



PROTEUS MMX MOBILE USER MANUAL

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Eagle Technology, Inc.
11019 North Towne Square Road
Mequon, WI 53092
USA

Phone: +1-262-241-3845
In US: +1-800-388-3268
Fax: +1-262-241-5246

www.eaglecmms.com
support@eaglecmms.com

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INTRODUCTION TO PROTEUS MMX MOBILE

ABOUT PROTEUS MMX MOBILE

Proteus MMX Mobile is a software application that provides real-time maintenance information such as work order and asset information from a tablet device or mobile smartphone. It provides a fast, accurate, and affordable system to collect information regarding parts, labor, causes, problem reporting, and more using a handheld device. Barcode technology and interactive software provide faster, more accurate, and standardized data entry. This will allow you to accomplish more every day by improving productivity. **Supported mobile platforms include iOS versions 9.0 or later, Android 6.0 or later, or Windows 10 Surface Pro 4.**

ABOUT THIS MANUAL

This manual is intended for users with a working knowledge of mobile computing platforms and the functionality of the built-in application that are included with these mobile devices. This includes navigation, the operation of the onscreen keyboards, scrolling up and down lists, opening pick-lists, displaying and using menus, using shortcut strokes and setting user preferences. These functions are discussed in the device manufacturer's user manual or handbook.

WORKFLOW OVERVIEW

Here is a brief description of the daily workflow for a typical user session with the Proteus MMX Mobile application.

Work order information is entered into the Proteus database and assigned to a specific employee.

Field technicians launch the Proteus MMX Mobile application on their mobile device. From the Dashboard screen, technicians can view all assigned work orders by selecting **Work Orders**.

They review their assigned work orders and the list of parts required to ensure that they have everything they need before heading out. They can also view the various work order descriptions, tasks lists, and scheduled dates, as well as any special instructions in the work order notes such as whether they need to be at a job location at a specific time.

When their work is completed, the field personnel will enter the completion dates and the labor hours spent for each of the possible tasks on the work order. They can also record the quantities for any parts used and any other miscellaneous additional details and notes.

If there is a requirement to perform additional work not covered by the currently assigned list of work orders, field personnel can create new work order on the spot while still in the field.

Since this is a real-time connection:

- Work order information is updated immediately from the mobile device to the Proteus database for each work order after saving.
- New or revised work order information is updated from the Proteus database to the mobile device.
- Assets can be created and updated in real-time.
- Inventory/Stockroom Transactions are executed in real-time.

TECHNICAL SUPPORT

Any problems with either the software or the mobile device should be brought to the attention of your designated area supervisor or Database Administrator.

If you have a problem with the expected functioning of either the Proteus MMX Mobile application or the mobile device, contact your area supervisor or designated Database Administrator. This manual provides a guide for what to expect during normal operation of the Proteus MMX Mobile application.

A good internet connection is required for Proteus MMX Mobile to function properly, either by Wi-Fi or carrier data plan.

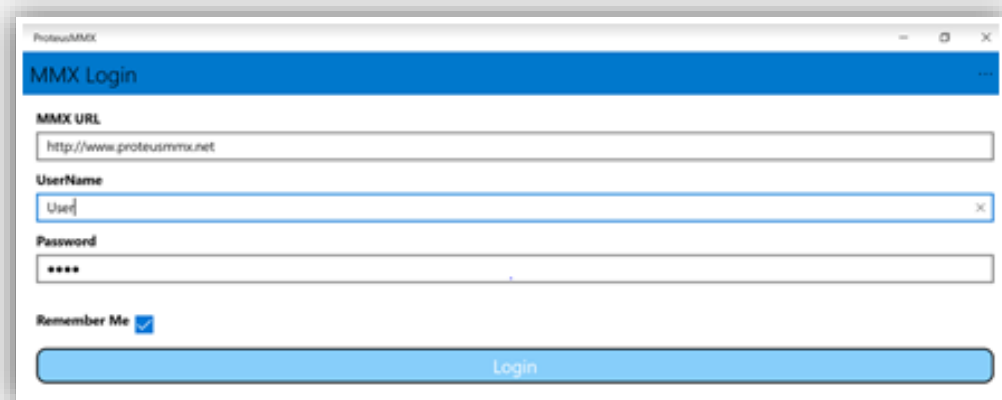
USING PROTEUS MMX MOBILE

The main functions of the Proteus MMX Mobile application are:

1. Real-time viewing, editing, creating, and searching assets.
2. Real-time viewing, editing, creating, and searching work orders.
3. Real-time creation, searching, and editing of assets and work orders via a barcode reader.
4. Receiving of items, either parts or assets, on purchase orders (requires additional purchasing functionality within Proteus MMX).

LOGGING IN

You will normally receive the Proteus MMX Website URL from your Proteus MMX administrator. The ability to modify fields or create new entries is dependent on the user's rights applied by the Administrator in Proteus MMX.



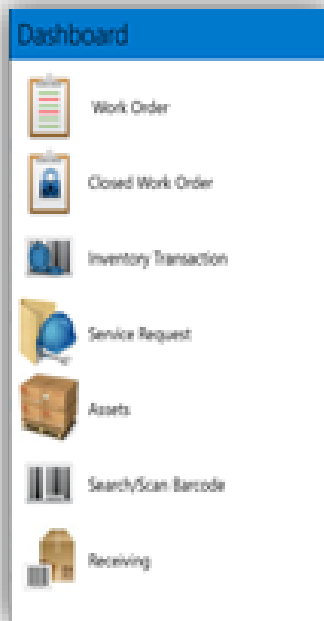
The screenshot shows a web browser window titled "ProteusMMX" with a "MMX Login" header. The form contains the following fields and elements:

- MMX URL:** A text input field containing "http://www.proteusmmx.net".
- UserName:** A text input field containing "User".
- Password:** A password input field with four asterisks "****".
- Remember Me:** A checkbox that is checked.
- Login:** A large blue button labeled "Login".

DASHBOARD

The Dashboard Welcome screen will be displayed.

The Dashboard screen will appear with the following categories:



VIEWING WORK ORDERS ON MOBILE

Before work orders can be accessed on the Proteus MMX Mobile application, the work order **MUST** be assigned to an employee using the Proteus MMX system and the assigned employee must have rights as a Mobile user.

1. Add the Employee in Proteus MMX as a Mobile User along with additional access (check-offs) to Assets, Work Orders, Closed Work Orders, etc.

