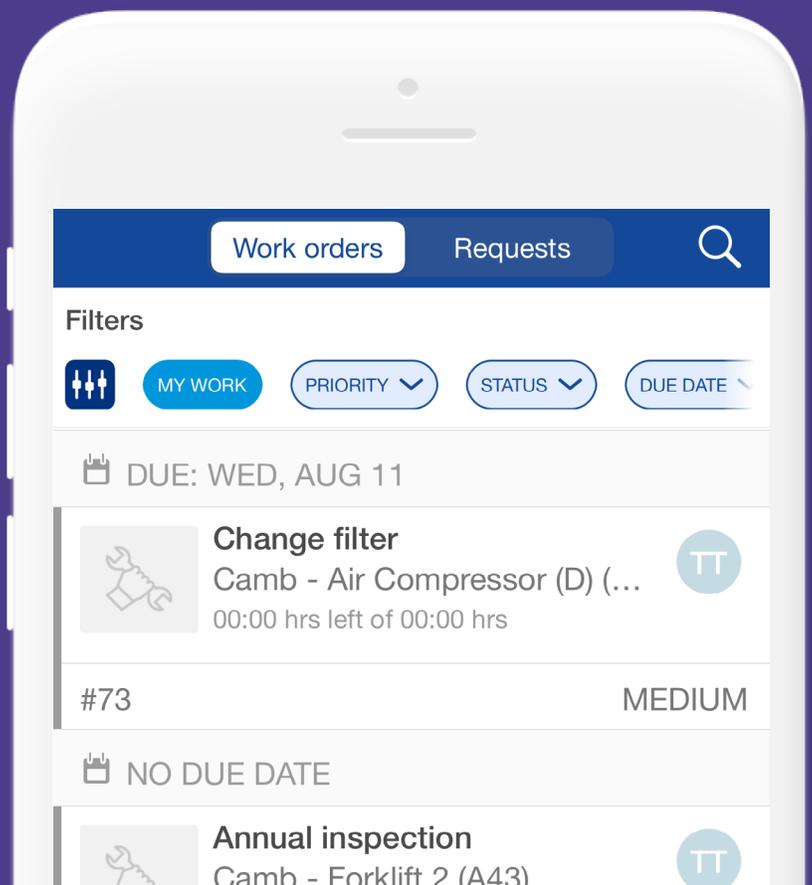


iOS 

# Fiix mobile quick-start guide

The Fiix CMMS mobile app lets you manage your work orders and assets from your phone or tablet.

The app even works offline, so you can still use it if you're in an area with limited or no internet connection.



# Topics:

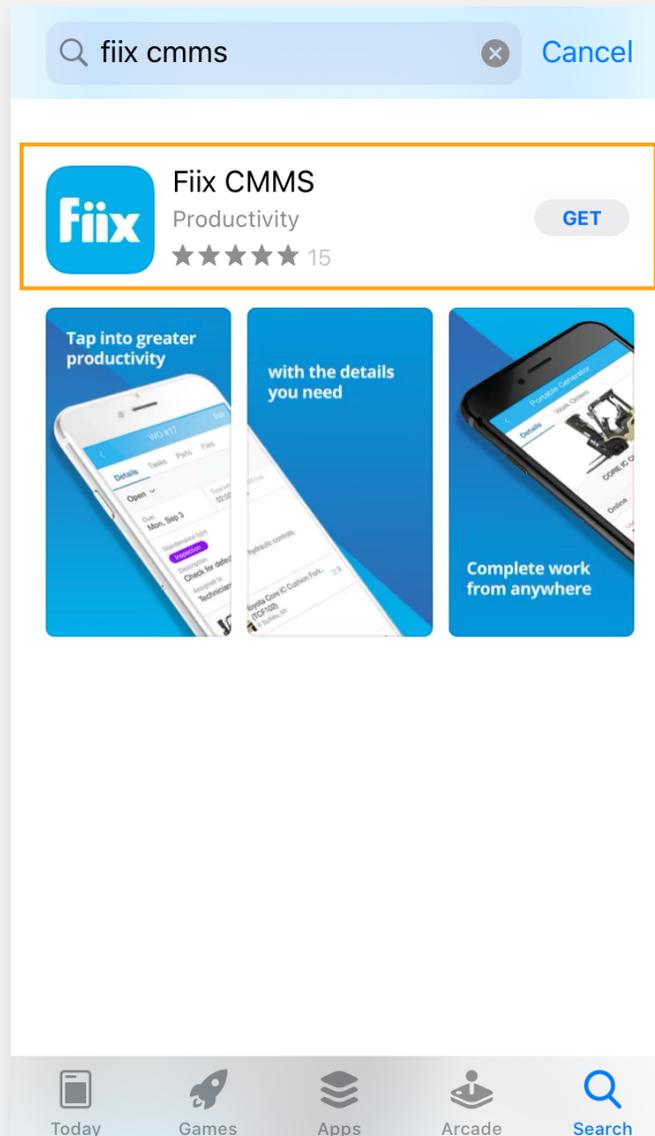
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*The images in this guide show the [iOS](#) app. If you're using the [Android](#) app, you might notice very slight differences in appearance.*

