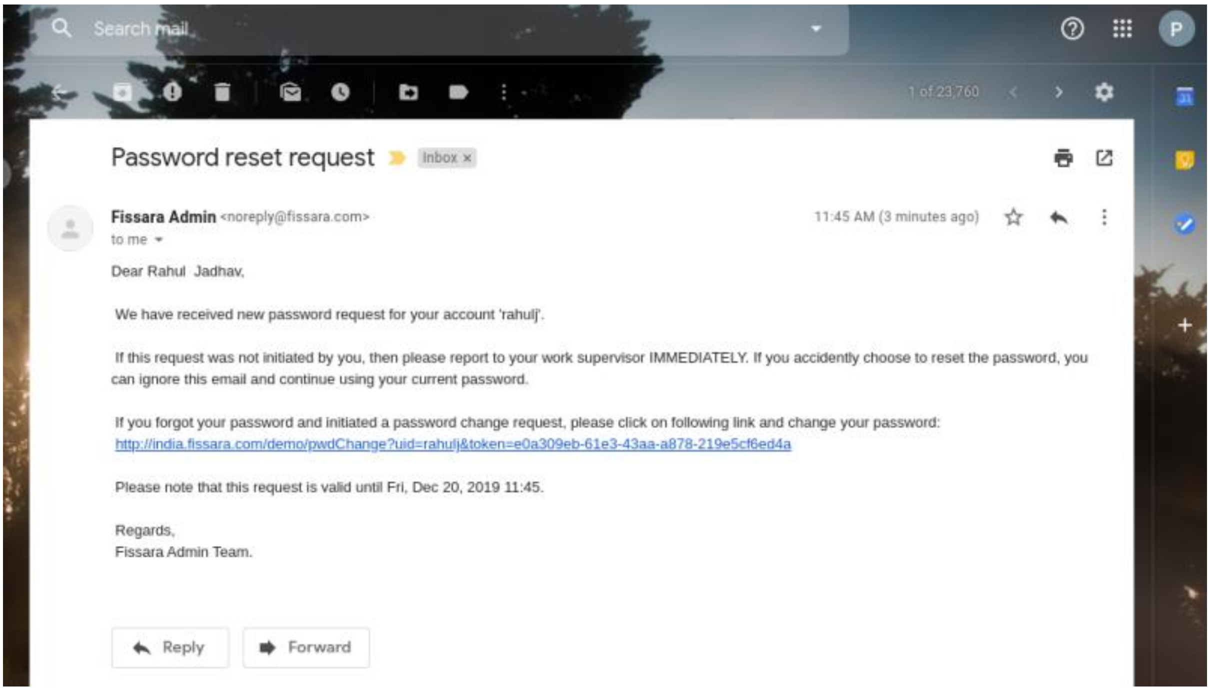


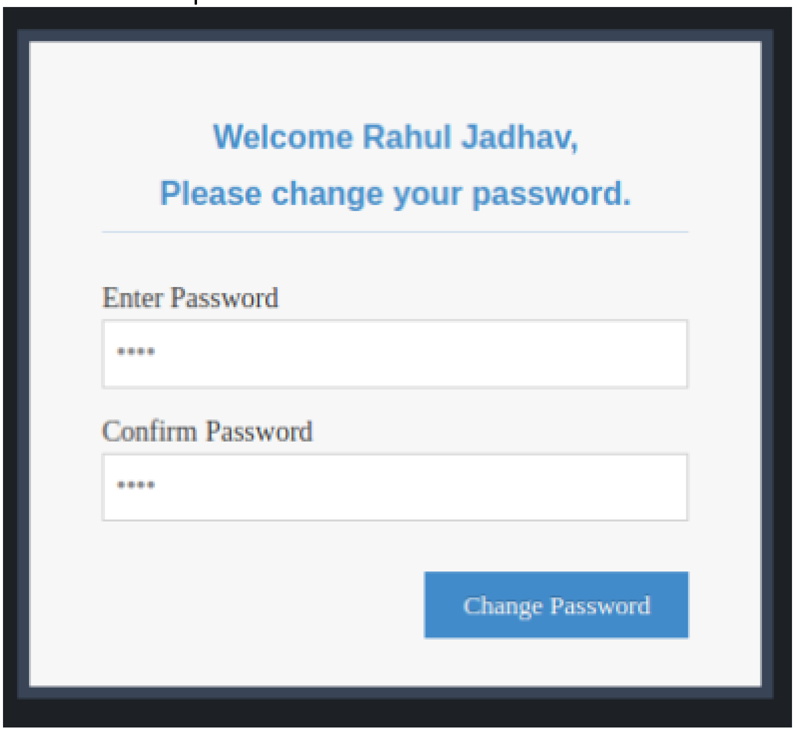
3. A message “An email has been sent to your registered email account with instructions on how to proceed.” will be displayed.



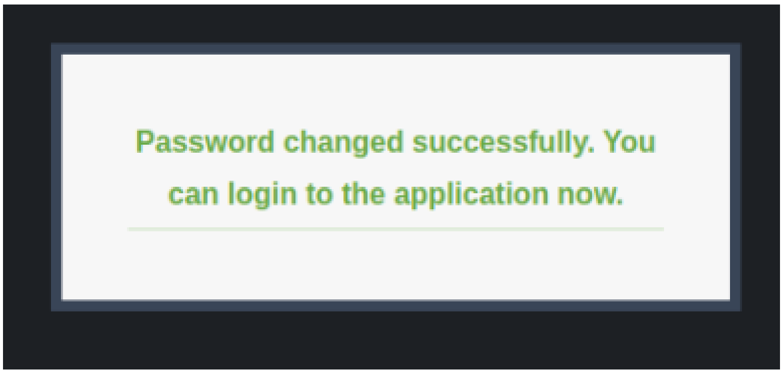
4. Check your registered email account for a **Password to reset** request email from **Fissara Admin.**



5. Click on Password reset request link. It will redirect to the change password page. Then enter a new password and confirm password.

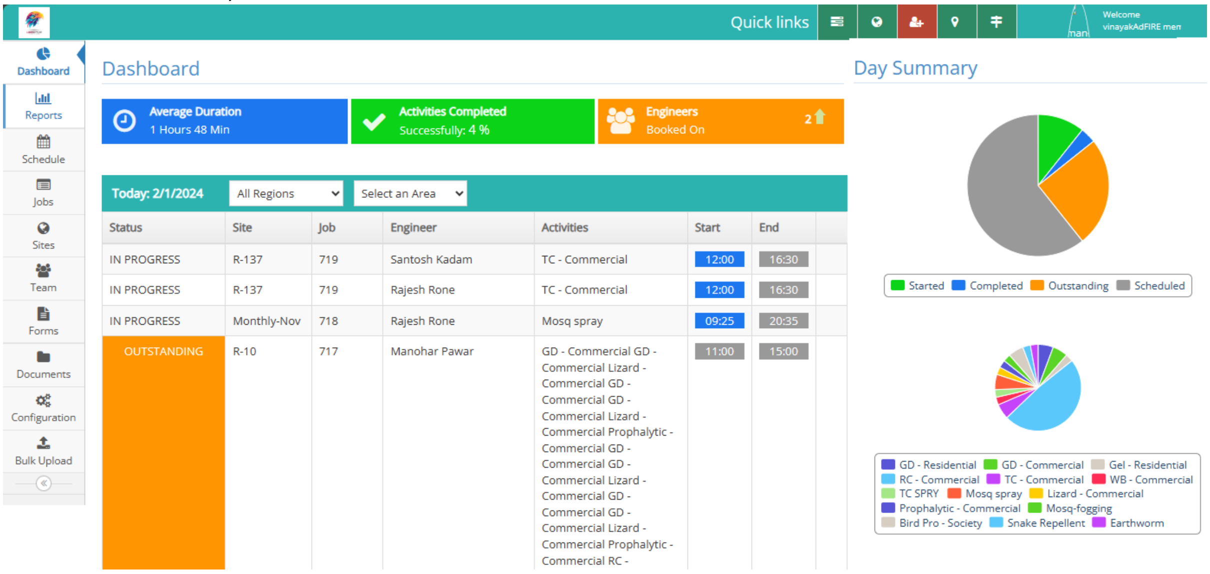


6. Then click on “Change password” button to submit request.
   Note: This email link is valid for 24 Hrs only. Before 24 hr users need to reset the password.
7. It will display “Password changed successfully. You can log in to the application now.” Message.


Password changed successfully. You can login to the application now.

Dashboard:

To view Dashboard, click on “**Dashboard**” in left menu.



It will display a Summary for all completed jobs for today, Average Job Duration, No of Active Engineers on a daily basis. Progress is shown in Day Summary pie chart.

Reports:

To download Reports in excel format, click on "**Reports**" tab in left menu.
Multiple types of Reports can be downloaded from the system. Select the type of Report you want to download from the drop down menu.

<u>Activity Export:</u> If you select this type then you will get the CSV report for a particular date range.

- It will display activity details like the start date and end date of the activity.
- Activity completed by the engineer.
- Site Name.
- Activity Status.

<u>SLA By Sites:</u> If you select this type then you will get the CSV report for a particular date range.

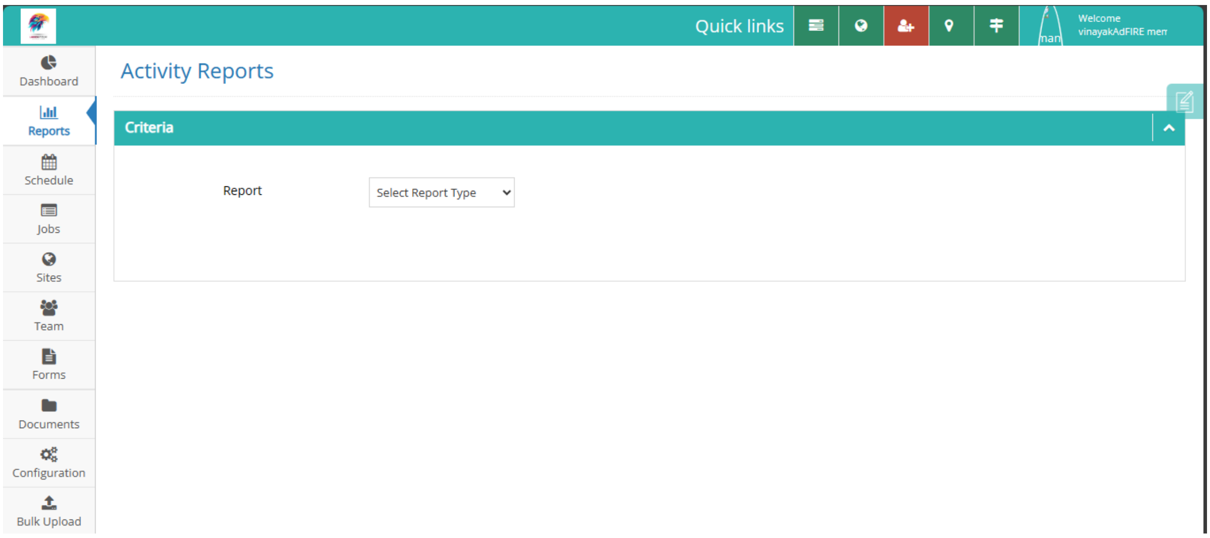
- It will give information about the Site.
- Activity Id.Activity name.
- Job-status.
- Engineersname.

<u>SLA By Engineers:</u> If you select this type then you will get the CSV report for a particular date range.

- We can get the information about Engineers.
- It will export a report by an engineer's information.
- Activity Id.Activity name.
- Job-status.
- Engineersname.

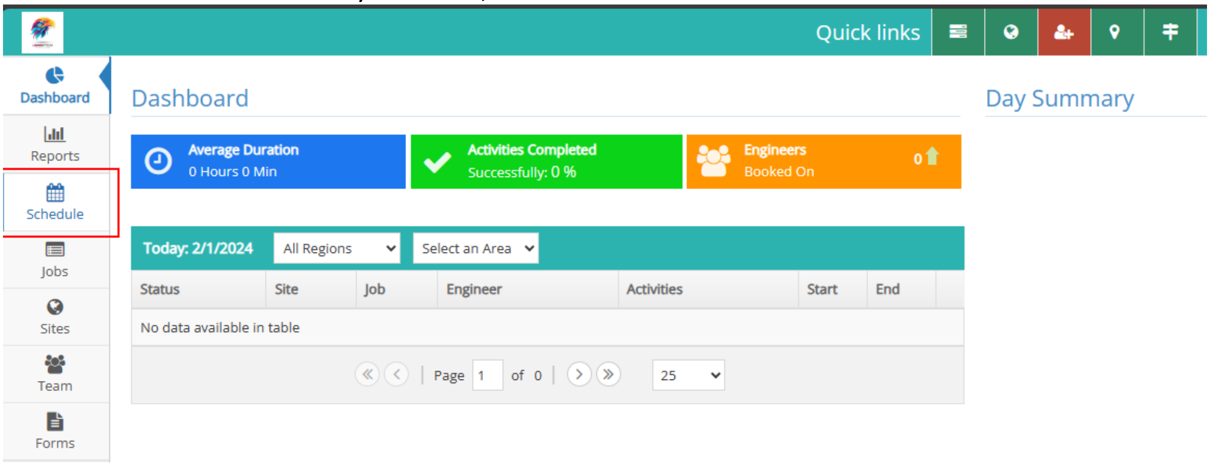
<u>Pre-Task Report:</u> If you select this type then you will get the CSV report for all pre-job tasks.

- Pre task id
- Job id
- Pre Job task name
- Notes
- Status
- Pre job Category

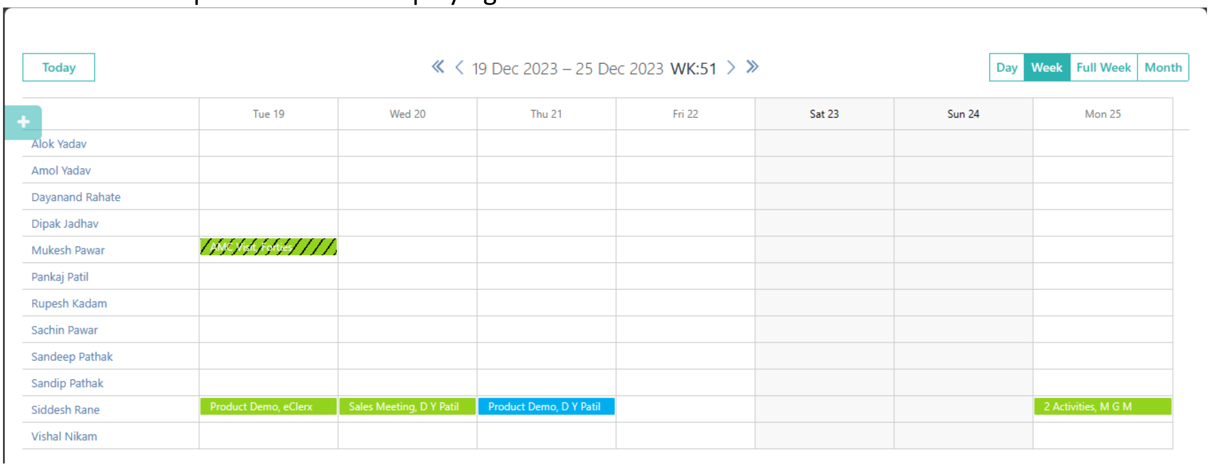


Schedule Timeline:

To view timeline chart for daily schedule, click on “**Schedule**” tab in left menu.



A new tab will open in browser displaying the timeline view:



In this chart you can view live job status:

- Green colour: Job is scheduled for future date and assigned to Engineer / Technician.

- Green colour with lines: A Job is started and in-progress.

- Blue colour: Job completed successfully.

- Light green colour: Travel time of Engineer.

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Creating a Job from Schedule Timeline:

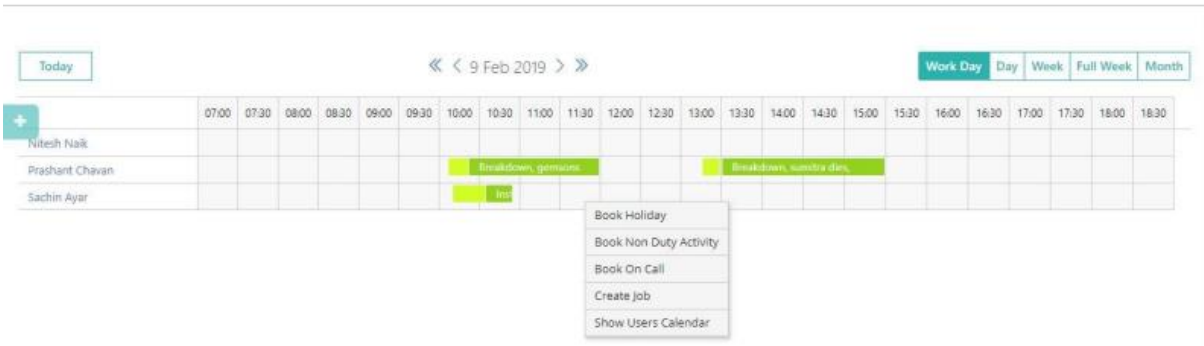
Schedule Timeline contains a region-wise graphical view of pending job, completed job, holidays, etc.

Here you can see the quicker look of scheduled jobs, work in progress job and completed job.

As well as you can create a job, Book Holiday, Book Non-Duty Activity (for example:- Meeting,

Sick leave, Maternity Leave, etc.).

You can filter this timeline by day wise, week wise, month-wise also by click on Work Day, Week, Month, button.

