Remote PM

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Remote PM is a program designed for technician's to use when they are out in the field working. This program will allow technician's to input time and update status for work orders within the program, once internet access is available and connectivity is established the technicians can synchronize all entries entered to Team module.

Technicians can enter "None Purchase Order Expense Lines" within the Remote PM program. However, all purchase orders must be completed on the web.

Installing Process

There are two files that must be installed on the laptop to be used by a technician when using the Remote PM program (figure 1):

1. soapsdk – SOAP Toolkit 3.0
2. RemotePM

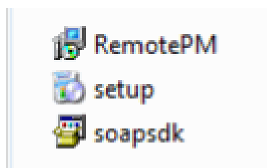


Figure 1

Users will either have a CD or a folder located on their hard drive with both files listed above. Both files will need to be installed for the Remote PM program to work correctly.

When installing both of these files, the system will take the user through the setup wizard install process. It's important the users complete both installs completely. When users see the "finished" button the file was installed successfully.

Once both files have been installed users will have access to the Remote PM program icon. It's helpful to create a shortcut on their desktop to the Remote PM program (figure 2).

Figure 2

Configuring Remote PM

Users will need to configure the Remote PM program the first time they enter into the program.

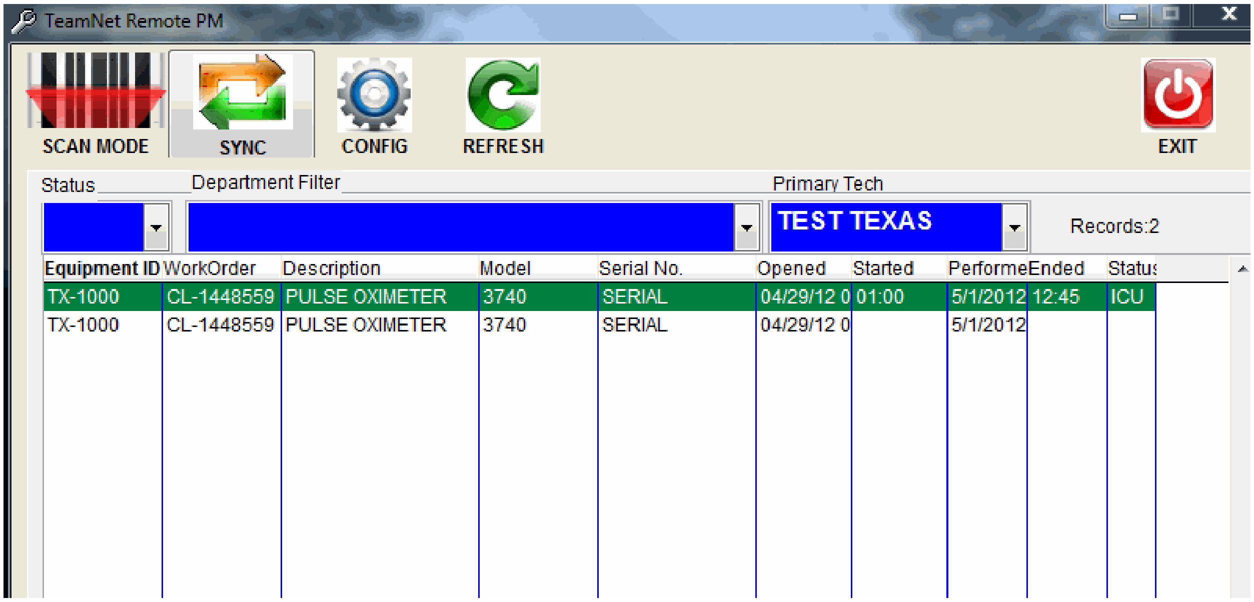


Figure 3

To configure the program, users will need to select the "CONFIG" button (figure 3).

Once the user selects the "CONFIG" button they will be taken into the "Remote User Config" screen (figure 4).

