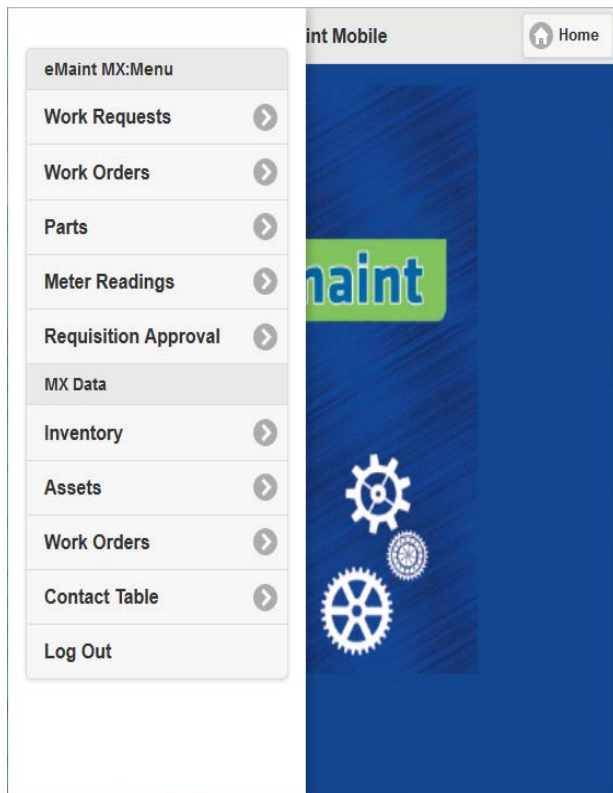# MX Mobile 2.0

Home Page Menu

When accessing the menu from the home page, you will see 2 sections:

eMaint MX - Menu gives you the options that were available on the previous mobile page. **MX Data** - Allows you to look up information for the table of choice depending on the field chosen to filter by.

MX Mobile 2.0

<u>Work Orders</u>

M**y** Wor**k** Orders - Shows open work orders assigned to the logged in user

Sign**ed On** Jobs - Shows that work order that you are currently signed into.
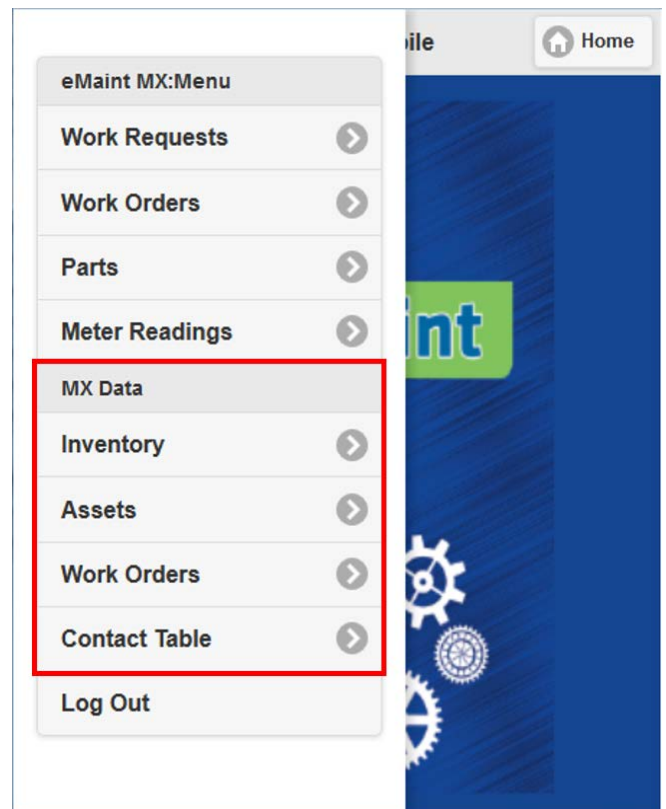