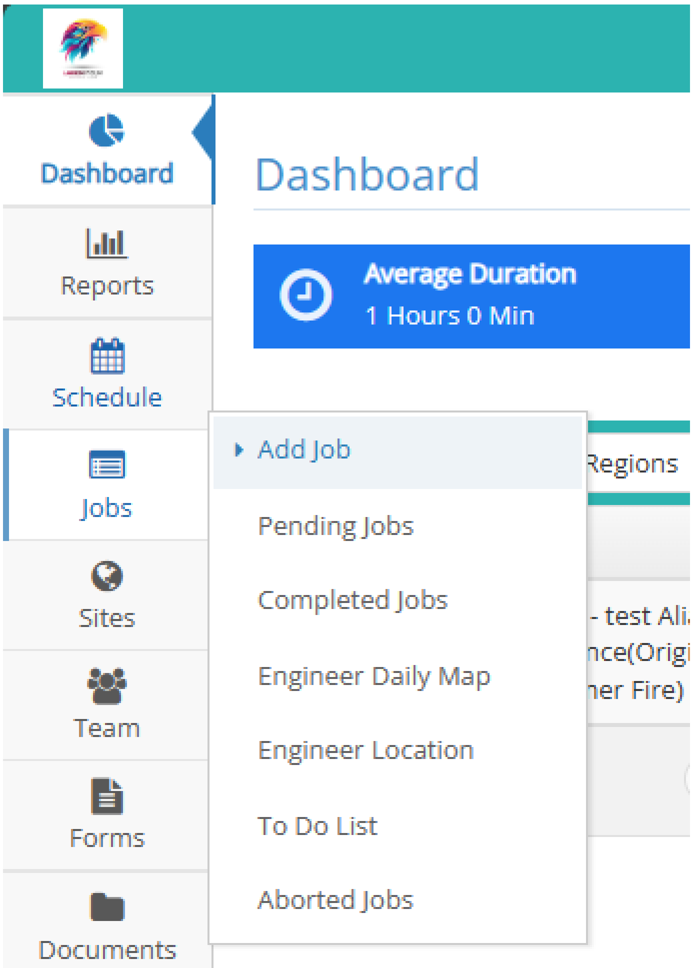


<u>Steps to create a job from the timeline</u>

1. Go to Schedules → Schedule Timeline. It will display the Schedule timeline page.
2. Right click on any blank cell then it will display options.
3. It will display Book Holiday, Book nonactivity, Book On Call, Create a job, Show Users Calendar.
4. It will take to you create a job page. It has already added engineer because we clicked on engineer cells. If you want to add a team then click on any team from schedule-timeline and right-click on and choose to create a job then it will add a job for the team.
5. Click on the edit icon of that record then It will display the Edit job page.
Here you can see the multiple activities because this is created as assets/facilities related activities. It will create a number of activities as you selected a number of assets plus the number of facilities. Here you can add the engineer/ team to assign this job to engineer or Team and click on the "Save" button. Then this job's status will change from Unallocated to schedule job.

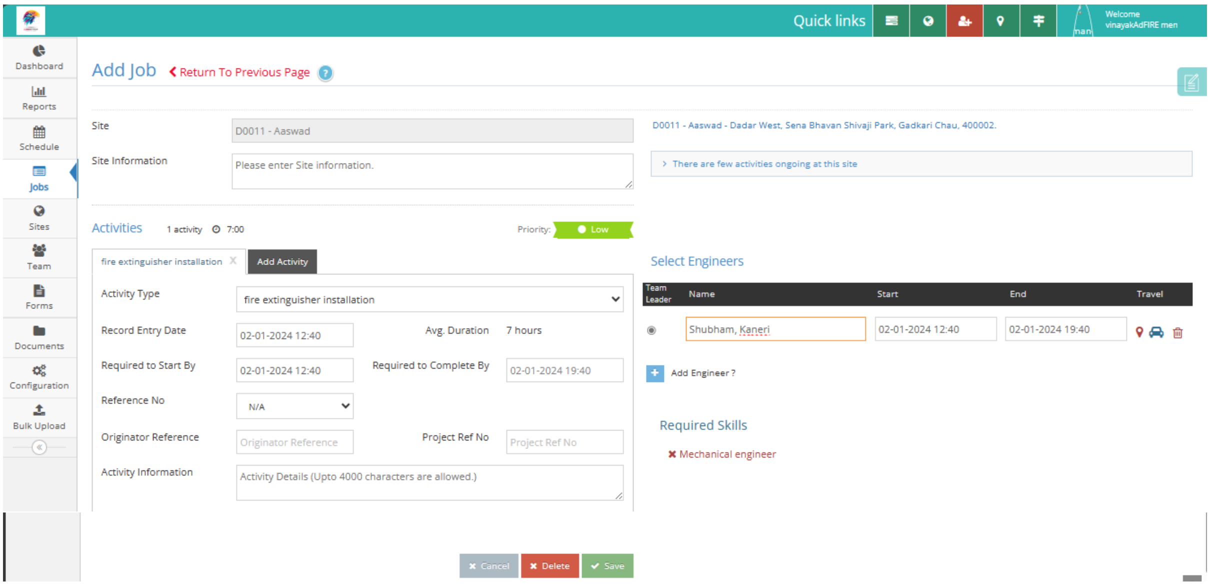
Add a New Job:

To add a new job, from left menu select “**Jobs > Add Job**”.



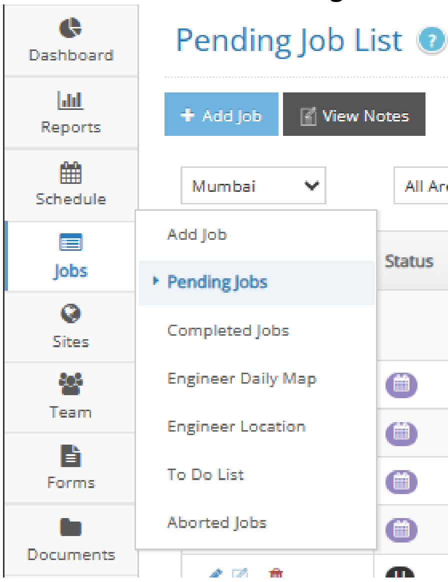
On next screen, enter following details:

1. Site:
   Type 3 letters to view saved sites in drop down list. Select your desired **Site** from the list.
2. Site Information:
   Enter any Instruction / **Notes** for Engineer here.
3. Activity Type:
   Select an **Activity Type** from drop down list.
   Enter a required **Required to Start By** time and **Required to Complete By** Time.
4. Select Engineer:
   Type a name to view Engineer name suggestion from saved list of Engineers. Select **Engineer** from drop down list and assign the **Start time** & **End Time** for the job.
5. Click “**Save**” button to add the job.

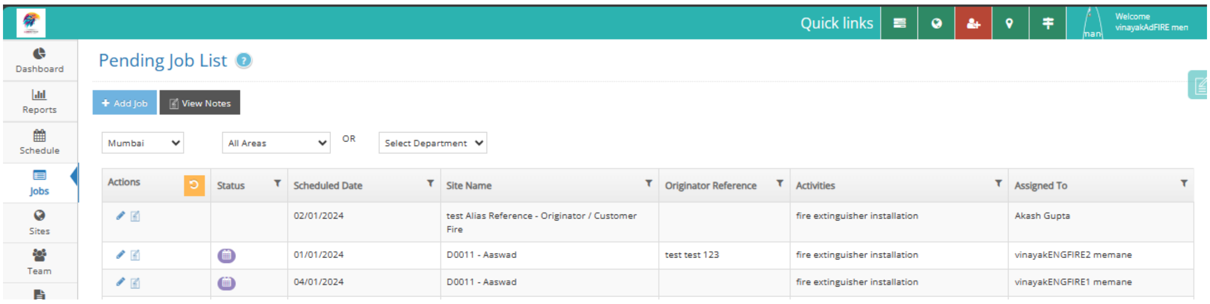

Quick links
Welcome vinayakAdFIRE men
Dashboard
Reports
Schedule
Jobs
Sites
Team
Forms
Documents
Configuration
Bulk Upload
Add Job
Return To Previous Page
Site
D0011 - Aaswad
D0011 - Aaswad - Dadar West, Sena Bhavan Shivaji Park, Gadkari Chau, 400002.
Site Information
Please enter Site information.
There are few activities ongoing at this site
Activities
1 activity
7:00
Priority:
Low
fire extinguisher installation
Add Activity
Activity Type
fire extinguisher installation
Record Entry Date
02-01-2024 12:40
Avg. Duration
7 hours
Required to Start By
02-01-2024 12:40
Required to Complete By
02-01-2024 19:40
Reference No
N/A
Originator Reference
Project Ref No
Activity Information
Activity Details (Upto 4000 characters are allowed.)
Select Engineers
Team Leader
Name
Start
End
Travel
Shubham, Kaneri
02-01-2024 12:40
02-01-2024 19:40
Add Engineer ?
Required Skills
Mechanical engineer
Cancel
Delete
Save

Pending Jobs:

View Pending Jobs by using left menu to click “**Jobs>Pending Job**”.



Pending job is used to create new jobs as Unallocated (didn’t assign the job to any engineer/team), Scheduled (assigned engineer/team, fixed the date and time to be scheduled), Assigned (Assign to engineer/team but not schedule the date and time).



To add a new Pending Job:

1. Go to **Jobs > Pending jobs**. It will display the Pending Job List page.
2. If you want to create a new job (pending job) then click on the “Add Job”button.
3. It will display the Add Job page. Here you have to enter the following details.

   Site:

   Type 3 letters to view saved sites in drop down list. Select your desired Site from the list.

   Site Information:

   Enter any Instruction / Notes for Engineer here.

   Activity Type:

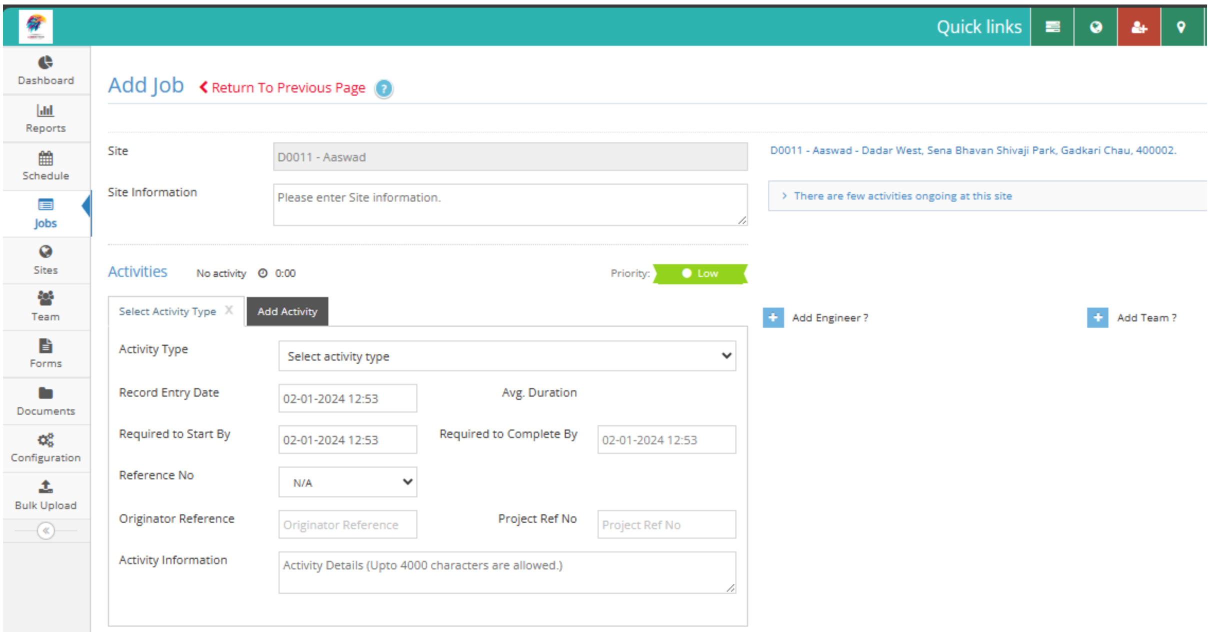
   Select an Activity Type from drop down list.

   Enter a required Required to Start By time and Required to Complete By Time.

   Select Engineer (Optional):

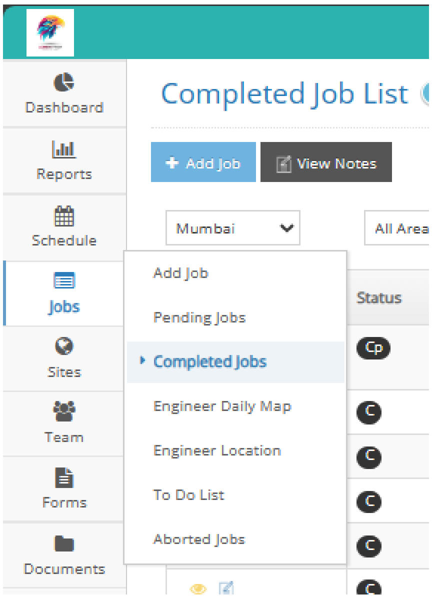
   It is optional to add an Engineer name. Type a name to view Engineer name suggestion from saved list of Engineers. Select Engineer from drop down list and assign the Start time & End Time for the job.

   Click “Save” button to add the job.

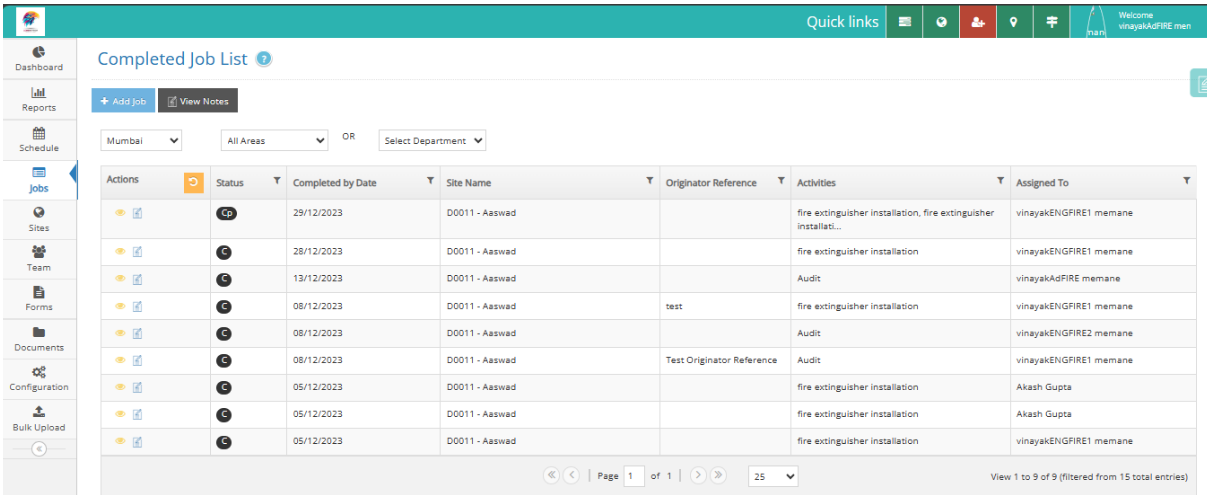

Quick links
Dashboard
Reports
Schedule
Jobs
Sites
Team
Forms
Documents
Configuration
Bulk Upload
Add Job
Return To Previous Page
Site
D0011 - Aaswad
Site Information
Please enter Site information.
D0011 - Aaswad - Dadar West, Sena Bhavan Shivaji Park, Gadkari Chau, 400002.
There are few activities ongoing at this site
Activities
No activity
0:00
Priority:
Low
Select Activity Type
Add Activity
Add Engineer ?
Add Team ?
Activity Type
Select activity type
Record Entry Date
02-01-2024 12:53
Avg. Duration
Required to Start By
02-01-2024 12:53
Required to Complete By
02-01-2024 12:53
Reference No
N/A
Originator Reference
Originator Reference
Project Ref No
Project Ref No
Activity Information
Activity Details (Upto 4000 characters are allowed.)

<u>Completed Jobs:</u>

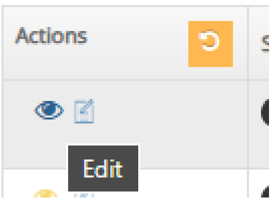
To view Completed Jobs, from left menu navigate to **Jobs > Completed Jobs**.



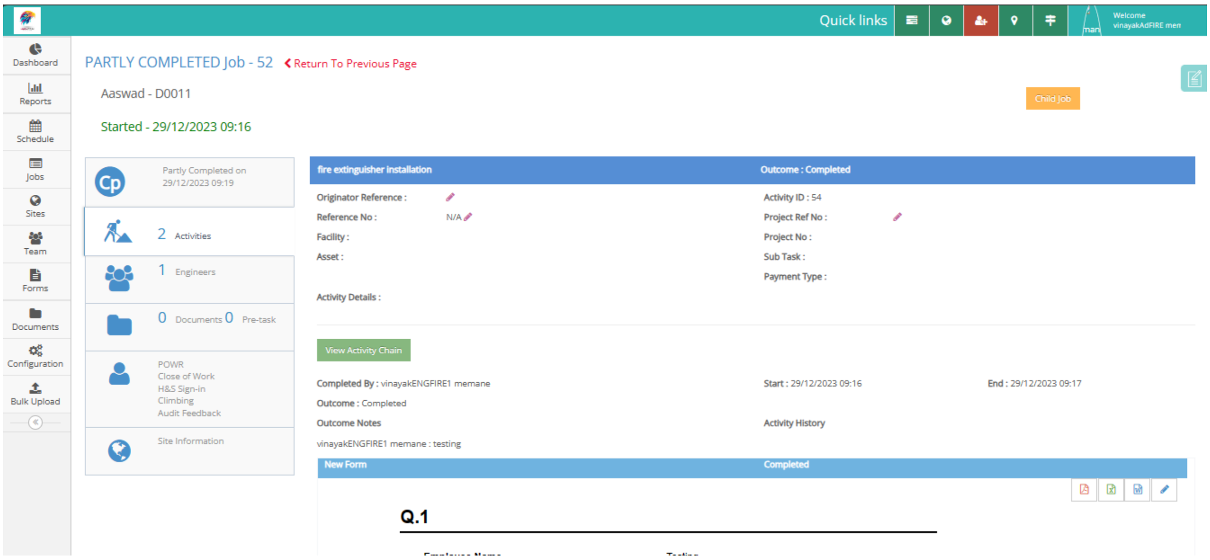
Here you can view list of Completed Jobs. The jobs listed here have been marked Completed by your Engineer and submitted on the mobile app.