The screenshot shows the 'Users' interface for user 'neals'. It has tabs for 'Details', 'Roles', and 'Mobile'. The 'Mobile User' section is active, showing a grid of permissions for various system components. Each component has a set of checkboxes for different actions.

| Mobile User | | |
|---|--------------------------------------|---|
| <input type="checkbox"/> Assets | <input type="checkbox"/> Work Orders | <input type="checkbox"/> Closed Work Orders |
| <input type="checkbox"/> View | <input type="checkbox"/> View | |
| <input type="checkbox"/> Create | <input type="checkbox"/> Create | |
| <input type="checkbox"/> Edit | <input type="checkbox"/> Edit | <input type="checkbox"/> View |
| <input type="checkbox"/> Delete | <input type="checkbox"/> Close | |
| <input type="checkbox"/> Service Requests | <input type="checkbox"/> Receiving | <input type="checkbox"/> Stockrooms |
| <input type="checkbox"/> View | <input type="checkbox"/> View | <input type="checkbox"/> View |
| <input type="checkbox"/> Create | <input type="checkbox"/> Receive | <input type="checkbox"/> Transaction |
| <input type="checkbox"/> Accept/Dedline | | |

2. Ensure that the mobile device user is assigned the work order by accessing the desired work order in Proteus MMX and selecting the employee from the **Assigned To** drop-down list, or by assigning them to the tasks on the work order.

The screenshot shows the 'Work Order' interface for work order 20160817001. It has tabs for 'Details', 'Tasks and Labor', 'Parts', 'Tools', 'Causes', 'Email', and 'Attachments'. The 'Details' tab is active, showing various fields for the work order.

| Work Order | | |
|-------------------------------------|-------------------------------|--|
| Work Order Number | 20160817001 | |
| Description | Inspection of Food dispensers | |
| Activation Date | Assigned To | Required Date |
| 06/17/2016 | Bruce Widdeman | 06/17/2016 |
| Actual Downtime | Estimated Downtime | Shift |
| 0.00 | 0.00 | |
| Cost Center | Maintenance Code | Work Order Status |
| Big Cat Bioinformatics and Genetics | | |
| Work Started Date | Priority | Work Type |
| 06/17/2016 | | |
| Completion Date | Requester | Miscellaneous Materials |
| | | |
| Miscellaneous Labor Cost | Target | Requester Full Name |
| | 2323 - 1 | (Asset Systems) Eagle Technology >> Man >> |

3. Select **Work Orders** from the menu. The work orders assigned to the employee whose Username and Password were used to log into the Proteus MMX Mobile application will be listed.

WORK ORDER DETAILS

Search or Scan Work Order

WorkOrderNumber: 20160913146
TargetName: 19-FM-00284 (CLEANER VINYL)
WorkOrderType: DemandMaintenance(HIGH - Production Down)
Description: Abnormality Tag # 01872, 2 Knives need to be replaced

WorkOrderNumber: 20160913147
TargetName: 19-FM-00284 (CLEANER VINYL)
WorkOrderType: DemandMaintenance(HIGH - Production Down)
Description: ABNORMALITY TAGS # 01850, 01851, 01857 = CHECK AND REPLACE AS NI

WorkOrderNumber: 20160913148
TargetName: 19-FM-00284 (CLEANER VINYL)
WorkOrderType: DemandMaintenance(HIGH - Production Down)

4. Select a work order from the list to display the **Work Order Actions**. Here the work order description and number are displayed.

ProteusMMX

Work Order Details - 3100010

Details Task/Labor Parts Tools Attachment

Work Order Number:
3100010

Job Number:

Description:
wo -18 jan 0121

Required Date:
January 20 2017

Work Started Date:
January 17 2017 🚧

Completion Date:
🚧

Estimated Downtime: 0.0 Actual Downtime: 0.0

Work Order Details – This allows the user to view the specific details of the work order.

Edit Work Order – This allows the user to edit the work order.

Tasks/Labor – This allows the user to view any tasks associated with the work order.

Parts – This allows the user to view any parts that have been assigned to the work order; the user can update the number of parts used on the work order.

Tools – This allows the user to view the Tools associated with the Work Order.

Close – This allows the user to close the current Work Order.

Attachments – This allows the user to view attachments associated with the work order such as schematic drawings, lock out/tag out procedures, equipment, and part images.

EDITING/UPDATING WORK ORDERS

Nearly all the fields within a work order can be edited and updated through the Proteus MMX Mobile application. The ability to edit these fields through mobile application is defined by the Administrator. The user must be enabled as a **Mobile User** in Proteus MMX to access the app, with appropriate permissions and roles. Most categories allow for slide-right advancement.

1. To edit a work order, select the work order from the list. A screen like the following will appear, displaying the Work Order Number, Assigned To, Target Asset, Type of Work Order, Activation Date, Cost Center, etc.

The screenshot shows the 'Work Order Details - 3100010' screen in the Proteus MMX mobile application. The screen has a blue header with the title and a navigation bar with tabs for 'Details', 'Task/Labor', 'Parts', 'Tools', and 'Attachment'. The main content area contains several fields for editing:

- Work Order Number:** 3100010
- Job Number:** (empty)
- Description:** wo -18 Jan 0121
- Required Date:** January 20 2017
- Work Started Date:** January 17 2017
- Completion Date:** (empty)
- Estimated Downtime:** 0.0
- Actual Downtime:** 0.0

2. To edit any of the fields, click on that field. This will display a screen like the following and allow the user to edit all fields. (Work Order Number is not an editable field). Maintenance Code, Priority, Work Order Requester, Misc. Labor Cost, Misc. Materials Cost, Shift, Status, and Work Type fields can all be edited by tapping the field.
 3. Once editing is complete, the work order will be updated by selecting the **Save** button at the top right of the screen, or at the bottom of the form after scrolling past all the fields. A confirmation message will then appear for acknowledgement. Tap **OK**.
-

Description – This will allow you to write a short description of the problem or the work to be done on the work order.

Required Date – Is the date that the work order is required to be performed by.

Work Started Date – Is the date that the work order is started.

Completion Date – The date the work order was completed.

Estimated Down Time – Is the estimated time the target equipment will be down or out of service while the task(s) of the work order are executed.

Actual Down Time – Is the actual time the target equipment was down or out of service for this task.

Miscellaneous Labor Cost – Cost of Labor

Miscellaneous Materials Cost – Cost of Materials

Assign to Employee – Employee required to carry out the work order.

Requester – Person who initiated/created the work order.

Cost Center – Cost center associated with the work order.

Facilities – Is the facility where the equipment is located.

Location – Is the location of the equipment.

Asset System – Is the asset system associated with the work order.

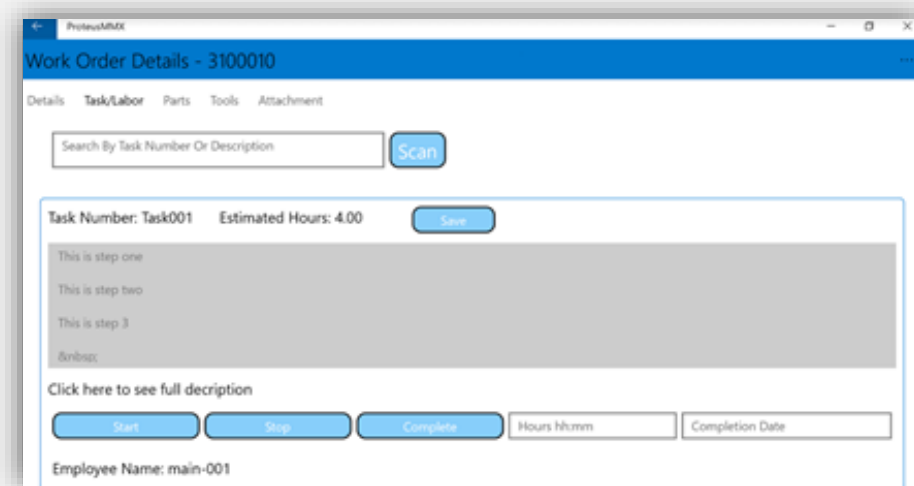
Asset - Is the asset associated with the work order.

