Mobile Construction

Force Account

Version 1.0

User Guide

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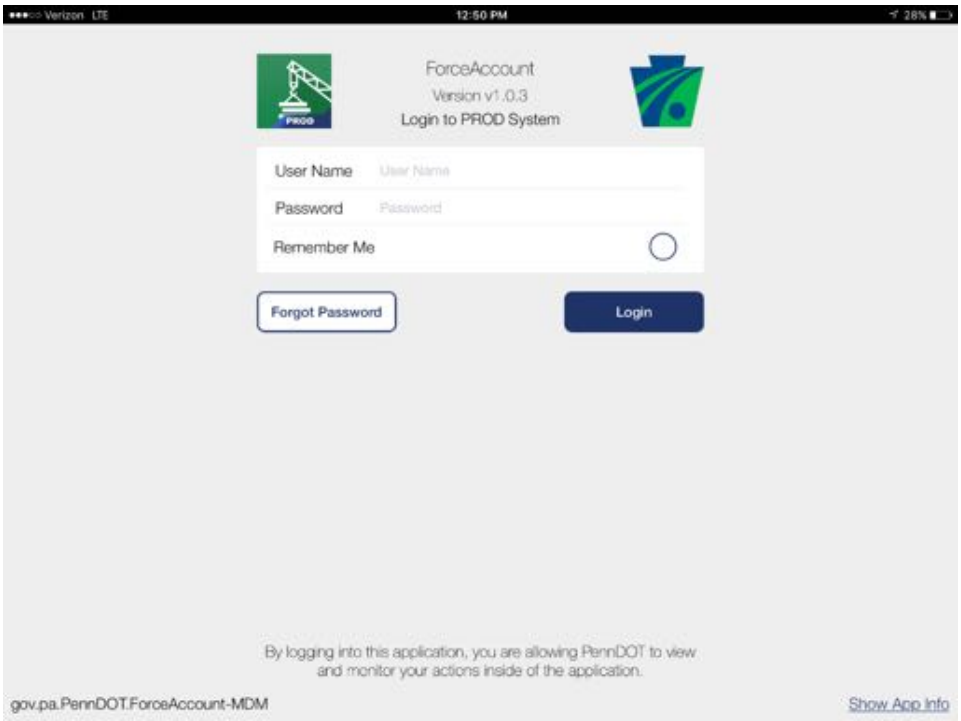
Launching the MC Force Account App

To launch the MC Force Account app after you have installed it, click the MC Force Account app icon on your iPad screen.

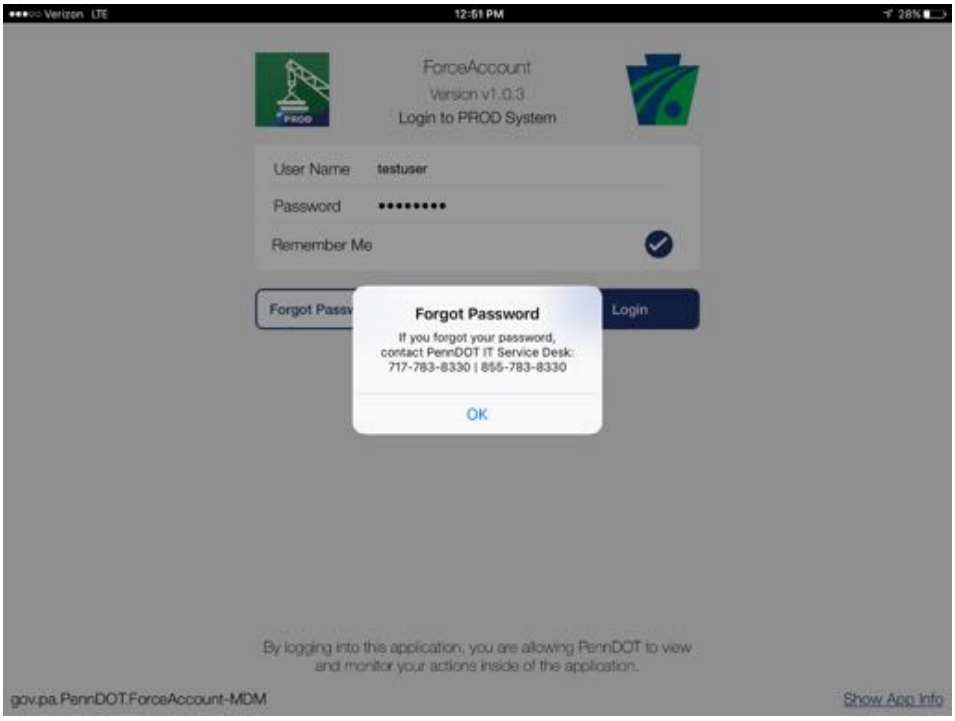
Basic Information

Log In

After you launch the MC Force Account app, you will be presented with a log in screen. To access the MC Force Account app, enter your ECMS user name and password. Then, click “Login”. Tap the Remember Me button if you want the device remember your login credentials in the future.

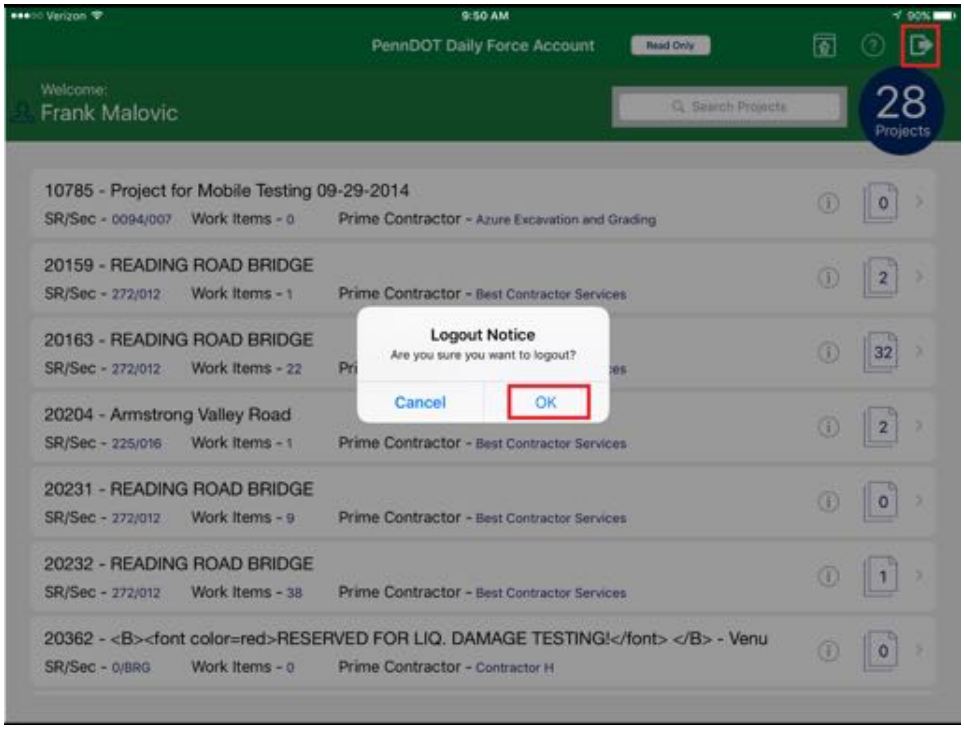


If you forgot your password, you can click the “Forgot Password” button for assistance options.



Log Out

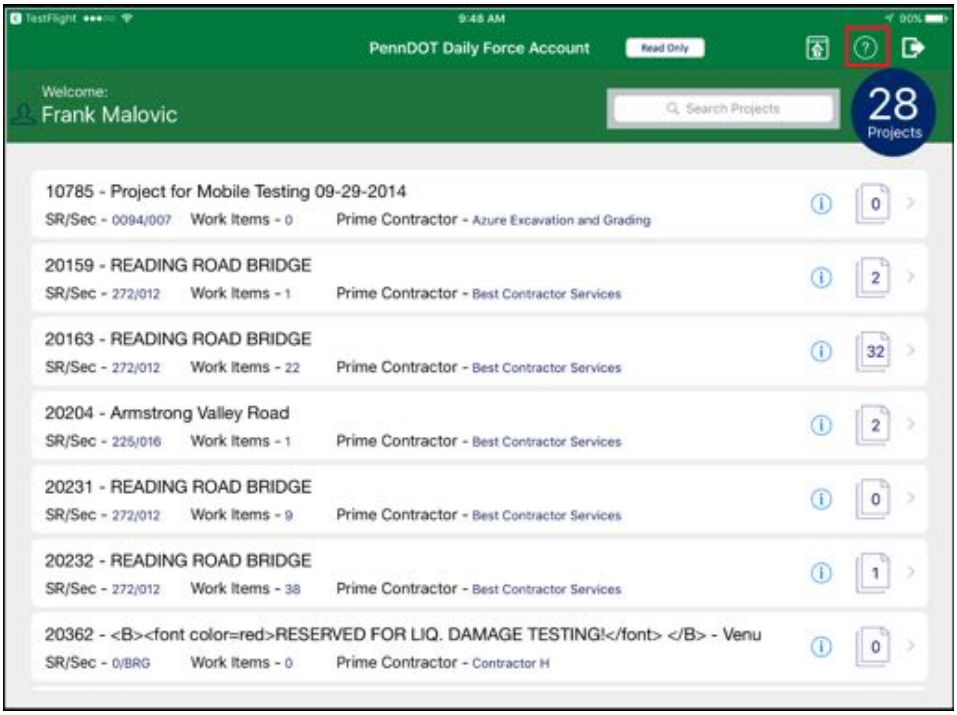
To log out of the MC Force Account app, click the “Log Out” button in the upper right hand corner of the screen.



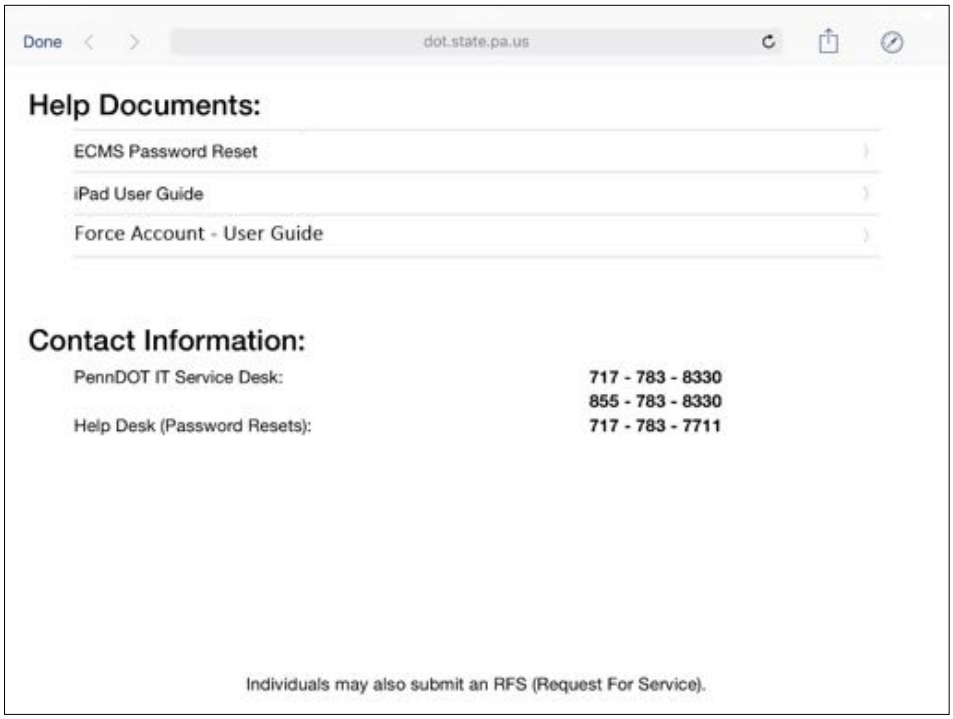
On the pop up that is displayed, tap “OK” to be logged out of the app. Tap “Cancel” to cancel the log out.

Help Documents and Contact Information

The help function is available throughout the MC Force Account app by clicking the question mark button in the upper right hand corner.

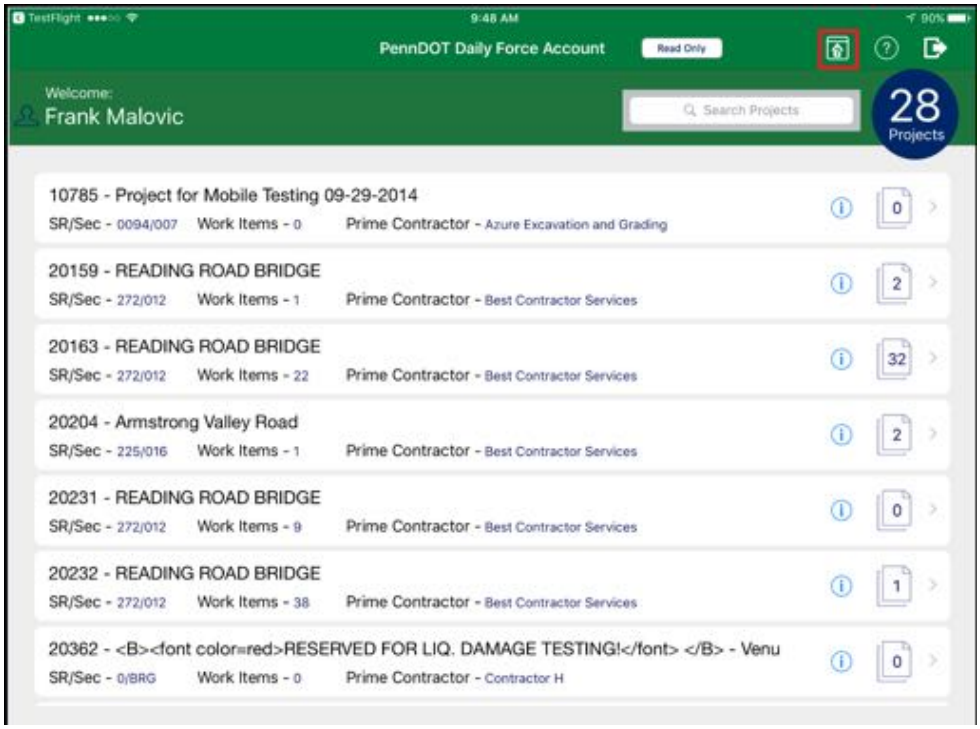


On the help screen, you can access help documents including the ECMS Password Reset Guide, iPad User Guide, and Force Accounts User Guide. It also provides contact information for the IT service desk in the event of any app issues. To navigate back to the Projects screen, tap "Done"

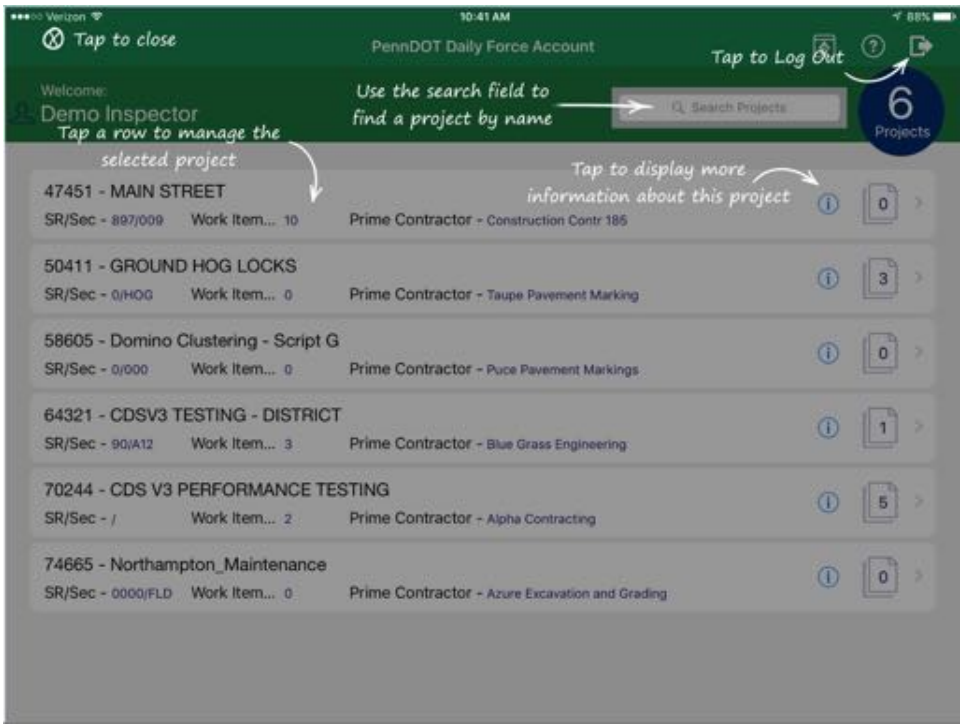


Contextual Help

Throughout the app, contextual help is available which provides detailed information about the data and icons on the screen you are currently viewing.



To access this feature, tap the Contextual Help button in the upper right corner and an overlay will appear on the screen pointing out key features as seen below for the Project List screen.



To dismiss the overlay, either tap “Tap to close” in the upper left corner or swipe down with one finger.

Data Status

Throughout the app icons are used to represent the status of data in the app. These icons and their meanings are outlined below:

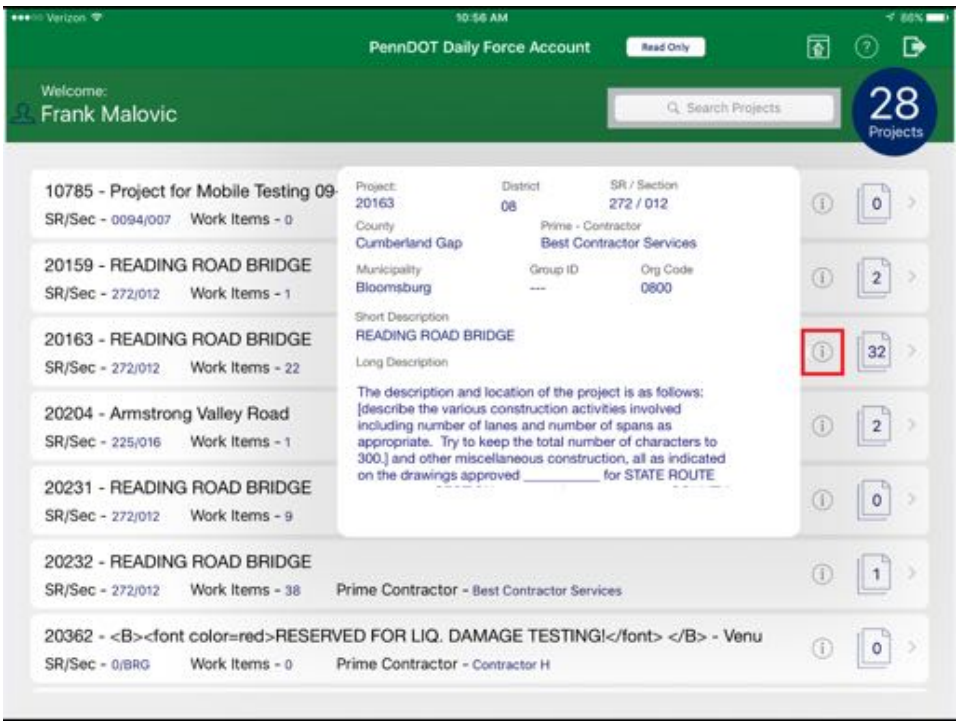
- FA is ready to be synced to server
- Edited, needs to be synced to server
- Validation Errors
- Sync Errors

Project List Screen

Upon log in, you will be taken to the Project List screen. On this screen, you can view all projects to which you have access in ECMS. Each project lists the ECMS number and Project name.

Additional Project Information

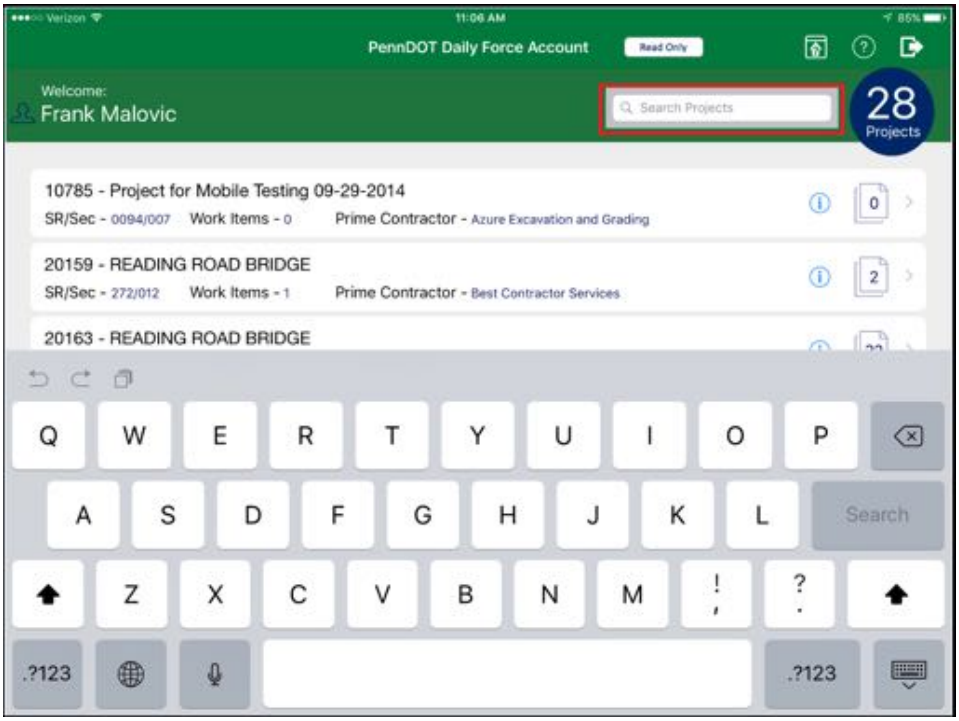
In addition to the ECMS Number and Project name, tap the info icon to view the Prime Contractor, SR/Section, District, County, and Short Description for the project.



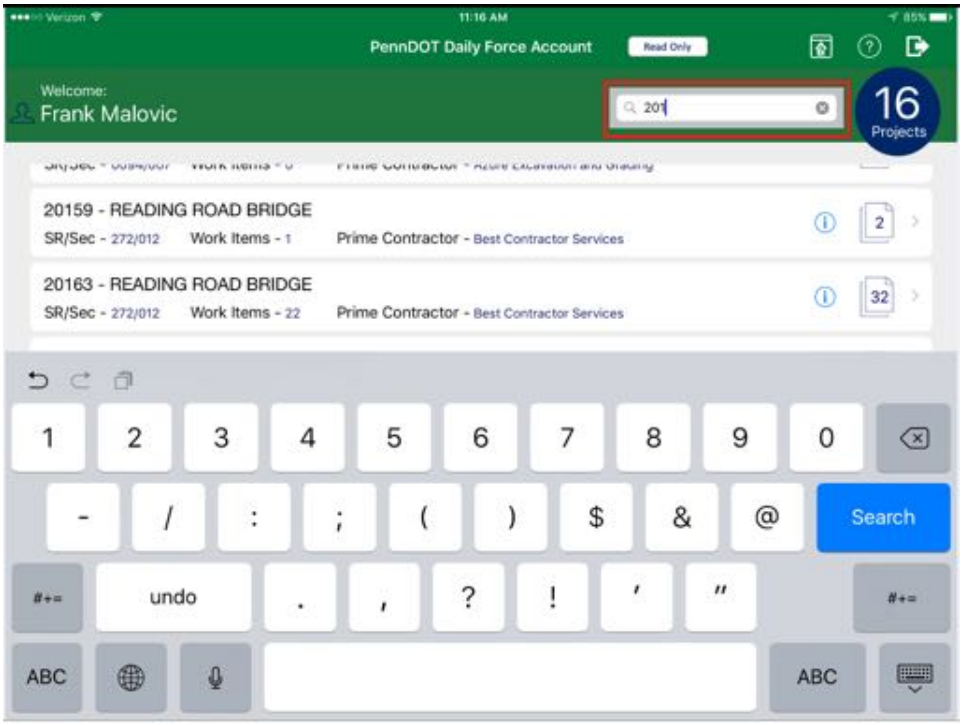
Searching Projects

The Project List Screen includes a search function for quickly filtering your list of projects if it becomes large. Searched project information includes the ECMS number, Name, State Route, and Section.

To perform a search, tap in the search box to bring up the keyboard.