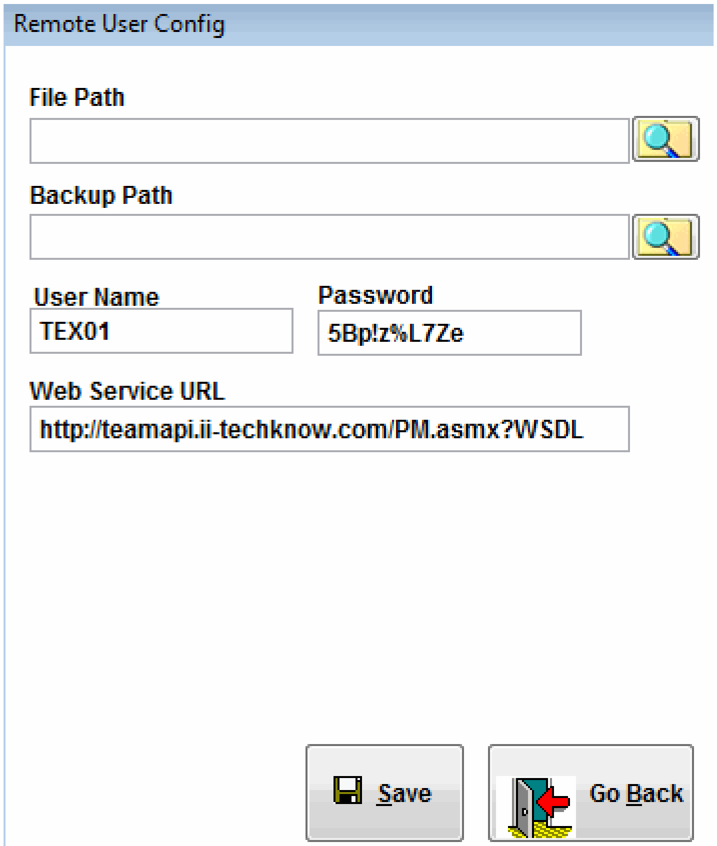


Figure 4

The following information is needed:

- User Name
- Password
- Web Service URL

Once information is entered, make sure "Save" is selected. This will bring users back to the main screen of the Remote PM program.

Users will need to close out of the Remote PM program and re-enter the program. Parameters for this program are set to take effect at the start of the program. Therefore, it is necessary for users to close out of the program once everything has been configured. This is very important, if users do not log out the program will not recognize the information that was configured.

When users log back into the program, the program will recognize the user and will associate all activities performed within the program to the designated user.

Synchronizing (SYNC)

Synchronizing is used for transferring work order information back and forth between the Remote PM program and the web based Team module.

Syncing information within the Remote PM program will show users the following information (figure 5):

- Processing user information
- Start date for synchronization – date and time
- Process time entries finished – date and time
- Retrieving open PM work orders
- Which shop information is being pulled from
- PM downloaded to remote device – date and time
- Removing completed work orders and bask up log – date and time
- Updating status and adding new work orders – date and time
- Downloading technician list
- Completed updating technician list – date and time
- Completed synchronization – date and time