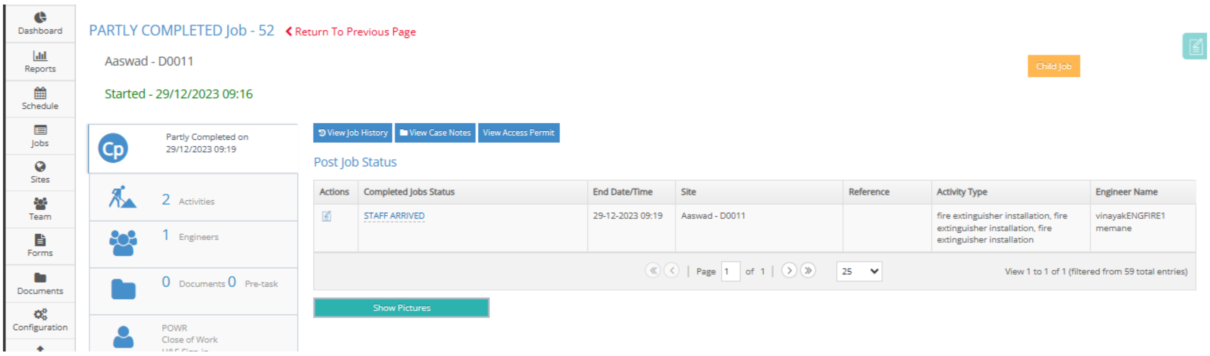
To view details of a Completed Job, select any row and click on *eye icon* in **Actions** column.



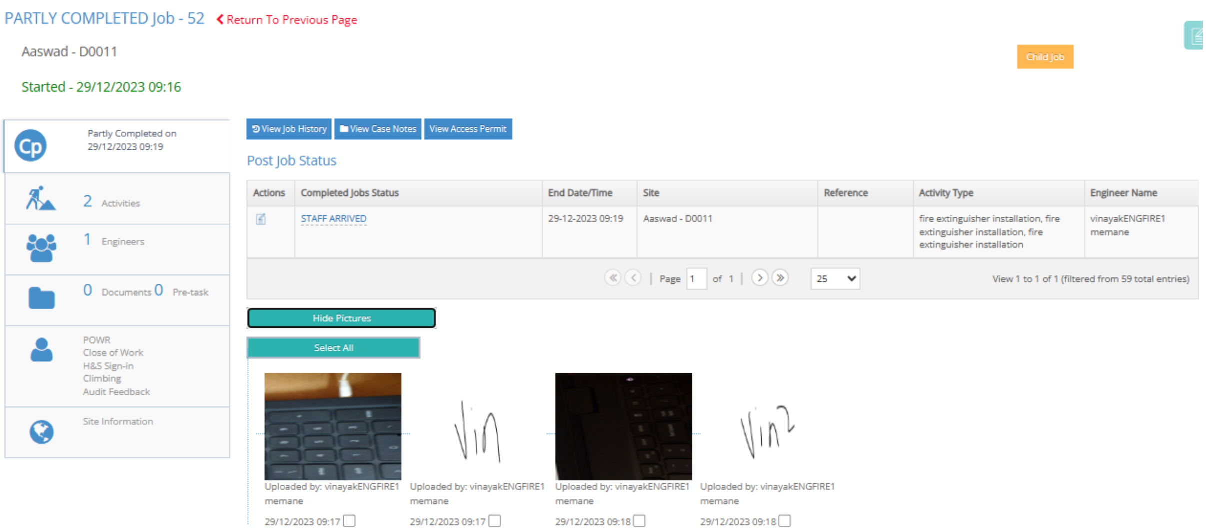
Click on Blue row to toggle and view Job details and submitted Forms.



If you want to view submitted form then click on Form Name row. Here you can download the form as PDF, Excel, Word Document as well as you can edit the form by clicking on the edit icon.



If you want to view Completed details then click on Completed on the tab. Here you can view the Completed job date and time, Site name, Activity Type, etc.



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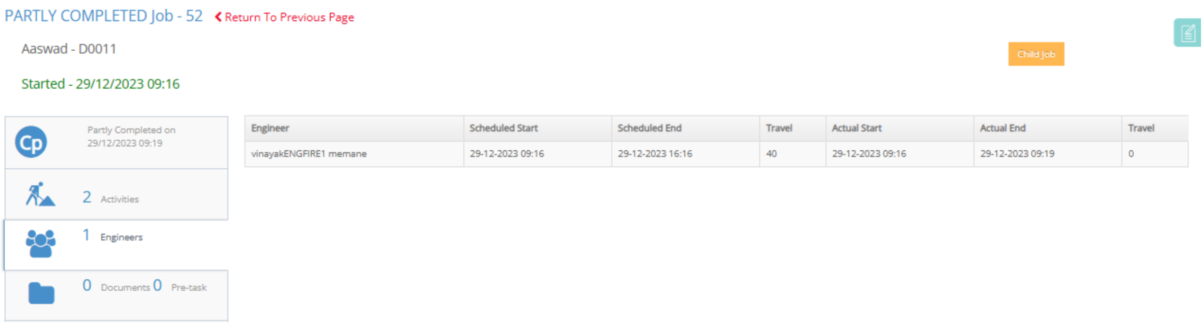
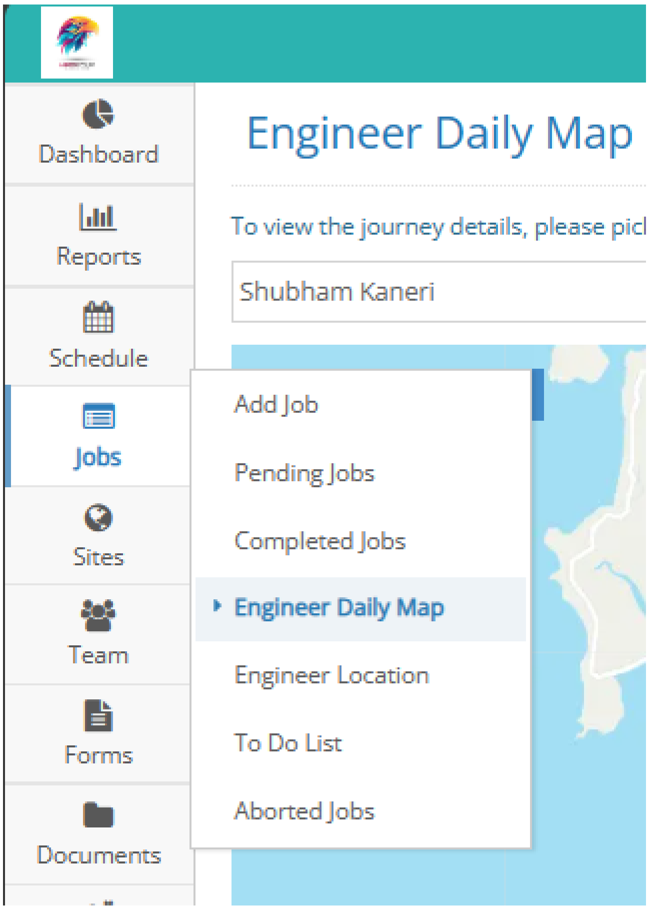
To view submitted Pictures click on “Show Pictures” button. It will display Pictures / Photos recorded against that job.



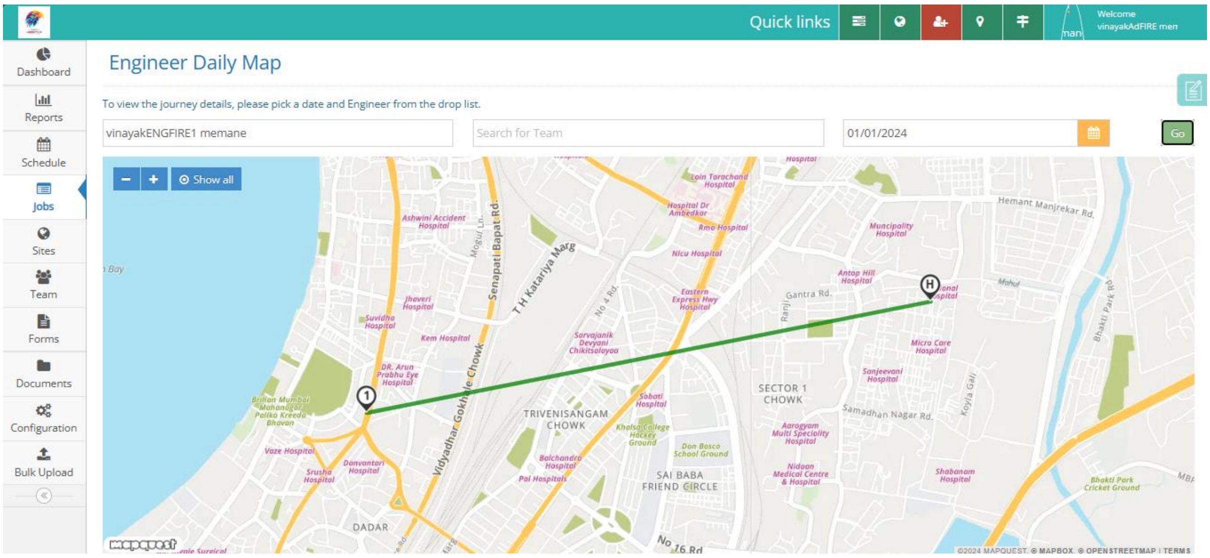
To view Engineer details then click on the Engineers tab. Here you can see Engineer name, different times such as Scheduled Start, Scheduled End, Schedule Travel, Actual Start, Actual End, Actual Travel time.

Engineer Daily Map:

To view Engineer's Daily Map, on left menu navigate to **Jobs > Engineer Daily Map**.

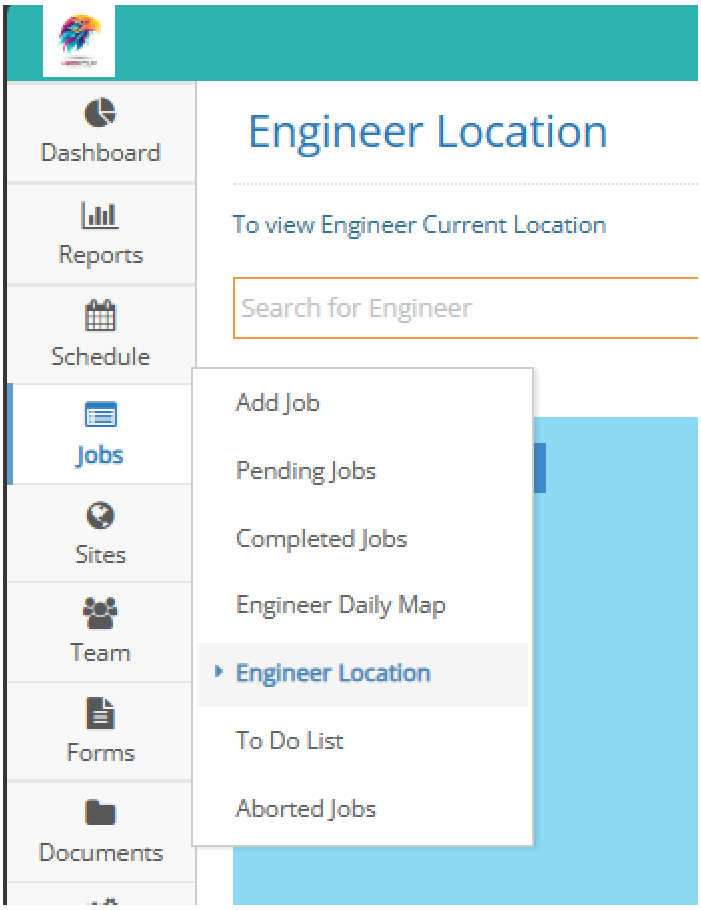


Here you can track Engineer Daily travel location. To filter enter an **Engineer Name** from drop down list, **Select a Date** and click on "**Go**" button.

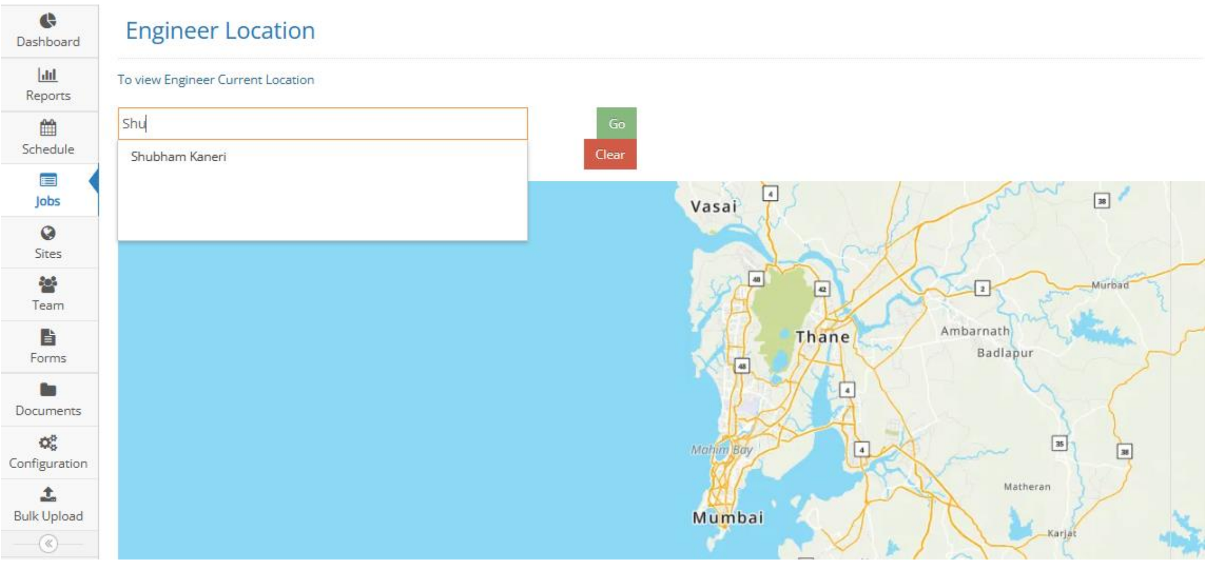


Engineer Location:

To view Engineer Location, on left menu navigate to **Jobs > Engineer Location**.

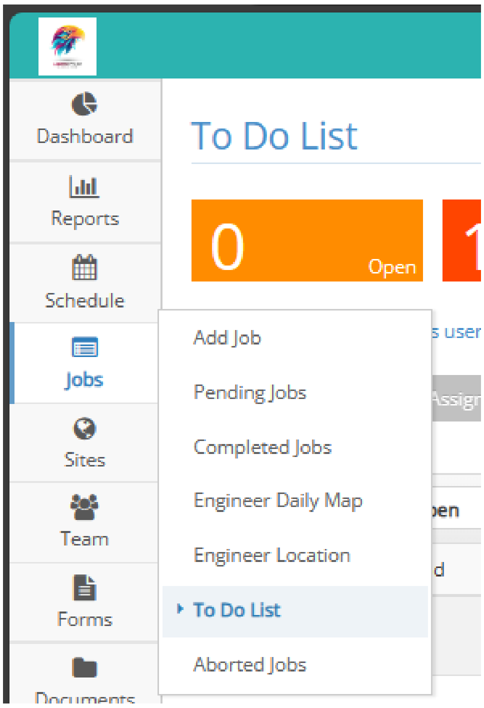


Here you can view an Engineer's current location. Select an Engineer's name from the drop down.

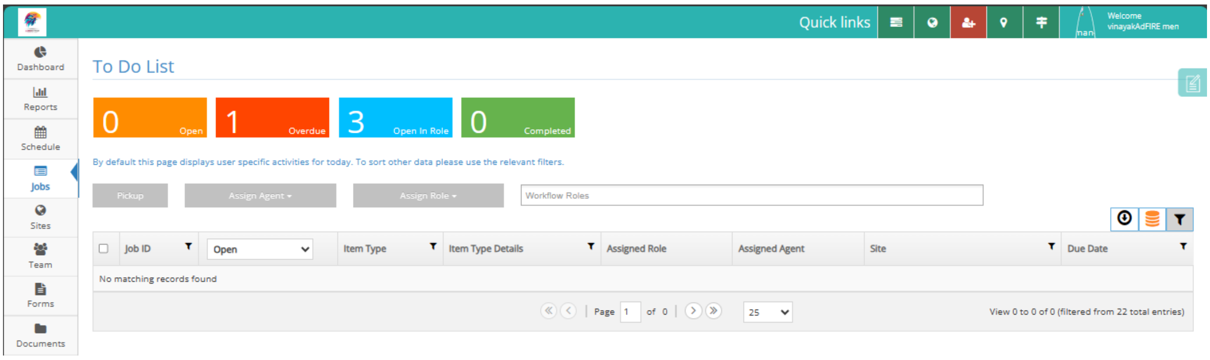


To Do List:

To view To Do List, on left menu navigate to **Jobs > To Do List**.

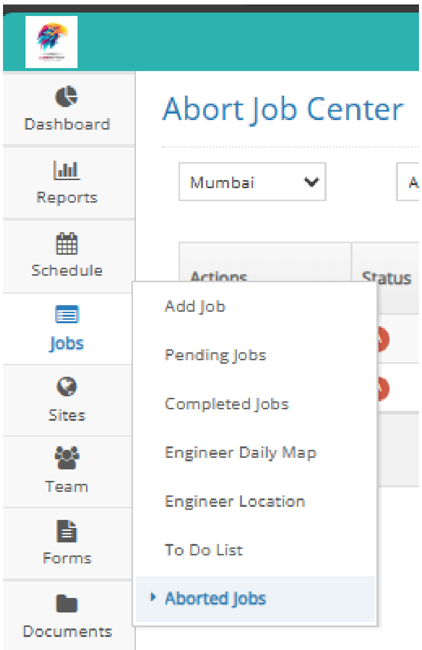


Here you can view activities assigned to and Engineer.

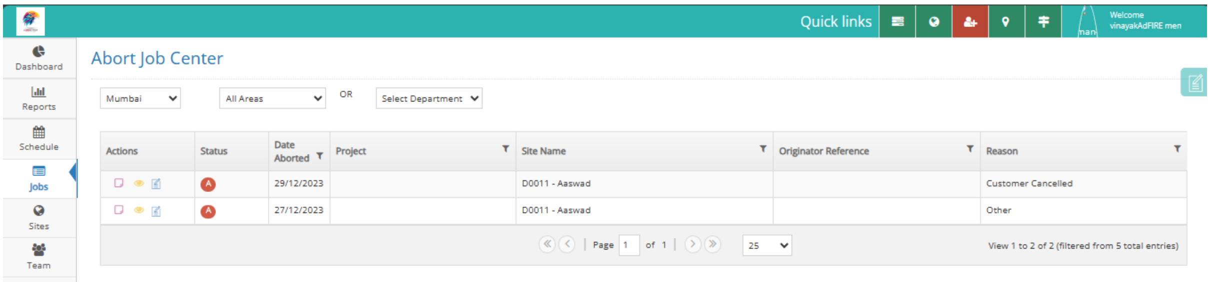


<u>Aborted Jobs:</u>

To view Aborted Jobs, using left menu navigate to **Jobs > Aborted Jobs**.