Additional Details – This displays to the user any additional details the requester has written for the work order.

ADDING TASKS, PARTS, TOOLS OR PICTURES TO A WORK ORDER

TO ADD A TASKS TO A WORK ORDER, USE THE FOLLOWING STEPS:

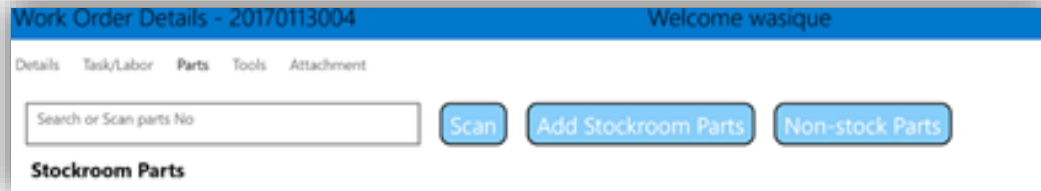
1. From the **Work Orders** screen, select the desired work order.
2. The **Work Order Details** screen will appear. From this screen, the user can add Tasks/Labor, Parts, Tools, and Attachments to the work order. To add a task, click on **Task/Labor**.



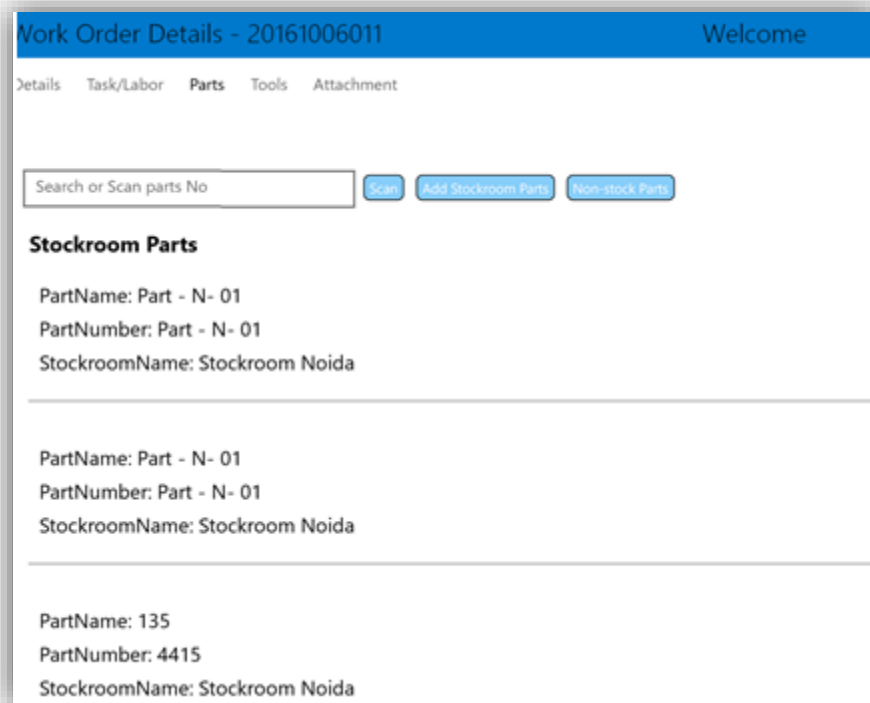
3. The work order task list will appear. This is the list of tasks currently assigned to the work order. If you need to add a task, in the upper right corner you will see **3 black dots**, or a **More** option, click on that and then on **Add Task**.
4. Press the **Start** button, perform the task, press the **Stop** button; you may also enter the time it took to perform the task, hit **Complete** and then **Save**.
5. The list of available tasks will appear. Select the desired task to be added to the work order and click on the **Save** button update the **Task** list.

TO ADD A PART TO A WORK ORDER, USE THE FOLLOWING STEPS:

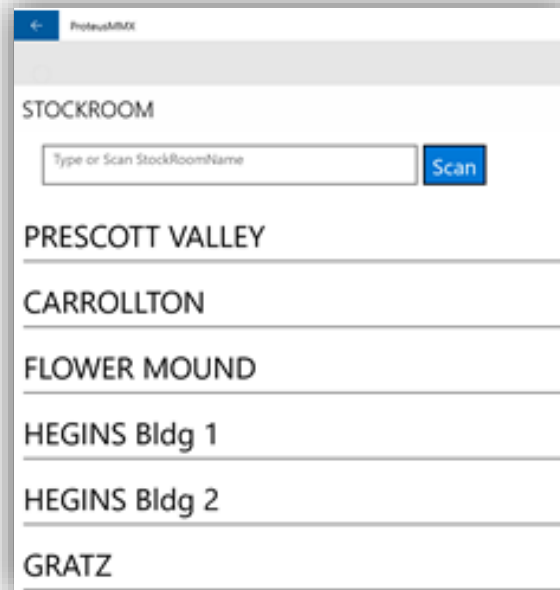
1. From the **Work Orders Details** screen, select **Parts**.
The **Scan** button will search parts that are associated to this work order.



2. For stockroom parts, the available parts are listed. Select the desired part to add to the work order from the list. To add a new part, select **Add Stockroom Parts**, then proceed with adding the appropriate part information and **Save**.



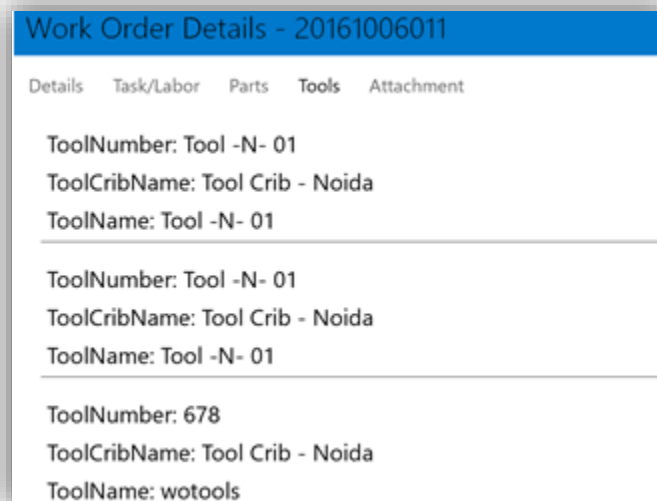
3. The **Part Details** screen appears. Part quantities can be updated by tapping on the quantity fields, changing the quantity and then selecting **Save**. Enter the part quantity required. For stockroom parts, you should also enter the quantity allocated. For non-stockroom parts, you must specify the part name and part number.