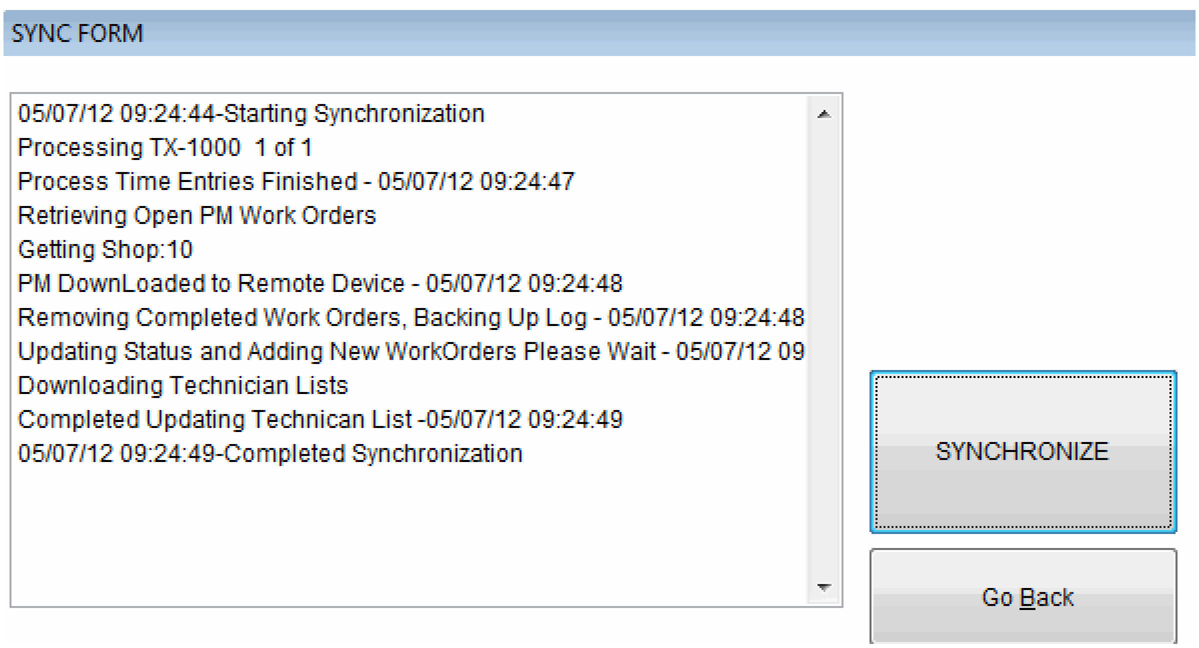


Figure 5

Synchronizing will connect and transfer information between Remote PM and the Team module.

If the user did not initially set up the information correctly within the "CONFIG" screen, when users go to synchronize the system will show the users what is wrong with the initial information that was input. For example see figure 6.

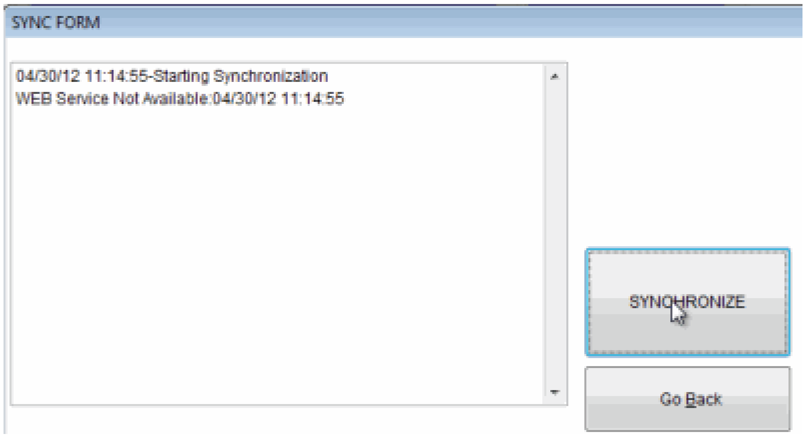


Figure 6

In figure 6, the web service is not available, in other words, the web service URL was input incorrectly.

Once user's information is correctly entered into the Remote PM program, user will be able to start with working on work orders for their shops. The system will automatically default to the primary user that was set up.

Overview of Remote PM Features

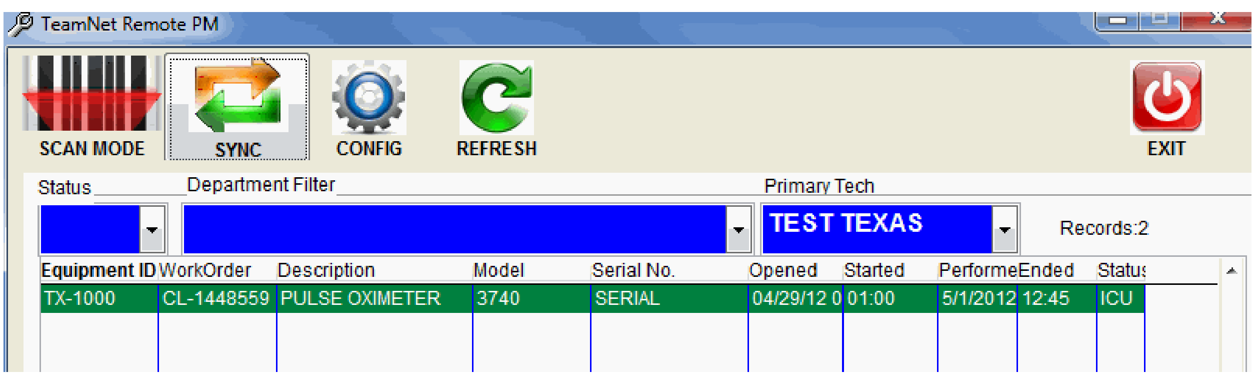


Figure 7

Basic description of features within the Remote PM program, which can be used to search for work orders (figure 7):

- Scan Mode (figure 8) – this will allow users to type in asset ID's or if they have equipment that will scan the asset ID sticker on the piece of equipment, the system will automatically pull up the information on that piece of equipment. Also notice that once you click on the scan mode button, it will show the scan mode "on."