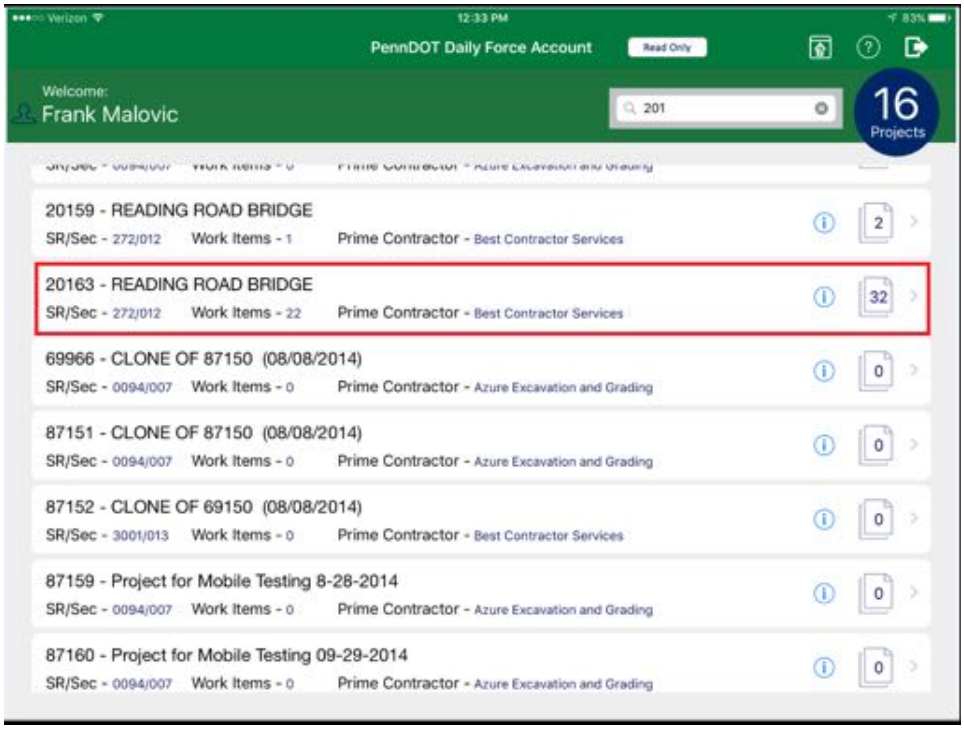


Then, simply begin typing characters or numbers present in your desired project. The list will adjust dynamically to quickly cull the list of projects.



Selecting a Project

To select a project, click anywhere on the Project Information. This will take you to the Force Account Dashboard screen for the project.



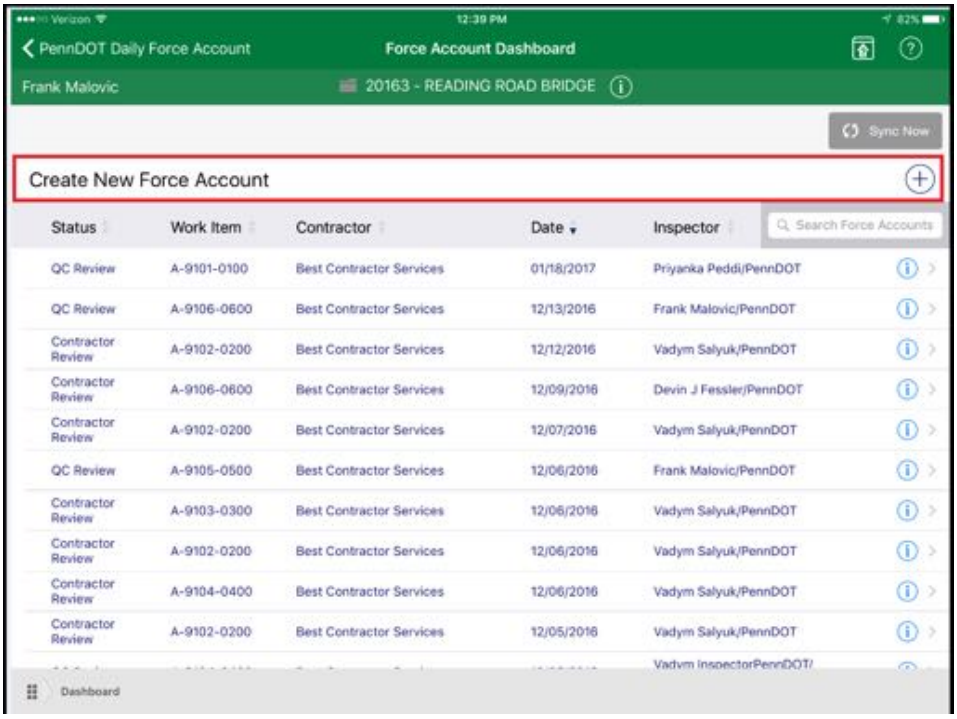
Force Account Dashboard

Overview

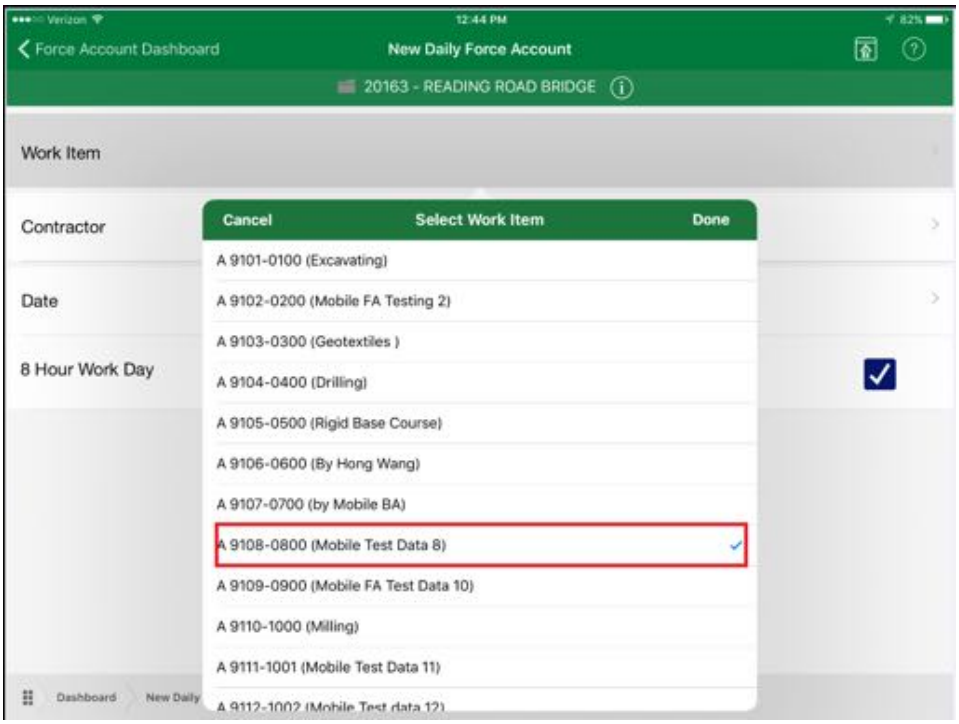
After selecting a project, the Force Account Dashboard screen will display a list of all Force Accounts that can be sorted and searched on. The ECMS project name, number, and "Information" button display at the top center. This information will be available throughout the application for easy identification of which project for which you are creating a Force Account.

Create New Force Account

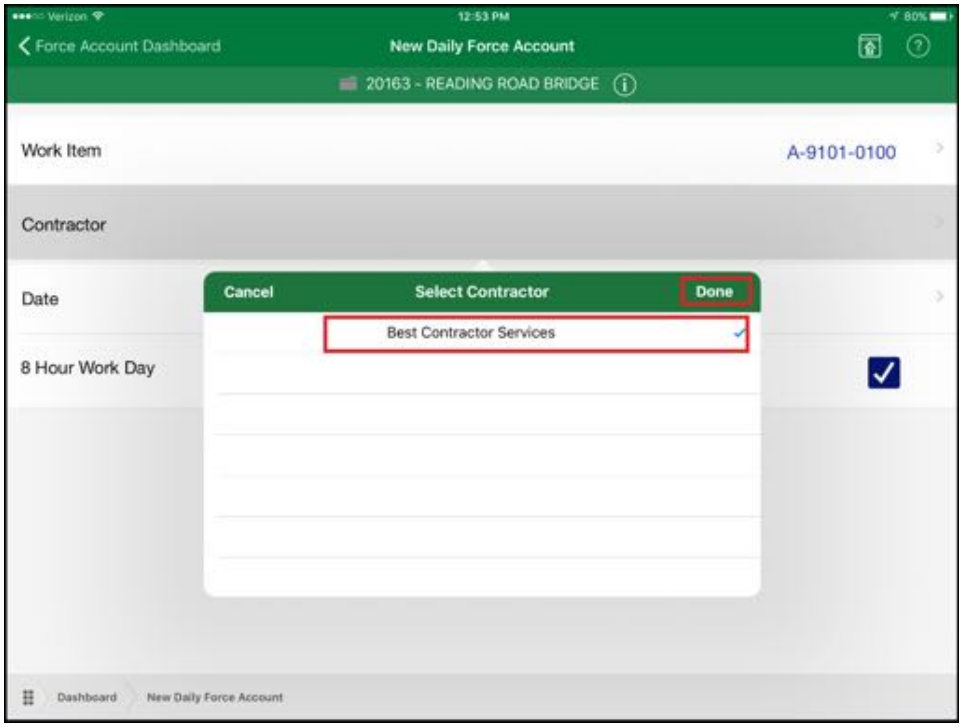
To create a new Force Account, tap anywhere on the "Create New Force Account" row.



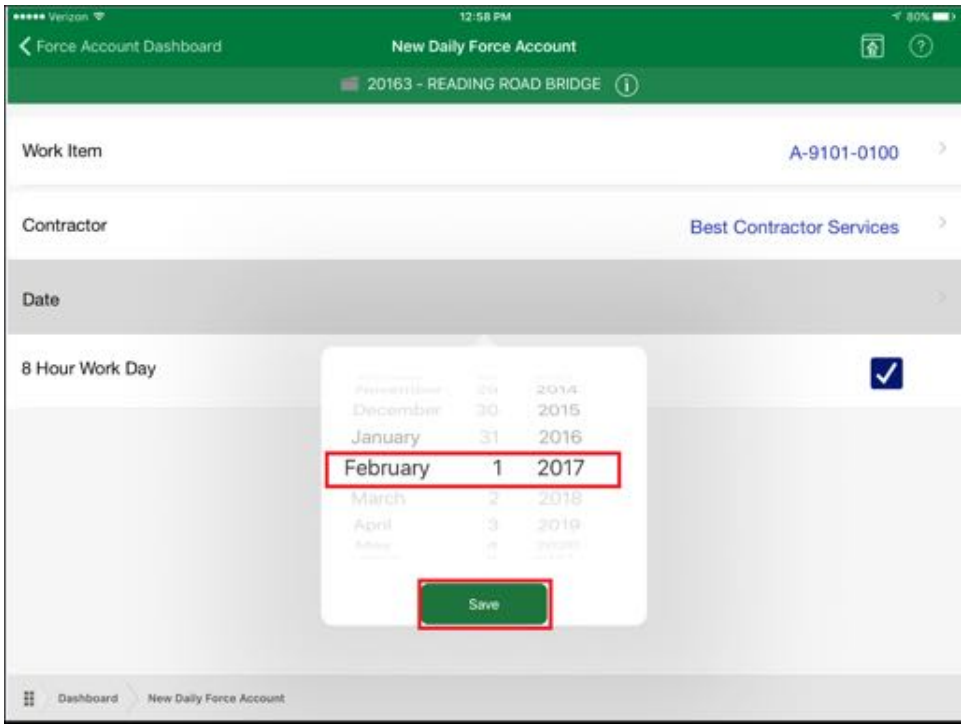
The New Daily Force Account screen appears. Tap anywhere on the Work Item row to display a list of Force Account items. Tap on a work item to add and tap “Done” to add the item to the Force Account.



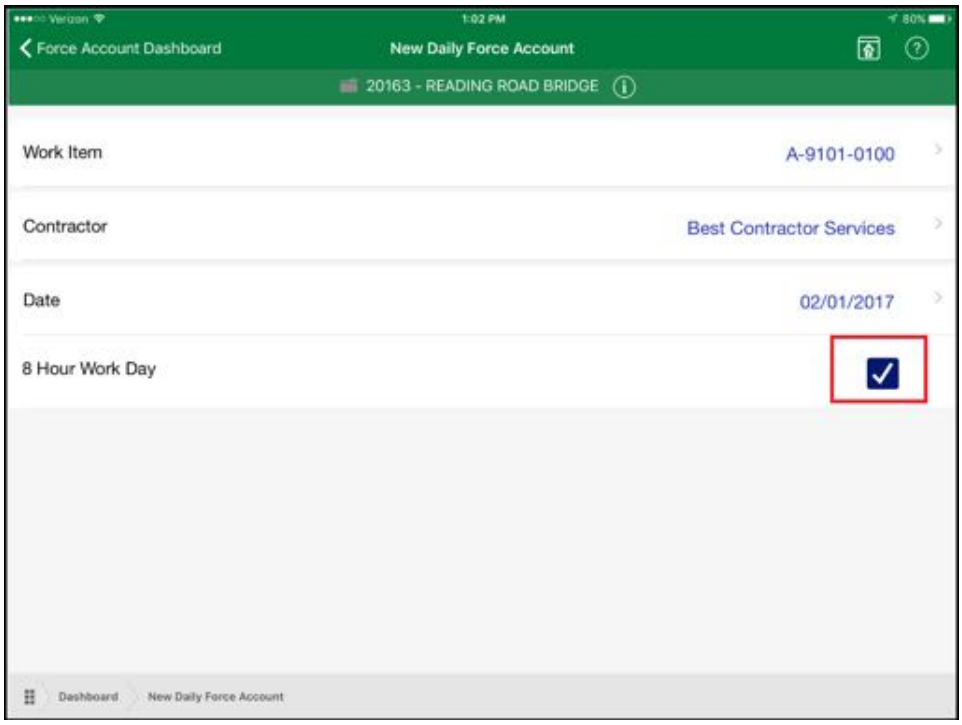
Tap anywhere on the Contractor row to display a list of contractors associated with the project. Tap on a contractor to add and click “Done” to add the contractor to the Force Account.



Tap anywhere on the Date row to display a date picker, which defaults to today's date. Select a date and click "Save" to add the date to the Force Account.

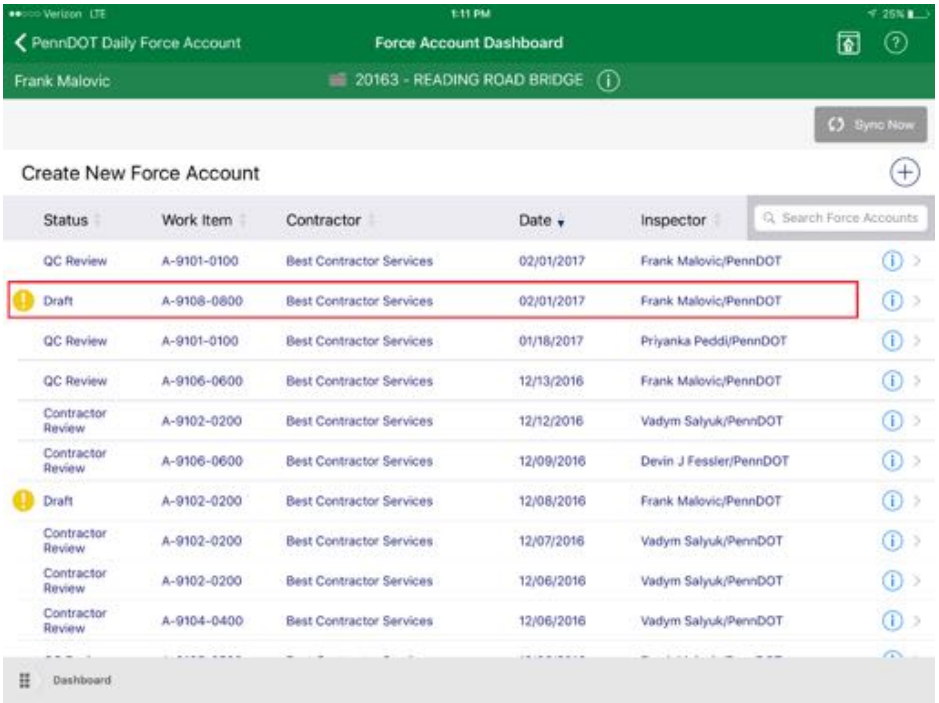


Eight Hour Work Day was the default value. Tap the checkbox to uncheck it if it is NOT an 8 Hour Work Day.



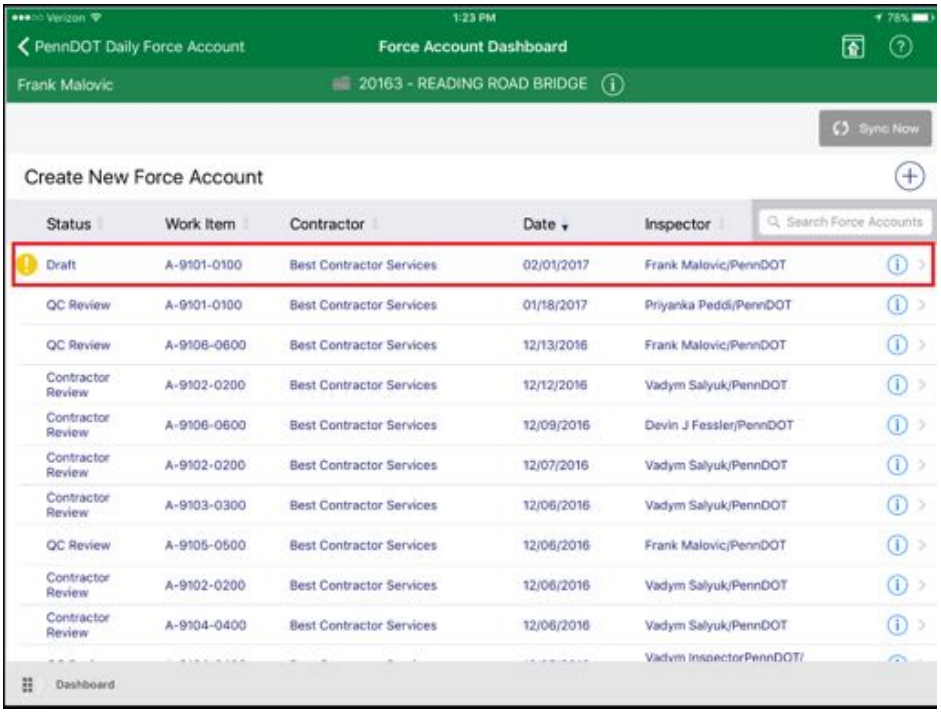
Return to the Force Account Dashboard by clicking the back navigational button in the upper left corner.

The new Force Account will be displayed in a Draft status.



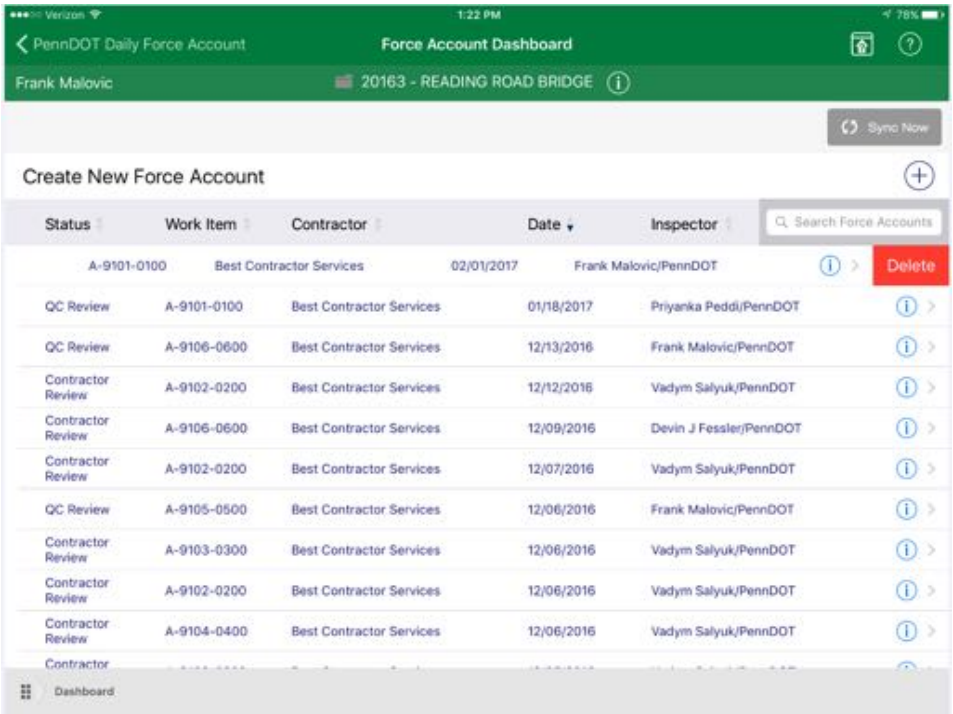
Selecting a Force Account

To select a Force Account, simply tap on the applicable Force Account in the list.



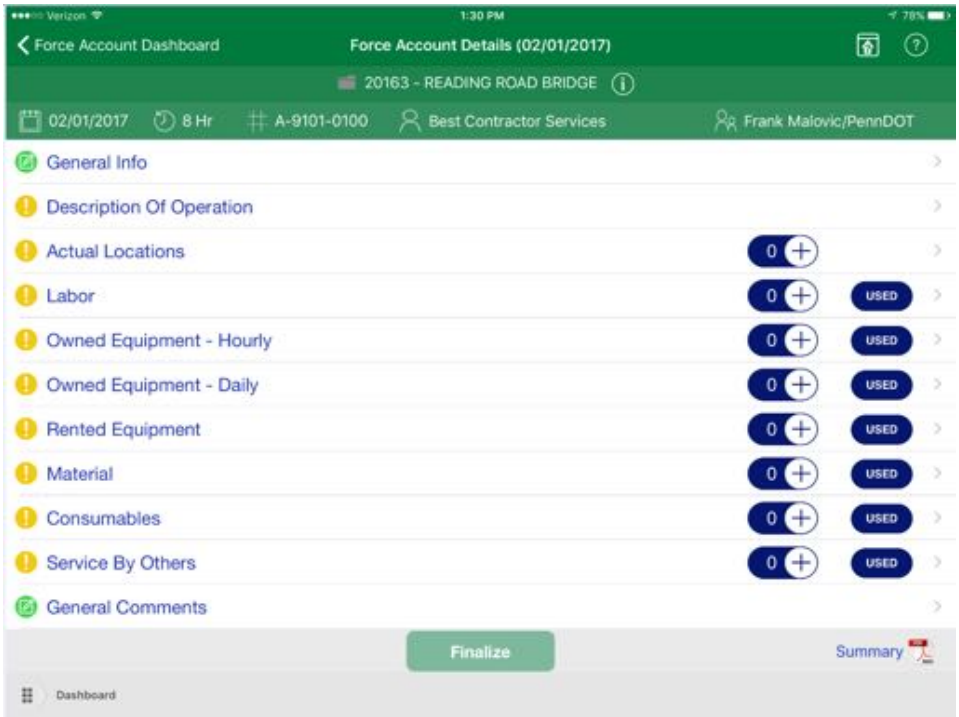
Delete a Force Account

To delete a Force Account, swipe the row from right to left to display the “Delete” button and tap the “Delete” button to delete the entry. To dismiss the delete option, swipe the row from left to right. You can only delete in Draft status.



Force Account Details

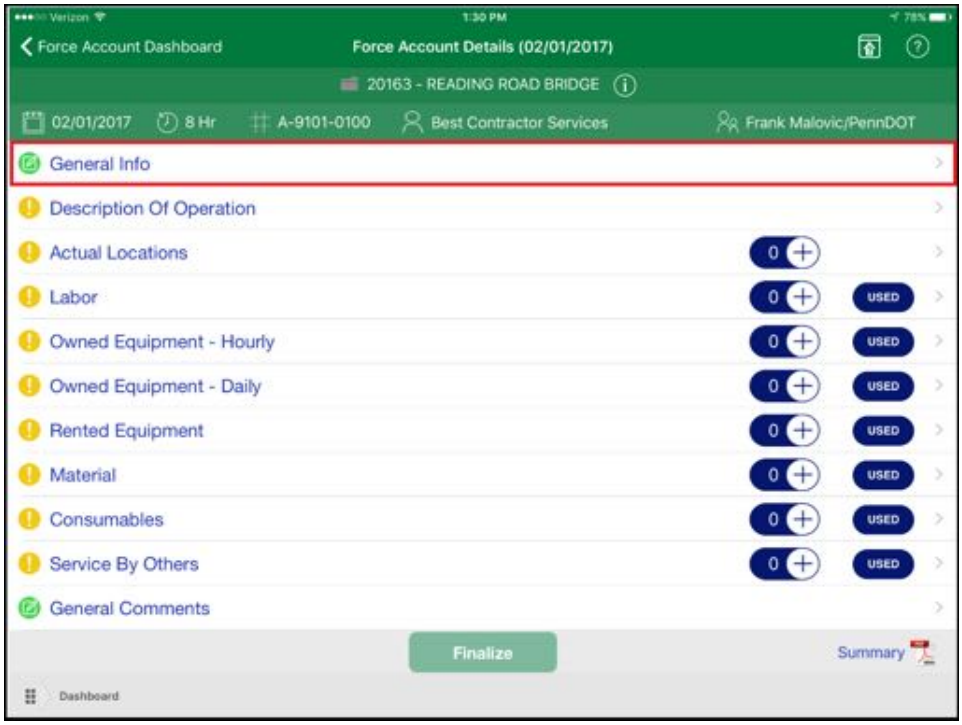
After selecting a Force Account you will be taken to the Force Account Details screen, which displays the Force Account Date, Work Item, Contractor, creator, as well as access to each Force Account section.