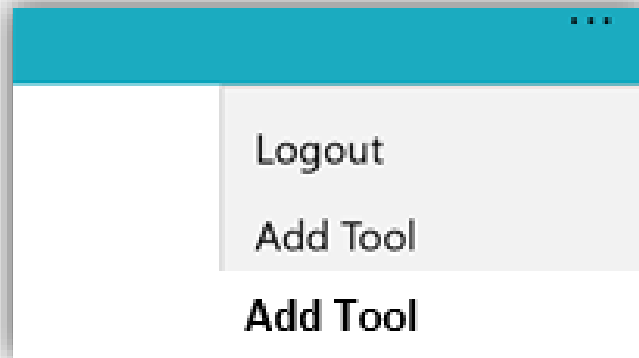
4. Confirm change to the work order parts list.

TO ADD A TOOL TO A WORK ORDER, USE THE FOLLOWING STEPS:

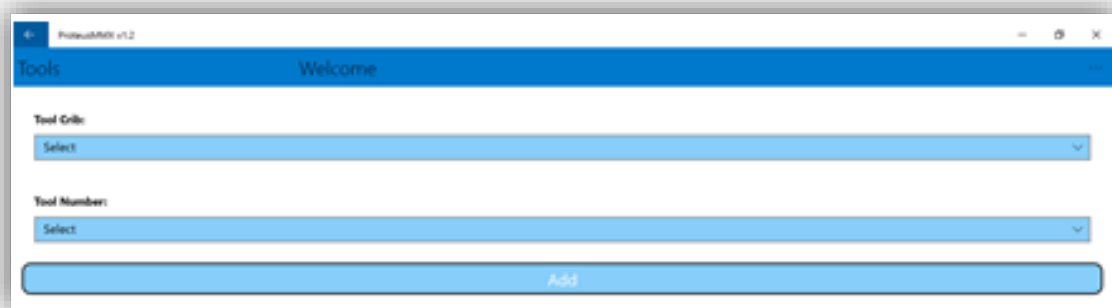
1. From the **Work Order Action** screen, select **Tools** to display the tool list for the work order.



2. Then select **Add Tool**, tap on the upper right-hand corner for **More** or on the **3 black dots**.



3. Add **Tool Information**



TO ADD AN ATTACHMENT TO A WORK ORDER, USE THE FOLLOWING STEPS:

1. From the **Work Orders Actions** screen, select **Attachment**. The dialog allows the user to add an existing picture from the device (Gallery) or take a new picture. To add an existing picture from the device, simply select, **Select Picture**, which opens the device gallery by default. Select the image you wish to add and click **Open**. This will add the image as an attachment to the work order. To take a new picture, select the camera icon.

2. The user can give the file a name or skip this portion. The device camera will launch, allowing the user to take a picture. Once the picture is taken, click **Apply b** (or **Cancel** to retake photo). The file will upload to the **Work Order**, and become an attachment, and **Save**.



CREATING NEW WORK ORDERS

1. From the Proteus MMX Mobile Dashboard screen, click on **Work Orders** and then **New**.

CreateWorkorder

Logout

2. On the **New Work Order** screen, enter a **Description**, select a **Target** and a **Required Date**. These are the only fields required to create a new work order by default. Scroll down further to display more fields.

The screenshot shows a web-based form for creating a work order. The form is titled "Work Order Details - 20161103010" and includes a "Welcome" message. The form is divided into several sections:

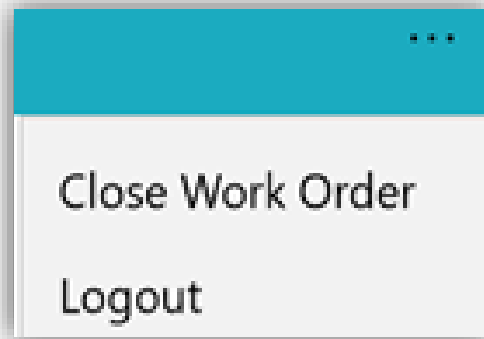
- Description:** A text input field containing "FirstTrialWO".
- Required Date:** A date picker showing "November 2, 2016".
- WorkStarted Date:** A date picker showing "November 16, 2016".
- Estimated Downtime:** A text input field containing "2:0".
- Actual Downtime:** A text input field containing "4:0".
- Assign To Employee:** A dropdown menu showing "Wasique -main".
- Requester:** A dropdown menu showing "Select".
- Cost Center:** A dropdown menu showing "Select".
- Cause:** A dropdown menu showing "Select".
- Facilities:** A dropdown menu showing "Select".
- Location:** A dropdown menu showing "S".
- Asset System:** A dropdown menu showing "Select".
- Asset:** A dropdown menu showing "Select".
- Additional Details:** A section for further information.

3. Click on the **Save** button to generate the work order. A confirmation message will appear.

NOTE: The new work order will not show up in the work order list if the work order was unassigned or assigned to another user.

CLOSE A WORK ORDER

1. To close **Work Orders** from the **Details** screen, right click on the **Work Order** and select **Close Work Order**.



2. Or, from within the work order, go to the upper right-hand corner and select **Close Work Order**.

Close Work Order

VIEWING CLOSED WORK ORDERS

1. To view closed work orders, from the **Dashboard** screen, select **Closed Work Orders**.
 - Select any work order field to type text into and search to view its details or scan the appropriate bar code.

The screenshot shows a web interface titled "Closed Work Orders". It features four search input fields, each with a corresponding "Scan" button to its right:

- Search or Scan Closed Work Order By Asset Number
- Search or Scan Closed Work Order By Work Order Number
- Search or Scan Closed Work Order By Location
- Search Closed Work Order By PartNumber

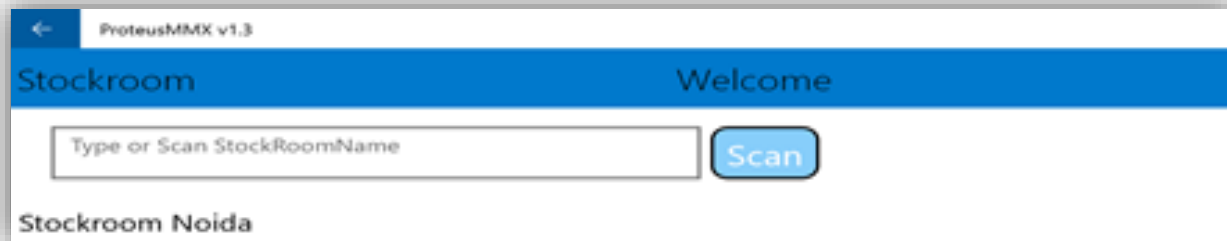
Below these fields is a section titled "Search By Closed Work Order Date" with two date pickers:

- Start Date:** November 10 2016
- End Date:** November 10 2016

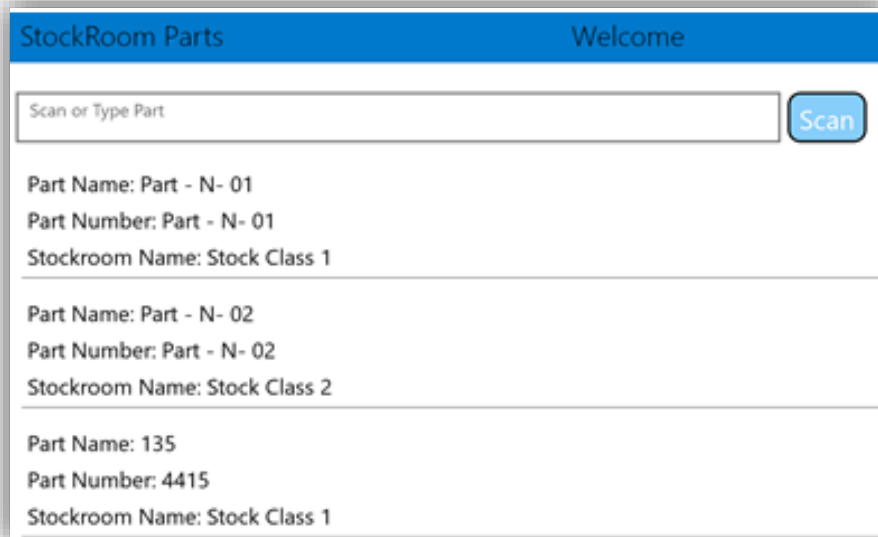
A "Go" button is located at the bottom of the search section.

INVENTORY TRANSACTION

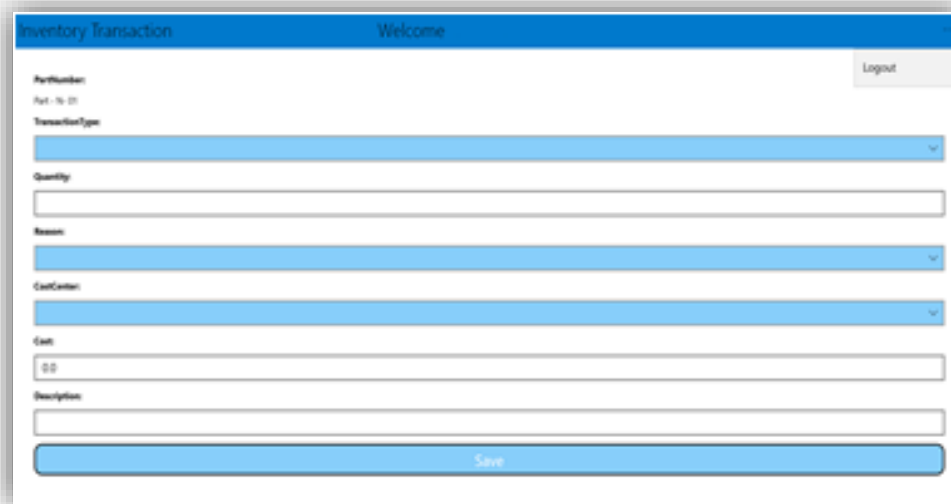
1. The **Inventory Transaction** feature allows for adjustment of the on-hand quantity of stockroom part inventories. To access this feature from the Proteus MMX Mobile Barcode screen, select **Inventory**. This will list the stockrooms and launch the barcode scanner option. Once the part number barcode is scanned or the part number entered, the stockroom(s) will be displayed. Select the appropriate stockroom from the list.



2. Select the appropriate part.



3. Select what type of transaction that is to be completed (**Add, Subtract, or Replace**) by selecting from the **Transaction Type** drop-down list.



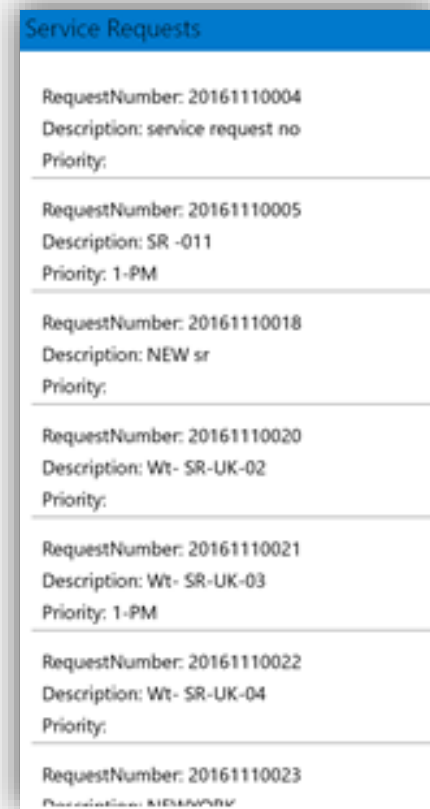
The screenshot shows a web form titled "Inventory Transaction" with a "Welcome" header and a "Logout" button. The form contains the following fields:

- PartNumber:** A text input field.
- Part No (E):** A text input field.
- TransactionType:** A blue drop-down menu.
- Quantity:** A text input field.
- Reason:** A blue drop-down menu.
- CostCenter:** A blue drop-down menu.
- Unit Cost:** A text input field.
- Description:** A text input field.
- Save:** A large blue button at the bottom.

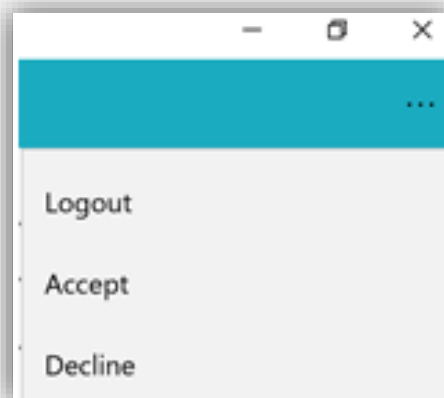
4. Enter the quantity of the transaction. Select **Cost Center**, enter **Unit Cost** and **Description** if applicable, then click **Save**. A confirmation screen will display for acknowledgement.

SERVICE REQUESTS

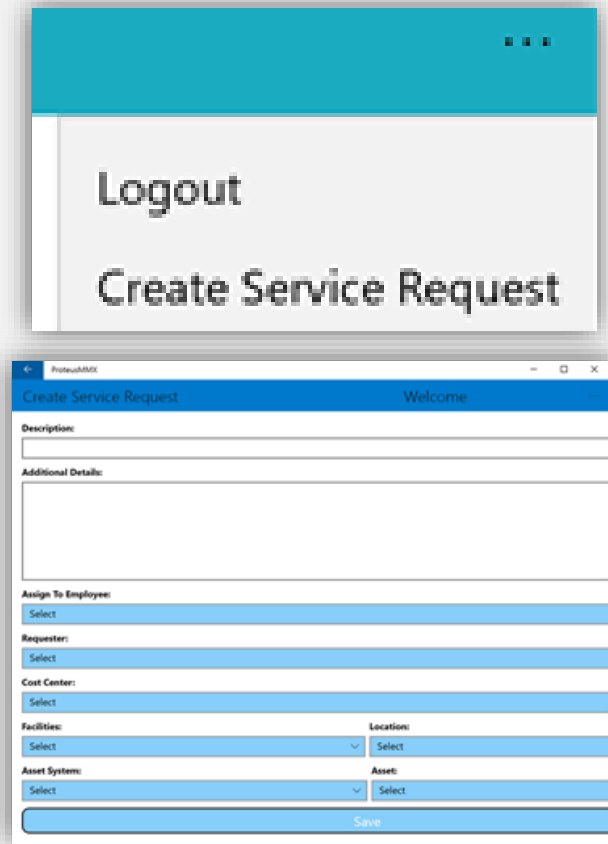
1. From the Proteus MMX Mobile Dashboard, screen click on **Service Requests**. This will list all service requests (based on **Rights** in Proteus MMX system set-up).