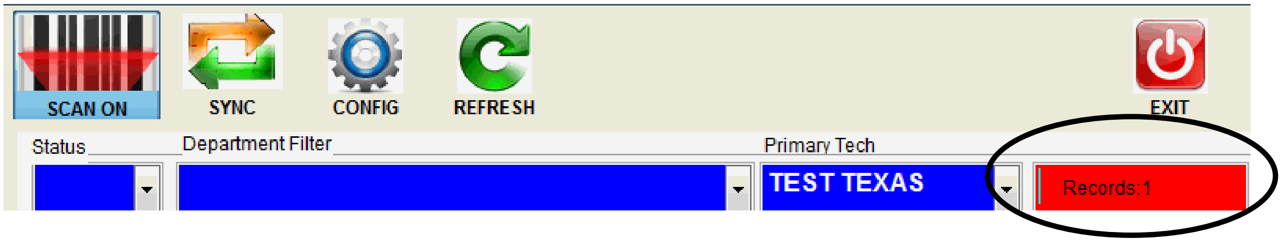


Figure 8

- Sync – takes users into the synchronization feature (see Synchronization above for addition information)
- Config – initial set up of information (see Configuration above for additional information)
- Refresh – refreshes the screen
- Status (figure 9) – shows the various status options
    - In Progress (IPG) – time entered but service not completed
    - In Clinical Use (ICU)
    - Could Not Locate (CNL) – time spent looking for device
    - Pass per procedure (PAS) – Closes work order
    - Failed to meet criteria (FAI) – time entered but device requires additional service

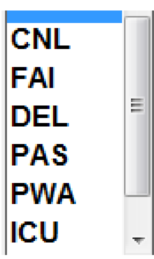


Figure 9

- Department Filter (figure 10) – shows the different departments the technician is associated with

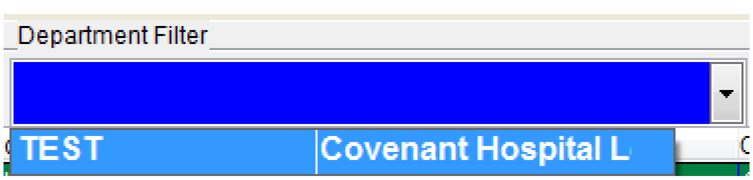


Figure 10

- Primary Tech (figure 11) – shows all available technicians for the department selected

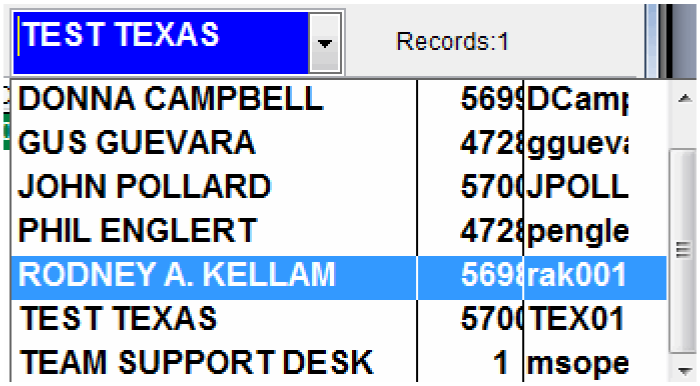


Figure 11

- Records (figure 12) – shows the number of records for the selected technician

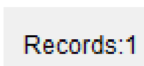


Figure 12

- Table (following features are all associated with figure 13)

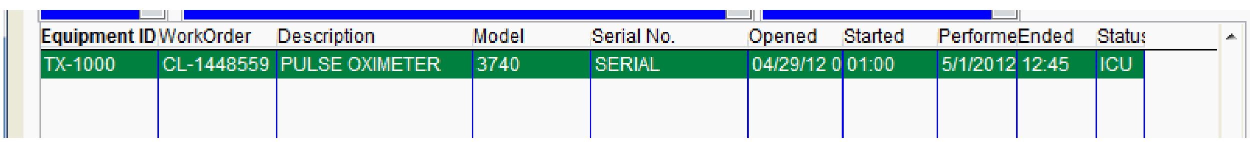


Figure 13

  - Equipment ID
  - Work Order
  - Description
  - Model
  - Serial No.
  - Opened
  - Started
  - Performed
  - Ended
  - Status

Overview of Time Entry Screen

The calendar allows users to select different dates by clicking on the day within the actually calendar. There's also a drop down for the month and year (figure 17).