# Download the app

To download the app, search for “**Fiix CMMS**” in the **Apple App Store** (if you’re using an iPhone or iPad)



# Log in

Before you get started, you'll need your login information. You should have received an email with your username and the subdomain (URL) to access the CMMS. If you haven't, please check with your administrator.

Track and schedule all your maintenance activities.

Tap here to log in.

Log in

Or

Create a work request

Tap here to submit a work request as a guest (unlicensed) user.

Fiix  
A ROCKWELL AUTOMATION COMPANY

Start by entering your company domain

fiixtest.macmms.com

Continue

If you don't know your domain please contact your administrator.

Fiix Software

USER NAME  
Taylor

PASSWORD

Log in

Enter the subdomain (URL) of your CMMS.

Enter your username and password.



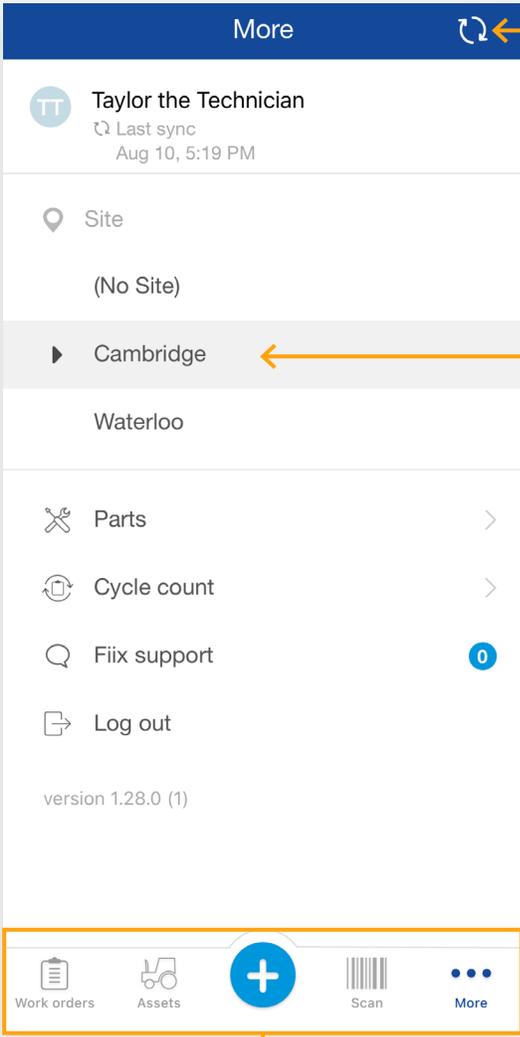
- Username and password are case sensitive.
- For instructions on how to submit a work request, please refer to the *Work Request Portal Getting Started Guide* in our Help Center

# Navigate the app

Once you're logged in, you can use the feature menu to navigate within the app. Use the **More** tab to log out, switch between sites, manage parts, or manage the app sync.

**Use the feature menu to navigate throughout the app:**

-  **View and update work orders.**
-  **View and update asset information.**
-  **Scan a QR code or barcode to quickly open an asset, work order, or part.**
-  **Access this screen to switch between sites, log out, and more.**
-  **Tap here to add new items. Depending on which area of the app you're in, the item you're adding changes.**



Tap here to manually sync your app information. The app automatically syncs your data every 10 minutes.

If your organization has multiple sites, tap to select a site.

View the parts list based on the site you are viewing.

If your administrator has enabled this feature, tap **Cycle count** to complete an inventory cycle count.

**!** *The app does not log you out automatically after a certain period of time. You must log out manually.*

This is your feature menu. You can use this to navigate throughout the app as you are using it or add new items.

# View your work order list

When you log in to the app, you will see a list of work orders assigned to you. To help with prioritization, the list is sorted by work order due date and priority.