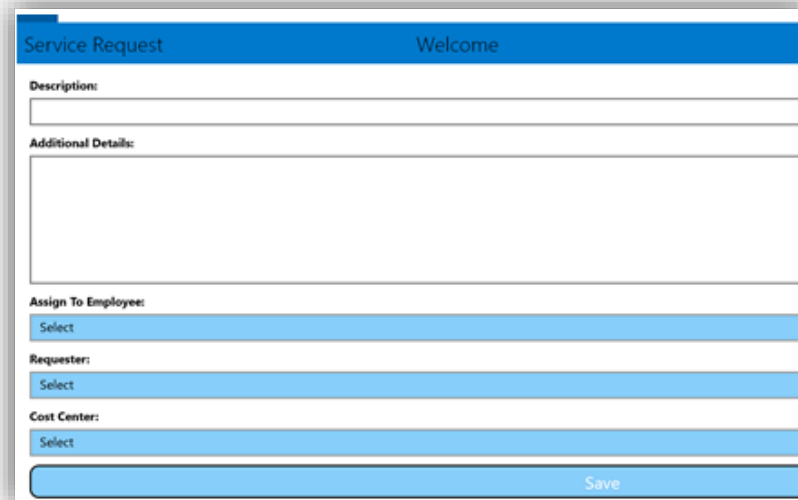
2. To accept or decline a service request, right click on that service request to display **Accept** or **Decline**. Or, from within the service request, go to the upper right-hand corner to the **3-dot Menu**.



3. To create a service request, select the **Create Service Request** link in the upper right-hand corner of the screen. Enter all information for the service request. Select **Save**.

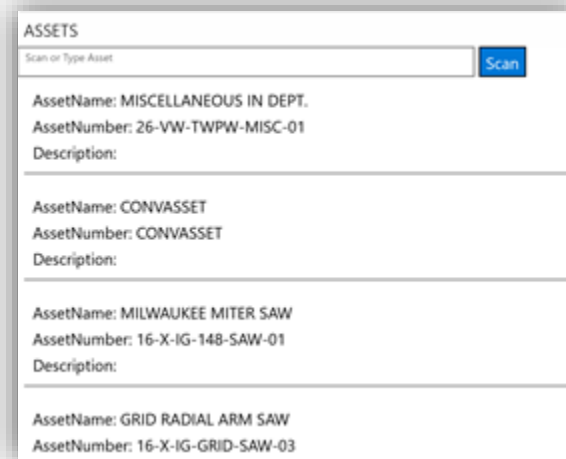


4. To modify a service request, select the service request and tap in the field to edit and enter the appropriate updates. Select **Save**.



ASSETS

1. From the Proteus MMX Mobile Dashboard, screen click on **Assets**. This will provide a list of assets. In the search box, you can type the Asset Name, Asset Tag, or Asset Number.



ASSETS

Scan or Type Asset

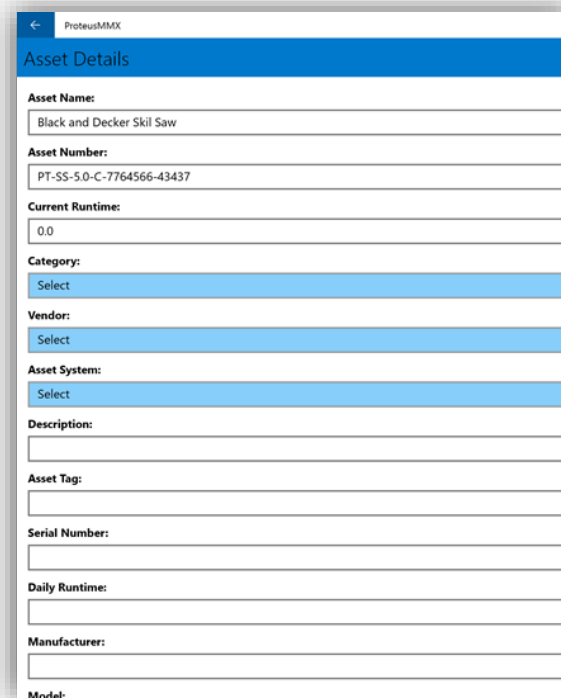
AssetName: MISCELLANEOUS IN DEPT.
AssetNumber: 26-VW-TWPW-MISC-01
Description:

AssetName: CONVASSET
AssetNumber: CONVASSET
Description:

AssetName: MILWAUKEE MITER SAW
AssetNumber: 16-X-IG-148-SAW-01
Description:

AssetName: GRID RADIAL ARM SAW
AssetNumber: 16-X-IG-GRID-SAW-03

2. Select an asset to view the asset details.
 - Scroll down in the **Details** screen to view additional details.



ProteusMMX

Asset Details

Asset Name:

Asset Number:

Current Runtime:

Category:

Vendor:

Asset System:

Description:

Asset Tag:

Serial Number:

Daily Runtime:

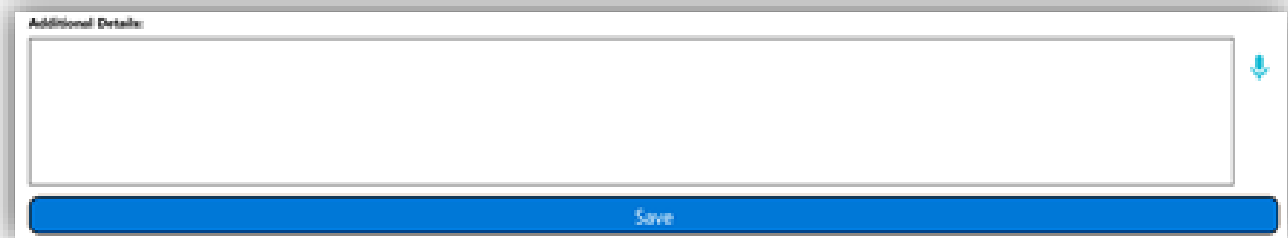
Manufacturer:

Model:

3. From this view, a new work order can be created for the selected asset. Click on **Create Work Order** and follow the **Create New Work Orders** steps above.

EDITING ASSETS

1. From the **Asset Detail** screen; the **Asset** screen will be displayed. The ability to edit an asset will be dependent on the user's rights applied by the Administrator in Proteus MMX.
2. Once editing is complete, click on the **Save** button (at the bottom) to update the assets with the changes.