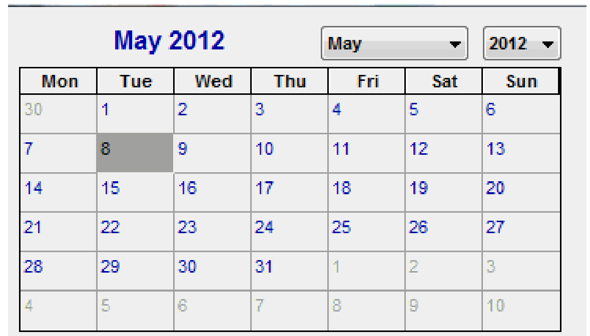


Figure 17

Procedure to be followed listed in this area (figure 18).

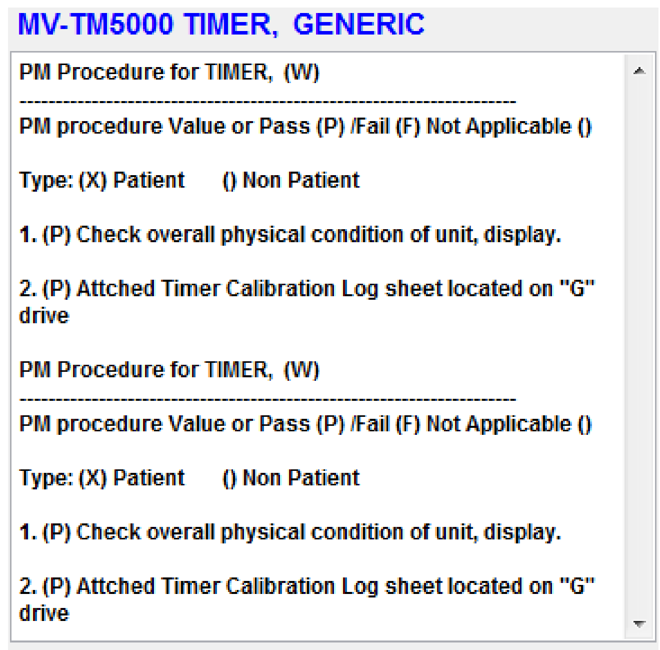


Figure 18

Note started and ended time by clicking on the drop down next to the designated time slot or users can manually type in the time. Or users can click on the stop watch to start the clock and when complete click on it again to stop and track time (figure 19).

Figure 19

Note the status of the WO

- IPG = In Progress
- ICU = In Clinical Use
- CNL = Could Not Locate
- PAS = Pass per procedure
- FAI = Failed to meet criteria requires additional service

Figure 20

Users can add comments
There is a limit of 100 characters that can be used (figure 21).

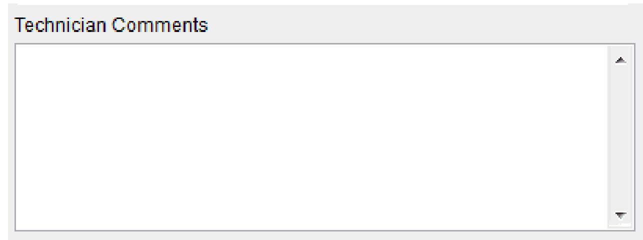


Figure 21

Users can add documents to the WO (figure 22).

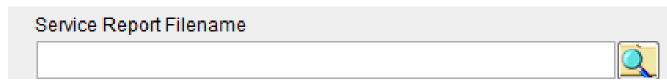


Figure 22

Non Purchase Order Expense Line can be added as well (figure 23).

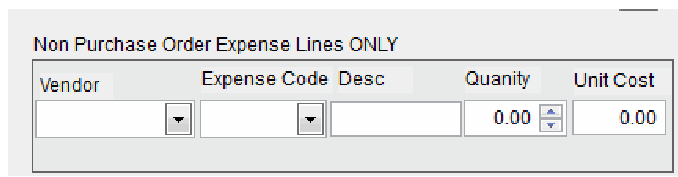


Figure 23

Be sure to save any information that is entered or cancel to delete any changes made (figure 22).

Figure 24

Once "Save" is selected, the system will carry the information into the table on the main screen (figure 25).