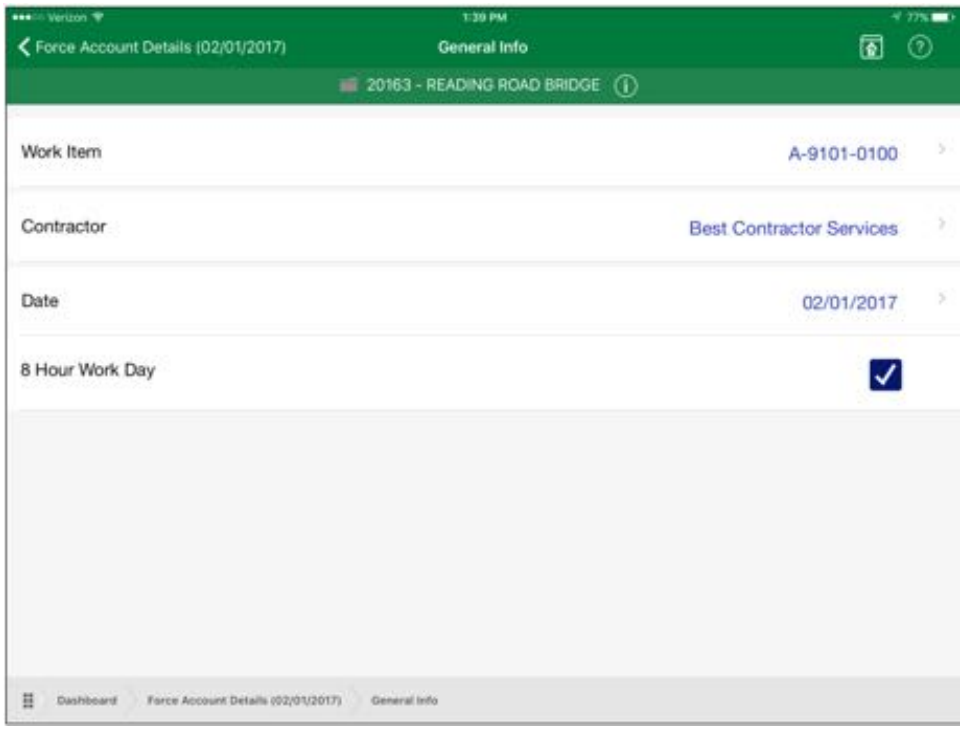
General Info

Accessing General Info

To access General Info, tap anywhere on the General Info row on the Force Account Details screen.



The New Daily Force Account screen will be displayed listing the Work Item, Contractor, Date, and 8 Hour Work Day (yes/no).



Work Item

The work item reflects what was chosen when the Force Account was created. If you need to change the work item, simply tap on the work item, adjust it accordingly, and tap "Done."

Please Note: Once the Force Account is Finalized, the work item cannot be changed.

Contractor

The contractor reflects what was chosen when the Force Account was created. If you need to change the contractor, simply tap on the contractor, adjust it accordingly, and tap "Done."

Please Note: Once Force Account is Finalized, the contractor cannot be changed.

Date

The date reflects what was chosen when the Force Account was created. If you need to change the date, simply tap on the date, adjust it accordingly and tap Save.

Please Note: Once Force Account is Finalized, the date cannot be changed.

8 Hour Work Day

The length of working hours will determine the some validations for the sum of Operation Hours and Stand-by Hours under Owned Equipment sections.

- If you tap 8 Hour Work Day (checkbox), the Force Account will be marked as the one of 8 Hour Work Day
- If you uncheck 8 Hour Work Day, the Force Account will be marked as the one with 10 hours limit for the work day

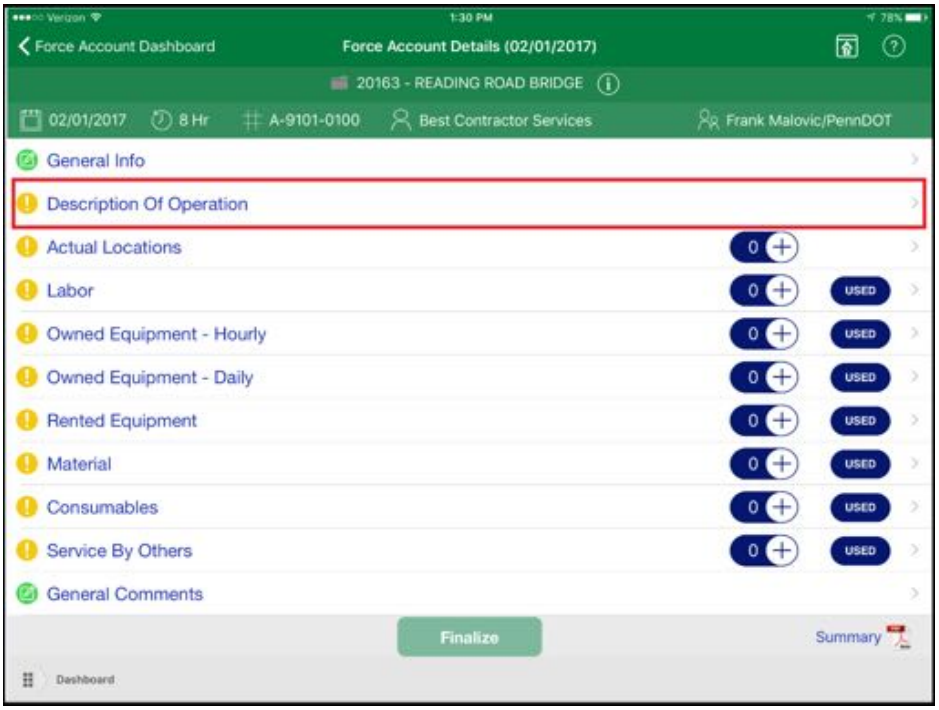
If you need to change the date, simply tap on the date, adjust it accordingly and tap Save.

Return to the Force Account Details by clicking the back navigational button in the upper left corner.

Description of Operation

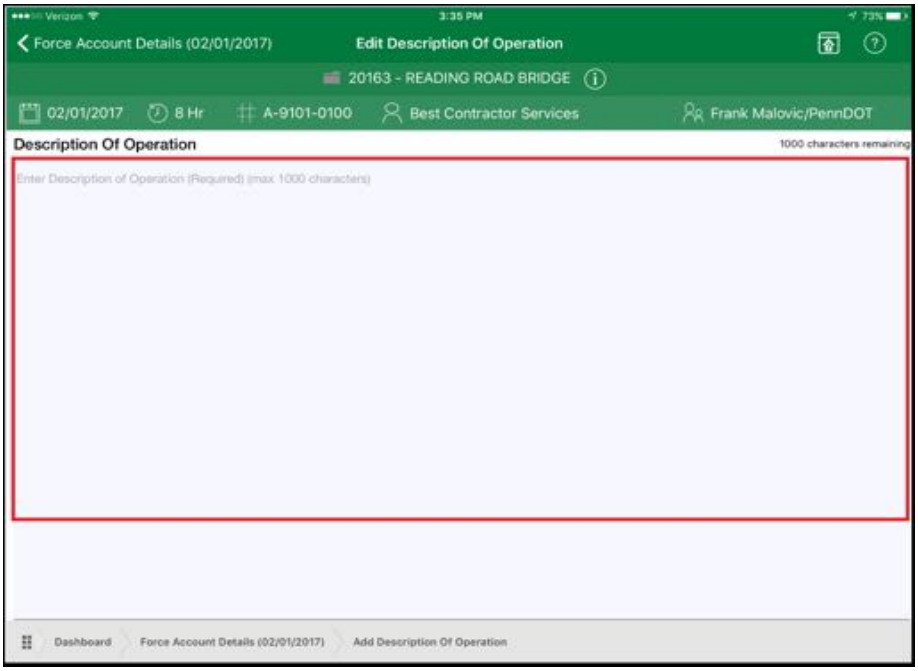
Accessing Description of Operation

To access Description of Operations, tap anywhere on the Description of Operations row on the Force Account Details screen.

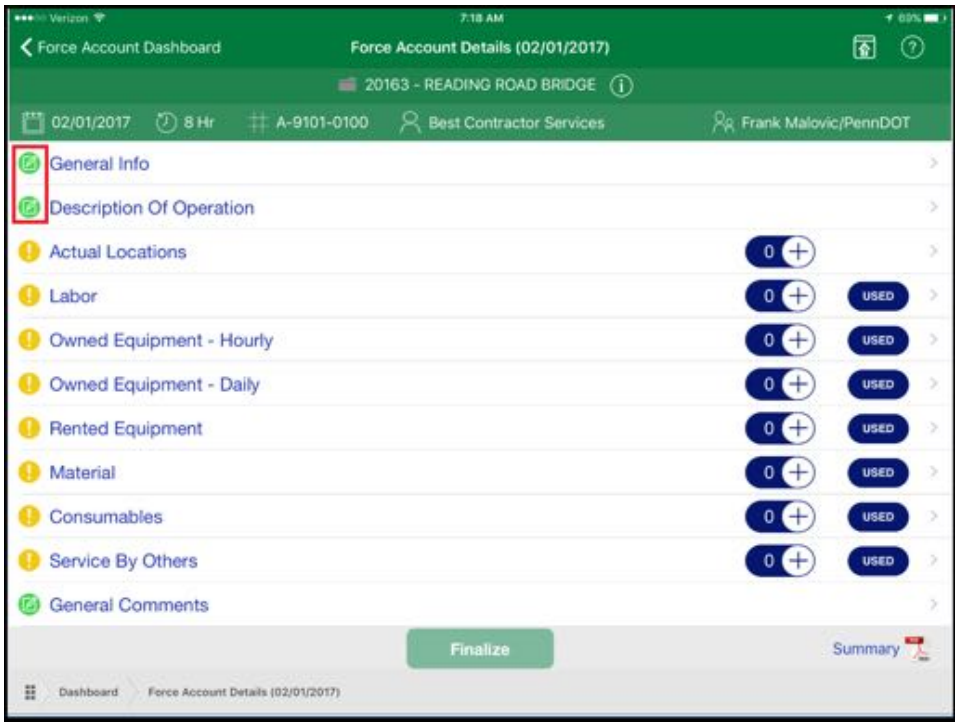


Entering a New Description of Operation

To enter a new Description of Operation, tap anywhere within the text window. There is a limit of 1000 characters.

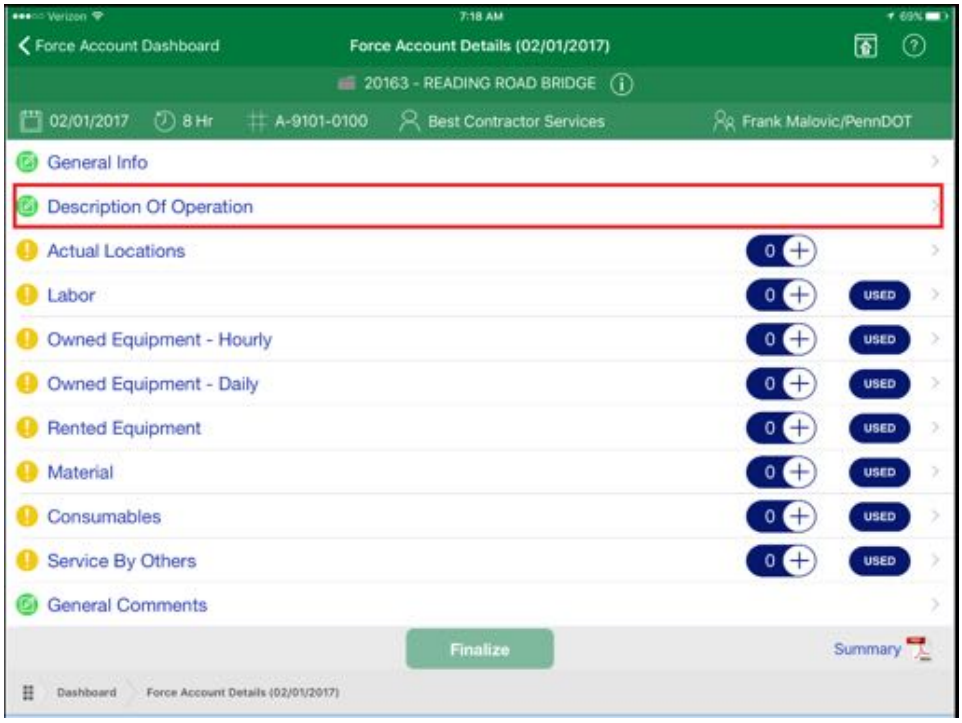


When you navigate back to the Force Accounts Detail screen, the Description of Operation will display with the “edited” icon.

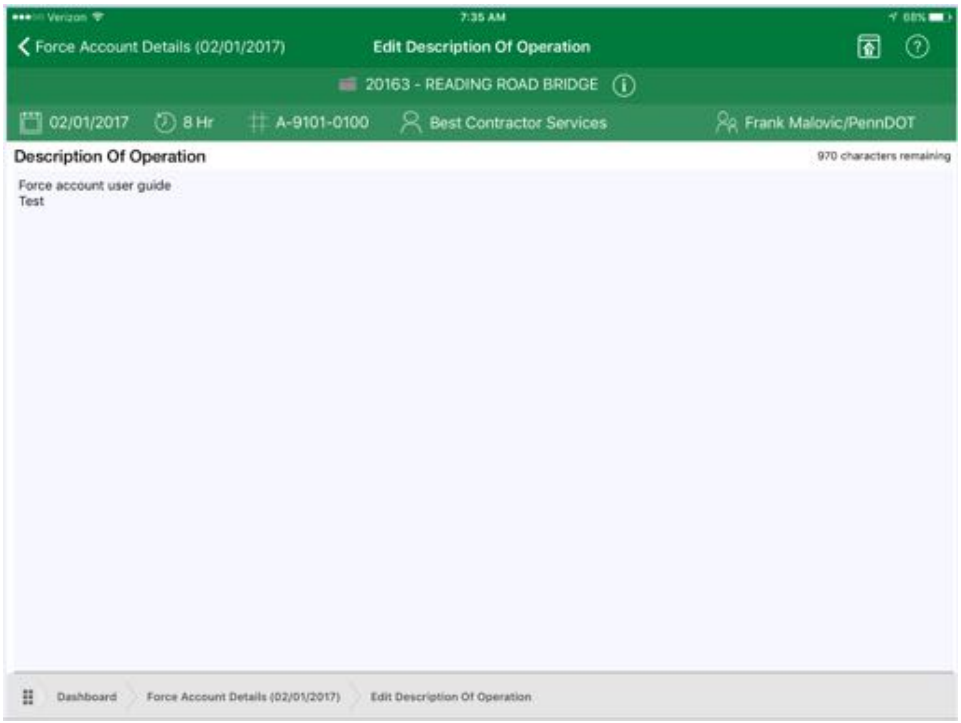


Editing a Description of Operation

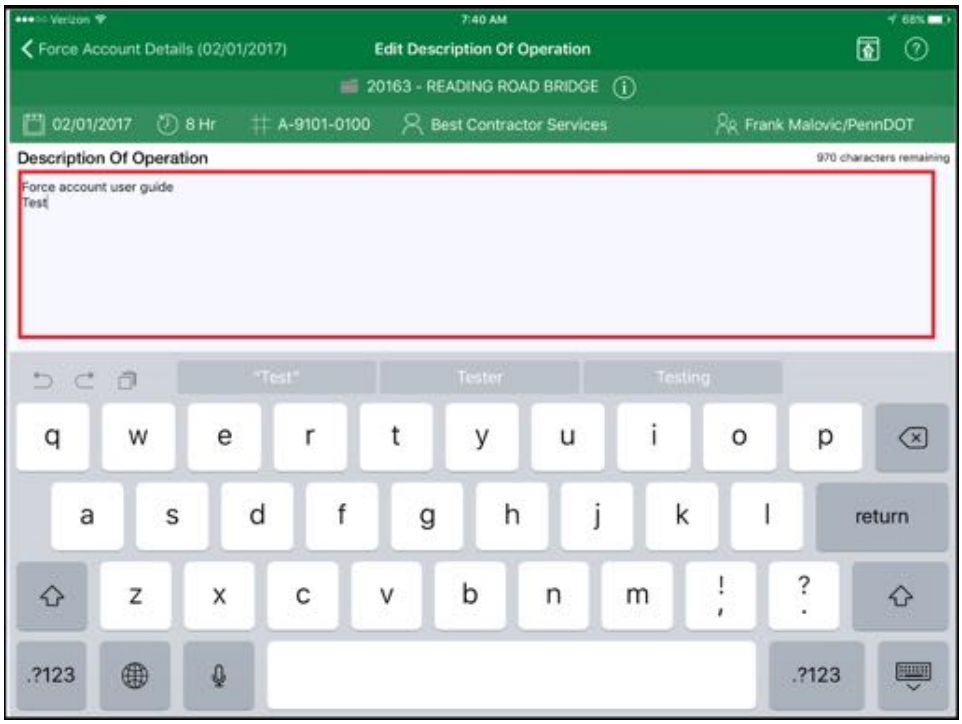
To edit an existing Description of Operation, tap anywhere on the Description of Operation row from the Force Account Details screen.



The Description of Operation screen is displayed.



You can edit the Description of Operation by tapping anywhere within the text window.

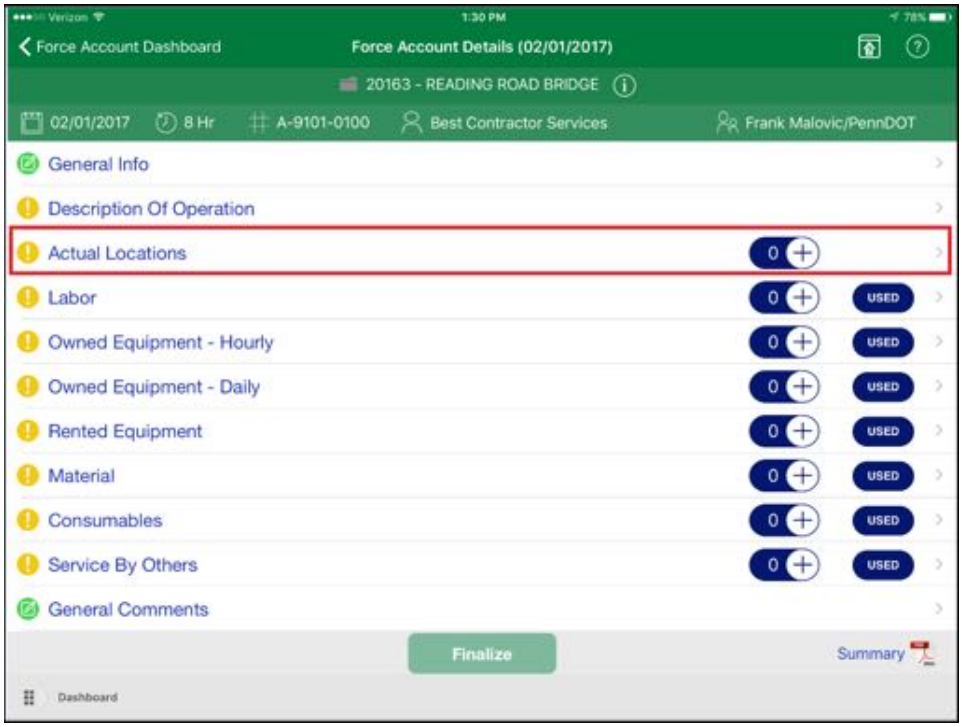


On the text window that is displayed, adjust the entry as necessary and navigate back to the Force Accounts Detail screen.

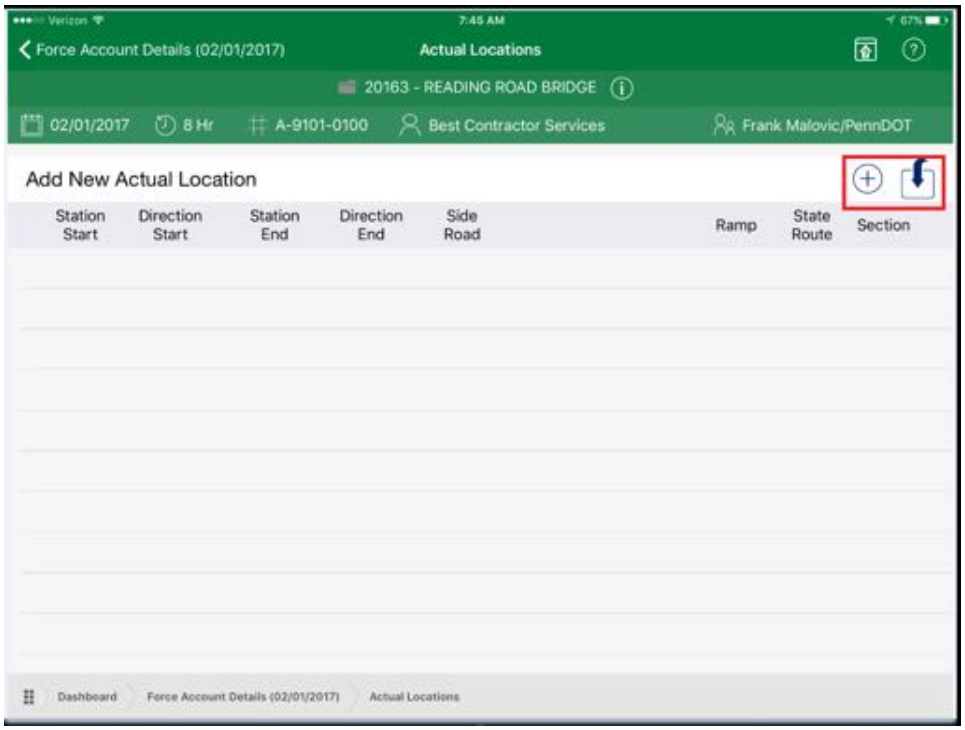
Actual Locations

Accessing Actual Locations

To access Actual Locations, tap anywhere on the Actual Locations row on the Force Account Details screen.

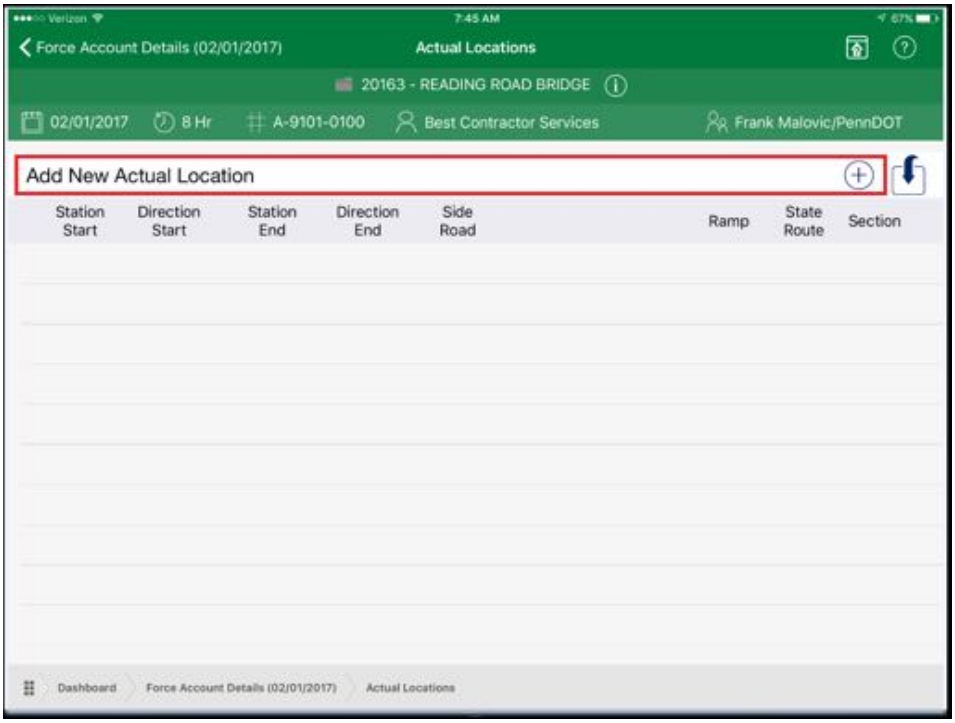


The Actual Locations screen will be displayed. Here, you have two options. You can enter the specific Actual Location data manually or you can import existing Actual Location data from an associated PSA.