The screenshot shows a mobile application interface for editing an asset. At the top, there is a header labeled "Additional Details:". Below this is a large, empty white rectangular text input area. To the right of the input area, there is a small blue downward-pointing arrow icon. At the bottom of the screen, there is a prominent blue button with the word "Save" written in white text.

CREATING ASSETS

Proteus MMX Mobile provides functionality that allows a user to **Create an Asset** (based on **Rights** in the Proteus MMX system set-up).

1. From the Dashboard, screen select **Assets**.
2. Scan the asset to see if it is in the system, if it is not, the user will receive this message:



3. Select **Yes**, and enter the new asset information. Select **Save**.

Create New Asset

AssetNumber:
048155908581

AssetName:

Description:

CurrentRuntime:

AssetTag:

SerialNumber:

DailyRuntime:

Manufacturer:

Model:

Make:

Weight:

INTRODUCTION TO PROTEUS MMX MOBILE BARCODE MODULE

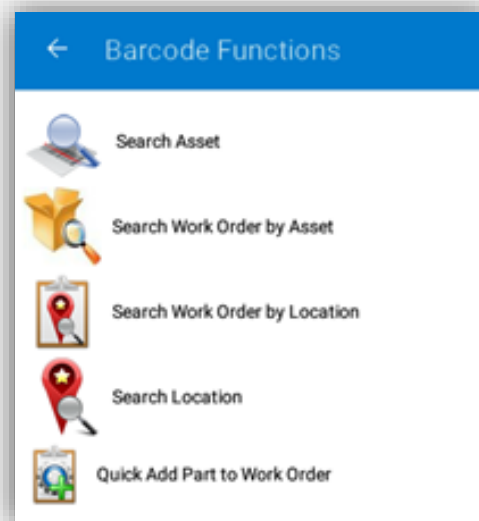
OVERVIEW

The Proteus MMX Mobile Barcode Module increases the functionality of Proteus MMX Mobile by allowing an employee to Search Assets, Create Assets or Search Work Orders by Asset by scanning barcode information.

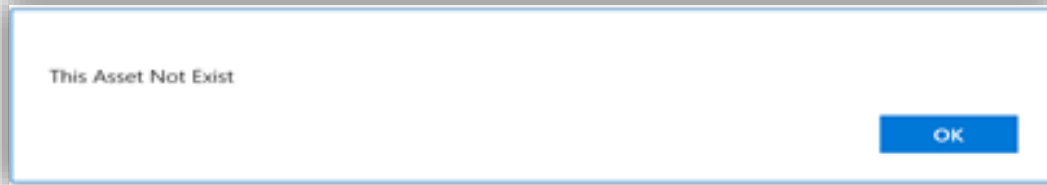
USING PROTEUS MMX MOBILE BARCODE

SEARCH ASSETS

1. From the Proteus MMX Mobile Dashboard screen, select **Search/Scan Barcode**. The following screen will appear with a list of groups of barcodes to search within.



2. Select **Search Assets**. This will launch the barcode scanner. Once the barcode is scanned, the number appears in the display. Select **Done** to complete the action.
3. If the asset exists in the database, it will be displayed as follows. The details of the asset can now be displayed by selecting the asset from the list.
4. If the asset does not exist in the database, a message will appear as follows:



SEARCH WORK ORDER BY ASSET

1. From the Proteus MMX Mobile Barcode screen, click on **Search Work Order by Asset**. This will launch the barcode scanner. Once the barcode is scanned, the work order number(s) is displayed.



2. All active work orders for the asset that are assigned to the current mobile user will display. The work order can then be selected from the list.
3. If there are no active work orders for the asset assigned to the current mobile user, a message will appear, and you'll have the option to create one or back out.

SEARCH WORK ORDER BY LOCATION

1. From the Proteus MMX Mobile Barcode screen, click on **Search Work Orders by Location**. This will launch the barcode scanner. Once the barcode is scanned or the location is typed in, the associated work order number(s) appear in the display.



SEARCH LOCATION

1. From the Proteus MMX Mobile Barcode screen, click on **Search Location**. This will launch the barcode scanner. Once the barcode is scanned or the location is typed in, the associated locations are displayed.



QUICK ADD PART TO WORK ORDER

1. From the Proteus MMX Mobile Barcode screen, click on **Quick add Part to Work Order**. Launch the barcode scanner to scan a work order number, stockroom part or part. Once the barcode is scanned, the quantity can be typed in, and **Complete**.

← Add a Part Welcome

Scan Work Order Number SCAN

Scan Stockroom SCAN

Scan Part SCAN

Quantity

COMPLETE

RECEIVING

Proteus MMX Mobile provides functionality that allows a user to receive parts and asset from a Purchase Order.

1. From the Dashboard, select **Receiving**. This will display all open purchase orders. Select the appropriate purchase order to receive.

Purchase Orders Welcome

Scan or Type Purchase Order No Scan

PurchaseOrderNumber: po1 delhi

PurchaseOrderNumber: blanket toronto

PurchaseOrderNumber: PO T-2

PurchaseOrderNumber: purchase order 1 newyork

PurchaseOrderNumber: 222222

PurchaseOrderNumber: PO

2. The details on the purchase order will be displayed including Stockroom and Non-Stockroom Parts and Asset listed on the purchase order. Selecting **Scan Barcode** allows the receiver to receive purchase order parts using the barcode scanner.
3. Select parts to be received. Enter **Invoice Number** and **Packing Slip Number** – if applicable – and select a **Receiver**. Click on **Save** the select **Receive**.
4. Enter the quantity received and click **Save**.

INTRODUCTION TO PROTEUS MMX MOBILE INSPECTION MODULE

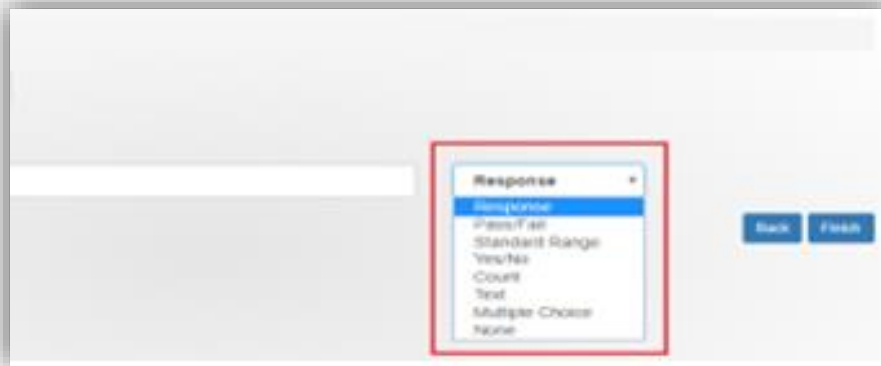
OVERVIEW

The Proteus MMX Mobile Inspection/Calibration function is an easy tool to create inspections of equipment within Proteus MMX. While performing inspection, users can enter reports on their findings using their tablets or mobile phones.