MX Data

Inventory - Lookup Parts within the system

Assets - Lookup Asset within the system

Work Orders - Lookup Work Orders within the system

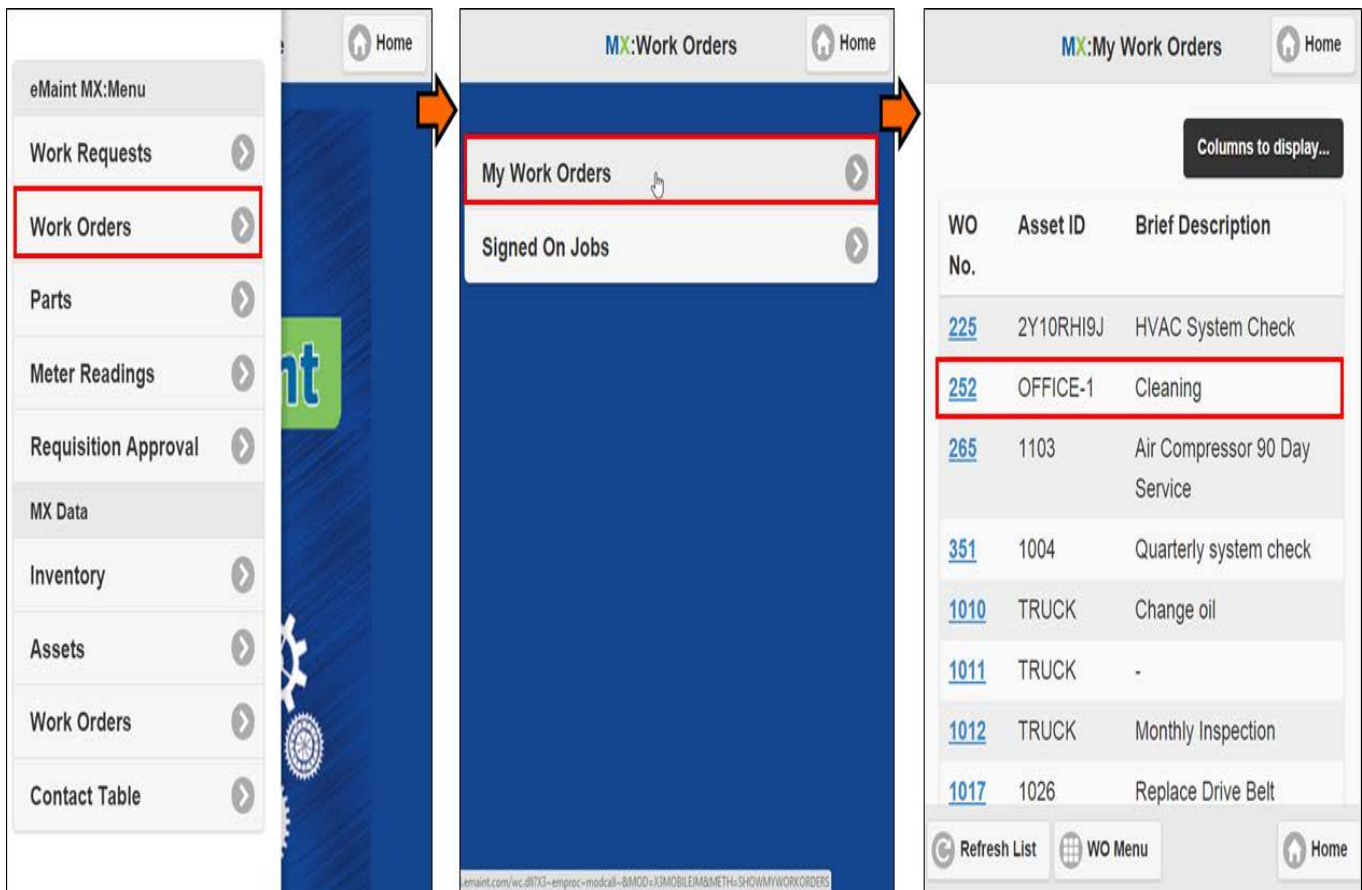**Contact** Table - Lookup Contacts within the system

MX Mobile 2.0

You can easily manage your work orders on MX Mobile with smartphones and tablets. The **Sign-On /** Sign Off feature allows you to add labor charges to work orders more accurately. The system will calculate the time from when you clicked the **Sign** On button until the time when you clicked the **Sign** Off button and will add the a labor charge to that work order with the total time worked during those two events.

To use this feature follow the steps below:

- Click on **Work** Orders , then click on **My Work** Orders .
- Now that you can see a list with all the Work Orders that are assigned to you, click on the WO that you need to work on.
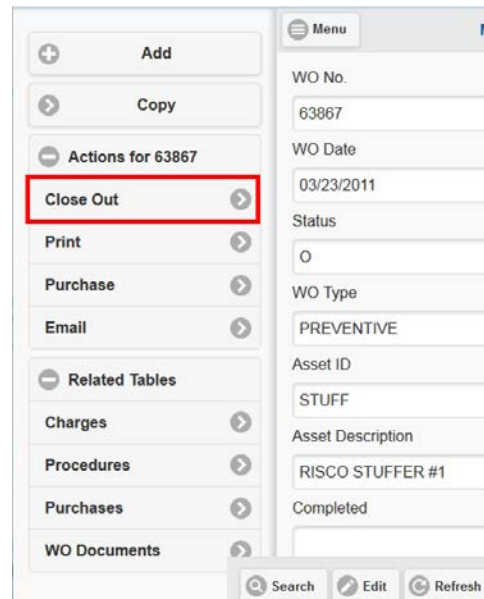
MX Mobile 2.0

Closing out work orders

To close out a work order, you will first need to access the work order you are closing out. This can be done through either Work Orders under eMaint MX: Menu and then My Work Orders which shows you all work orders you are currently the Assign To contact to. Another method is going to Work Orders under MX Data and manually searching for the work order.