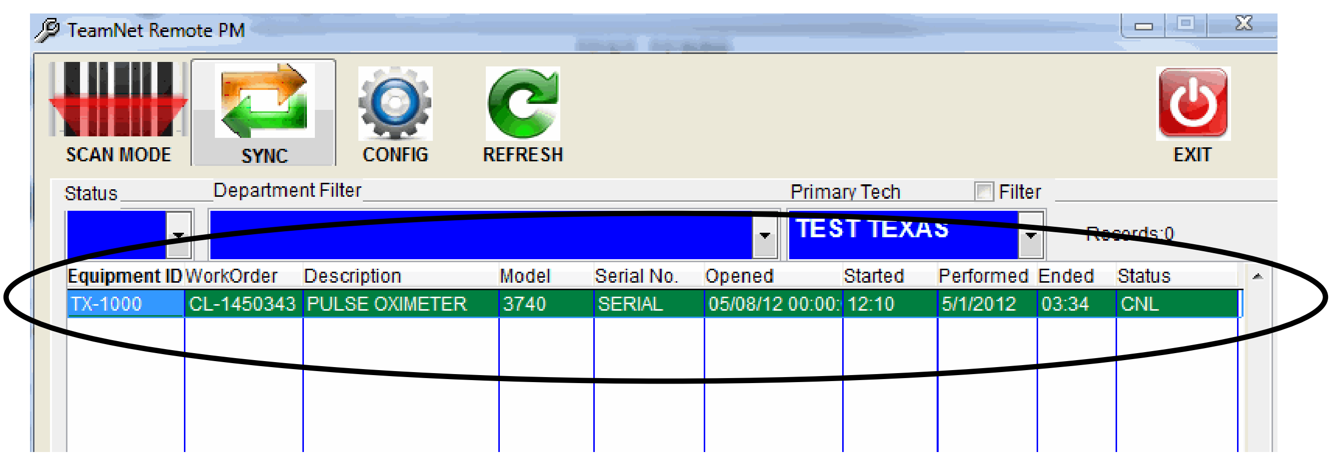


Figure 25

User can add as many entries as needed. Once information is entered, users will need “Sync.” The following information will be shown when the “Sync” is complete (figure 26):

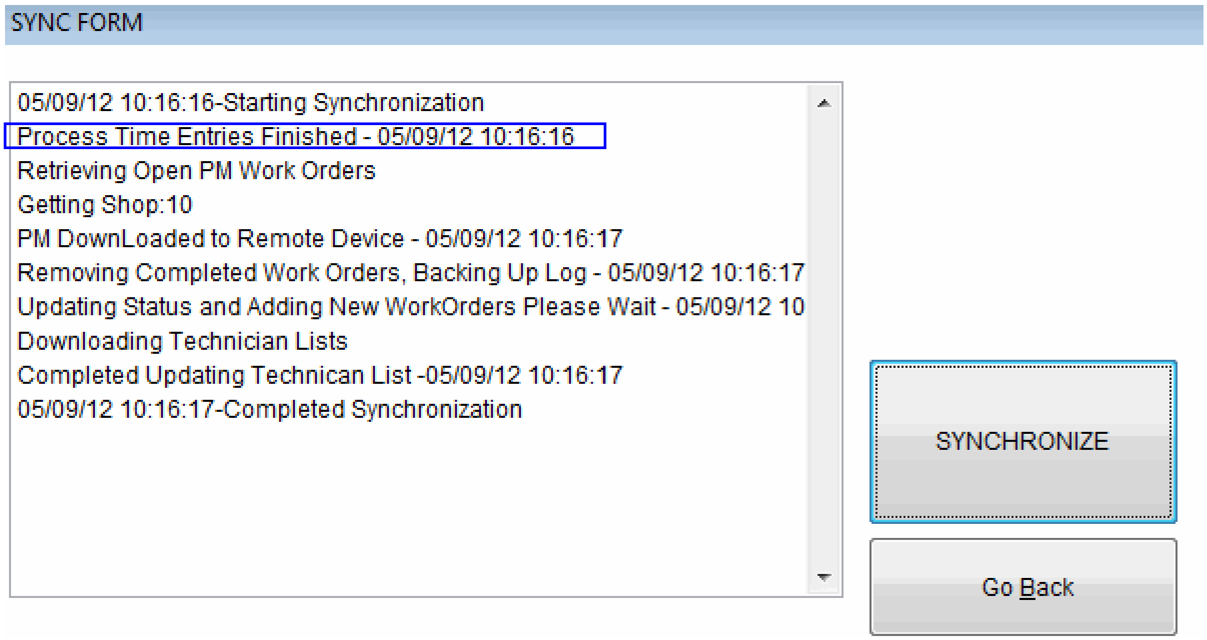


Figure 26

Notice the “Sync Form” states that the “Process Time Entries Finished” and it show the date and time the process was completed (figure 26).