Here you will get to view list of Jobs marked as **Aborted** (cancelled) by engineer.



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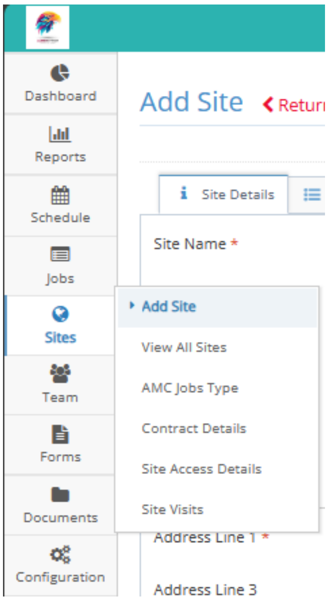
Add Site:



Sites(Customer) means the location of the job and information about the site where job is to be scheduled. The job scheduling and job activity depends upon Site.

To Add a Site:

1. Go to **Sites > Add Site**. It will display the **Add Site** page.
2. By default you can see Site Details tab. Other tabs shown are **Contact Details, Contract Info, Contract Owners** and **Site Properties** tab.

The following field with meaning as follows Asterisk(*) mark indicates a mandatory field.

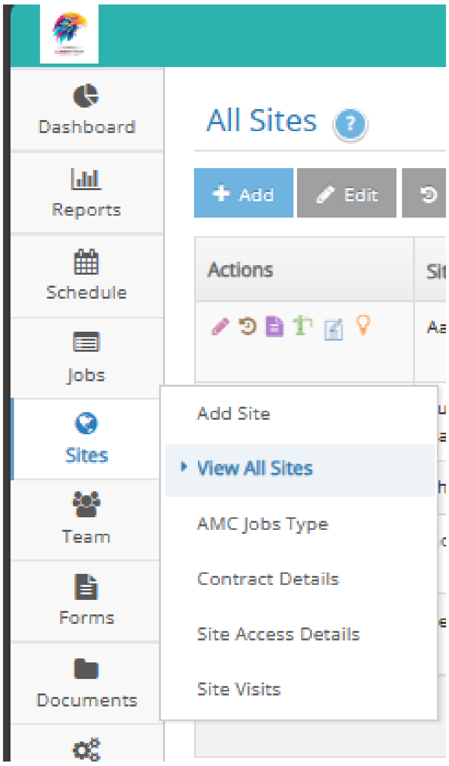
- Site Name *:- Customer Name
- Site Code *:- The unique code for each site, Here you have to enter at least three characters for an auto search option. It cannot be able to change after the saved site.
- Site Type *:- Select the site type (predefined in site type configuration page).
- Status * :- Select the Status as ACTIVE/INACTIVE.
- Region * :- Select the region (predefined in Region configuration page)
- Area *:- Select the area (predefined in Area configuration page)
- Address Line 1 *:- Address is divided into 3 parts as Address Line 1, Address Line 2, Address Line 3 because each Address Line is limited to 50 Characters.
- City/Town:- Here you can enter City/Town name.
- State:- Here you can enter the State name.

If you enable the “**Manually override location coordinates?**” The option then you have to enter Location Coordinates. Location Coordinates can be found on Google Maps (mandatory if enable the above option)

- Latitude:- Here you have to enter Latitude of area.
- Longitude:- Here you have to enter Longitude of area.

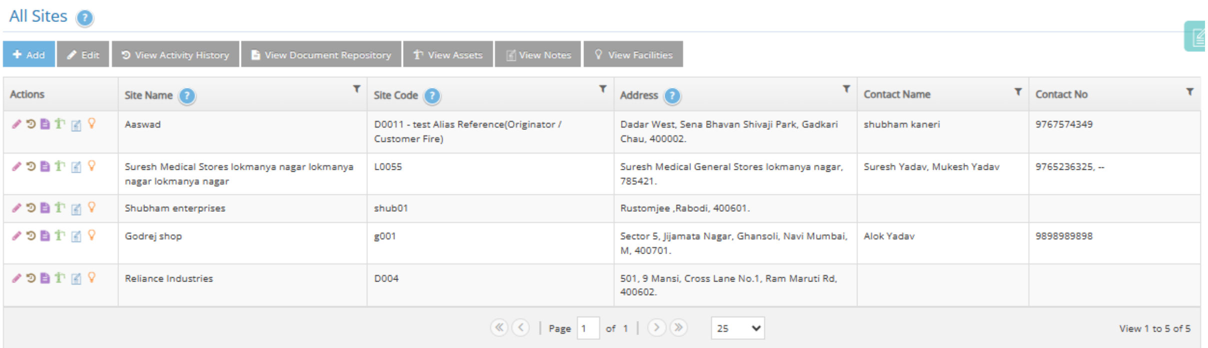
View All Sites:

To view all saved Sites, use left menu to navigate to "**Sites > View All Sites**".

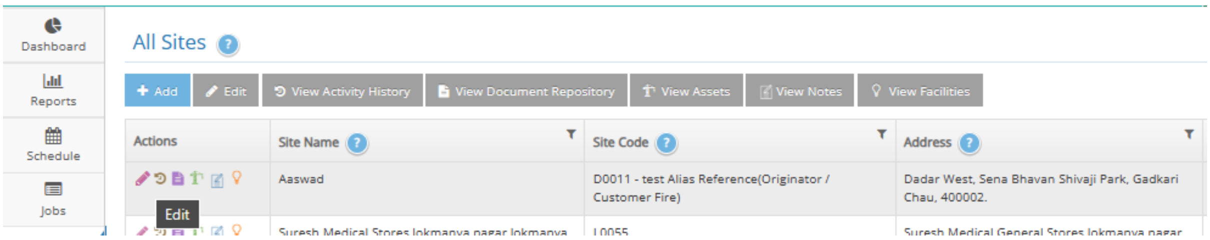


All saved records are show in a list. At a time 25 records are displayed on first page.

Use pagination at bottom to view next page.

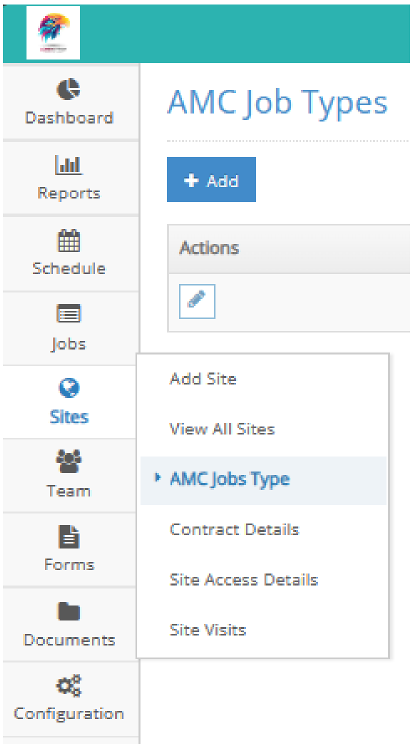


To edit any record, click on the pencil icon (**Edit**) to edit that record.

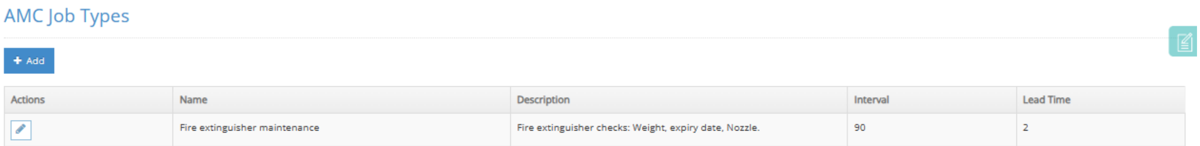


AMC Job Type:

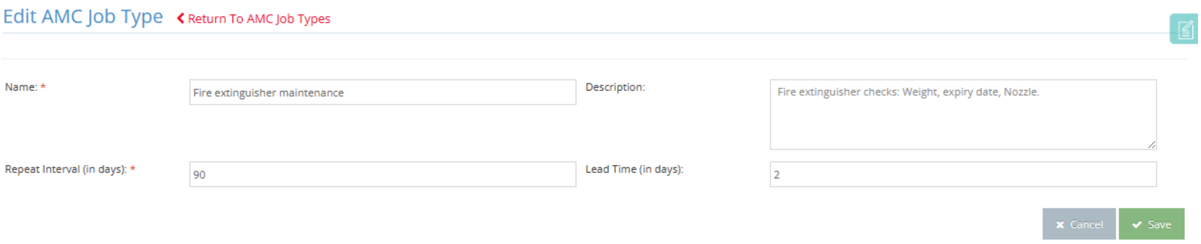
To view AMC Job Type screen, use left menu to navigate to " **Site > AMC Job Type** ".



This is a **configuration** screen where you can add details of the AMC activities such as **Activity Name, Activity Description, Repeat Interval, Lead Time** :



To add a new **AMC Job Type**, click on the "**Add**" button at top left.



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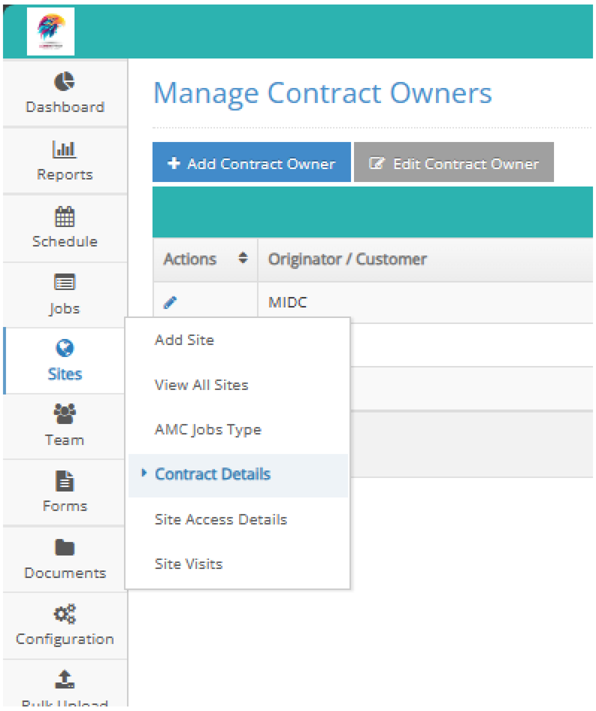
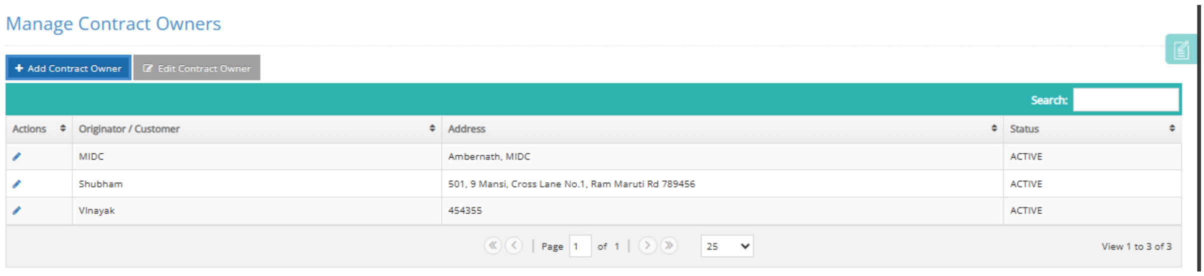
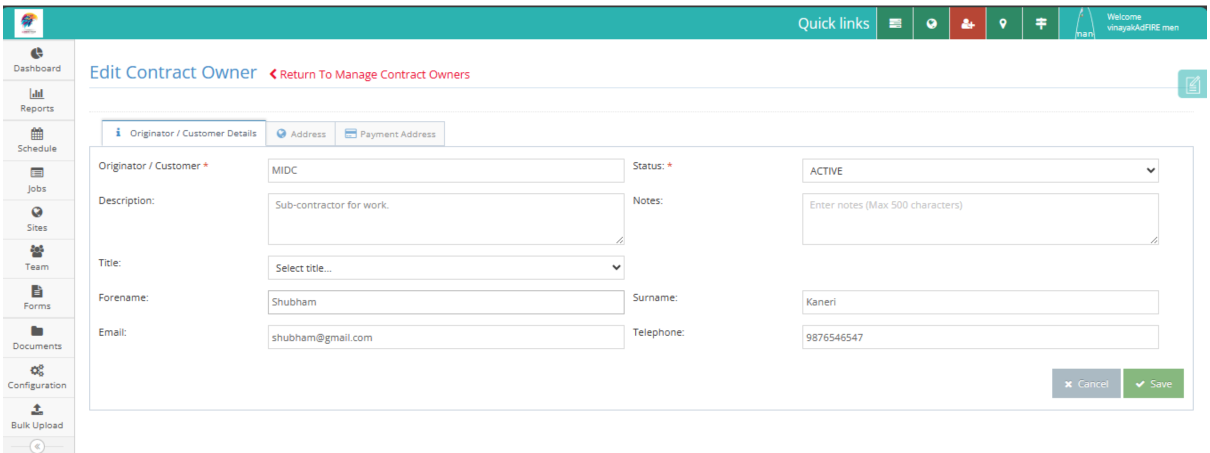
Contract Details:

In **Contract Details** screen, you can **add your sub-contractor details** under Contract Owner details.



You can **Manage Contract Owners** and **Edit Contract Owner** details.:





Enter Originator / Customer name and Status.

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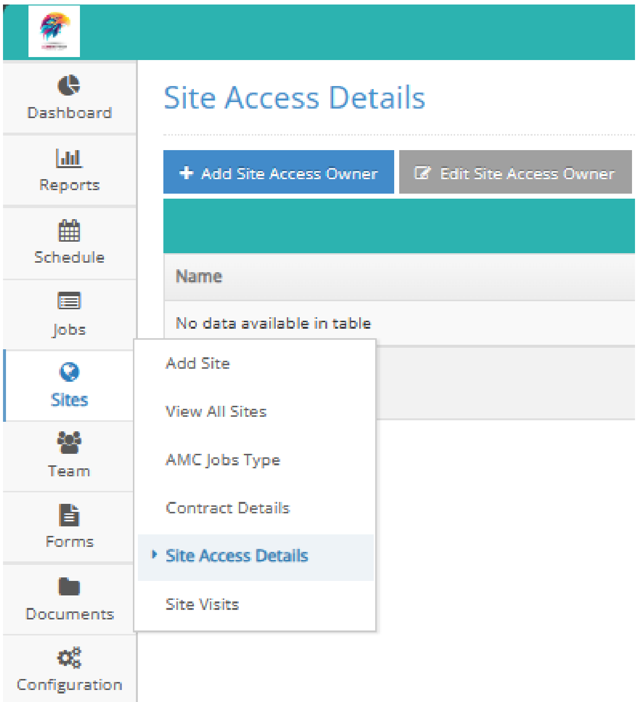
Enter other fields as follows:-

- Originator / Customer * :-Here you have to enter Customer / company/ organization name
- Status *:-You have to choose Status as active.
- Description:-You can give a description of Contract Owners.
- Title:-You can choose Title as Dr / Miss / Mr / Mrs /Ms.
- Forename:-You can enter the first name of the customer.
- Surname:-You can enter the last name of the customer.
- Email:-You can enter an email address of the customer.
- Telephone:-You can enter the telephone number of the customer.

Site Access Details:

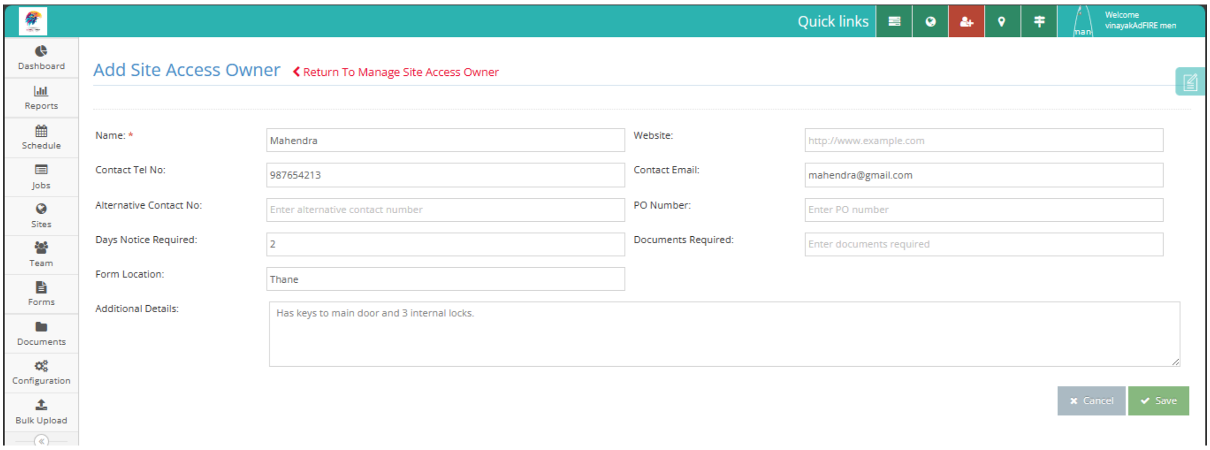
Site Access Details is additional information about who has access to a Site.

To view and add new records, use left menu to go to "**Sites > Site Access Details**"



To add new records:

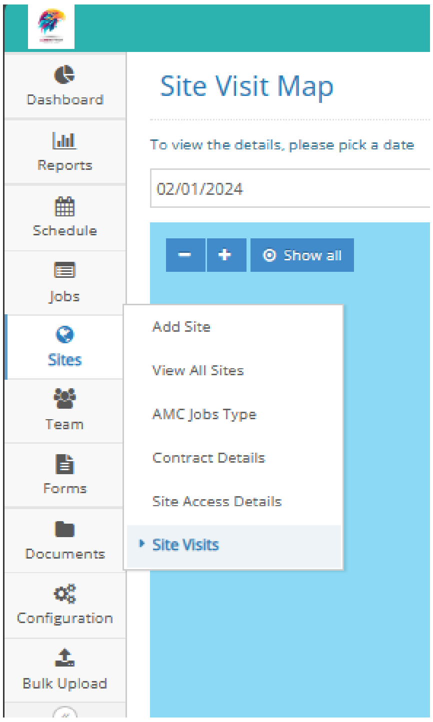
1. Go to Sites > Site Access Owner. It will display the Manage Site Access Owner page.
2. If you want to add site access owner then click on the "**Add Site Access Owner**" button.
3. It will display the Add Site Access Owner page. Here you have to enter Site Access Owner name compulsory, and remaining fields are optional. All field details are given in place holder (text field caption). Click on "Save" button.
4. It will display "Site Access Owner saved successfully" message and redirect to Manage Site Access Owner page. There it will display newly added Site Access Owner record.