Once you have accessed the work order, click on the Menu button in the top left hand corner. Here you have the ability to add a new work order or copy this work order. You also have the ability to Close Out the work order, Print the work order, create a Purchase order based off of this work order, and email this work order to someone else. You can also access the Related Tables associated to the work order.

To close out the work order, click the Close Out button to complete the closeout process.
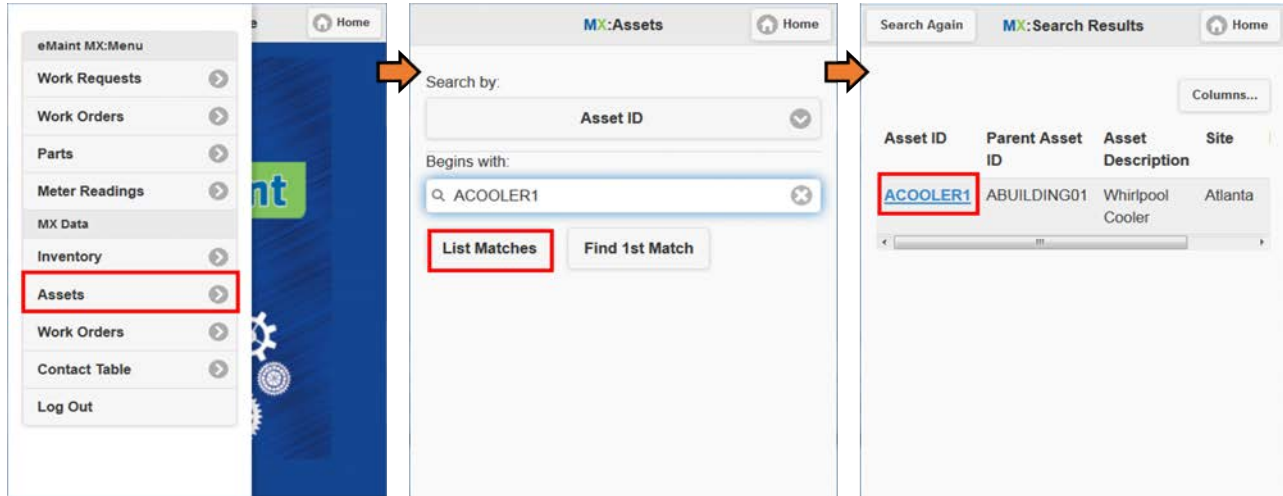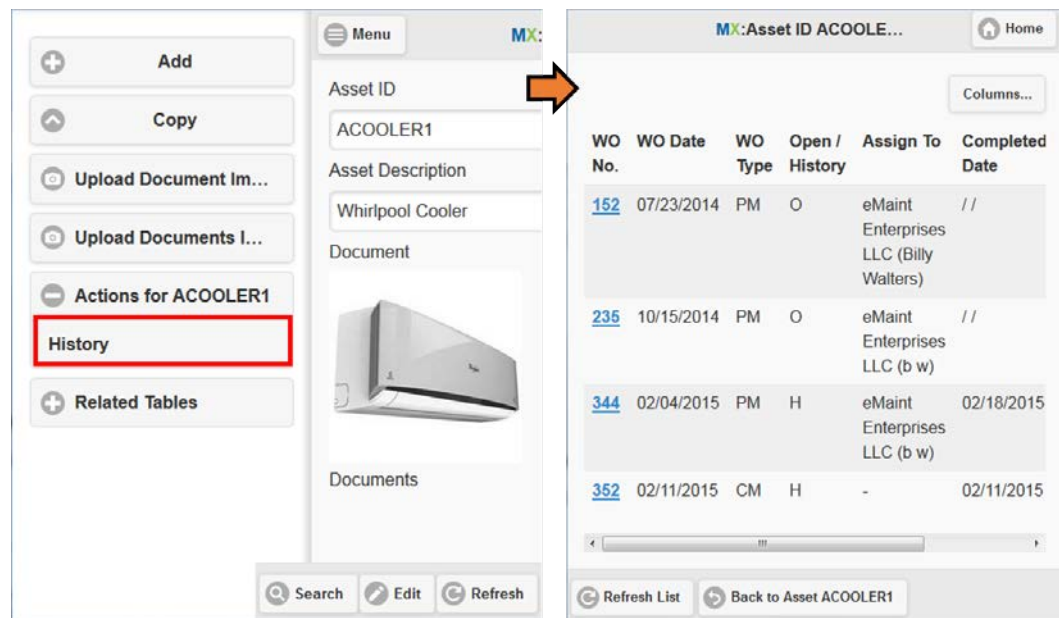
MX Mobile 2.0

LOOKING UP ASSET HISTORY

From the Asset detail view, click on the Menu button in the top left hand corner. Under the Actions section, there is an option for History. Clicking this button will allow you to view the entire work order history of the asset.