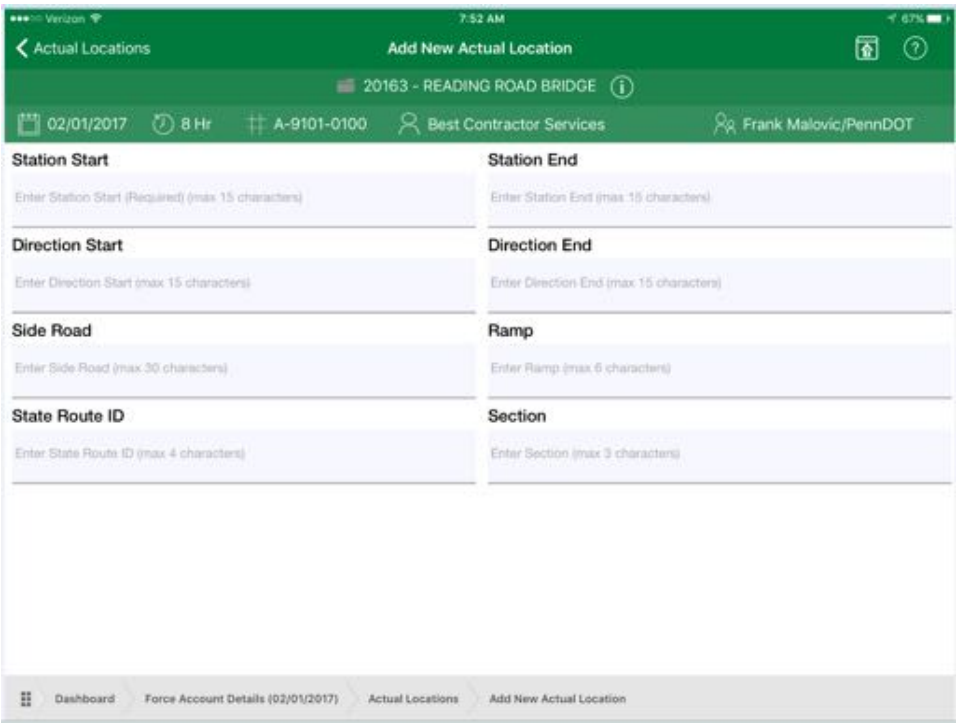


Entering a New Actual Location

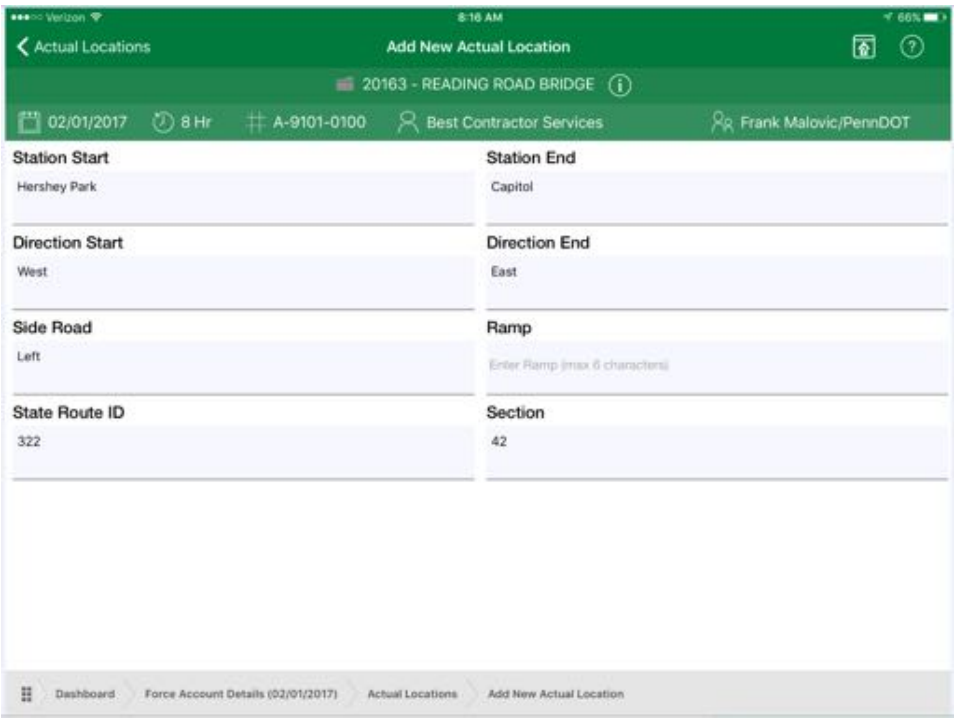
To enter a new Actual Location manually, tap on the “Add New Actual Location” row.



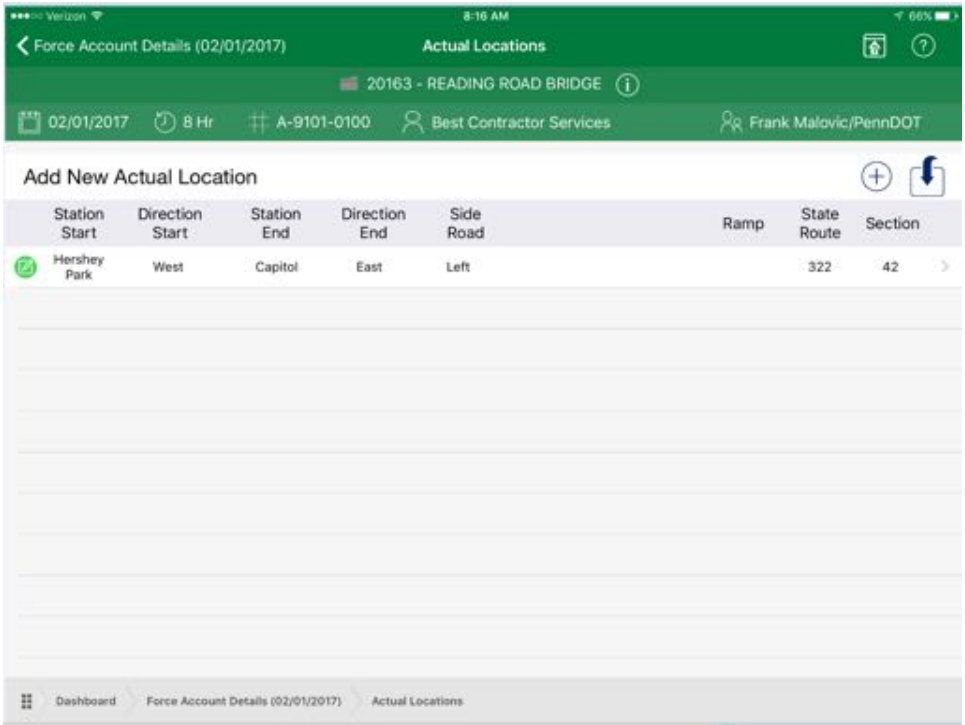
The Add New Actual Location screen displays.



Tap in the Station Start field to enter start location using the keyboard (Station Start is the only mandatory field) and, if necessary, enter the Station End, Direction Start, Direction End, Side Road, Ramp, State Route ID, and Section.

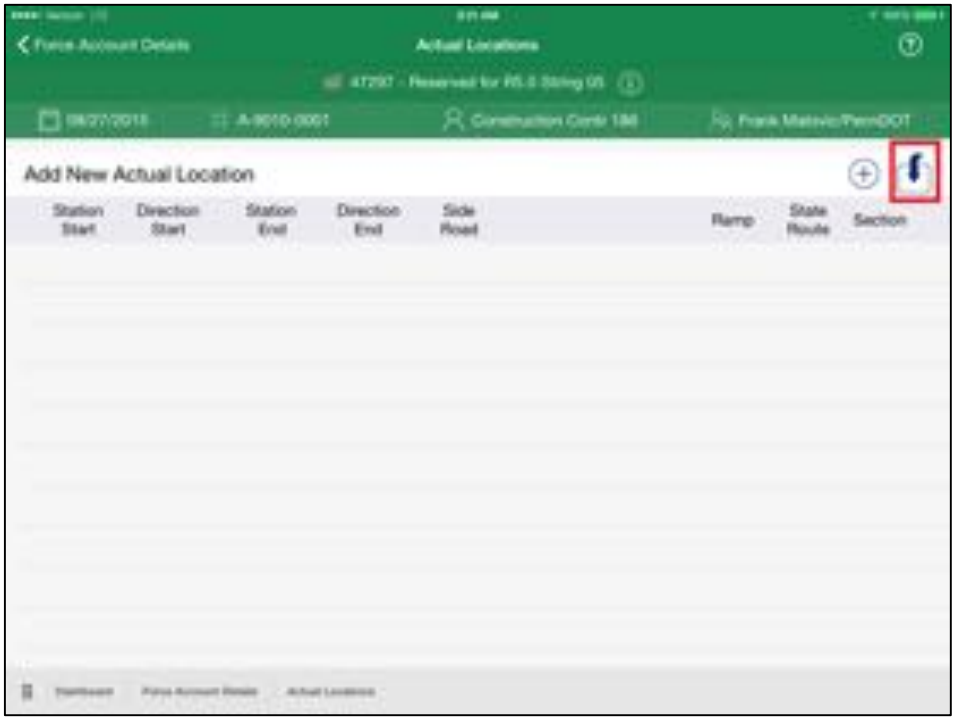


When you navigate back to the Actual Locations screen, the Actual Locations will display with the editable icon.



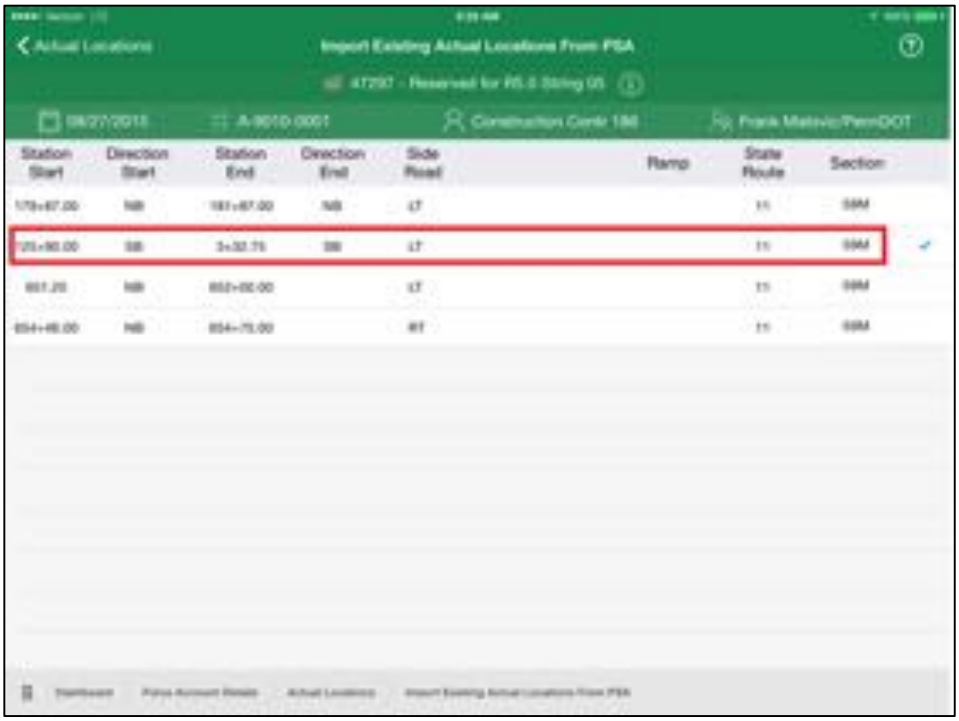
Importing an Actual Location

To import an Actual Location, tap on the import icon on the “Add New Actual Location” row.

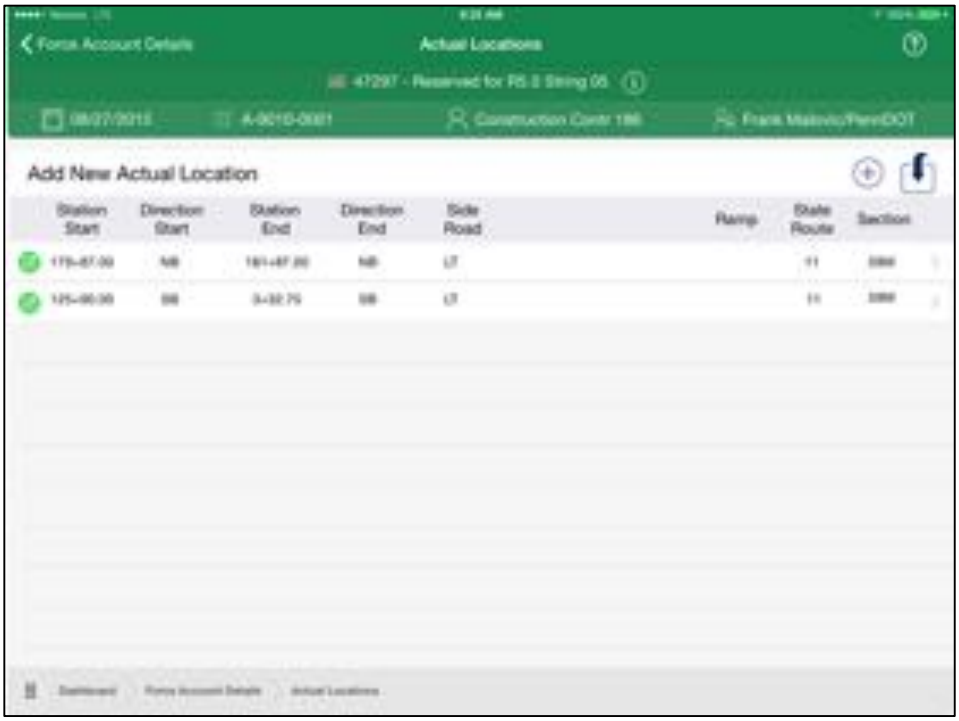


The Import Existing Actual Locations From PSA screen displays listing associated Actual Locations.

Select an Actual Location by tapping on the respective row. A check mark displays at the end of the row designating the Actual Location as selected. To unselect the Actual Location, tap on the respective row again and the check mark no longer displays.



When you navigate back to the Actual Locations screen, the selected Actual Location will display with the editable icon.



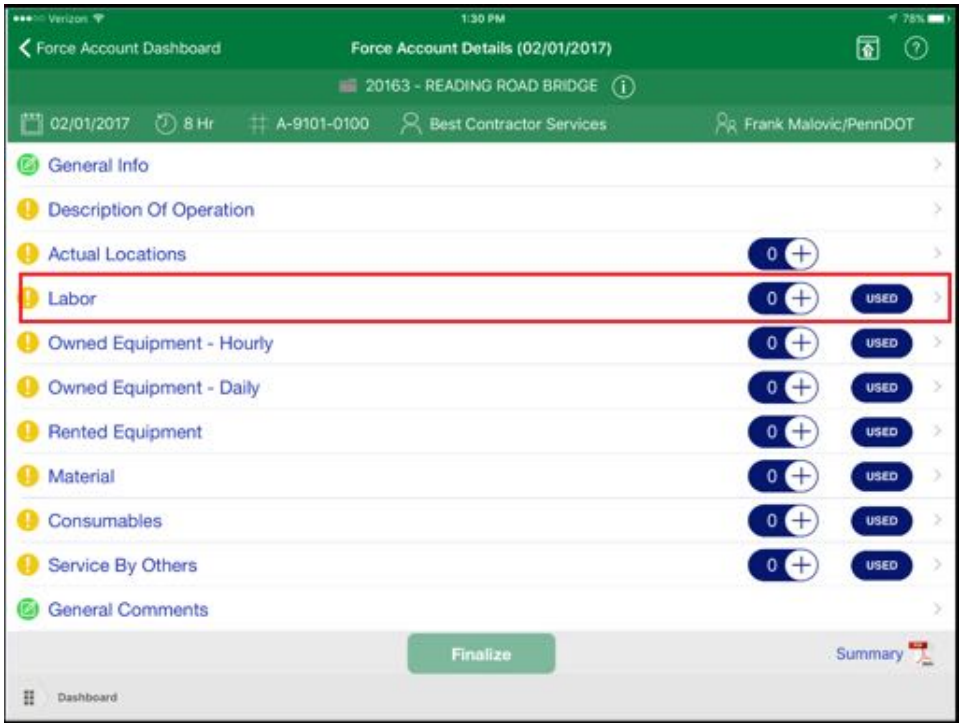
Deleting an Actual Location

To delete an existing Actual Location, swipe the row from right to left to display the “Delete” button. Tap the “Delete” button to delete the entry. To dismiss the delete option, swipe the row from left to right.

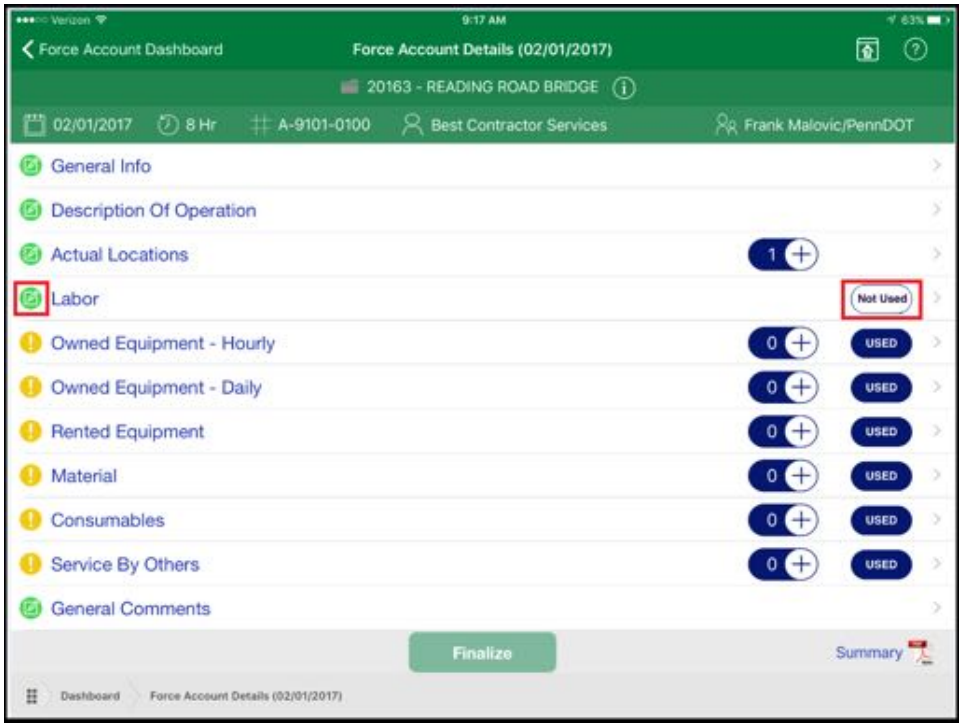
Labor

Accessing Labor

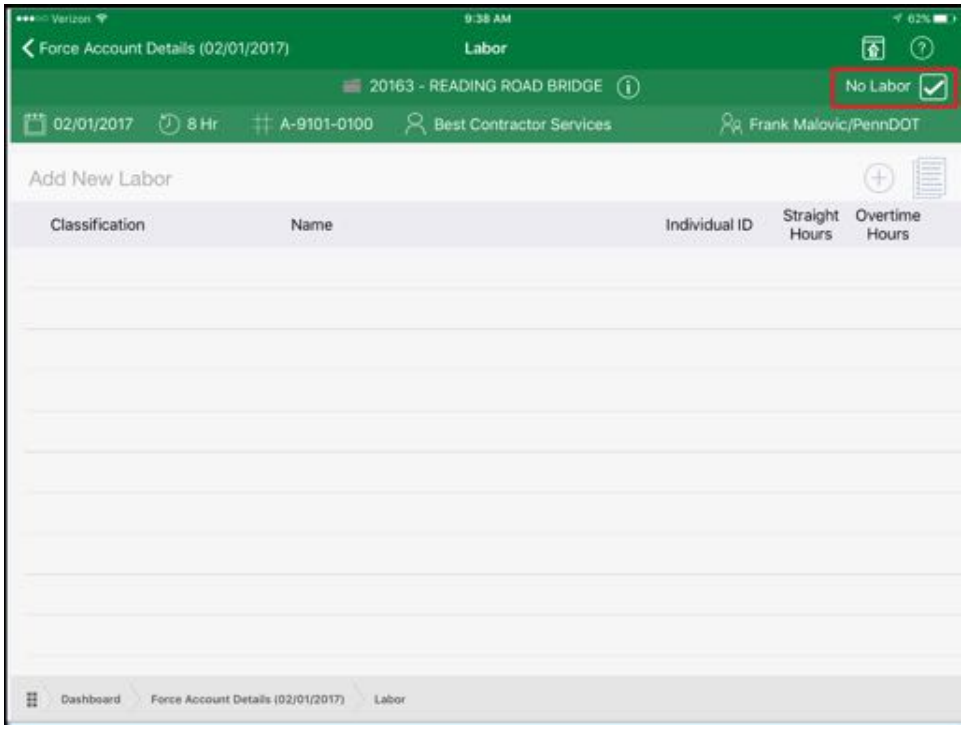
To access Labor, tap anywhere on the Labor row on the Force Account Details screen. The Labor screen will be displayed.



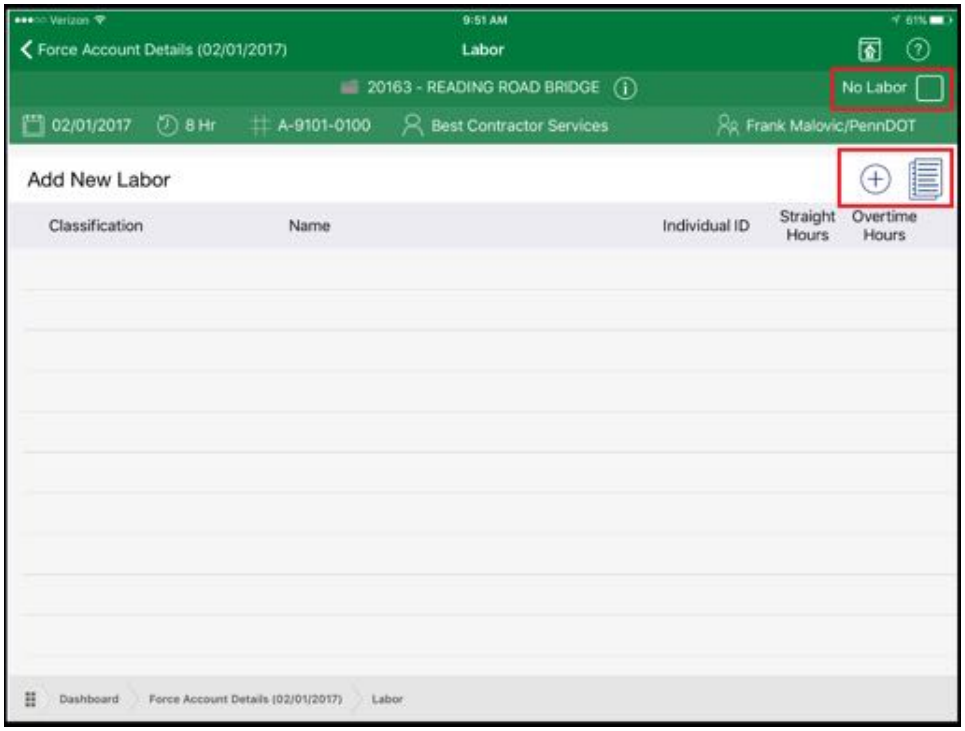
Or you can tap the Used button. The button will turn into Not Used, which indicates there is no labor involved in this Force Account.



Then No Labor checkbox is checked automatically on the Labor screen.

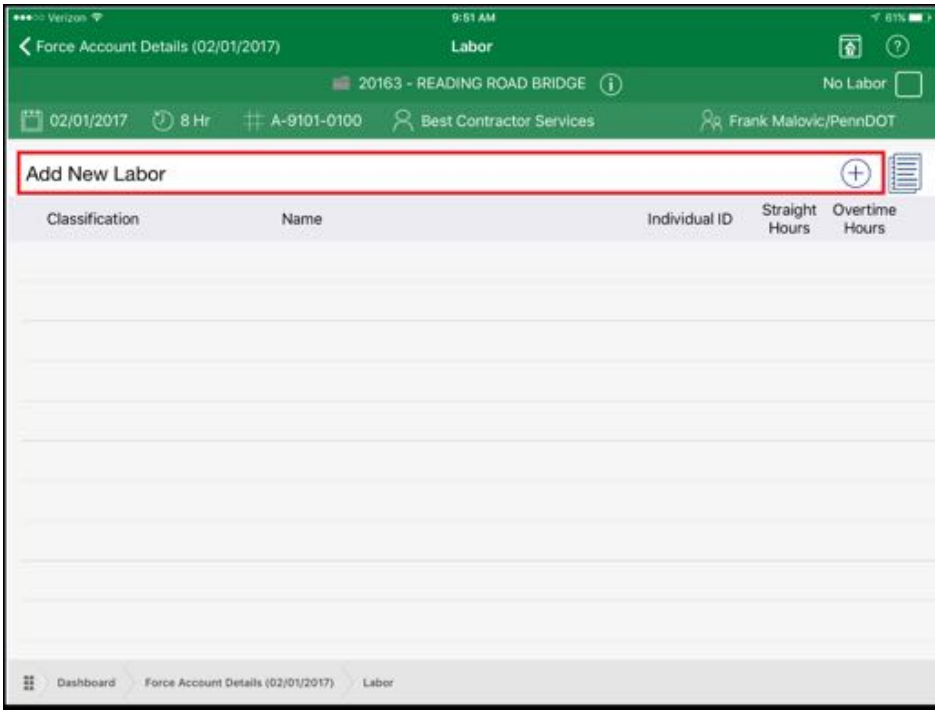


After tapping the labor row on the Force Account Details screen, you will see the Labor screen. Here, you have three options. You can enter the specific Labor data manually or clone existing Labor data from previous Force Accounts, or you can select No Labor if there is no labor to document.