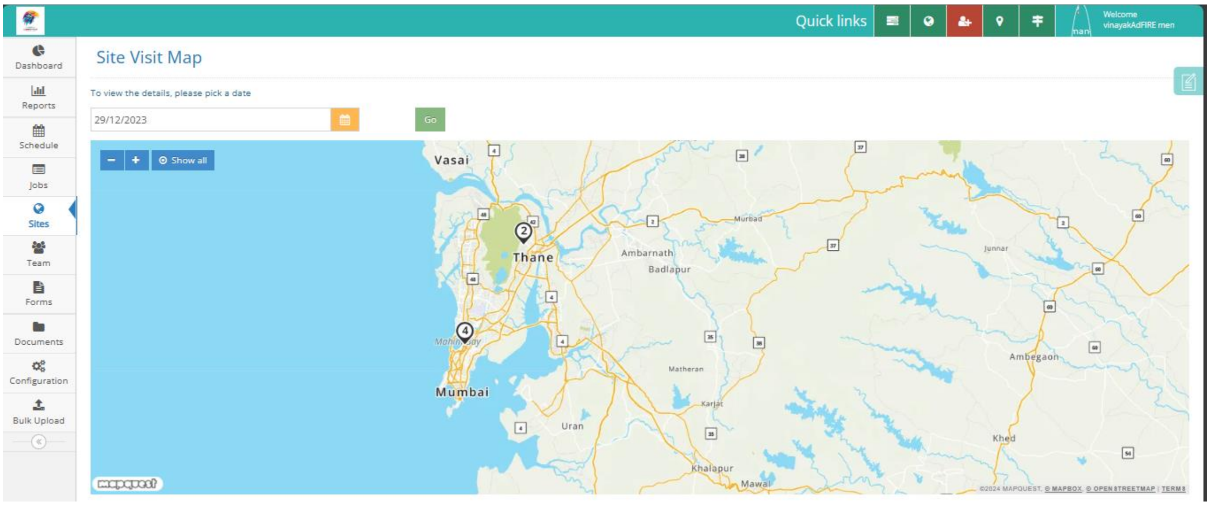


Site Visit Map:

To go to the page, use left navigation and select “**Sites > Site Visits**”

A map view showing a day’s scheduled Site Visits.

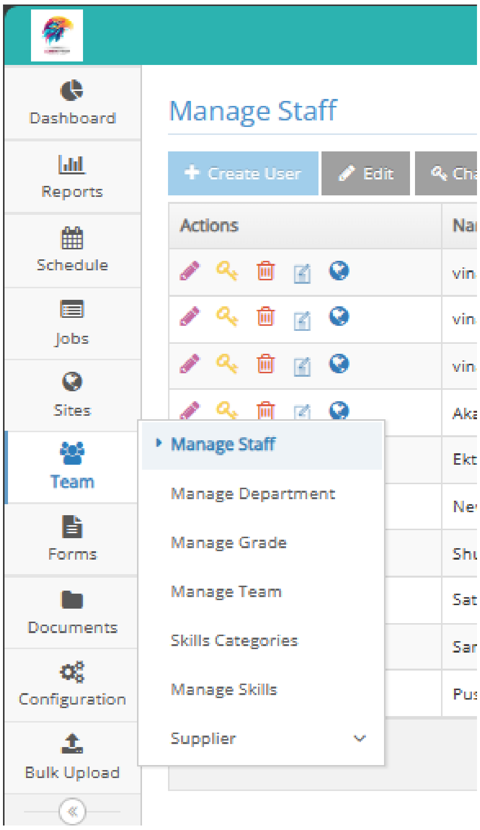




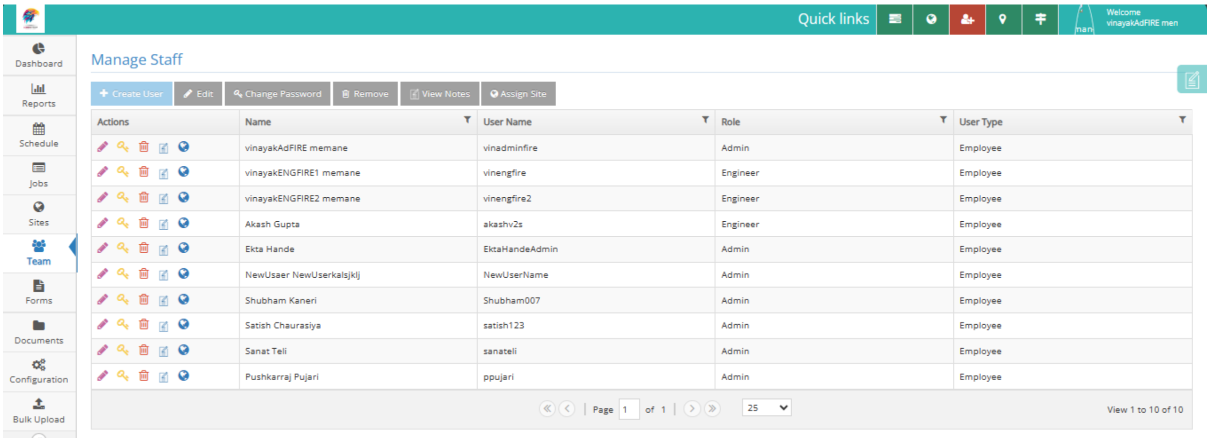
Team

Manage Staff:

You can add and manage your staff users form this screen. To access the screen, use left menu and navigate to “**Team > Manage Staff**”



The default view shows your existing **Active staff members**.



To edit any staff member record, click on the pencil icon in that row. You can now edit the person’s details in next screen.

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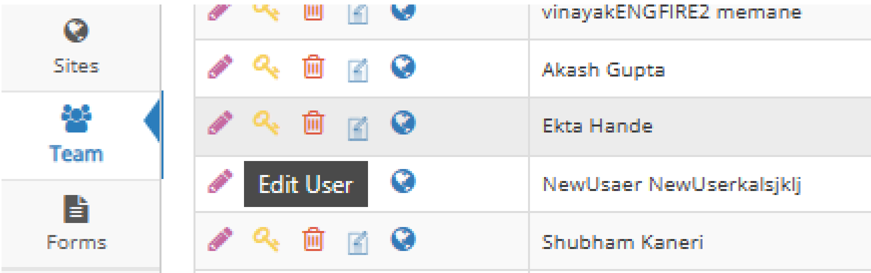
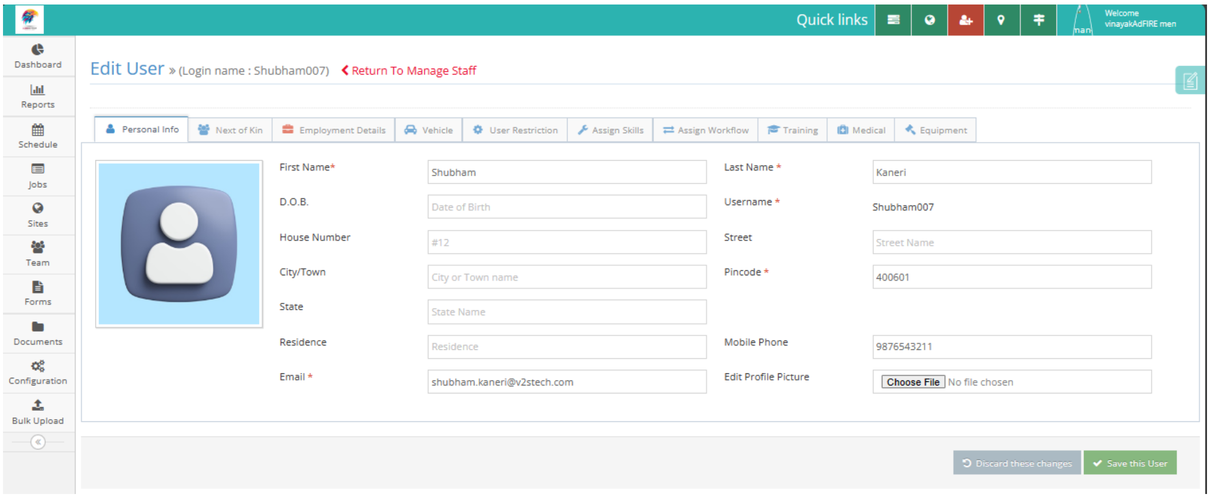
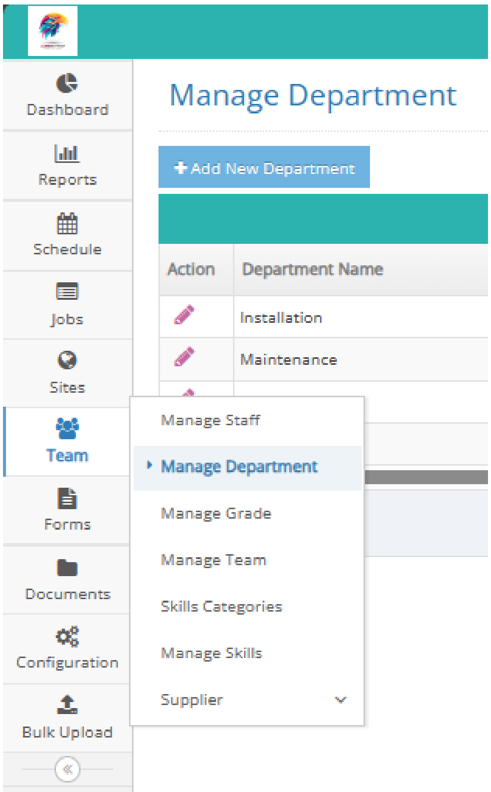




In the **Edit User** screen, you can edit details such as **Name, Date of Birth, Address, Email id, Mobile number** and **profile photo**.

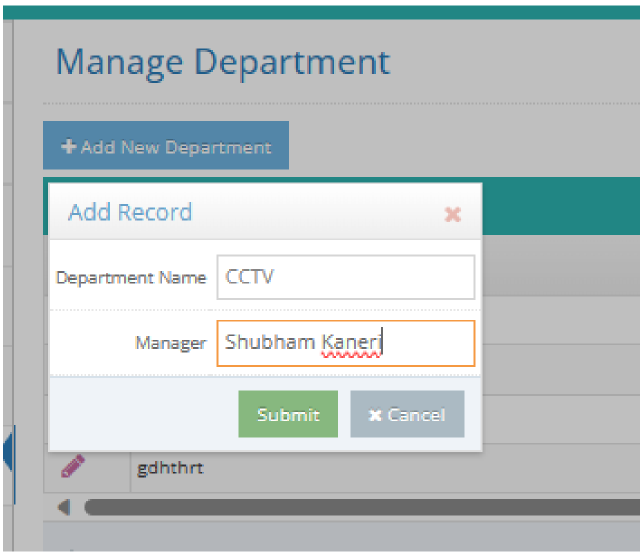
Manage Department:

In Department you can add multiple Departments as per your organization structure. Each Department can have multiple teams. Example - Suppose there are Security Department, Fire Department etc.



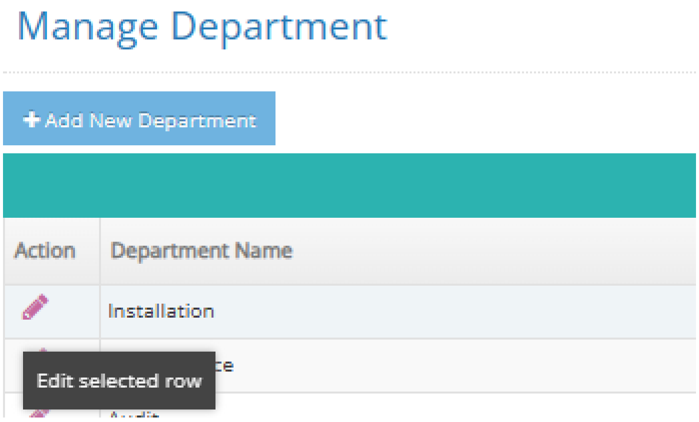
To Add a New Department:

1. To add a new Department, go to **Team > Manage Department**. It will display Manage Department page.
2. Click on the "**Add New Department**" button.
3. After clicking the button a popup **Add Record** will be displayed. Enter the **Department Name** and **Manager** mandatory and click on "**Submit**".



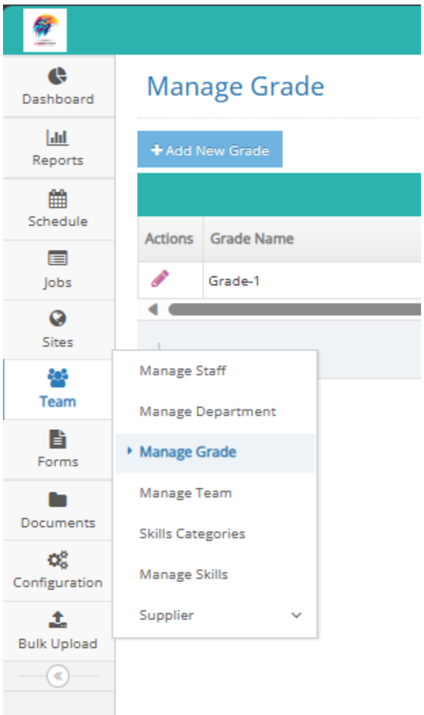
For technical support contact: **support@fissaramanage.in**

To Edit any existing Department, click on the pencil icon in Action column to **Edit** that row.

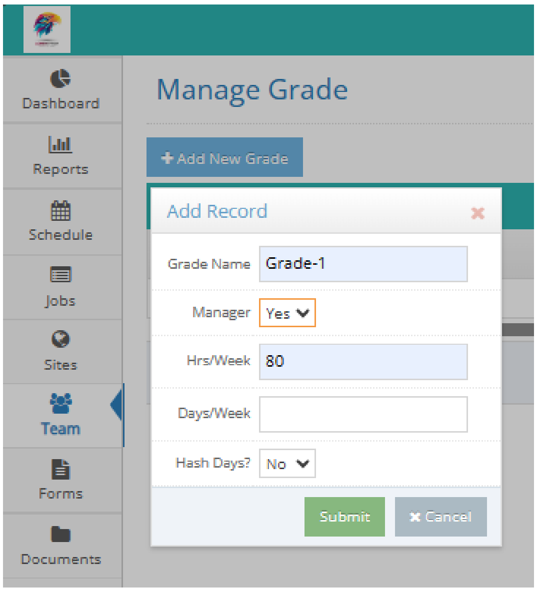


Manage Grade:

To manage and add Employee grade, navigate using left menu to “**Team > Manage Grade**”.

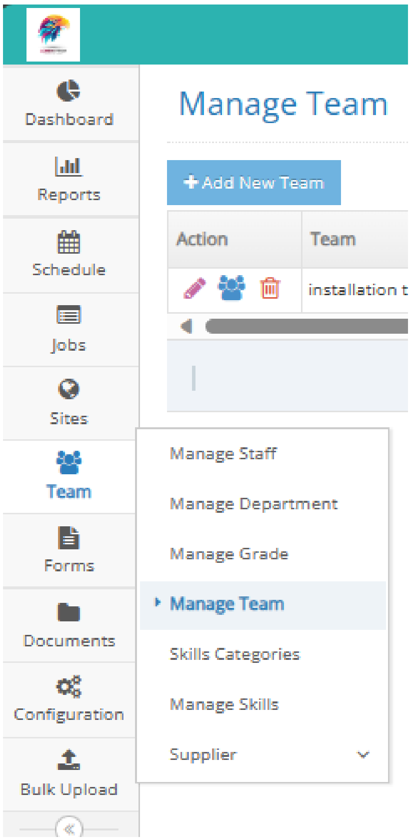


Click on “**Add New Grade**” button to add any new details.



Manage Team:

Here you can create Teams for a particular Department.



To add a new team then click on the “**Add New Team**” button.

1. After clicking on add team It will display **Add Record** popup screen.

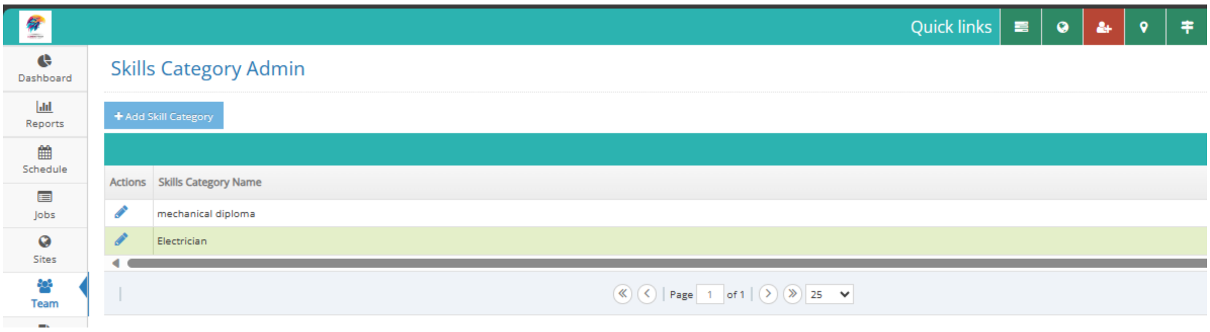
- Team (Mandatory):- Enter the team name. It should be unique.
- Shared Device (Optional):- It is by default selected Yes option. If it is selected as “Yes” then it will display team-related jobs on an android device else if it is selected as “No“ then it will not display team-related jobs.
- Division (Mandatory):-Here you can search the Division name by typing three-character or you can enter the full division name.
- Manager (automatically added after entered division):-The division manager will automatically add after selecting division name.
- Team Leader (Mandatory):-Enter or search team leader name from your user list.

Note: The Team name should be unique. Also user cannot be the team leader of multiple teams.