The screenshot shows the mobile app interface for viewing work orders. At the top, there are tabs for 'Work orders' and 'Requests', with a search icon on the right. Below the tabs is a 'Filters' section containing a 'MY WORK' button and three dropdown menus for 'PRIORITY', 'STATUS', and 'DUE DATE'. A list of work orders follows, each with a wrench icon, a title, a description, a due date, and a priority level. A bottom navigation bar includes icons for 'Work orders', 'Assets', a central '+' button, 'Scan', and 'More'. Callout boxes provide instructions: 'You can apply other common filters using the quick filter controls.' points to the filter controls; 'Tap here to view your work order list or, if your administrator has enabled this feature, a list of work requests.' points to the search icon; 'By default, the work order list shows only your work orders.' points to the 'MY WORK' button; 'You can add additional filters by clicking the filters button.' points to the filter section; 'Search for a work order by number, description, asset, or more.' points to the search icon; 'Tap any work order to open it.' points to a work order item; 'Tap to create a new work order.' points to the '+' button. A legend titled 'What do the icons by your work order mean?' explains three icons: a circle with 'Tt' for individual assignment, a group of one colored person for group assignment, and a group of three people for group assignment.

You can apply other common filters using the quick filter controls.

Tap here to view your work order list or, if your administrator has enabled this feature, a list of work requests.

By default, the work order list shows only your work orders.

You can add additional filters by clicking the filters button.

Search for a work order by number, description, asset, or more.

Tap any work order to open it.

Tap to create a new work order.

**What do the icons by your work order mean?**

- Icon of circle with letters:** The work order is assigned to an individual with these initials.
- Icon of group with one colored:** Labor tasks in this work order are assigned to a group or several individuals. One or several tasks are assigned to you.
- Icon of group:** Labor tasks in this work order are assigned to a group you belong to.

# Log work against work orders

Open up a **work order** and you will be able to quickly review its details to get an understanding of what needs to be done. Remember to log work against your tasks and close the work order status when you have completed your work.

The screenshot shows a mobile application interface for work orders. At the top, there is a blue header with a back arrow and the number '73'. Below the header is a tab bar with five tabs: 'Details' (selected), 'Tasks', 'Parts', 'Businesses', and 'Files'. The main content area displays the details of a work order with the following fields:

- Open** (dropdown menu)
- Due**: Aug 11, 2021
- Time left (of 00:00 hrs)**: 00:00 hrs
- Description**: Change filter
- Priority**: Medium
- Maintenance type**: Preventive
- Assigned to**: Taylor the Technician
- More details** (dropdown menu)
- Work order notes** (text area)

At the bottom, there is a navigation bar with five icons: 'Work orders', 'Assets', a large blue '+' icon, 'Scan', and 'More'. The '+' icon is highlighted with a blue circle.

Callout boxes provide the following instructions:

- Change the work order status.** (points to the 'Open' dropdown)
- Tap each tab to view and update additional information such as tasks, parts usage, or files.** (points to the tab bar)
- > Indicates that you can tap to open and update this field.** (points to the right arrow in the 'Description' field)
- Tap **Add Note** to add a completion note.** (points to the 'Add Note' button in the notes section)
- Tap to create a new work order or add a task, part, or photo to this work order.** (points to the large blue '+' icon)
- To update the **Assigned to** field on the work order, navigate to tasks and update the assigned user through the tasks.** (points to the 'Assigned to' field)

# Log work against labor tasks

Your work order details will automatically update when you log work against **labor tasks**. Once all of your labor tasks are marked as complete, the app will automatically remind you to close off the work order.

If you have a multi-asset work order, tap here to view tasks for different assets.

Tap here to set the asset online or offline and view asset details

Swipe left on a task to quickly close it off. Tap any task to open it and edit task details.

Depending on your configuration, you might also be able to click a Quick Complete button to quickly close all of your general and text tasks. To learn more, see the Complete tasks on a work order article in our help center.

Tap **Log work** to log notes and time spent against your tasks

**Tip: The colored bar next to each task indicates its status**

- Overdue
- Started
- To do
- Done

Tap to create a new work order or add a task, part, or photo to this work order.

View a log of work previously recorded against this task. If the task was incorrectly set to complete, you can undo the task completion by clicking on the task history.

Remember to save your changes.

Use this toggle to set your task as complete or incomplete.

# Asset details

Navigate to the **Asset** feature to find information about your assets, such as their work order history and meter readings. To help you locate your assets easily, we have organized them in an asset hierarchy. When you click an asset, the app opens the asset's details.

Tap each tab to view and update additional information such as BOM, associated work orders, files, meter readings, and more.

Use this toggle to set your asset online or offline.

Tap here to view the parent asset details.

Search for an asset by code and name or more.

Tap here to view sub-assets nested under this asset.

Indicates the number of work orders associated with this asset.

Tap to create a new work order, or add a meter reading or photo to this asset.