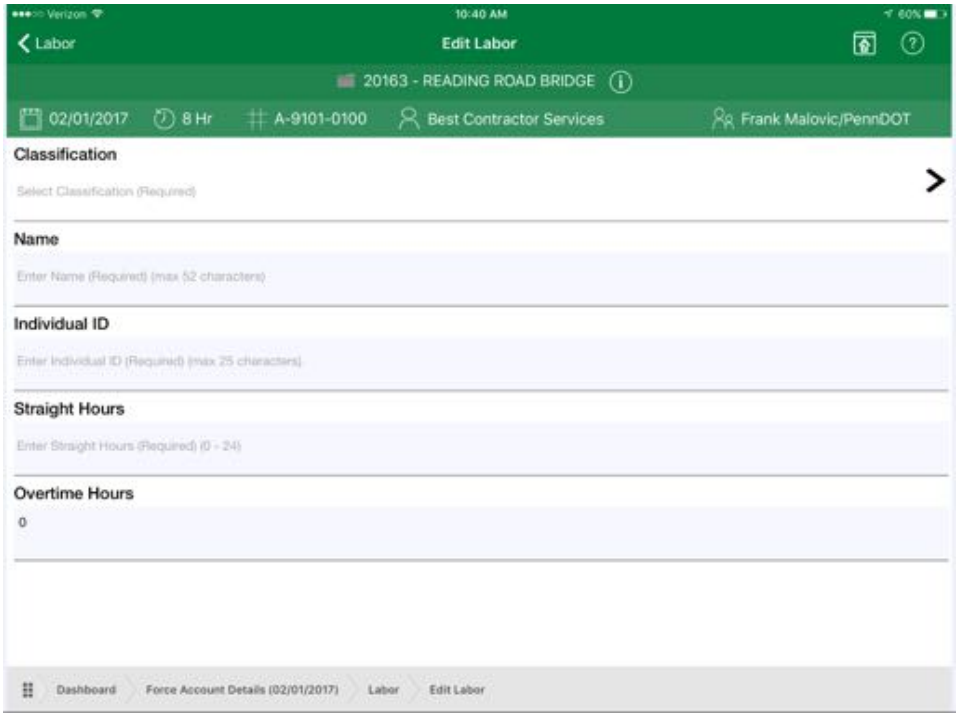


Entering New Labor

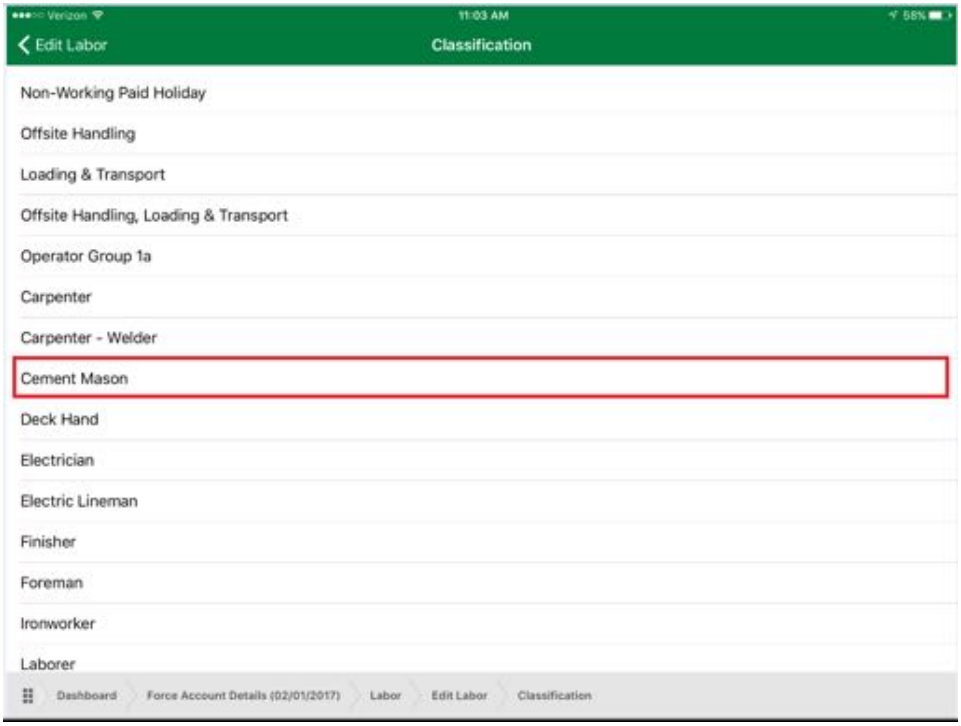
To enter new Labor manually, tap on the “Add New Labor” row.



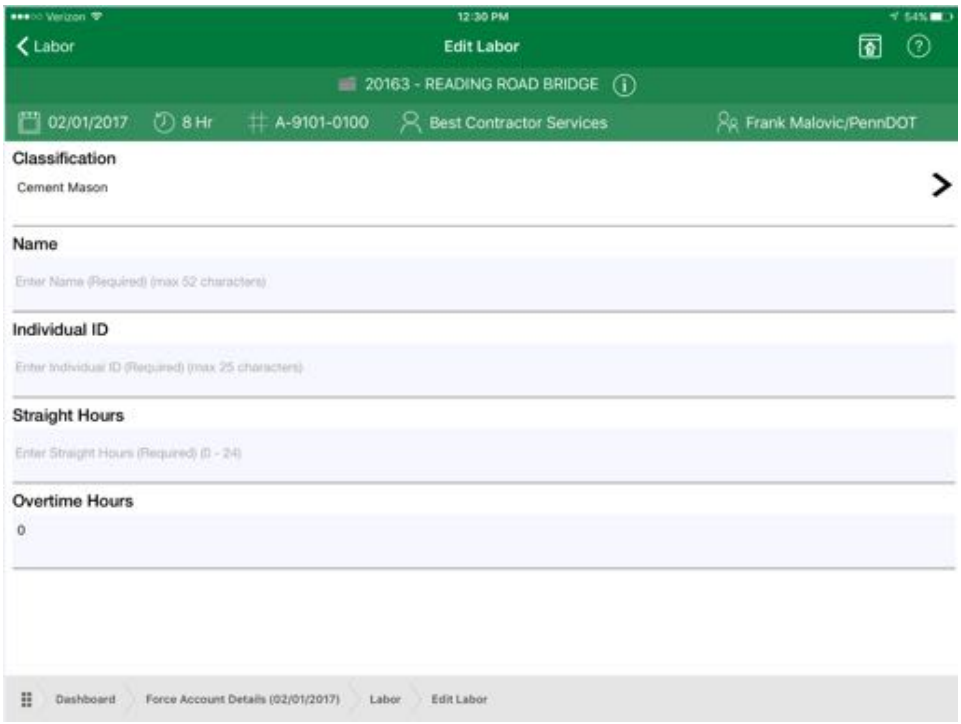
The Add New Labor screen displays.



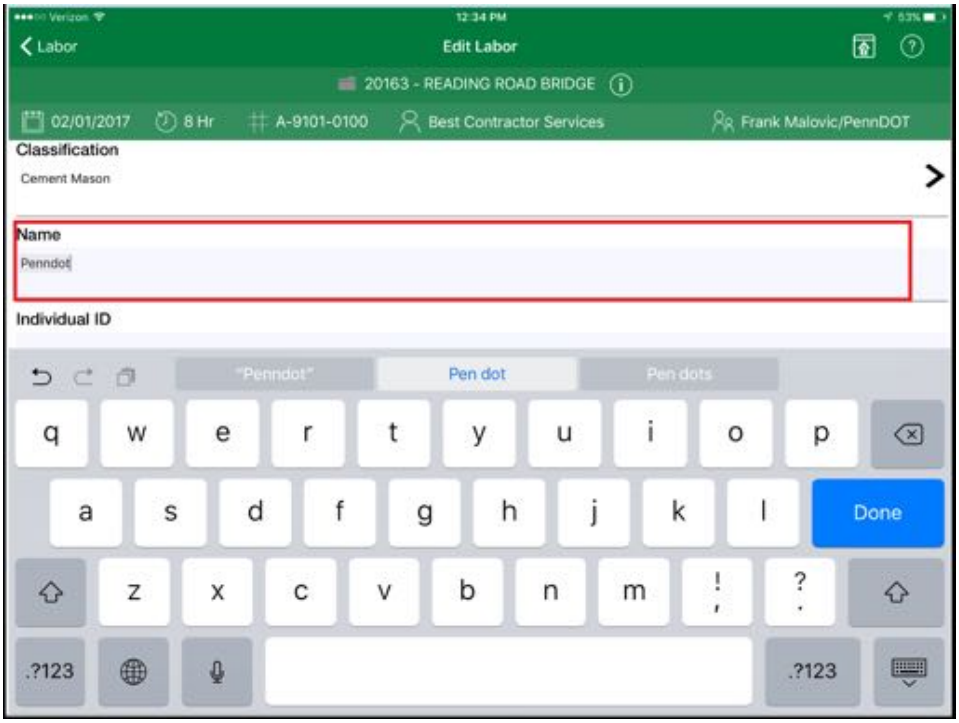
Tap in the Classification field to display a list of labor classifications. Select a Classification by tapping on the respective row.



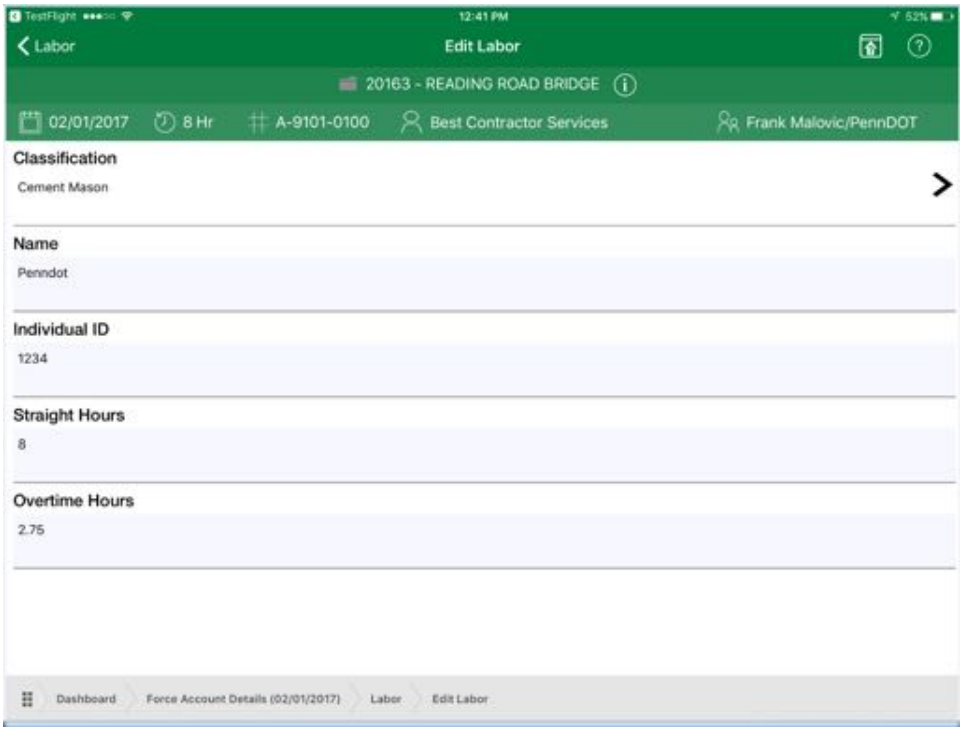
The Add New Labor screen displays with the selected Classification



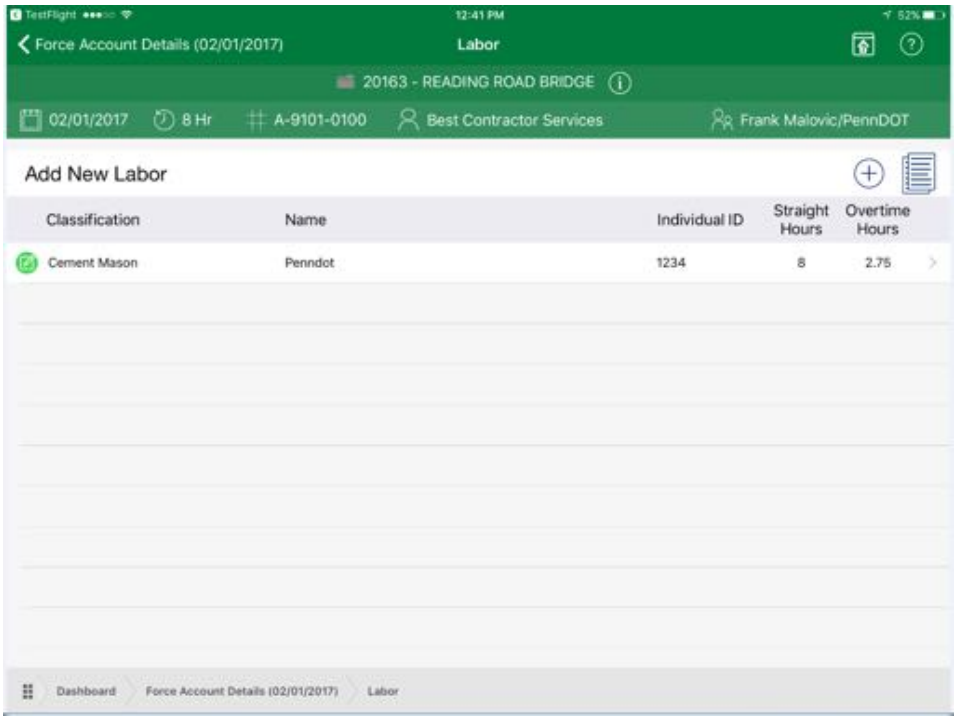
Tap in the Name field to enter the worker's name using the keyboard.



Continue adding the remaining required labor data (Individual ID and Straight Hours). Overtime Hours is an optional field.

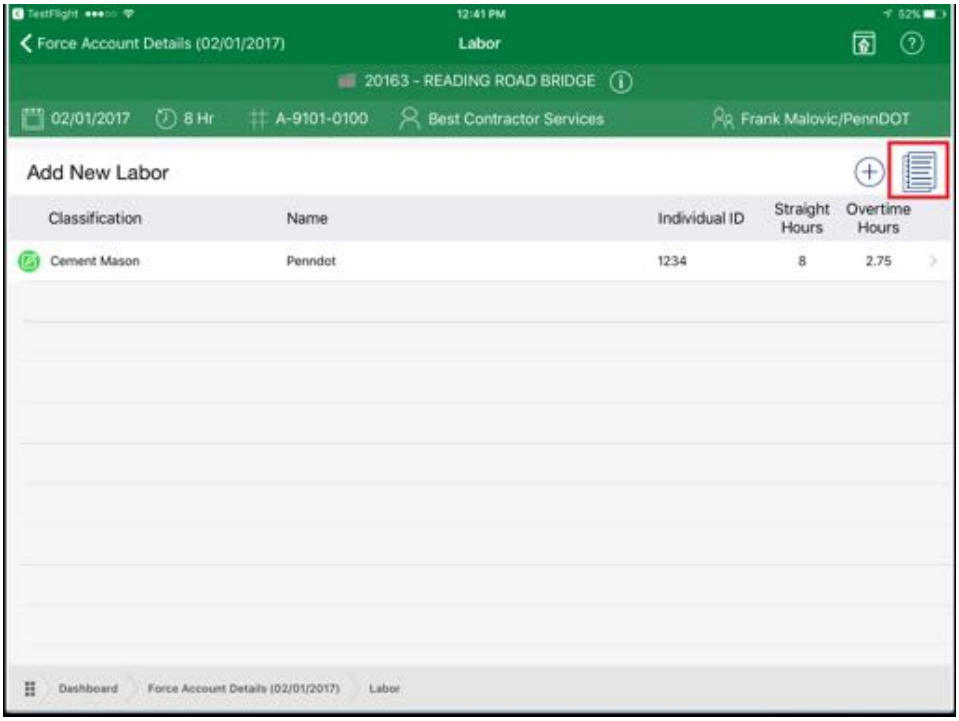


Return to the Labor screen by clicking the back navigational button in the upper left corner. The new labor will display with the editable icon.

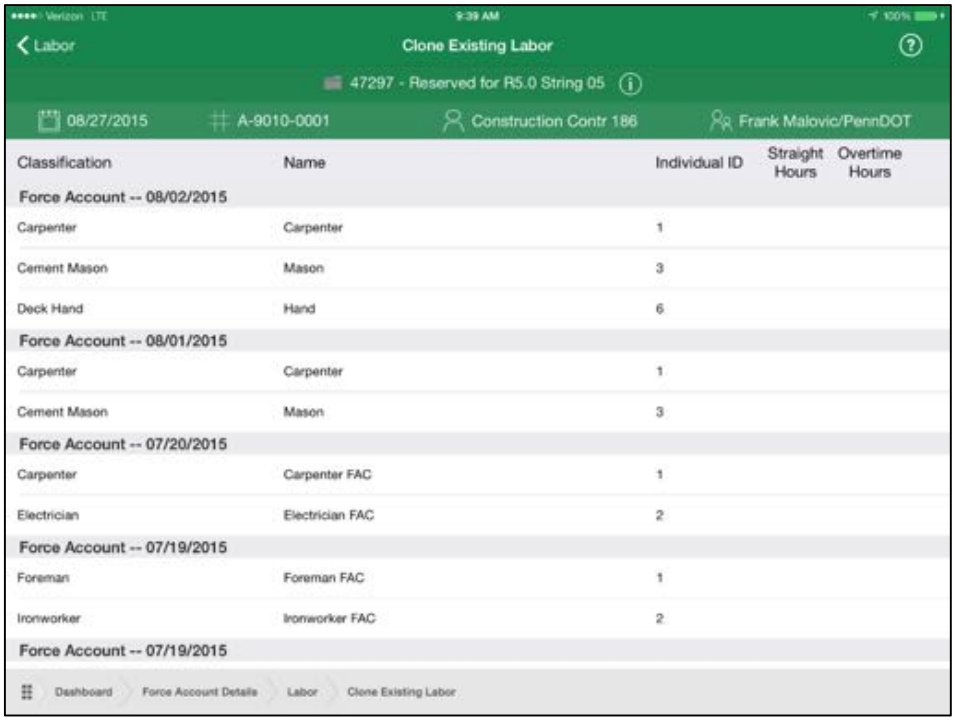


Cloning a Classification

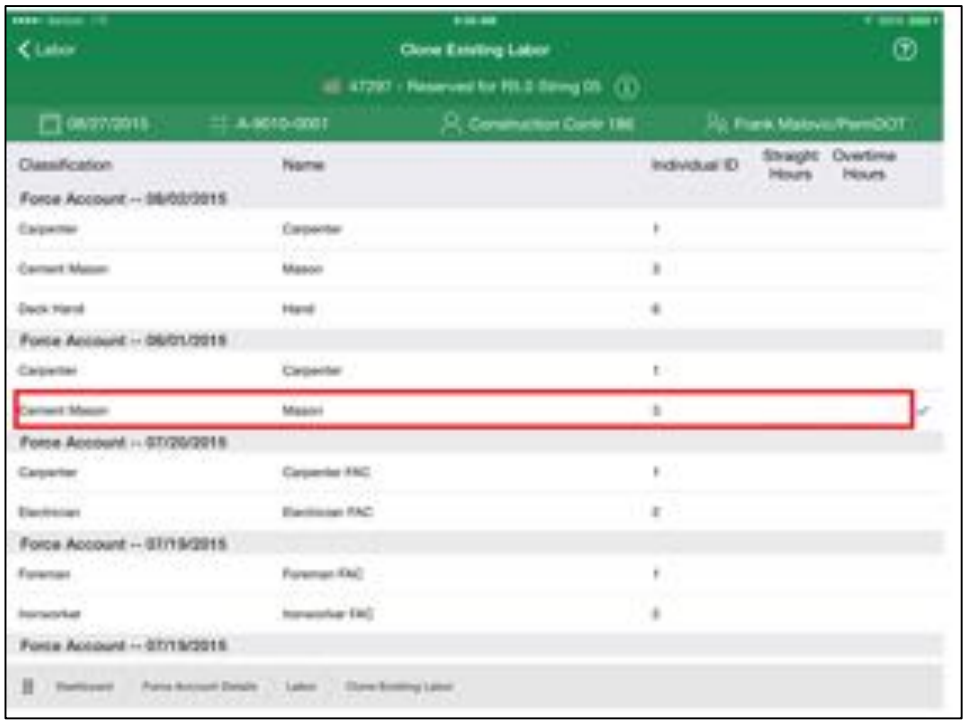
To clone a Classification, tap on the clone icon on the "Add New Labor" row.



The Clone Existing Labor screen displays listing labor data used on previous Force Accounts.

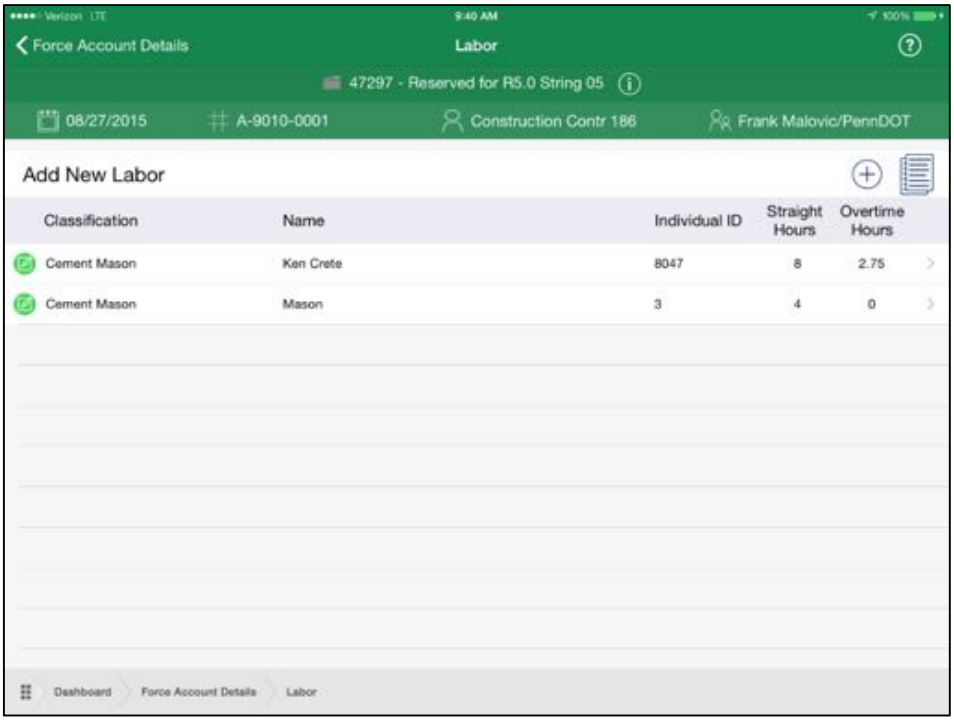


Select a Labor by tapping on the respective row. A check mark displays at the end of the row designating the Labor as selected. To unselect the Labor, tap on the respective row again and the check mark no longer displays.



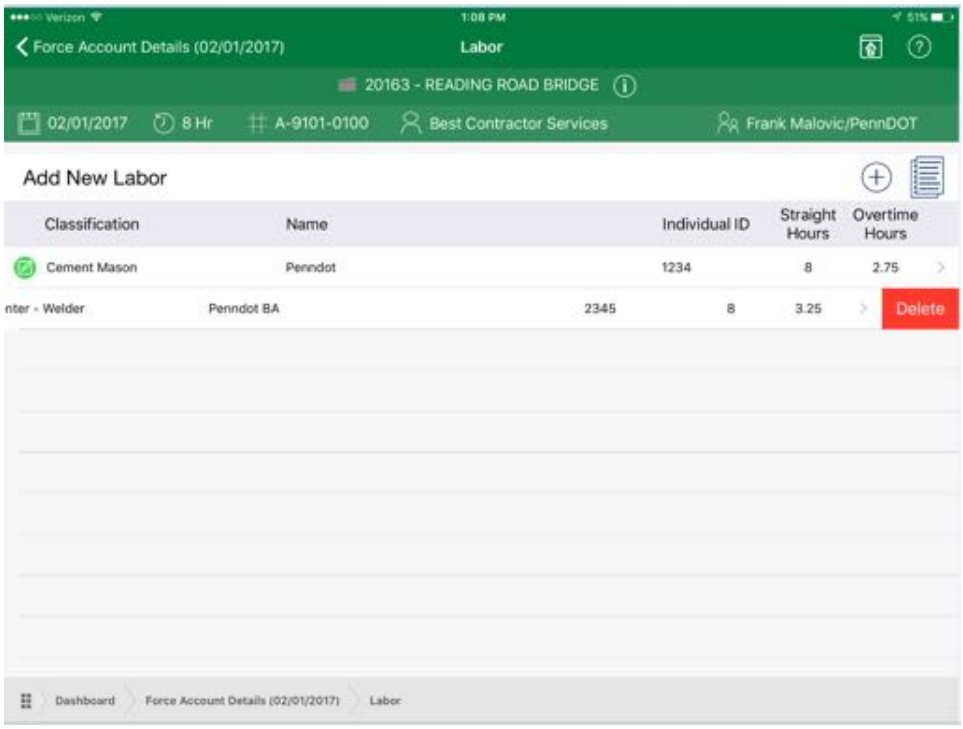
Tap Straight and Overtime Hours fields to input the total hours worked for the day.

When you navigate back to the Labor screen, the selected labor will display with the editable icon.