Skills Category:

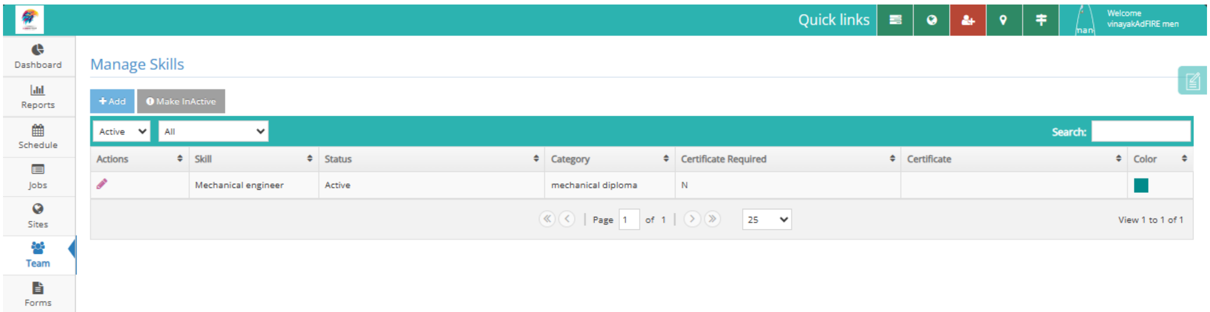
To add configuration labels for Skills Category, use left menu to go to **Team > Skills Categories.**

If you want to add Skill Category then click on the "**Add Skill Category**" button. After clicking on Add, a Add Record popup screen will be displayed. Now enter the **Skill Category Name**.

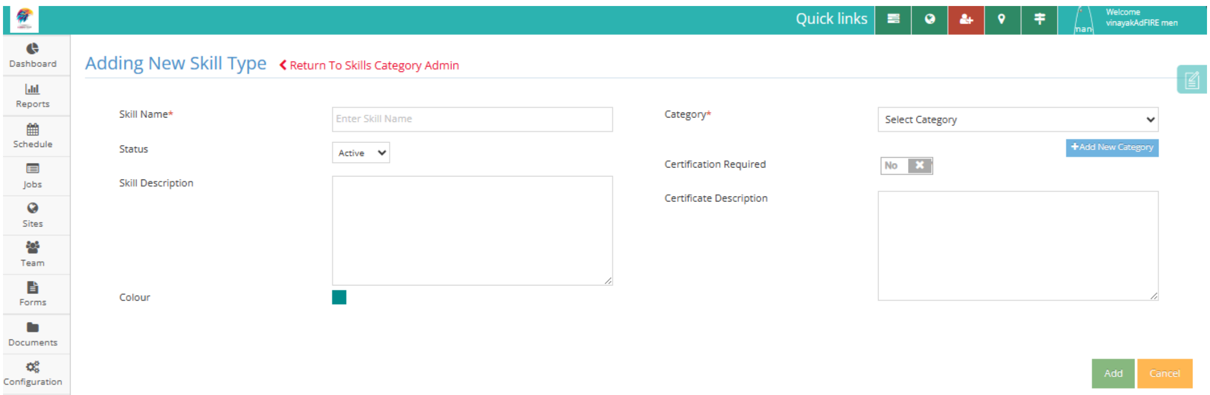


Manage Skills:

To Manage Skills labels and their related details such as Specialized Skills Certificate details.



1. If you want to add new skills then click on the "**Add**" button.
2. After click on **Add** and it will display the **Adding New Skill Type** page. Here you have to enter Skill Name and select Category compulsory.



3. Enter remaining fields as follows:-

   - Skill Name *:- Here you can enter the skill name.
   - Category *:- Select Category (predefined in Skill category).

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● Add New Category button;- if you click on the “Add New Category” button then it will redirect to the “Skills Category Admin” page.

● Status:- it is by default as “Active”. But it contains an Active/Inactive List.

● Skill Description:- Here you can enter the description of the skill.

● Color:- You can select a color from the color option.

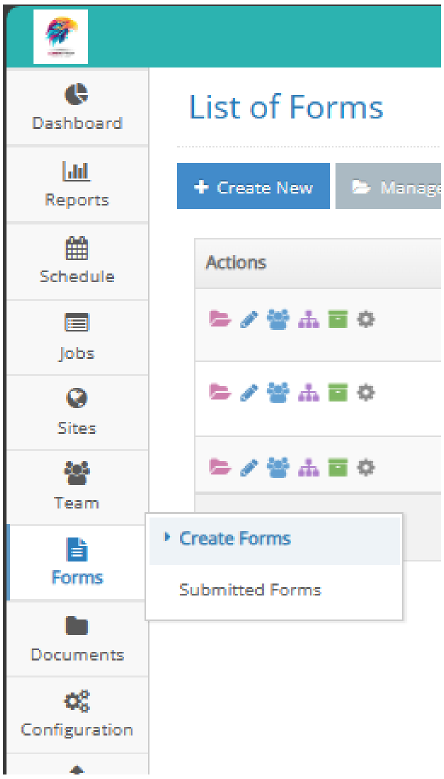
● Certification Required:- You can select the Yes/No option.

● Certificate Description:- You can enter the certificate description.

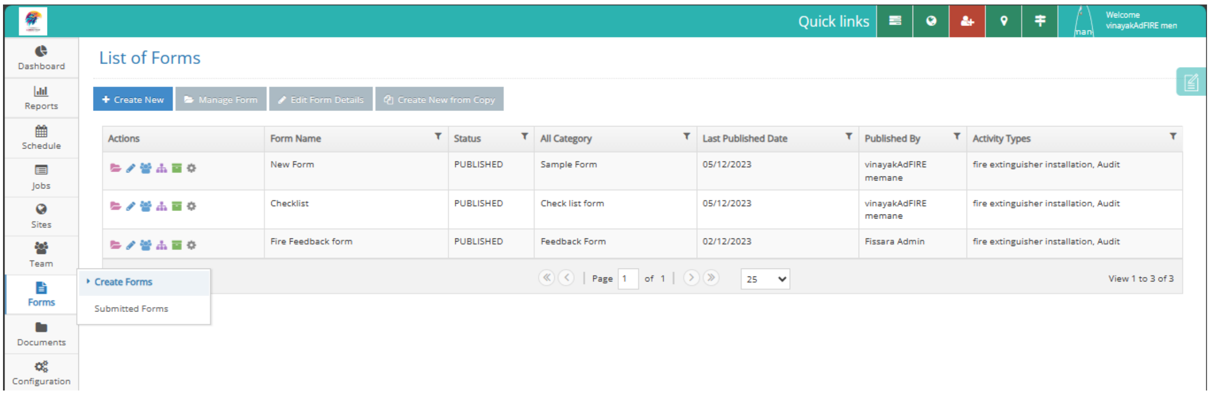
4. Once all mandatory details are filled, click on “**Add**” button.
5. It will display “Skill type added successfully.” Click on the “**OK**” button.

Forms:

To view all your Forms in the custom form builder, use the left menu to navigate to **Forms > Create Forms**.

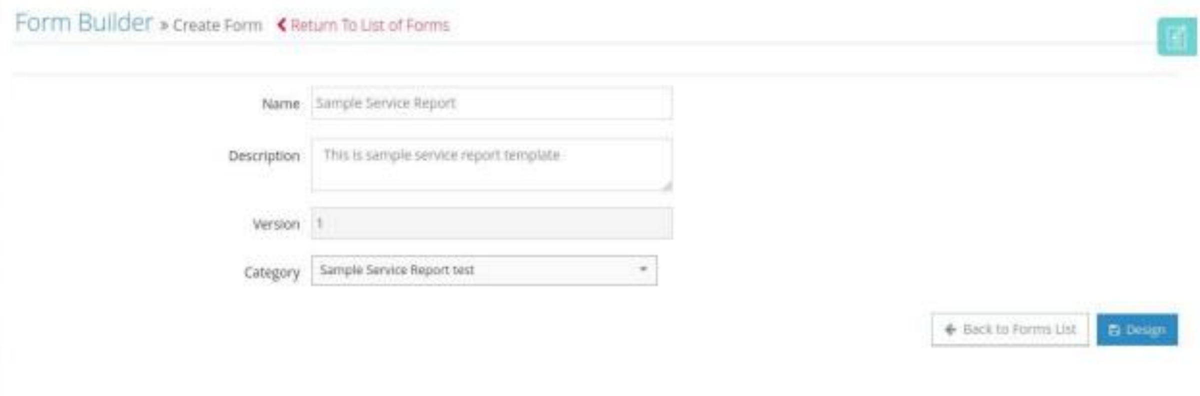


Here on "**List of Forms**" page, all previously created / published forms will be displayed.



To create a new form:

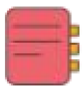
1. To create a new form, click on "**Create New**" button.
2. On next screen, **Form Builder** >> **Create Form** page will be displayed. Here you have to enter **Form Name** and select **Category** is mandatory. A description is optional.
3. Next click on the "**Design**" button.



Next screen will display **Form Name** and the form design workspace. Here you can design your custom form.

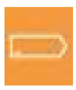
If you want to add a section then click on this icon.

If you want to add a subsection then click on this icon.



If you want to add a question then click on this icon.

If you want to add extra question field then click on this icon.



You can design a form using following:

1. Section:
   You can Add Section To Form. It will be your first Content of forms. Without Section, you can't create form.
2. Subsection:
   You can add a subsection within / below a Section.
3. Question:

You can add the question to section, subsection. If you want to input from the user then you have to add a question compulsory. And Every Section, Subsection compulsory requires at least one question.

4. Question Field:
   Here you can add question field to every question. You can add multiple question field to only one question also. For every question, it must have at least one question field.
5. After entered Section name then click on the middle of Section Row. It will display a section icon, subsection icon, and question icon. If you click on add Subsection icon then it will display subsection attached to a section or if click on the add question icon then it will display question attached to section.
6. Options for subsections:

This is a repeat icon. Use this to repeat section, subsection, question in the form in the mobile app.

This is a Notes icon. You can add your notes using this icon.

This Copy icon. Use this icon then to repeat same Sub Section or question, answer field.

This is a delete icon. If you click on this icon then it will delete a section, subsection, question, answer field.

Here you can see you select a question field type to Add as
Text:
It will display text field as a single line and multi-line. In a single line the character limit is 0 to 50. Iin multi-line characters limit is 0 to 5000.

Number:
Here we can enter Min Number(number range starts from e.g. 1, 100, etc.) Max Number (number range ends till 100000, 1000, etc.) and Decimal from 0 to 4. Here you can enter choose how many digits decimal points you want.

List:

Select a list as Add New List/Choose from a library.

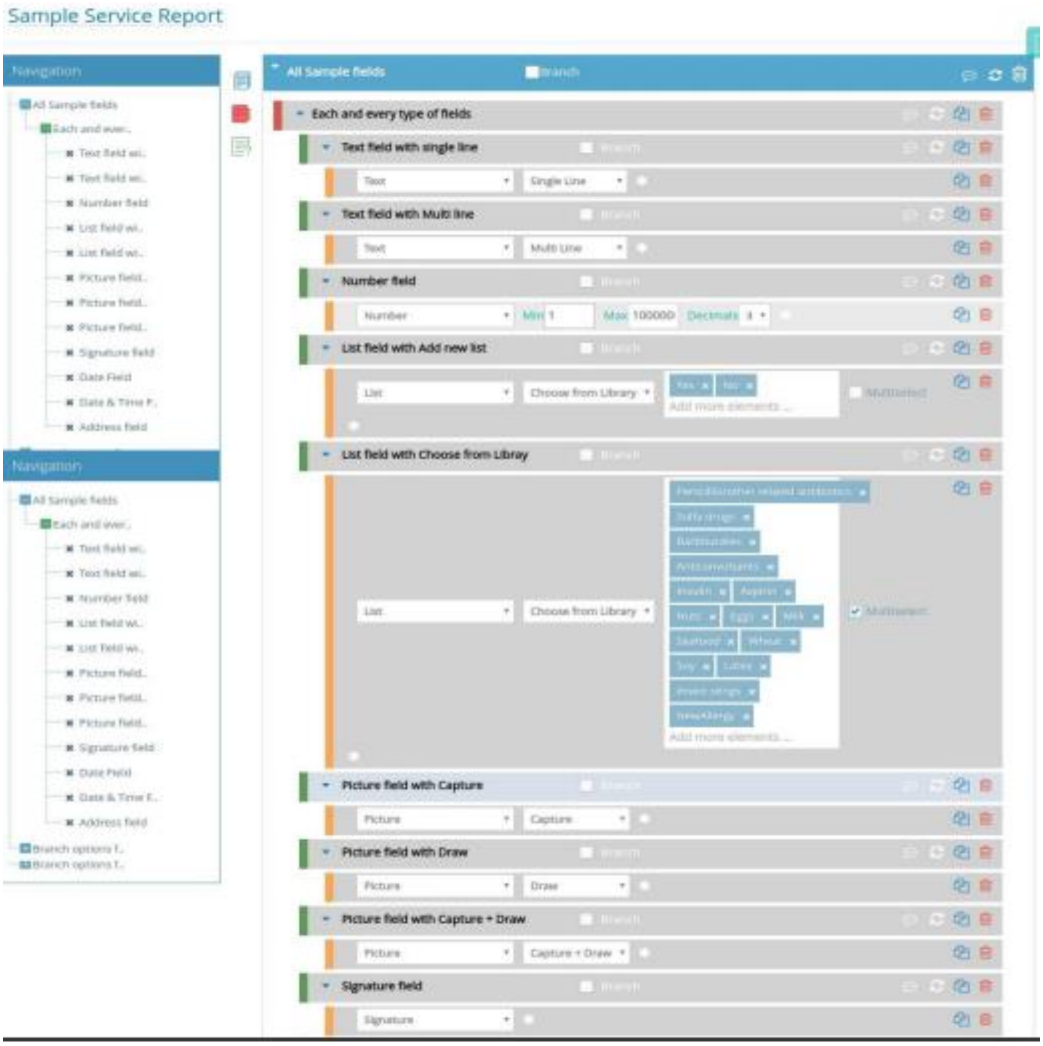
Picture:
Capture (take a photo from the android device)/ Draw (draw picture using pencil and brush like paint) / Capture + Draw (It can capture pictures from android device and draw any shape on that picture).

Signature:
Signature (It is the same as we do sign on paper but the difference is it is on android device).

Date:
Date It will display date picker on android smartphone.

DateTime:
It will display the date and time picker both.

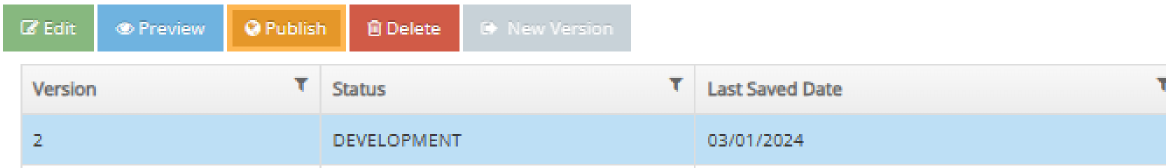
Address:
It will display Address tabs Here you can see. Street, Town, Country, postcode text fields.



How to Manage Form (Edit, Preview, Publish, Delete, New Version)

1. Go to **Forms > Create Forms**. It will show a List of Forms.

2. To manage (edit, publish, delete, etc) the form then either click on manage icon of record or select the record and click on the "**Manage Form**" button.
3. On next screen **Manage Form** page will be displayed. Now the form is in development status. It will display Last Saved Date, Created By field.
4. To start using form, select that row and click Publish button.



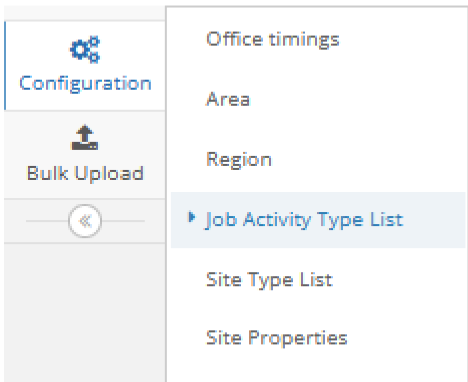
5. After development then you have to publish the form to use it. If you select the form then it will display Edit, Preview, Publish and Delete button.
6. A Popup screen with confirmation message will be displayed.
   "Form is about to be published and this will replace any previous versions which will be archived. Is this OK? "
   Click on the "OK" button.

7. The form status will change from DEVELOPMENT to PUBLISHED. It will display published Date.
8. If you want to return to form list then click on "**Return to form list**".

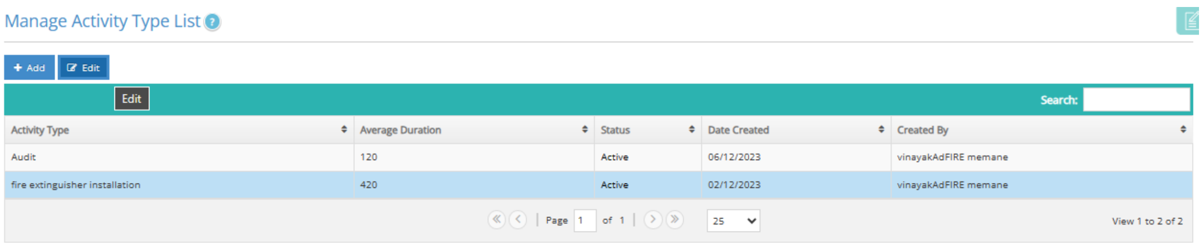
NOTE: You can only delete form when it is in Development status.