Adding Images to Records

When creating Work Order Requests, you can also embed an image on the form to better explain the issue. If you don't already have an image field on the WO Request Mobile form, you will first need to create it. To learn how to create this type of field search for the "Document Storage" manual available here or call support for help.
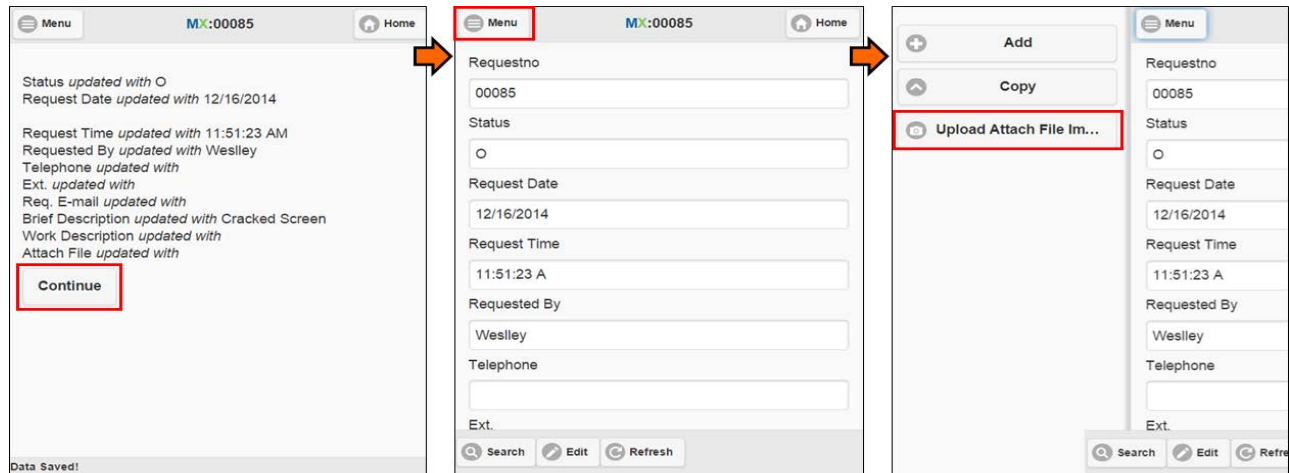
Once the Document Storage field exists on the request form, you will be able to embed images into it. To do so, you will first need to create a new request (as demonstrated below) or navigate to an existing request.

MX Mobile 2.0
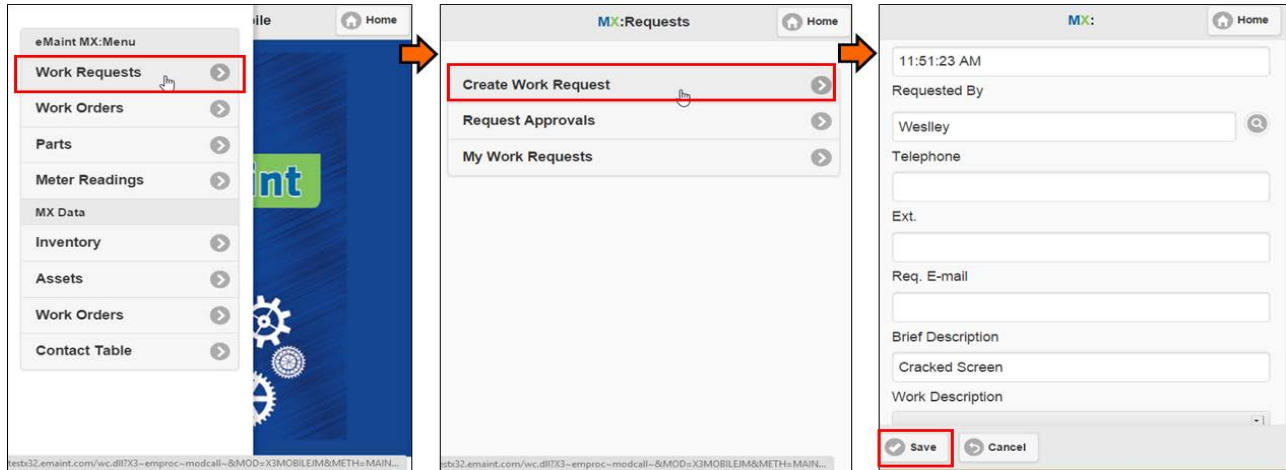
After you save your new request, hit the Continue button, then click the Menu button at the left hand corner, then hit Upload Attach File Image.

Now choose a file from your computer, type in a Document Description, then hit Save and you are done.