Once a user has internet connectivity and they “Sync” their information, all entries will be uploaded to the Team module under Work Order.

Processing Work Orders

It is recommended that users “Sync” when first logging in and before logging out of the Remote PM program on a daily basis. After synchronizing, users will see any updated information on there screen (figure 14).

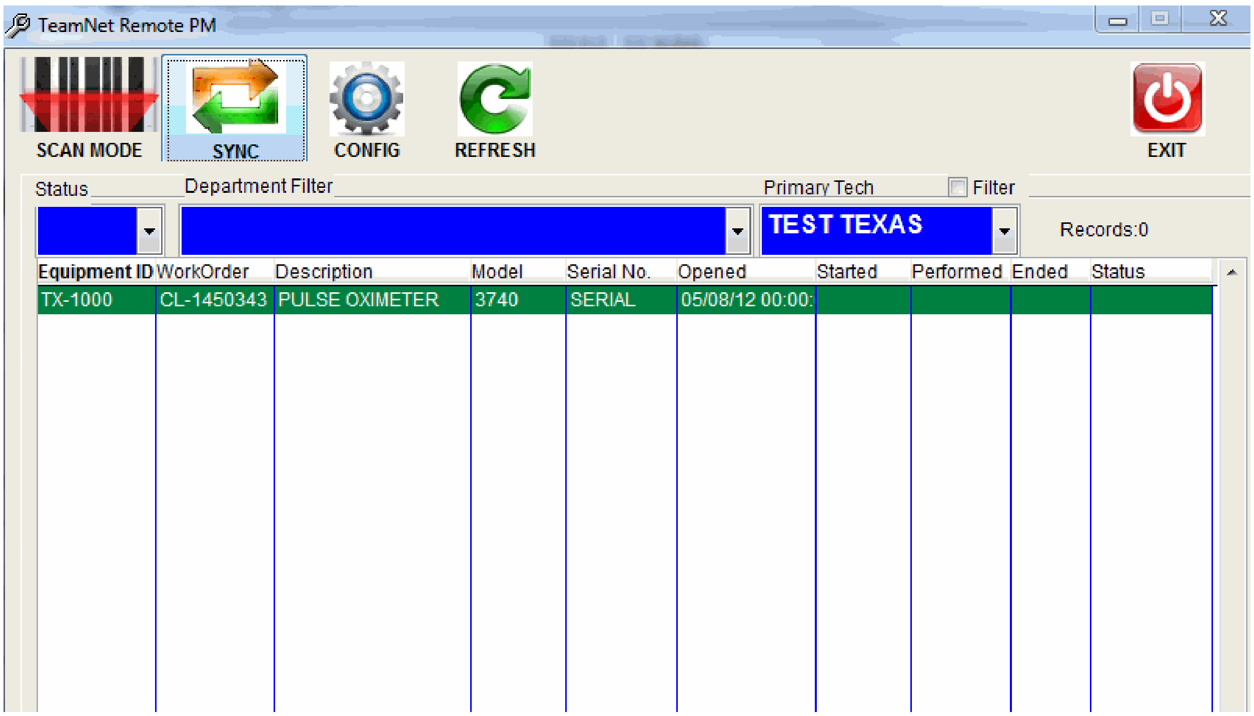


Figure 14

To beginning logging information on work orders, users will need to click on the equipment ID within the table (figure 15).