USING PROTEUS MMX MOBILE INPSECTION MODULE

1. Add inspection from **Inspection Web** (Admin Console).
 - a. Enter the following URL:
proteusmmx.com/MMX37/Inspection/
The user can also login in to the Admin Console, if the user has been granted the **Inspection Console Admin** role.
 - b. Click **News** to create an inspection.
 - c. Select **Inspection Type (Single or Group Service)**.
 - d. After you have selected the Inspection Type, click **Add** to add inspections/questions.

- e. After you have added all necessary inspections/questions, select a **Response Type** from the **Response** drop-down menu.



Note: The **Yes/No** response type has been updated to display **YES / NO / N/A**.

YES, could be either positive or negative, if **YES** is positive, then it's **Pass & Fail** for negative.

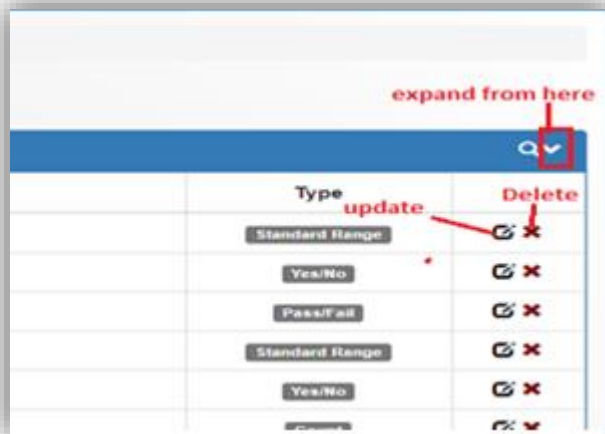
As the user selects **Pass / Fail** for **YES**; **NO** would be **Fail / Pass** automatically.

- f. After selecting the **Response Type**, check the box below the **Response** drop-down. This checkbox is for **Mobile Signature**. If the checkbox is not checked, then the user wouldn't get the signature option.
- g. Click the **Edit** to create an inspection and view it.
- h. If the user selects **Group Service** from the Inspection Type drop-down, then he or she must fill in the **Section Name**. Click on **Finish** after completing the inspection.

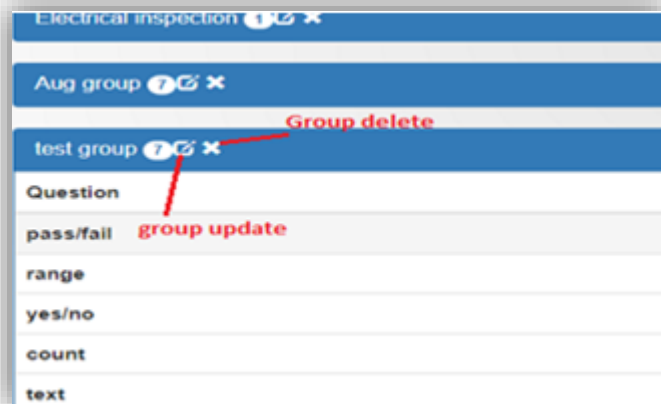
DELETING & MODIFYING INSPECTION RECORDS

1. The user is given the ability to delete or modify inspection in the **Inspections Navigator**.

FOR SINGLE TYPE INSPECTION:

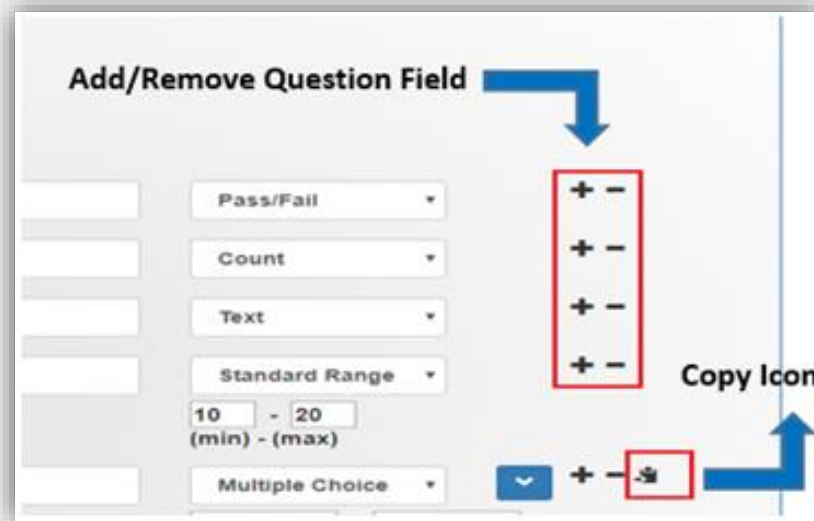


FOR GROUP TYPE INSPECTION:



ADDING QUESTIONS TO GROUP INSPECTION TYPE

1. When the user clicks the **plus-sign (+)** to the right of **Question 1**, a new question field will populate below it.
2. **Multiple Choice** responses have a **Copy** icon. By clicking this icon, the user can make a copy of the question.



ADDING ADDITIONAL INFORMATION TO INSPECTION RECORD

Enhancements such as **Inspection Start Date**, **Inspection Completion Date**, **Manual Timer**, **Labor Craft Code**, and **Estimated Hours** are all additional information fields available to the user.

1. In the **Edit** view of an active work order record, click the **INSP/Cal** button (to the right of **Tasks and Labor** tab, and right of the **Parts** tab).

- For the Response, the user must fill out the field based on the **Inspection Type**.
Example: Pass / Fail, Yes / No / N/A, Range, Count, etc.

Employee Name: Employee-01(Machine-01)
 Total INSP/Cal Time(hh:mm:ss) 00:00
 INSP/Cal Timer(hh:mm:ss)
 Start Timer [hh] [mm]
 Inspection Start Date: []
 Inspection Completion Date: []
 pass fail -inspection (r) [] [Yes] [No] [NA]
 Estimated Hours: 3.0

- The user may manually enter the time or they can click the **Start Timer**, and the **INSP/Cal** timer will start. As the user clicks the **Stop Timer**, the **INSP/Cal** timer will be displayed, as well as the current date. However, the information is not saved yet.

Work OrderDetails - Work Order Number: 2018011900
 Details Tasks and Labor INSP/Cal Parts Tools Attachments
 Employee Name: Employee-01(Machine-01)
 Total INSP/Cal Time(hh:mm:ss) 66:56:0
 INSP/Cal Timer(hh:mm:ss) 00:00:01
 Start Timer [hh] [mm]
 Inspection Start Date: 1/19/2018 12:00:00
 Inspection Completion Date: 1/19/2018 12:00:00

As the user clicks on **Save** or **Save INSP/Cal**, the **INSP/Cal Timer** will be added in the **Total INSP/Cal Time** field.

Work OrderDetails - Work Order Number: 20180119001
 Details Tasks and Labor INSP/Cal Parts Tools Attachments
 Employee Name: Employee-01(Machine-01)
 Total INSP/Cal Time(hh:mm:ss) 66:56:1
 INSP/Cal Timer(hh:mm:ss)
 Start Timer [hh] [mm]