Deleting a Labor

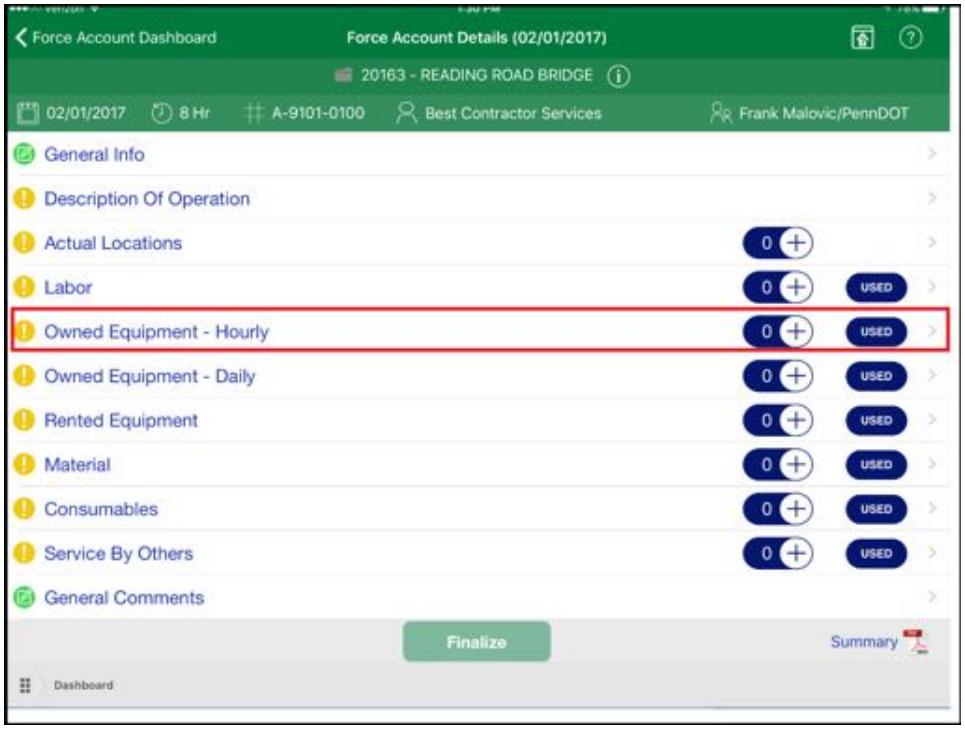
To delete an existing Labor, swipe the row from right to left to display the “Delete” button. Tap the “Delete” button to delete the entry. To dismiss the delete option, swipe the row from left to right.



Owned Equipment – Hourly

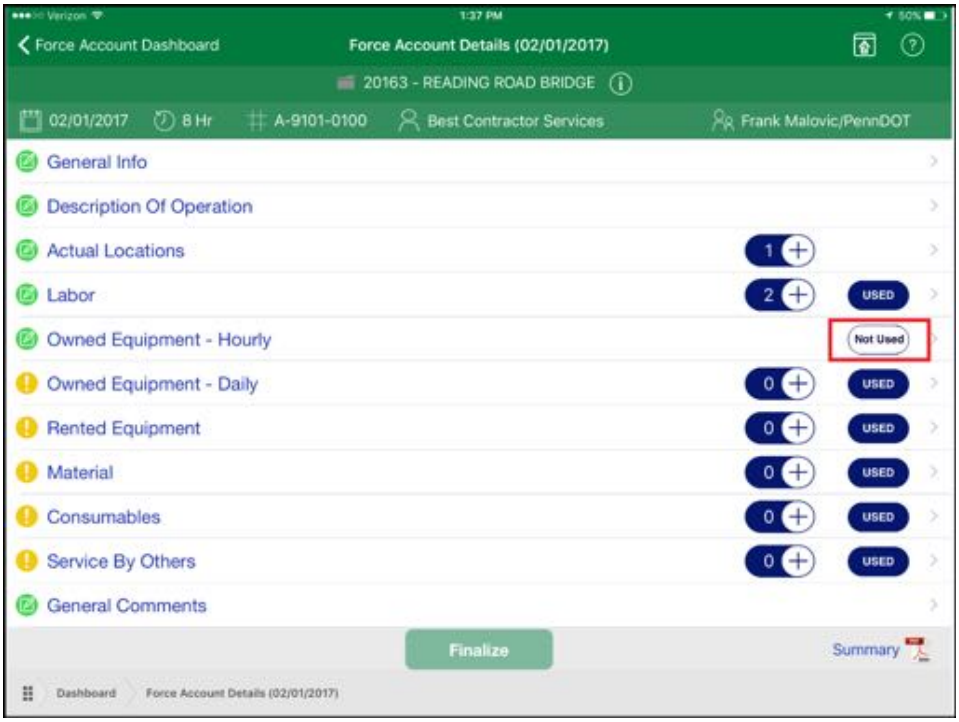
Accessing Owned Equipment – Hourly

To access Owned Equipment – Hourly, tap anywhere on the Owned Equipment – Hourly row on the Force Account Details screen.

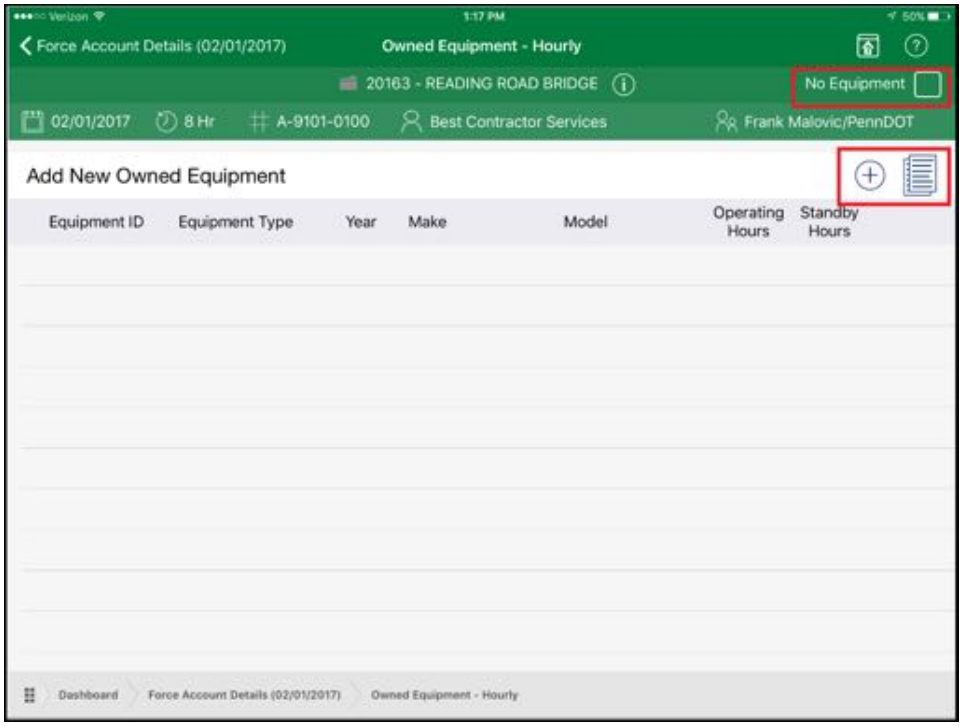


The Owned Equipment – Hourly screen will be displayed.

Or you can tap the Used button. The button will turn into Not Used, which indicates there is no Owned Equipment - Hourly involved in this Force Account. Then No Equipment checkbox is checked automatically on the Owned Equipment –Hourly screen.

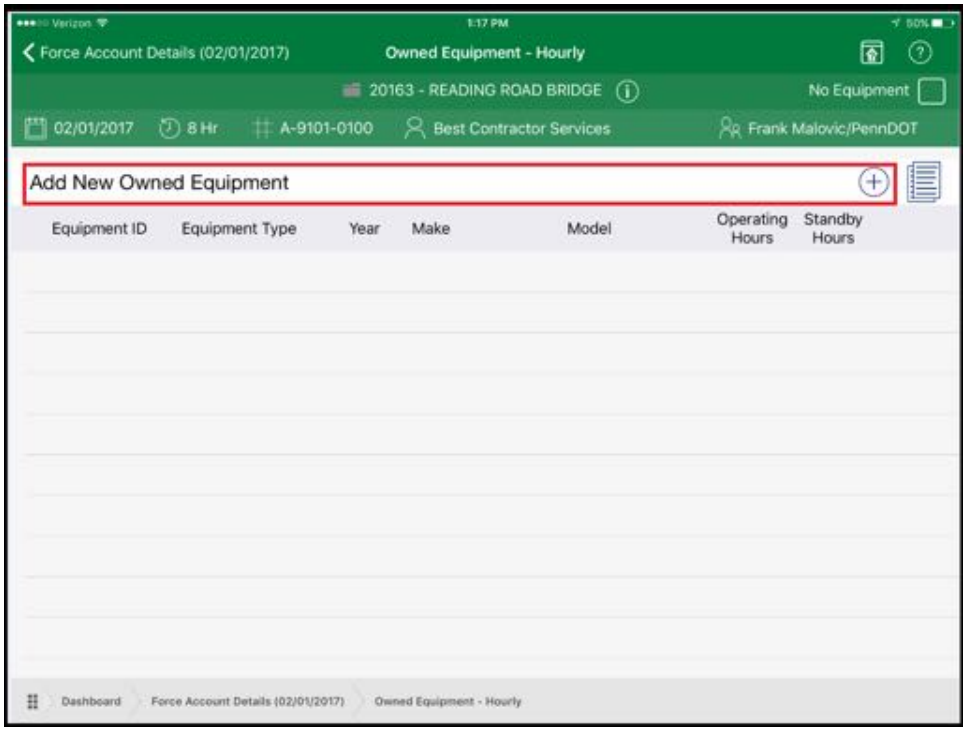


On Owner Equipment – Hourly screen, you have three options. You can enter the specific Owned Equipment – Hourly data manually or clone existing Owned Equipment – Hourly data from previous Force Accounts, or you can select No Equipment if there is no equipment to document.

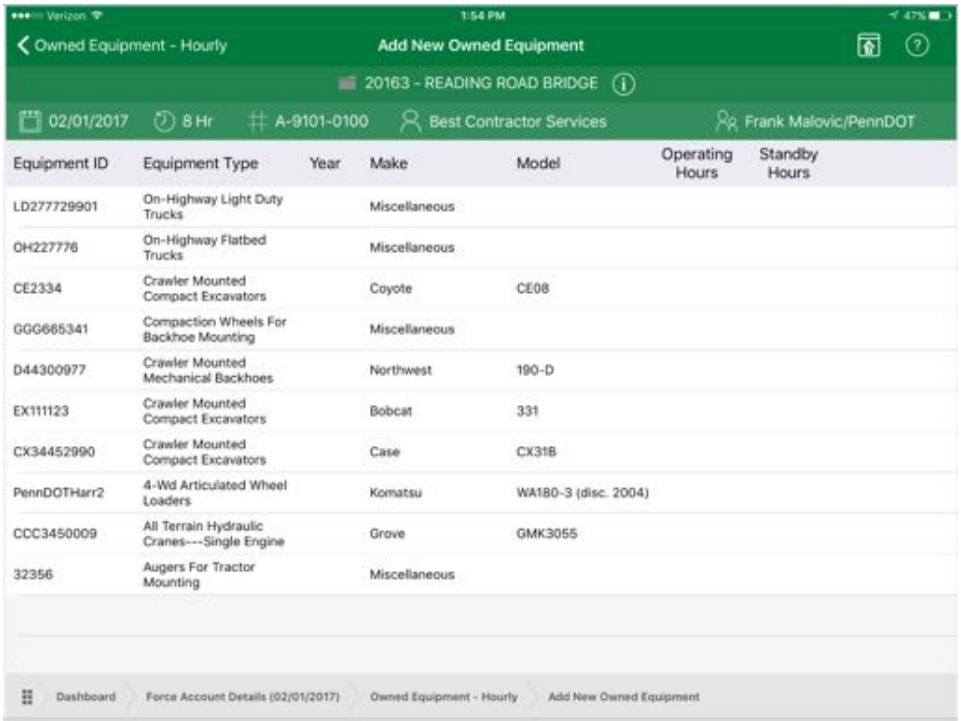


Entering New Owned Equipment – Hourly

To enter new Hourly Equipment manually, tap on the “Add New Owned Equipment” row.

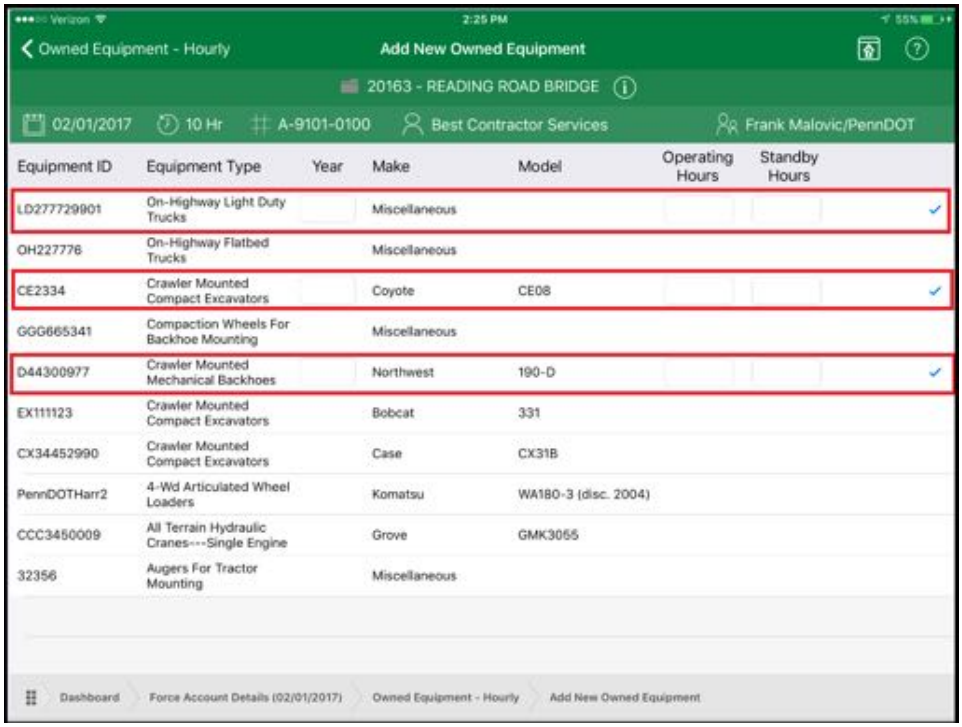


The Add New Owned Equipment screen displays, with a list of equipment available for this force account.

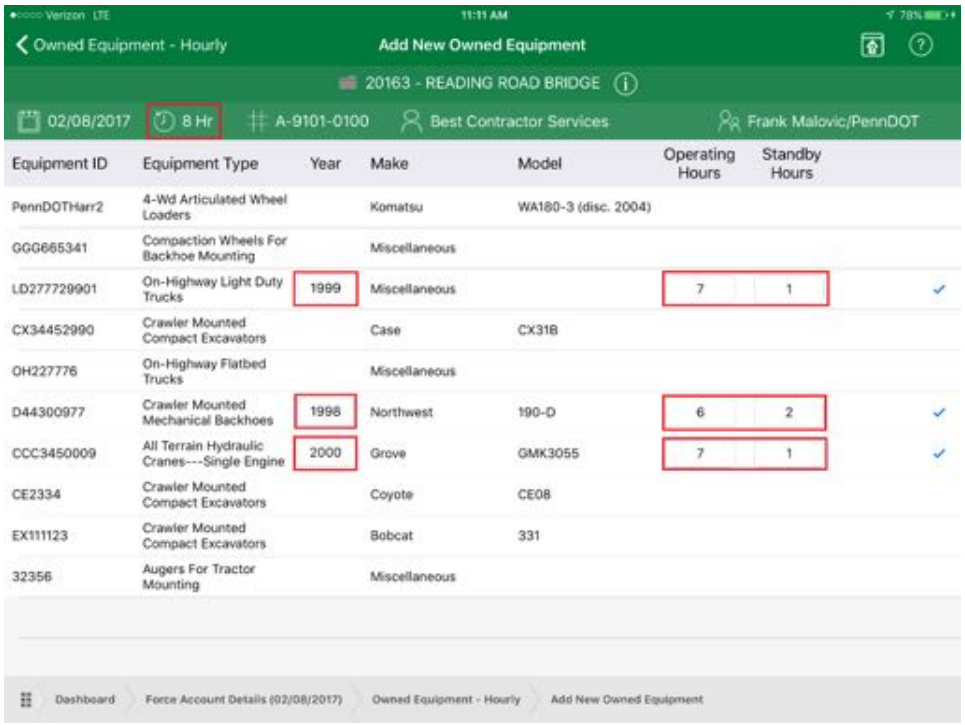


Equipment ID	Equipment Type	Year	Make	Model	Operating Hours	Standby Hours
LD277729901	On-Highway Light Duty Trucks		Miscellaneous			
OH227776	On-Highway Flatbed Trucks		Miscellaneous			
CE2334	Crawler Mounted Compact Excavators		Coyote	CE08		
GGG665341	Compaction Wheels For Backhoe Mounting		Miscellaneous			
D44300977	Crawler Mounted Mechanical Backhoes		Northwest	190-D		
EX111123	Crawler Mounted Compact Excavators		Bobcat	331		
CX34452990	Crawler Mounted Compact Excavators		Case	CX31B		
PennDOTHarr2	4-Wd Articulated Wheel Loaders		Komatsu	WA180-3 (disc. 2004)		
CCC3450009	All Terrain Hydraulic Cranes---Single Engine		Grove	GMK3055		
32356	Augers For Tractor Mounting		Miscellaneous			

Select a piece equipment by tapping on the respective row. A check mark displays at the end of the row designating the equipment as selected. To unselect the equipment, tap on the respective row again and the check mark no longer displays.



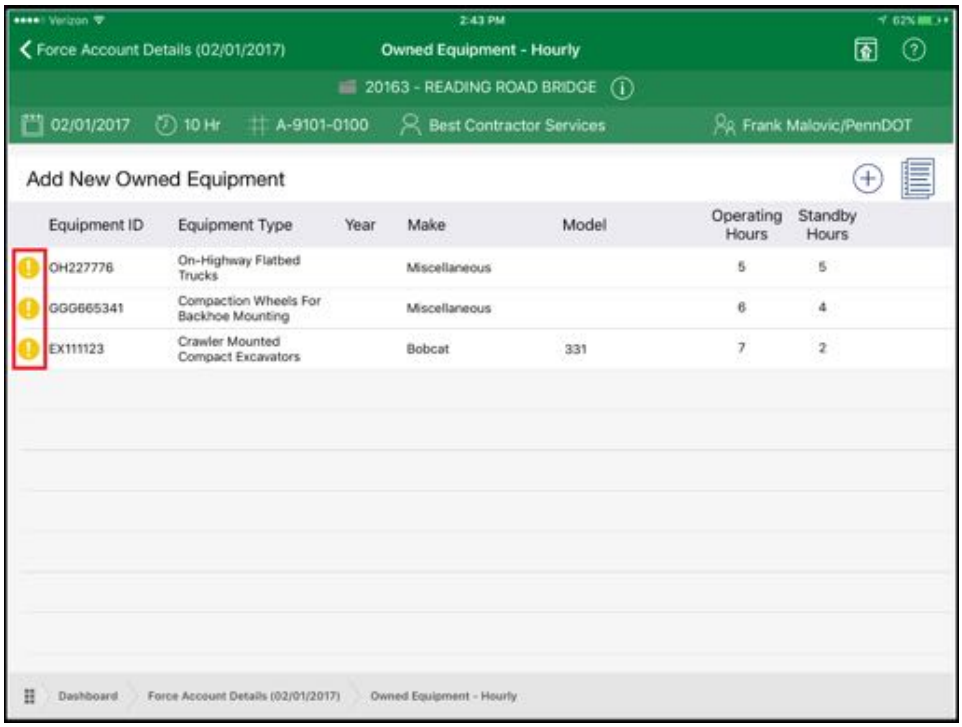
Tap in the Year, Operating Hours, and Stand By Hours fields to input info and hours for the equipment that was used that day.



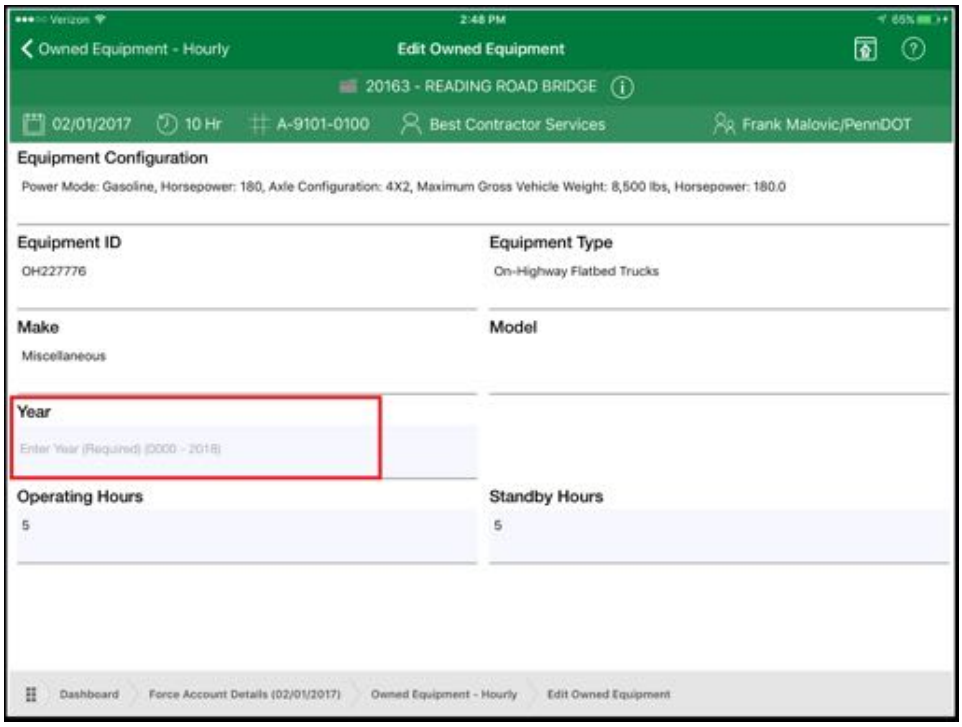
Note:

- If 8 Hour Work Day is checked on the General Info screen, the sum of Operating Hours and Standby Hours can't exceed 8 hours
- If 8 Hour Work Day is NOT checked on the General Info screen, the sum of Operating Hours and Standby Hours can't exceed 10 hours

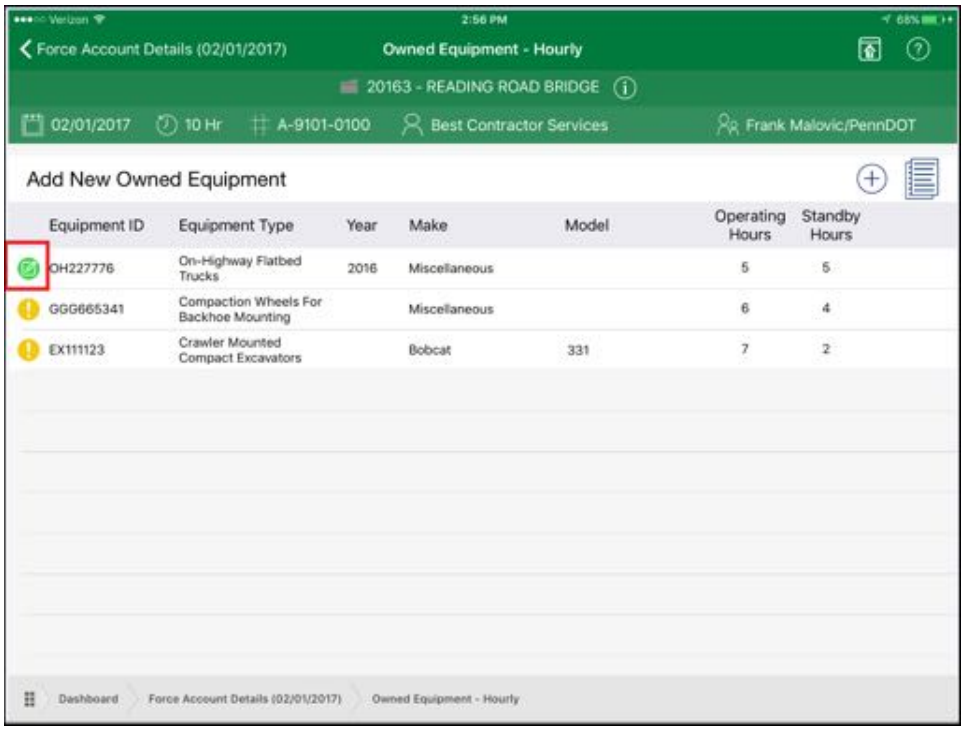
Return to the Owned Equipment – Hourly screen by clicking the back navigational button in the upper left corner. The new equipment will display with the Validation Errors icons.



Tap one of the equipment record, the Edit Owned Equipment screen displays. Enter the equipment year, a required field. Note: the equipment year can exceed current year plus one.