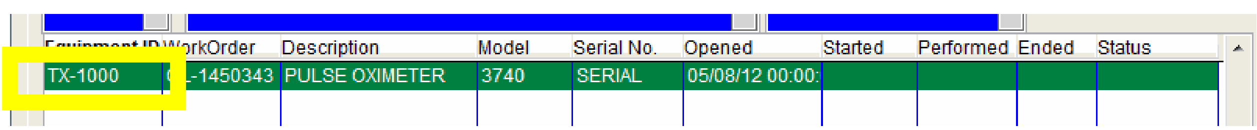
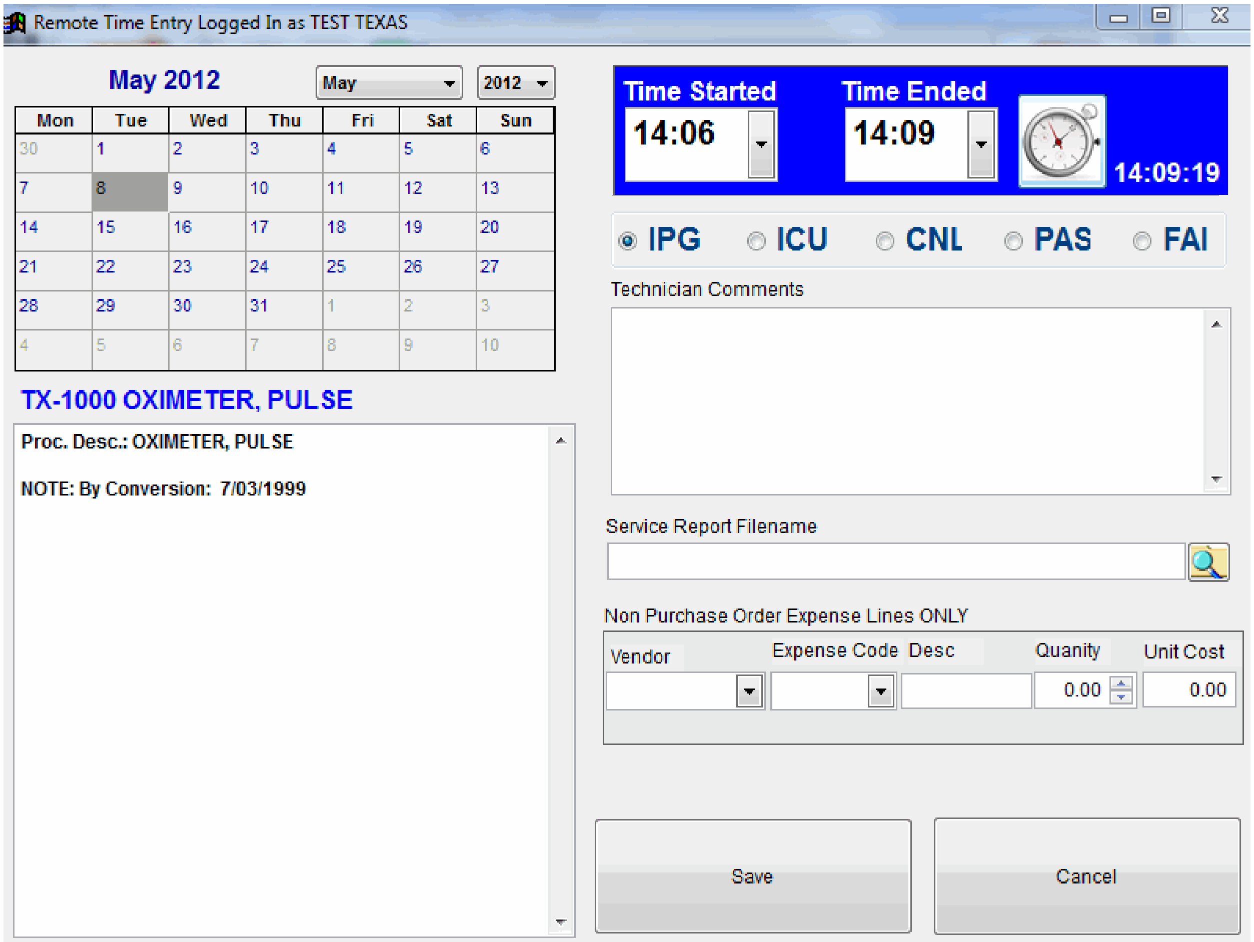


Figure 15

This will bring up the “Time Entry” screen (figure 16).


Remote Time Entry Logged In as TEST TEXAS
May 2012
May
2012
Mon Tue Wed Thu Fri Sat Sun
30 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31 1 2 3
4 5 6 7 8 9 10
TX-1000 OXIMETER, PULSE
Proc. Desc.: OXIMETER, PULSE
NOTE: By Conversion: 7/03/1999
Time Started
14:06
Time Ended
14:09
14:09:19
IPG
ICU
CNL
PAS
FAI
Technician Comments
Service Report Filename
Non Purchase Order Expense Lines ONLY
Vendor
Expense Code
Desc
Quanity
Unit Cost
0.00
0.00
Save
Cancel