Add Forms to Activity type:

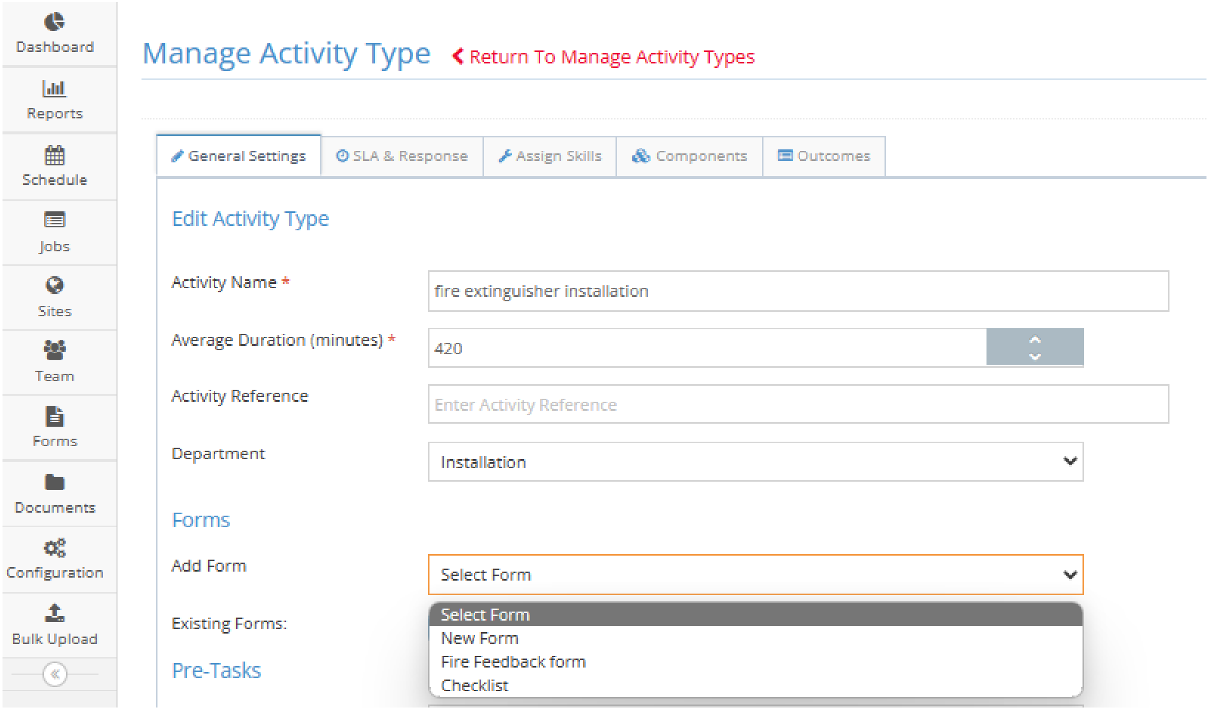
1. Go to **Configuration > Job Activity Type List**. It will display the **Manage Activity Types page**.



2. Select the activity type you want to attach form then click on the "**Edit**" button.



3. Activity Settings page will open. In **General Settings** tab, under Forms, select the Form you want to add from the **Select Form** drop down menu.



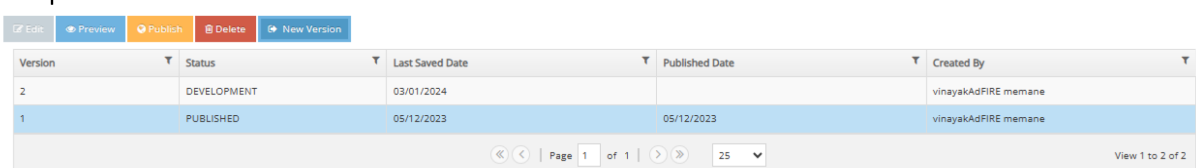
<u>Create a New Version of the Previous form:</u>

New Version:

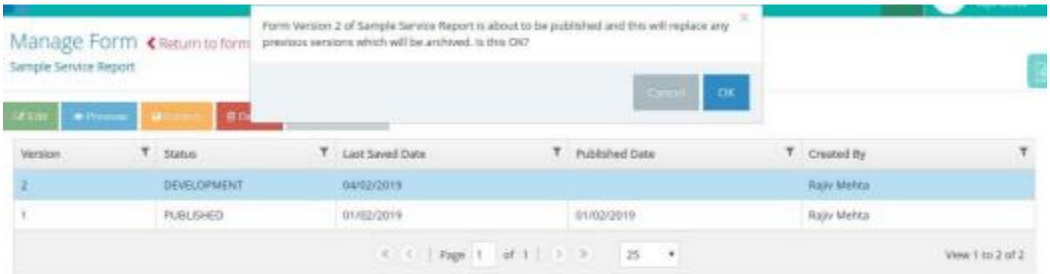
It is not possible to edit an already Published form. You can create a Copy of that form and create a new version of same form to replace it.

To create a New Version:

1. Go to **Forms → Form Builder**. It will display a list of forms.
2. If you want to create a new version of the form or want to edit the form then click on the **Manage Form** icon.
3. On next screen Manage Form page will be displayed. Here you cannot edit published form directly. So you have to select the form and click on the "**New Version**" button.
4. It will display "**Successfully created new version**" popup screen. Click on "**OK**" button to proceed.



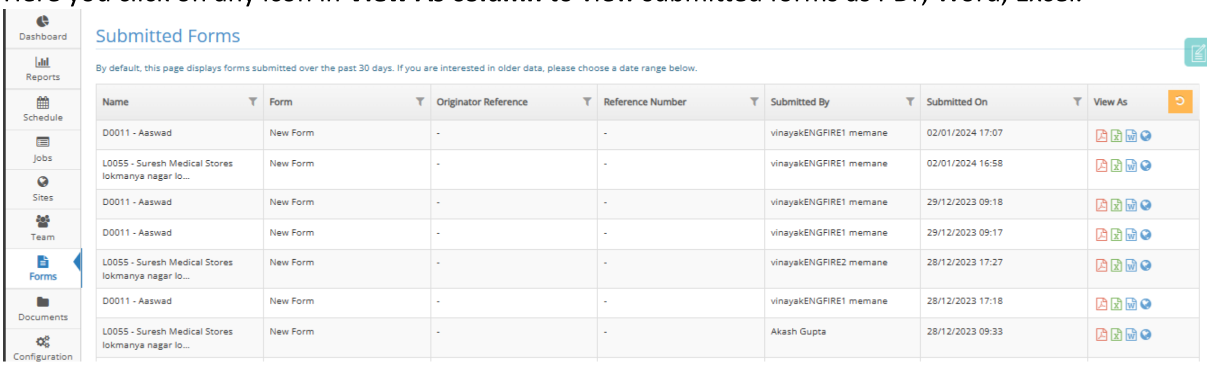
5. A new form marked as **DEVELOPMENT** status will be added. Here you again edit, preview, publish, delete the form. If you select the record and click on the “**Preview**” button.
6. Then it will display a preview button.
7. If you want to see a preview of the next section then click on the forward icon that lies between Navigation and Sections. If you want to do a mange form then click on the “**Manage Form**“ button.
8. It will display the Manage Form page. If you want to publish that updated form then select the record and click on the “**Publish**” button. It will display a popup up the screen as “Form Version 2 of <form name> is about to be published and this will replace any previous version which will be archived. Is this OK ? “ then click on the “**OK**” button.



9. It will display again popup screen as “Form Version 2 has been published successfully” click on the “**OK**” button.
10. It will display form is in **Published** Status. Here the previous version goes to **Archived** status. So again if you want to edit the form then select the **Archived** form or published form depending upon your template. If you want to return to the form list then click on the “**Return to Form List**” link.

Completed Forms

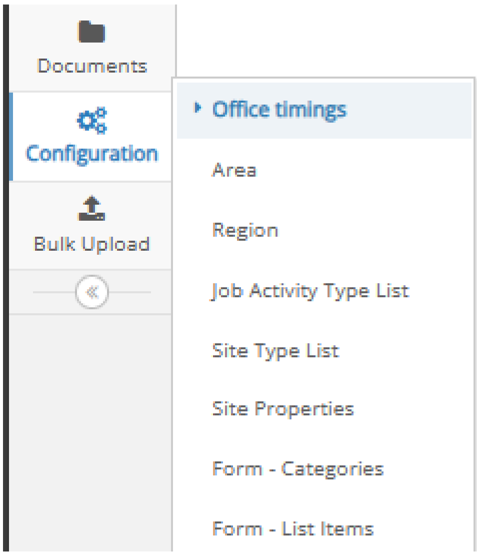
Use left menu to go to **Forms > Submitted Forms**. It will display list of Submitted Forms. Here you click on any icon in **View As column** to view submitted forms as PDF, Word, Excel.



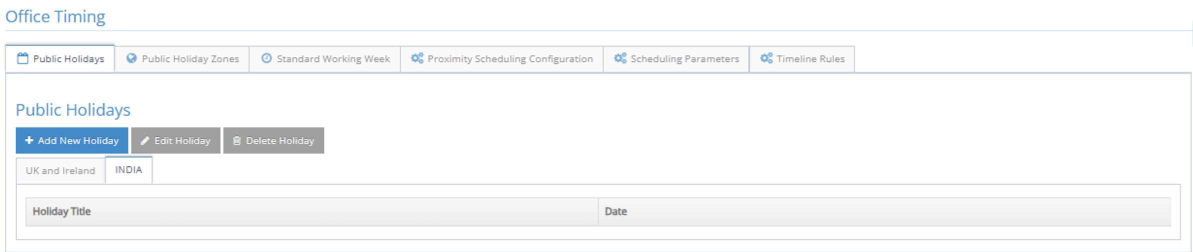
Configuration

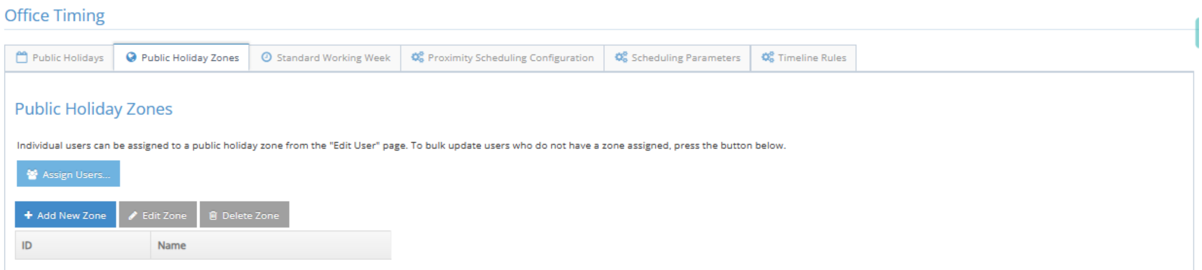
Office Timings:

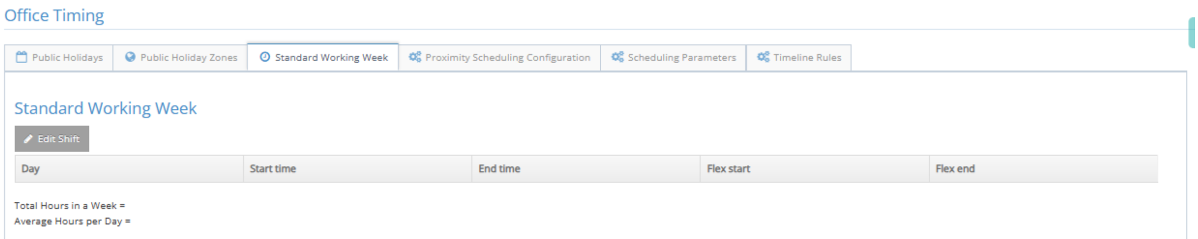
Use left menu to go to **Configuration > Office Timings**.



Here you can set your Public Holidays dates list, Add a New Public Holiday Zone, Standard Working week days eg. Monday to Friday, Thursday to Tuesday, Monday to Saturday.

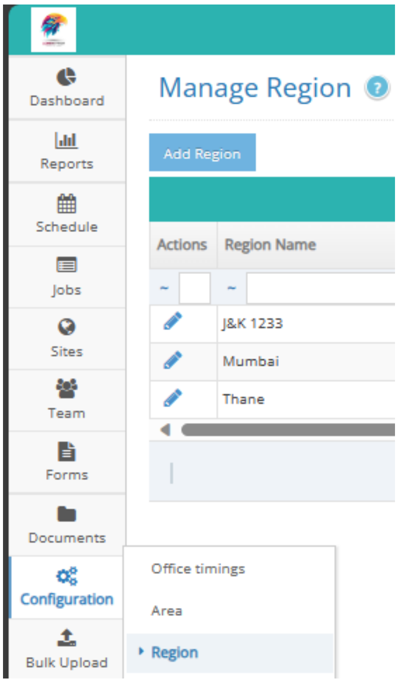






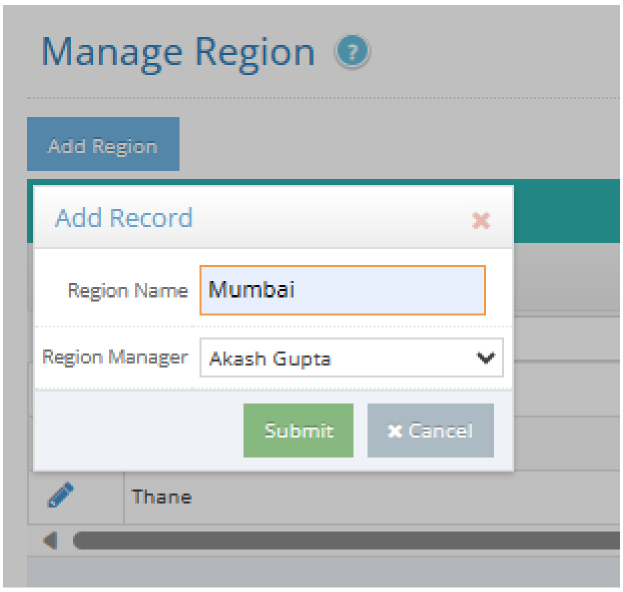
Region:

Regions is used to display jobs on Schedule Timeline region-wise. If Thane is region then we can see how many pending jobs, Completed jobs in Thane.



To Add a new region:

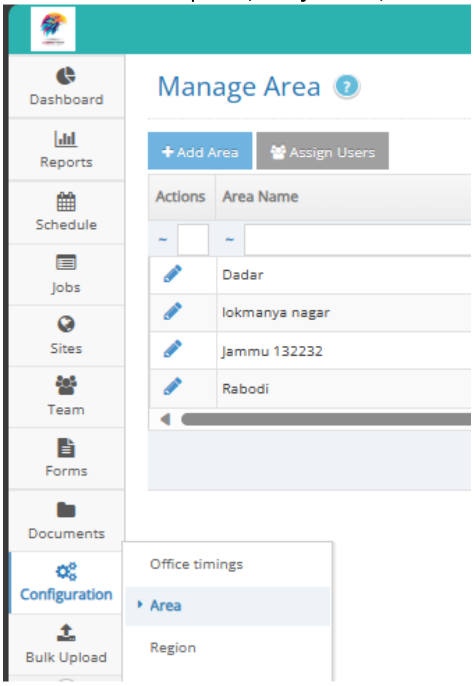
1. Go to **Configuration > Region**.
2. To add a new region click on "**Add Region**" button.
3. **Add Record** popup screen. Enter the Region Name and Region Manager name.
4. Entered **Region Name** and **Region Manager name** then click on the "**Submit**" button.

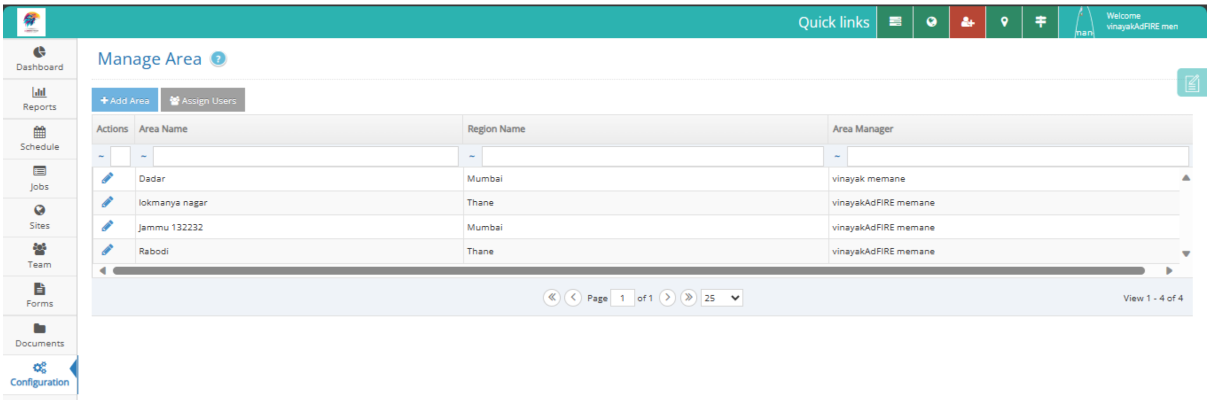


To edit an existing record of region, then click on Edit icon (pencil icon) of that row.

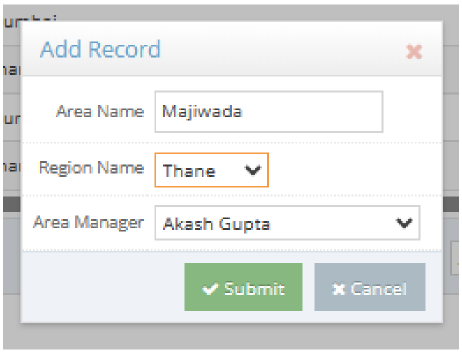
Area:

Area is used to filter the jobs according to areas. A Region will have multiple areas.
Eg: Thane region can have areas such as Naupada, Majiwada, Ghodbunder Road etc.





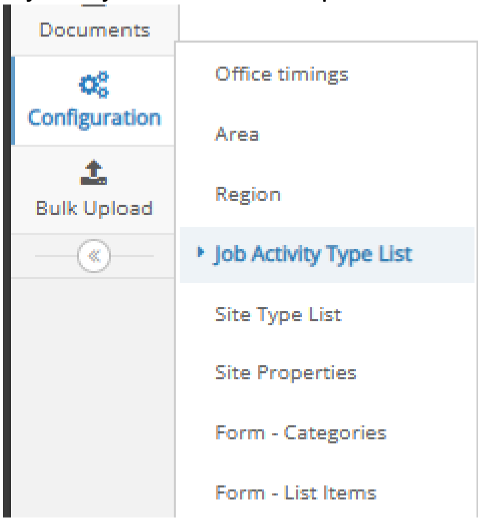
1. Go to **Configuration > Area**..
2. To add a new Area, click on “**Add Area**” button. The area is used in timeline to show assigned users in that area.
3. An **Add Record** popup will be shown.
4. Entered **Area Name, Region Name** and **Area Manager name** then click on the “**Submit**” button.



To edit an existing record of area, then click on Edit icon (pencil icon) of that row.

Job Activity Type List:

Job Activity Type is the name of the task/work that an Engineer / Technician will do. That activity has an average duration. Activity is used to track what type of work an engineer / technician is doing for a job. A job can have multiple activities.