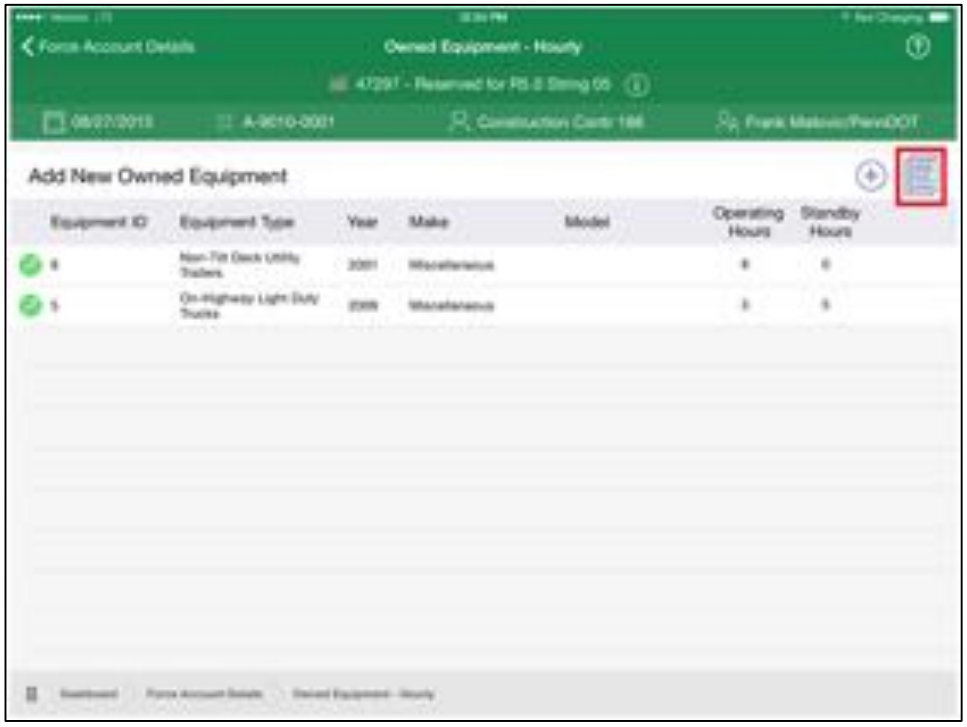


Go back to Owner Equipment-Hourly screen; you can see one record pass the validation. Enter equipment year for remaining records.

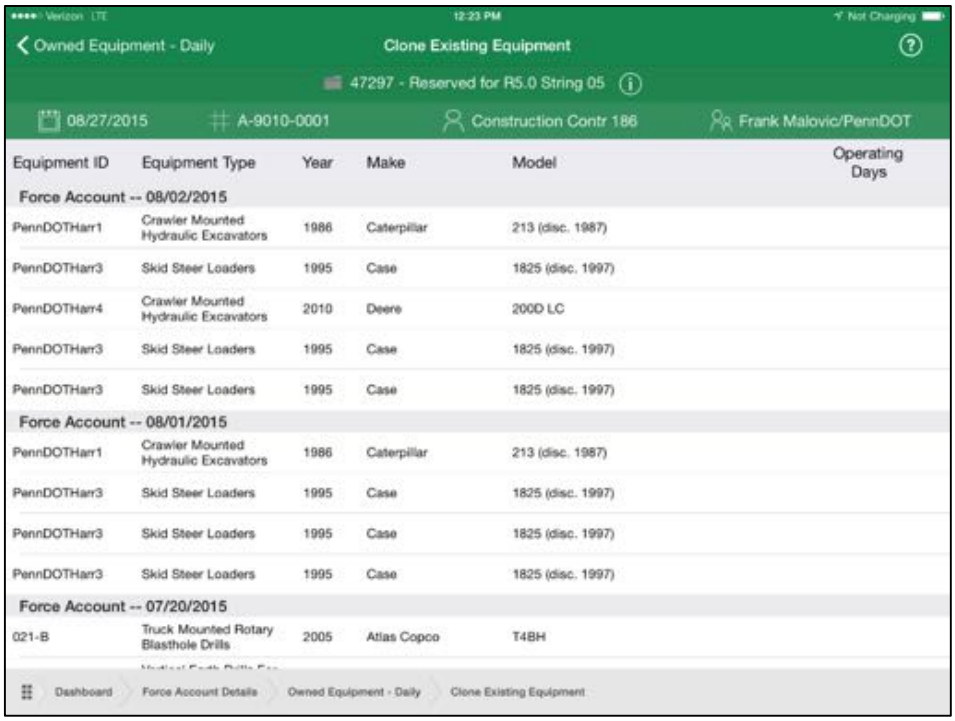


Cloning Owned Equipment – Hourly

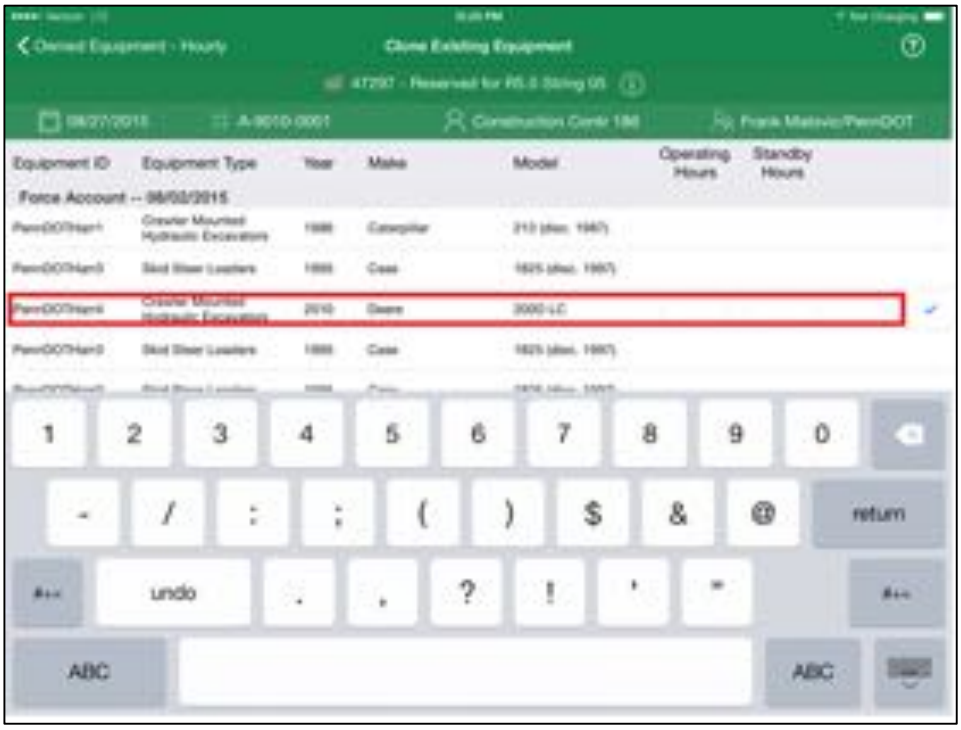
To clone Hourly Equipment, tap on the clone icon on the "Add New Owned Equipment" row.



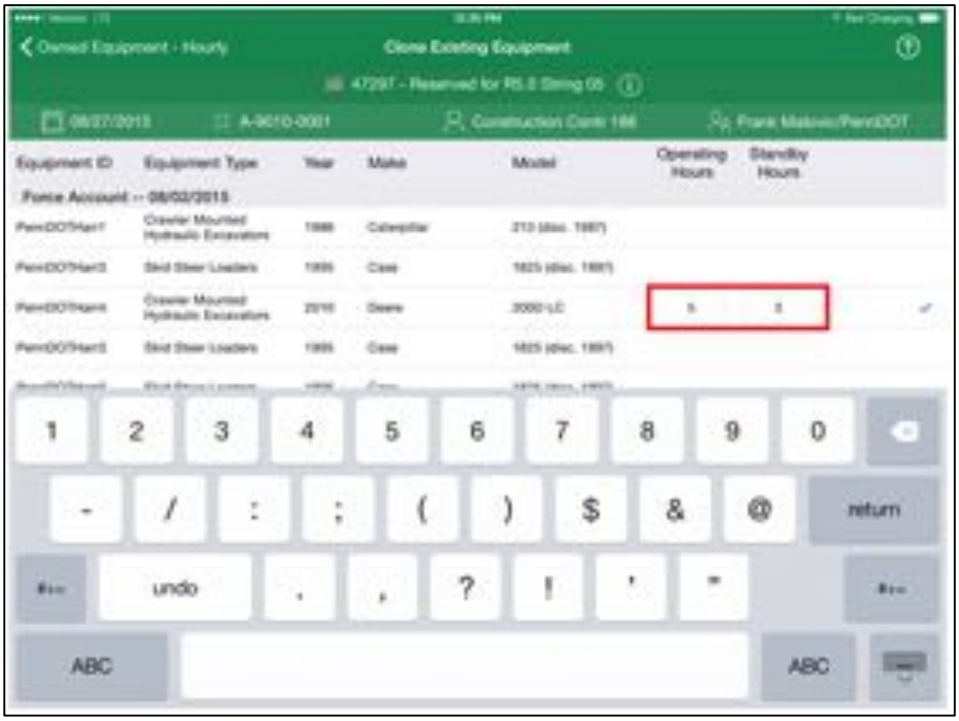
The Clone Existing Equipment screen displays listing equipment data used on previous Force Accounts.



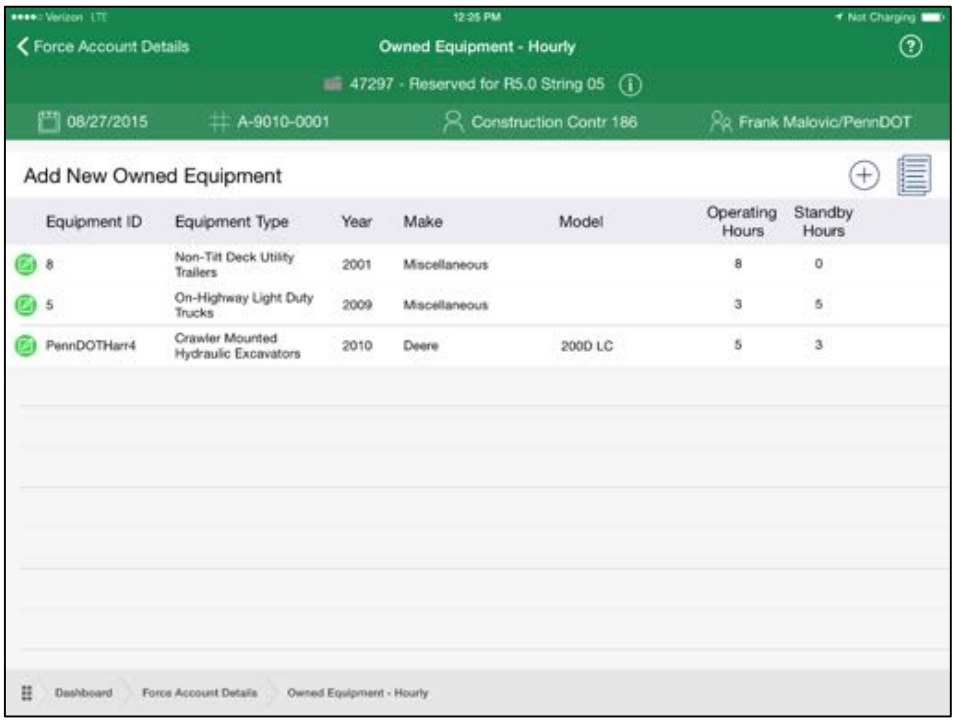
Select a piece of equipment by tapping on the respective row. A check mark displays at the end of the row designating the equipment as selected. To unselect the equipment, tap on the respective row again and the check mark no longer displays.



Tap in the Operating and Stand By Hours fields to input the total hours that the equipment was used for the day.

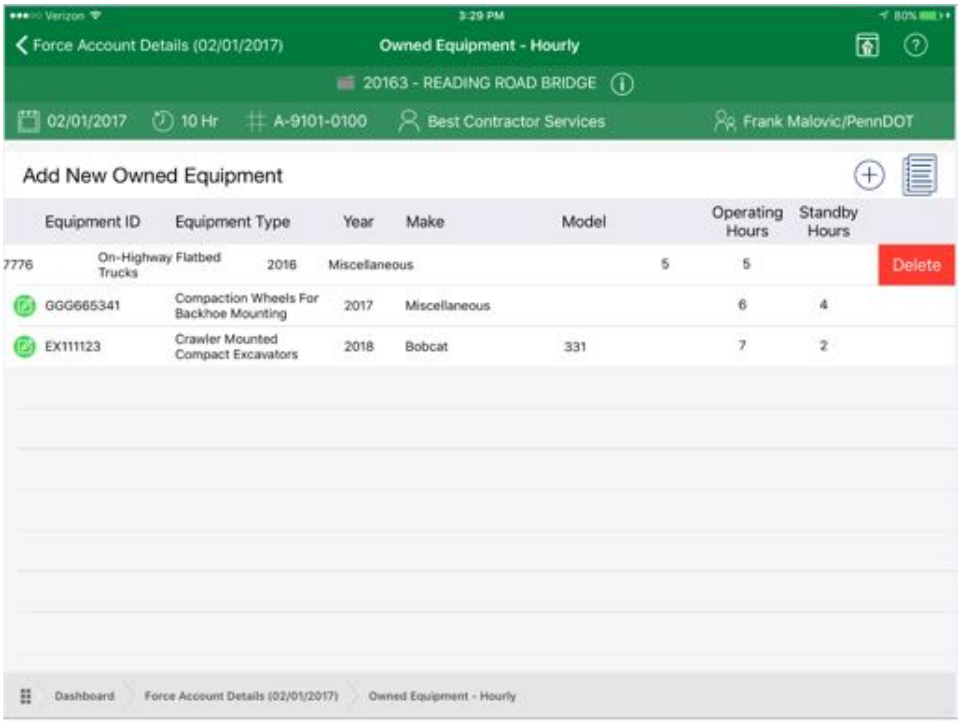


Return to the Owned Equipment – Hourly screen by clicking the back navigational button in the upper left corner. The cloned equipment will display with the editable icon.



Deleting Owned Equipment – Hourly

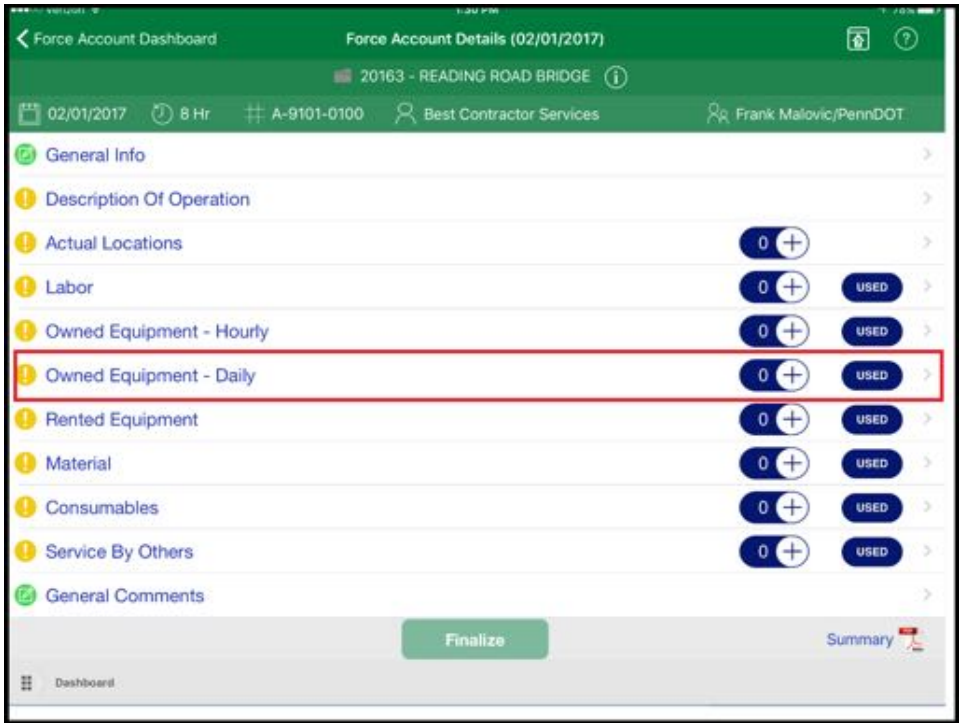
To delete an Hourly Equipment, swipe the row from right to left to display the "Delete" button. Tap the "Delete" button to delete the entry. To dismiss the delete option, swipe the row from left to right.



Owned Equipment – Daily

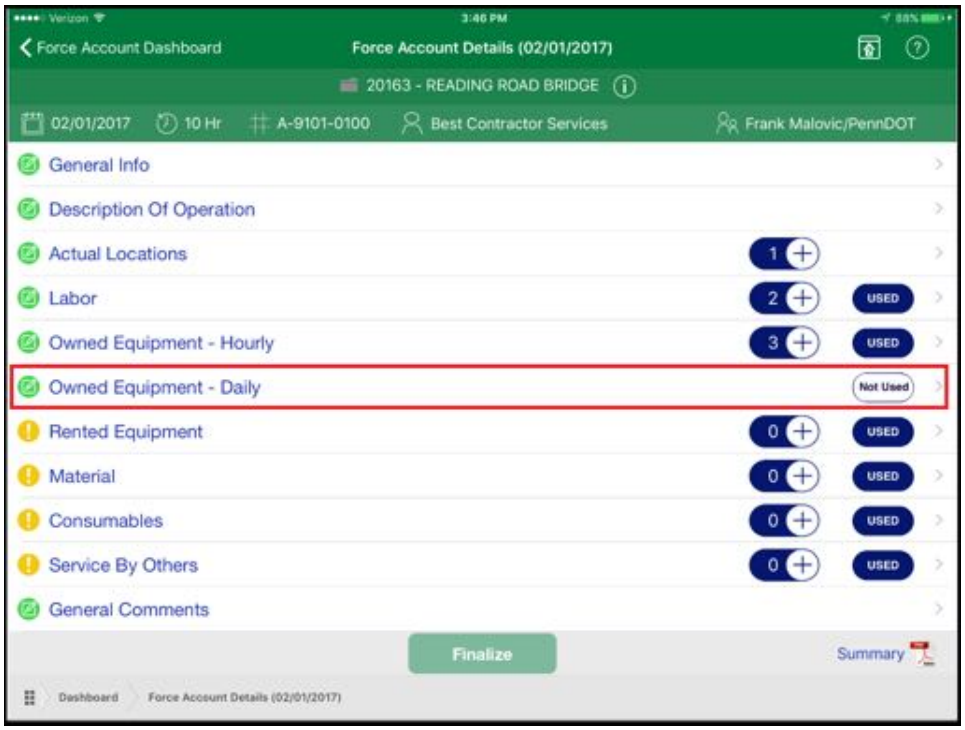
Accessing Owned Equipment – Daily

To access Owned Equipment – Daily, tap anywhere on the Owned Equipment – Daily row on the Force Account Details screen.

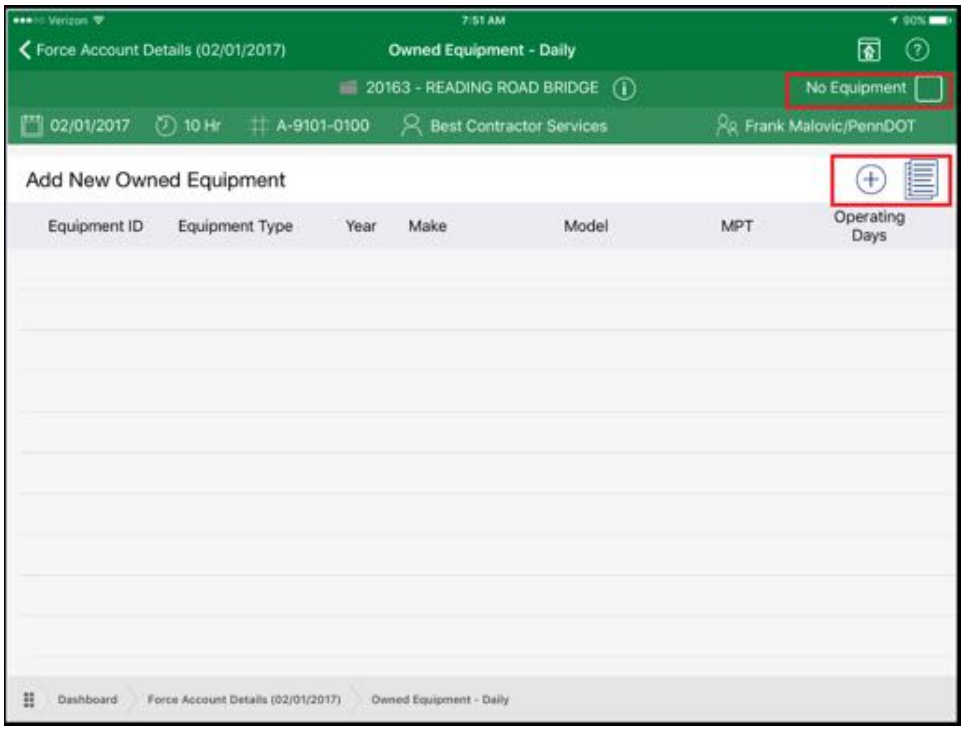


The Owned Equipment – Daily screen will be displayed.

Or you can tap the Used button. The button will turn into Not Used, which indicates there is no Owned Equipment - Daily involved. Then No Equipment checkbox is checked automatically on the Owned Equipment –Daily screen.

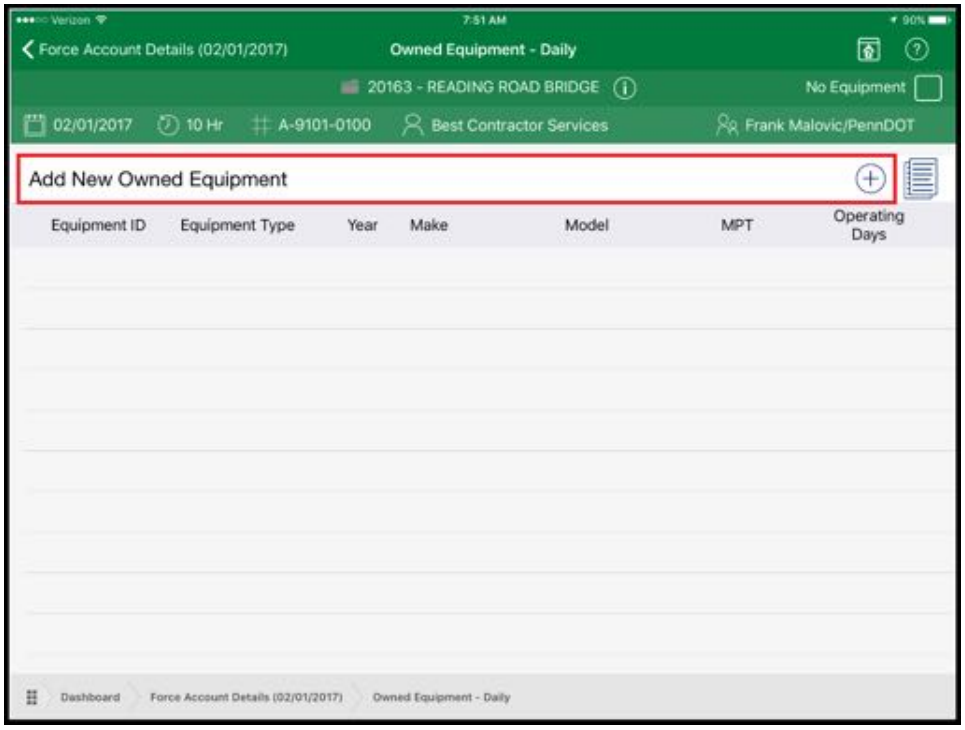


On the Owned Equipment –Daily screen, you have three options. You can enter the specific Owned Equipment – Daily data manually or clone existing Owned Equipment – Daily data from previous Force Accounts, or you can select No Equipment if there is no equipment to document.

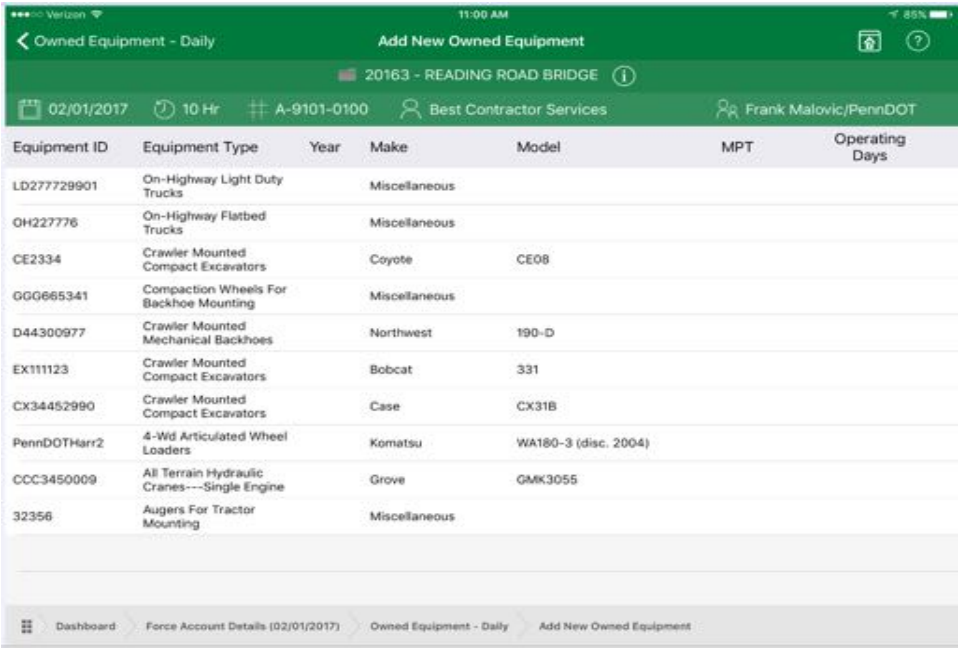


Entering New Owned Equipment – Daily

To enter new Daily Equipment manually, tap on the "Add New Owned Equipment" row.