1. Go to **Configuration > Job Activity Type List**.
2. To add activity type then click on the "**Add**" button.
3. The General Settings tab is opened by default. Here you have to enter **Activity Name** and **Average Duration** (in minutes) as mandatory.
4. Enter Fields as follows:

   o **Activity Name** : Here you can enter Activity Name like Installation, AMC Visit etc.

   o **Average Duration** (in minutes): Here mention an estimated time duration (in minutes) typically required for the activity. For example to Install one CCTV camera it can take 30minutes.

   o **Department**: Assign a Department from the drop down list.

   o **Status**: Choose a Status as Active/Inactive.

   o **Add on Device**: Keep this feature as "**ON**".

   o **Overlap**: It allow you ti decide if one activity can overlap with another ongoing activity. If kept as "**ON**" while scheduling any job, it will allow 2 activities to continue on same time. If kept off, only one activity can be assigned to an Engineer/Technician at a time.

   o **UI Colour**: Choose an activity color to mark in pie chart reports.

   o **Add Form**: Here you can select and attach multiple forms to the activity. Eg: You can add Customer Feedback form, Job Checklist to an activity.

   o Add Pre-Task:- Here you can select multiple pre-task categories.

5. After entered the **Activity Name and Average Duration**, turn "**ON**" Add on Device feature and select a **UI Colour**, then click on the "**Add**" button.

6. It will display the "Activity type added successfully" pop-up screen, click on the "**OK**" Button.

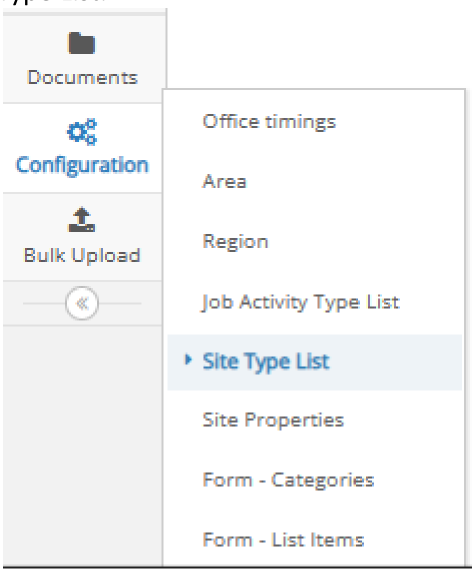
For technical support contact: **support@fissaramanage.in**

Site Type List:

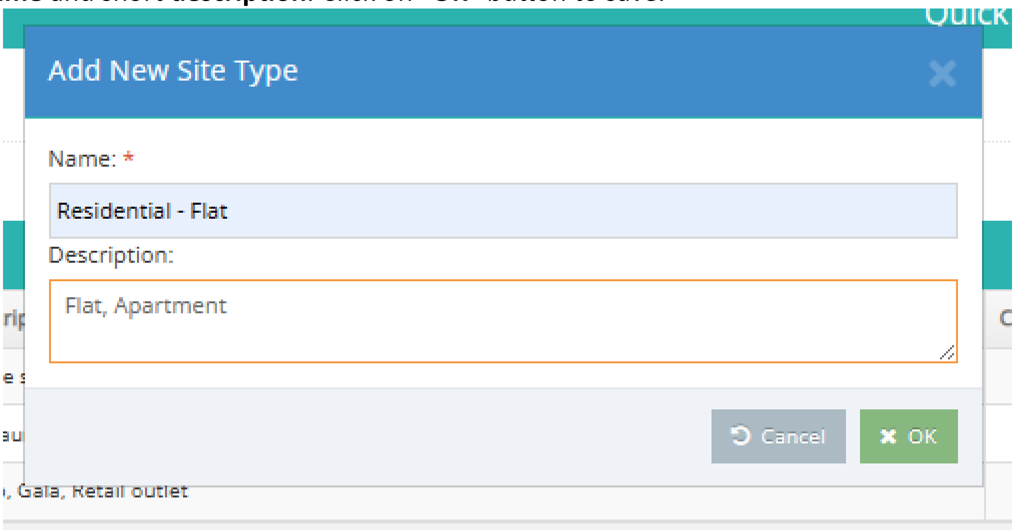
Site Type means the type of sites like IT industry, Textile Industry, Chemical Industry, etc. It is just a name that will use for filter sites depend on their types while downloading sites from the server. Here you can create site type depends upon your choices.

To add Site Types:

1. Go to Configuration > Site Type List.



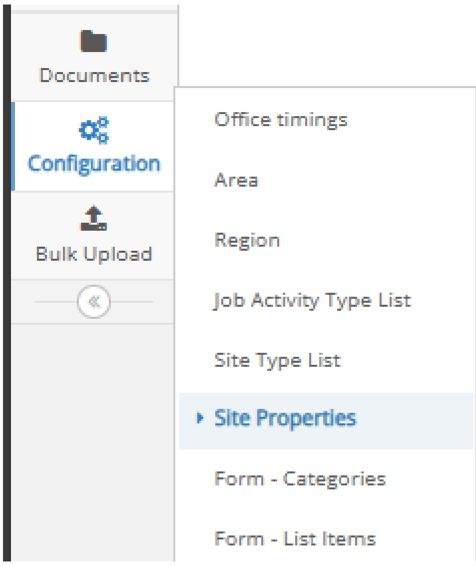
2. To add a new site type, click on "**Add**" button.
3. An **Add New Site Type** popup screen will be shown. Here you have to enter the **Site Type Name** and short **description**. Click on "**OK**" button to save.



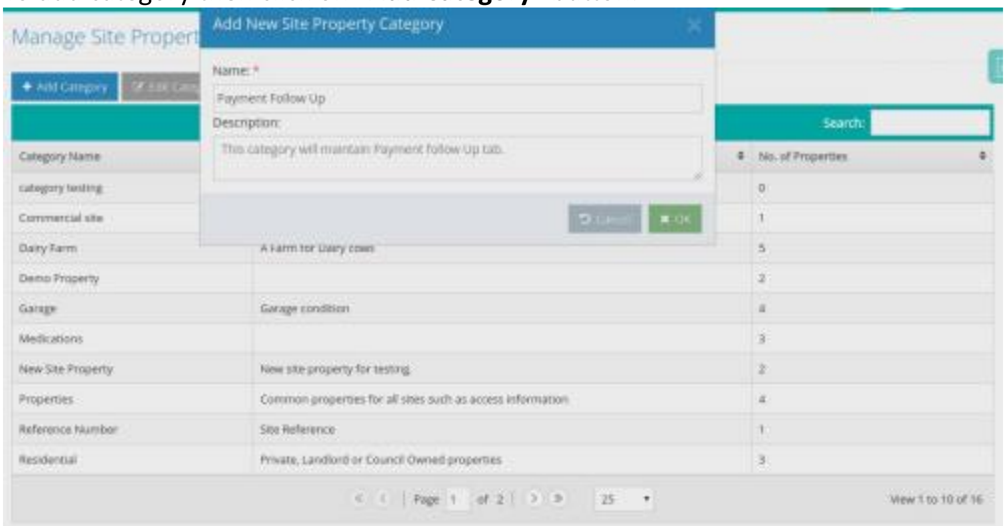
Site Properties:

Here you can mention additional information or notes about any site.

To add a new tab, use left navigation menu to go to **Configuration > Site Properties**.

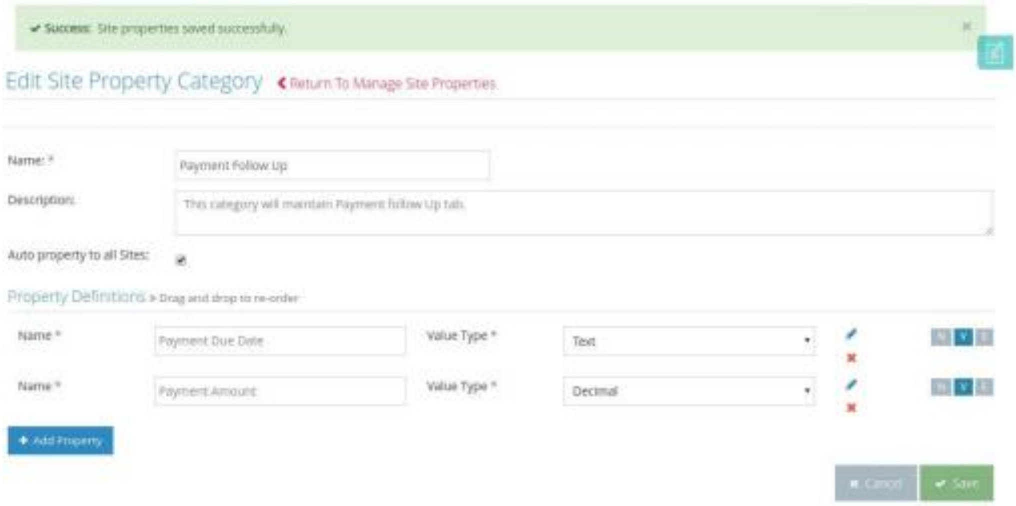


1. To add category then click on "**Add Category**" button.



2. It will display Add New Site Property Category popup. Here enter the **Category name** and **description**.

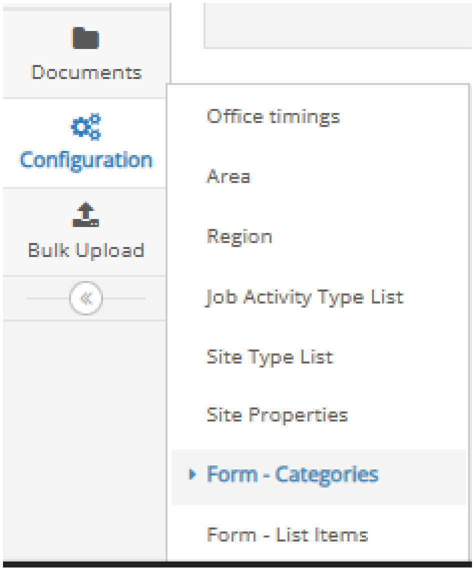
3. A success message will be shown and Edit Site Property Category page. Here you can add Property Definition (Attributes and its text field). If you want to add property then click on the "**Add Property**" button. You can click multiple times on the "Add Property" button for multiple properties.



4. It will display Property Name, Value Type field, Edit icon and cancel icon for every property. Auto Property to all sites means if its checkbox is selected then this property category will add to all sites automatically. If you want to remove property before saving then click on cancel icon.
    - N means Not Viewable on-device.
    - V means Viewable onDevice
    - E means Editable from device
5. Here I added two properties and its value type. Then I chose V viewable on Device option. Then click on the “Save” button.
6. A Success message will be shown. Here you can edit the site property category as well as edit property definitions. If you want to return to Manage Site Properties page then click on the “Return To Manage Site Properties” link.

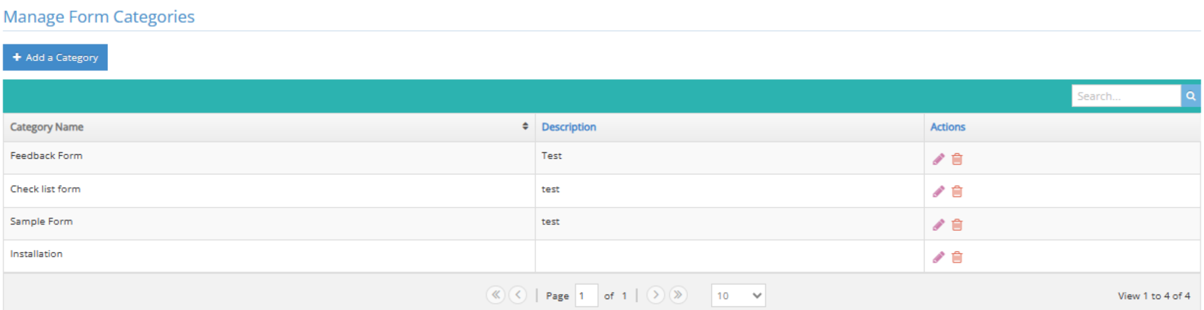
Form – Categories:

It is a label for the **Form Category**. In case of multiple forms, you can add custom names or labels for the forms here. Eg: Customer Feedback Form, Report Form, Survey Form, etc.

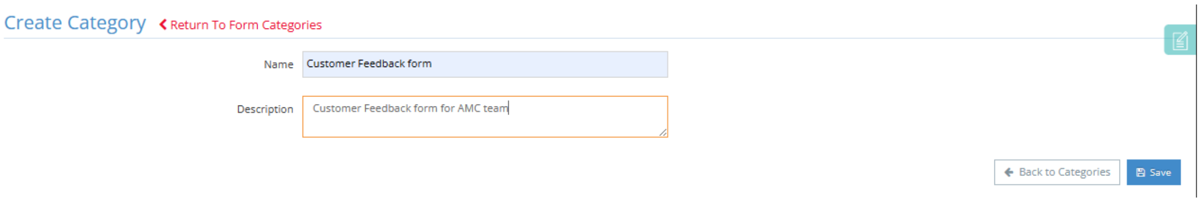


To Add a new Form Category:

1. Go to Configurations > Form - Categories. It will show the Form Categories page.



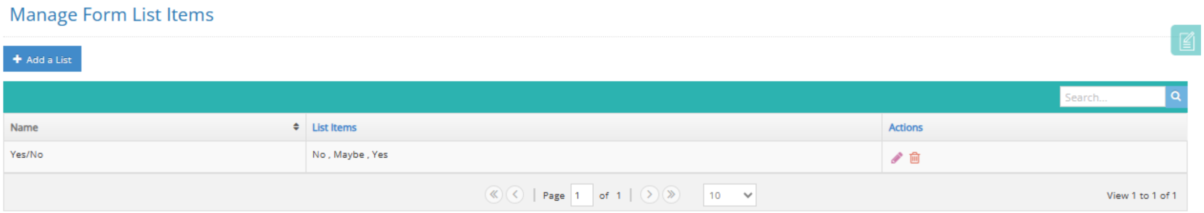
2. To add a new Form Category, click on "**Add Category**" button.
3. **Create Category** page is opened. Here enter the **Category Name** and a short **Description**. Click "**Save**" button.



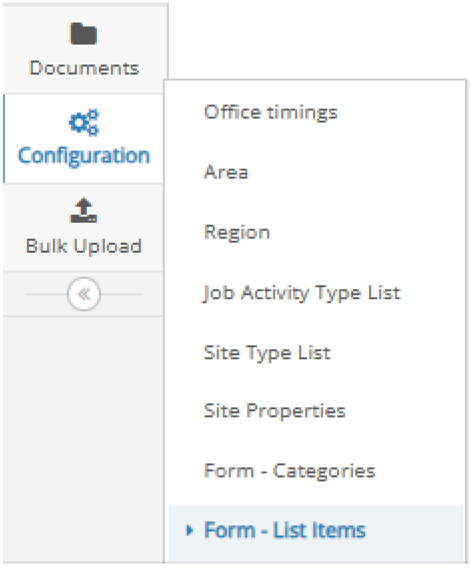
4. A success message will be shown - "Success! Category created successfully" message and newly added record will be show in the list on Form Categories page.

Form – List Items

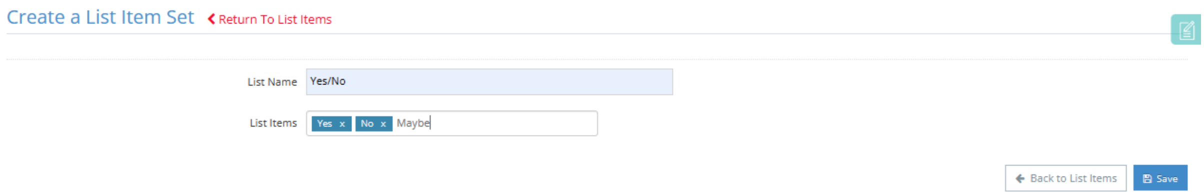
These are lists shown while creating custom form. Within Forms you can choose one of these lists to build your input fields.



1. Go to **Configuration > Form – List Items**. It will display the list items page.



2. To add a new list, click on "Add a List" button. On next screen add a label for **List Name** and in the **List Items** type options you want to show in the list. In the List Items box, to add multiple labels, type a label name and press enter.

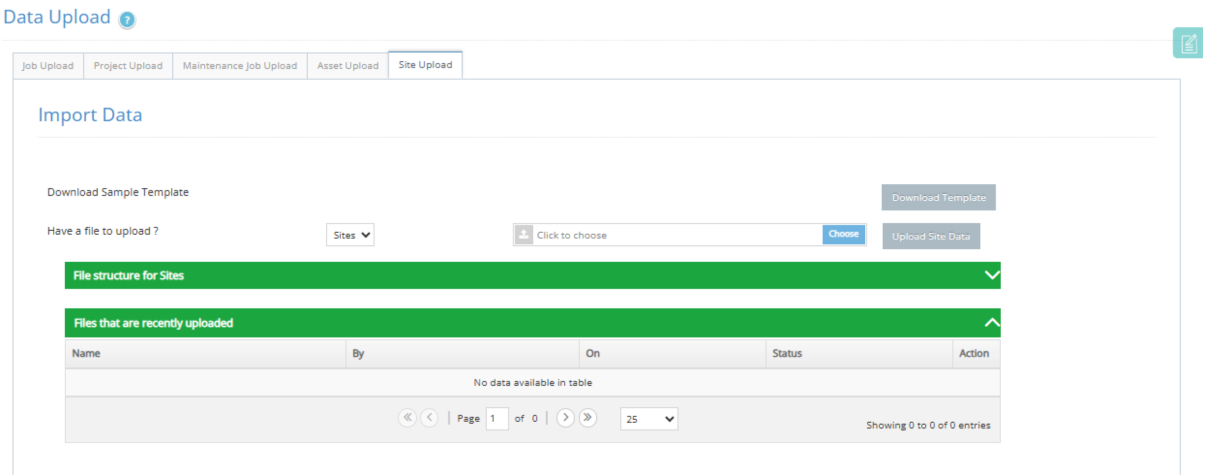


3. Click "**Save**" to save the List Item.
4. If you want to delete any List name and its items,click on the delete icon of row / record.
5. It will display "Success! List removed successfully" message and remove the list with list items.

Bulk Upload

To import **Sites** data using an excel file, use the Data Upload feature.

1. Use the left menu to go to **Bulk Upload > Data Upload**.
2. Click on the **Site Upload** tab.



3. Click on blue **Choose** button to select an excel file from your computer, and click on the **Upload Site Data** button.

4. Status of file upload progress can be seen in the "Files that are recently uploaded" tab.

Logout:

1. Click on the Upper right corner of the screen there will be a **Welcome** (Your Name) drop-down displayed. Click on the dropdown button.
2. A **Logout link** will be shown. Click on **Logout**.

For technical support contact: **support@fissaramanage.in**