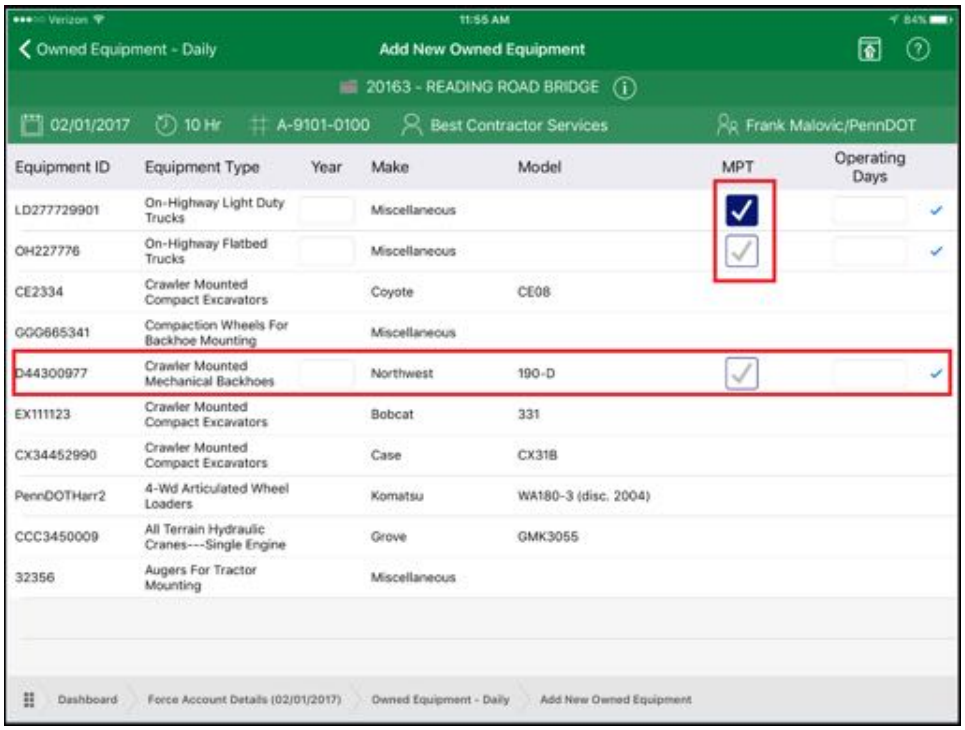
The Add New Owned Equipment screen displays.



Equipment ID	Equipment Type	Year	Make	Model	MPT	Operating Days
LD277729901	On-Highway Light Duty Trucks		Miscellaneous			
OH227776	On-Highway Flatbed Trucks		Miscellaneous			
CE2334	Crawler Mounted Compact Excavators		Coyote	CE08		
GGG665341	Compaction Wheels For Backhoe Mounting		Miscellaneous			
D44300977	Crawler Mounted Mechanical Backhoes		Northwest	190-D		
EX111123	Crawler Mounted Compact Excavators		Bobcat	331		
CX34452990	Crawler Mounted Compact Excavators		Case	CX31B		
PennDOTHarr2	4-Wd Articulated Wheel Loaders		Komatsu	WA180-3 (disc. 2004)		
CCC3450009	All Terrain Hydraulic Cranes---Single Engine		Grove	GMK3055		
32356	Augers For Tractor Mounting		Miscellaneous			

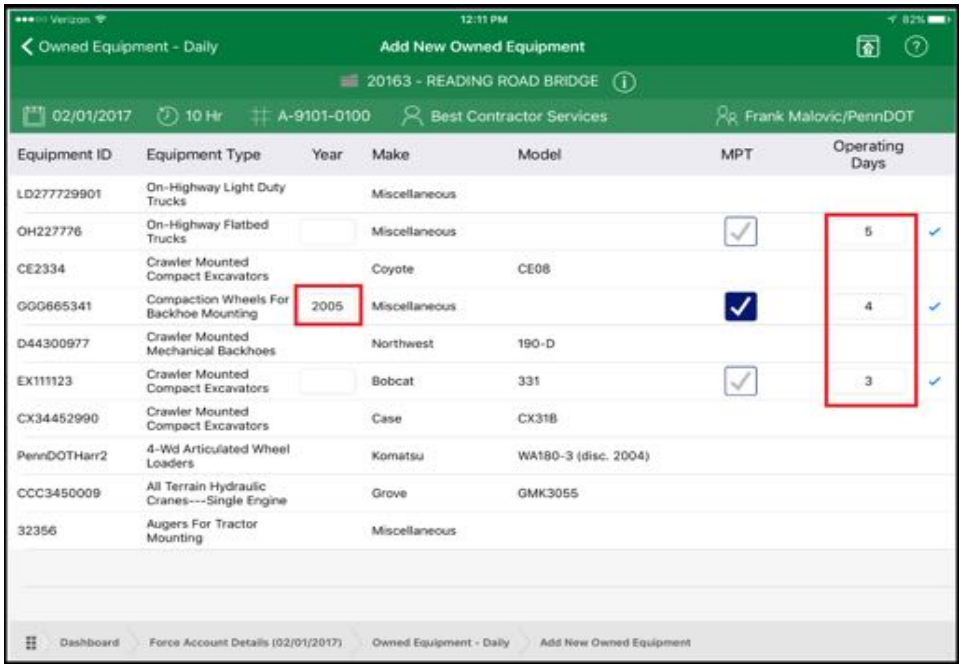
Select a piece equipment by tapping on the respective row. A check mark displays at the end of the row designating the equipment as selected. To unselect the equipment, tap on the respective row again and the check mark no longer displays.

If the equipment (daily) is used for Maintenance & Protection of Traffic (MPT), tap the checkbox on the MPT column, the checkbox will be highlighted.

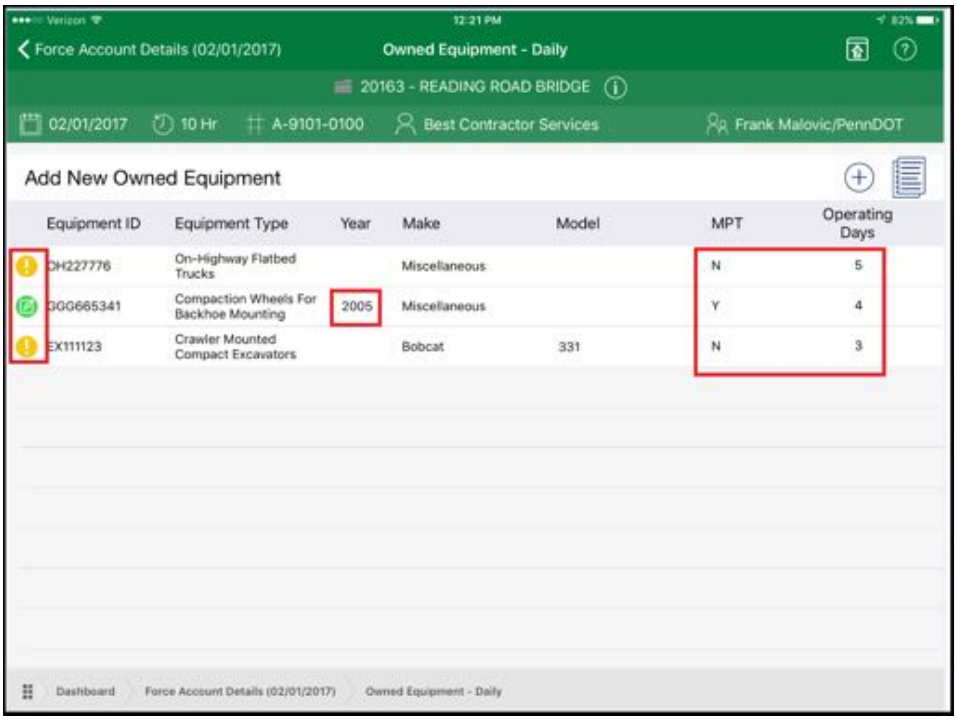


Tap Operating Days field to input the total days the equipment was used for the day. Operating Days shall not exceed 5.

Also, the Year field is required.

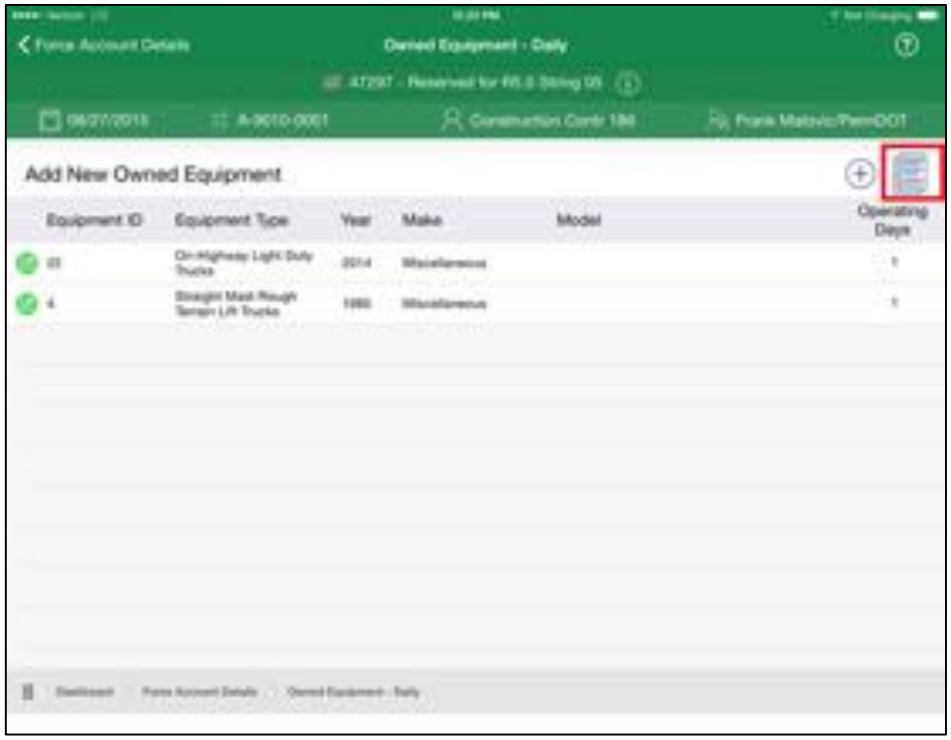


Return to the Owned Equipment – Daily screen by clicking the back navigational button in the upper left corner. The new equipment with Year and Operating Days data will display with the editable icon.

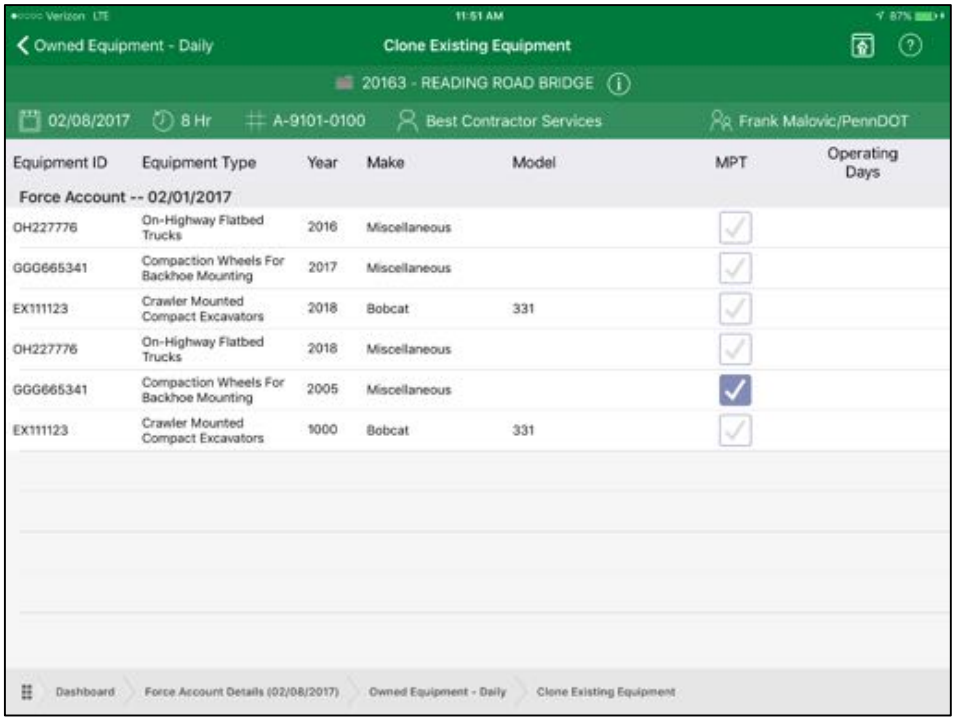


Cloning Owned Equipment – Daily

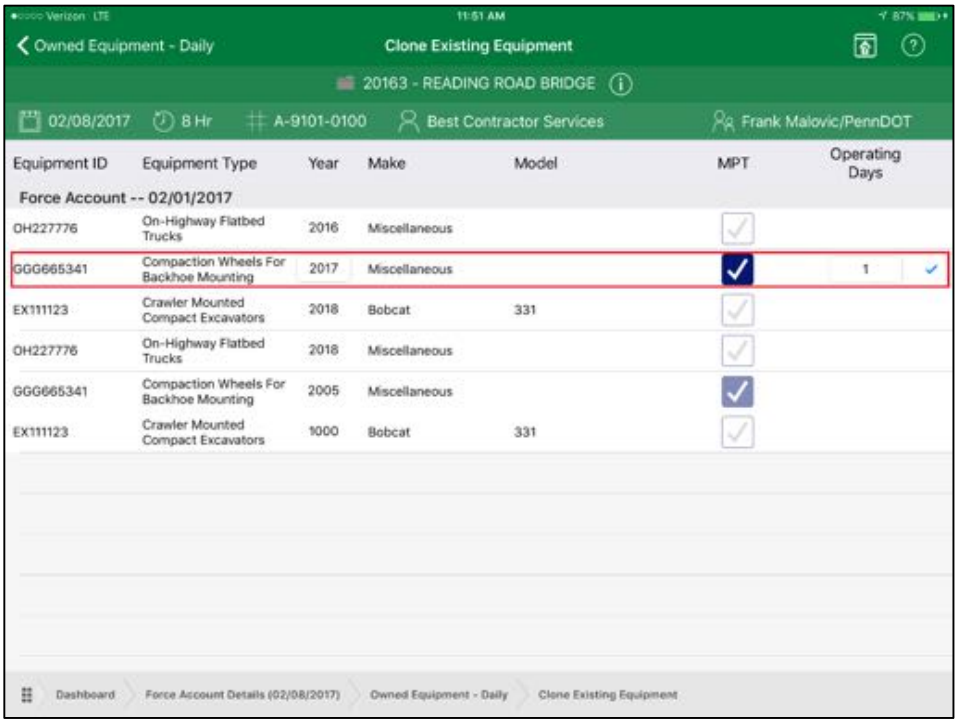
To clone Daily Equipment, tap on the clone icon on the "Add New Owned Equipment" row.



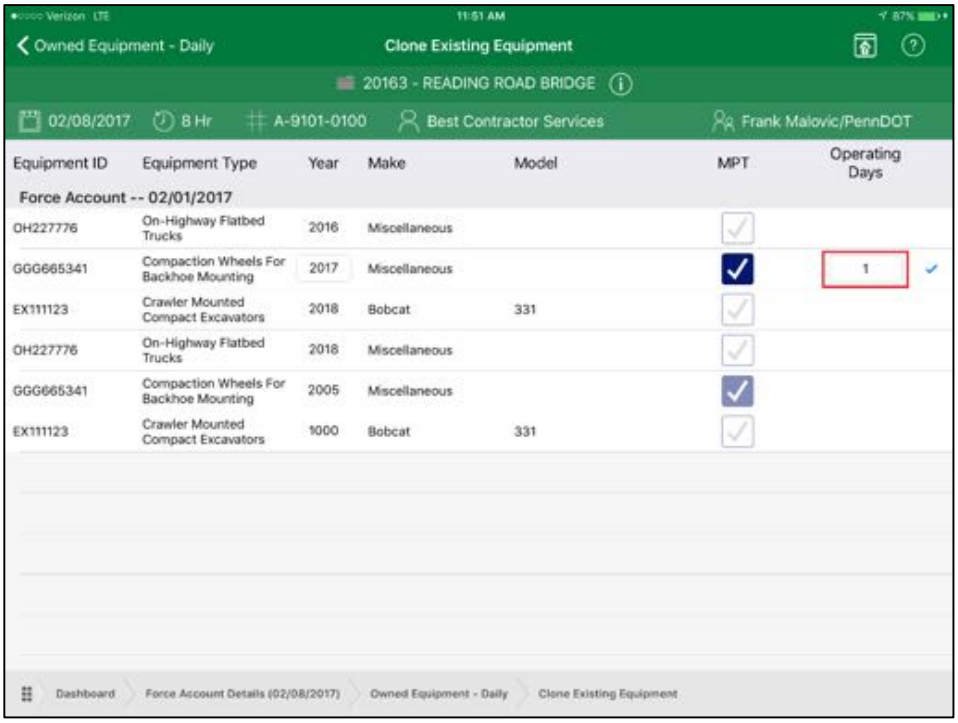
The Clone Existing Equipment screen displays listing equipment data used on previous Force Accounts.



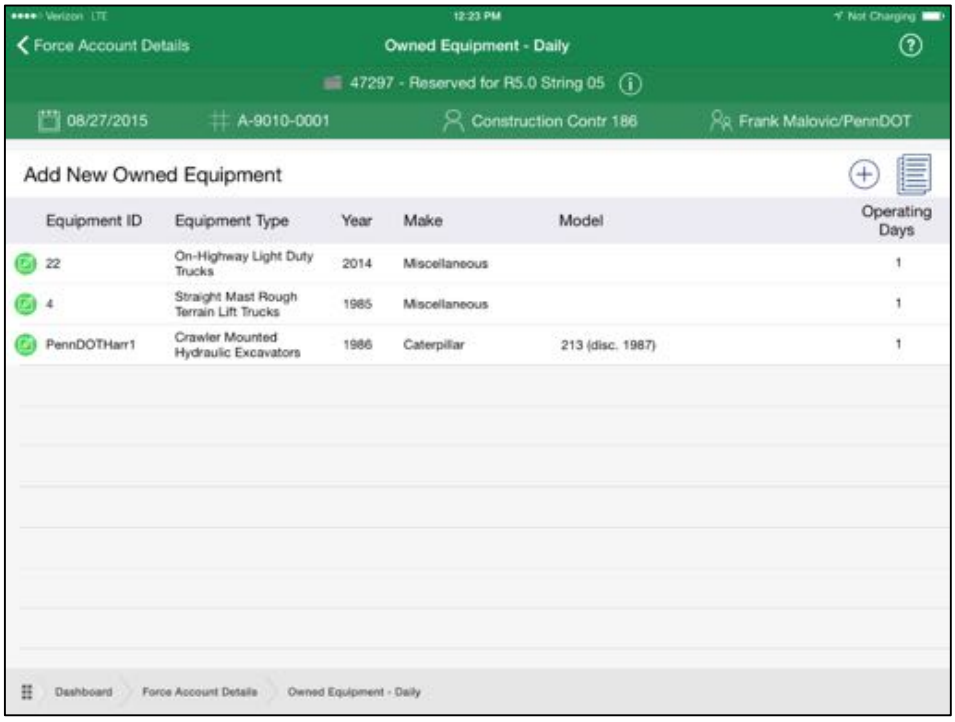
Select a piece of equipment by tapping on the respective row. A check mark displays at the end of the row designating the equipment as selected. To unselect the equipment, tap on the respective row again and the check mark no longer displays.



Tap in the Operating Days field to input the total days that the equipment was used for the day.

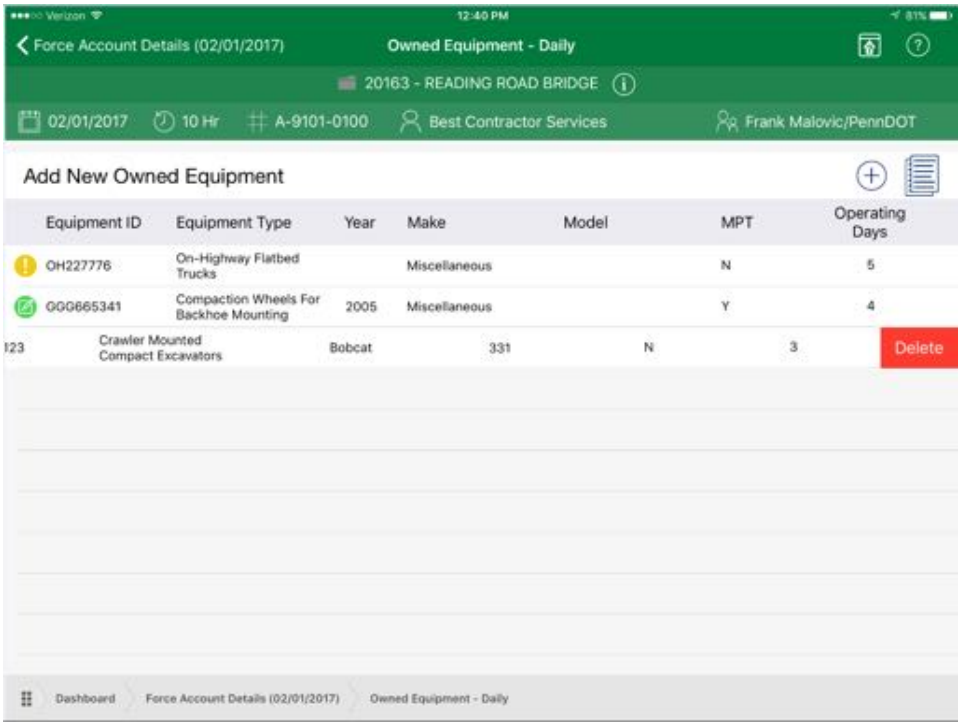


Return to the Owned Equipment – Daily screen by clicking the back navigational button in the upper left corner. The cloned labor will display with the editable icon.



Deleting Owned Equipment – Daily

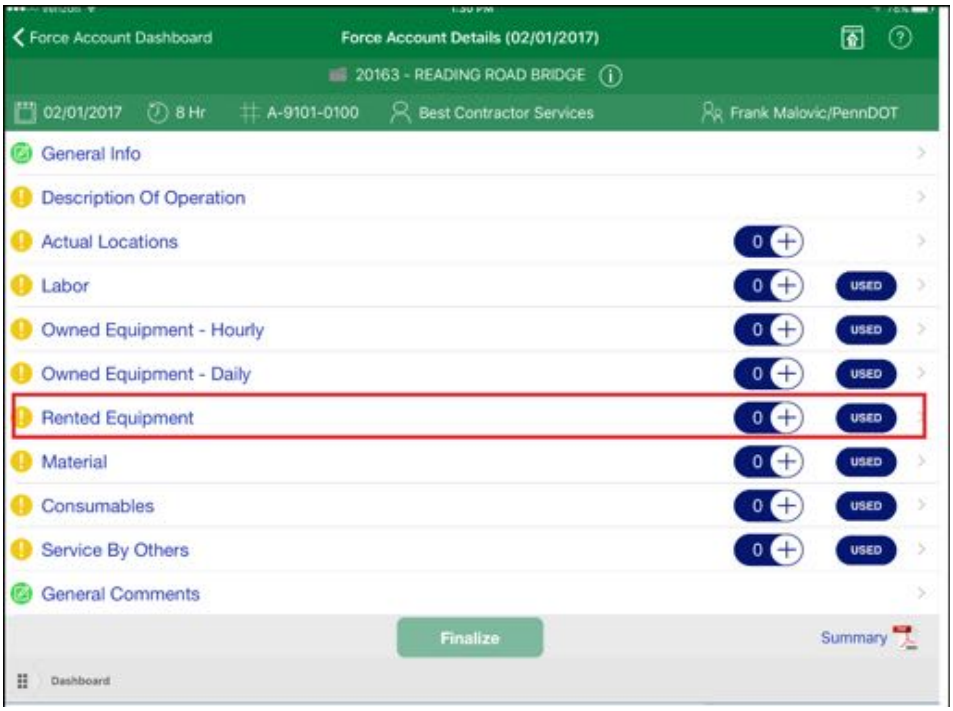
To delete a Daily Equipment, swipe the row from right to left to display the "Delete" button. Tap the "Delete" button to delete the entry. To dismiss the delete option, swipe the row from left to right.



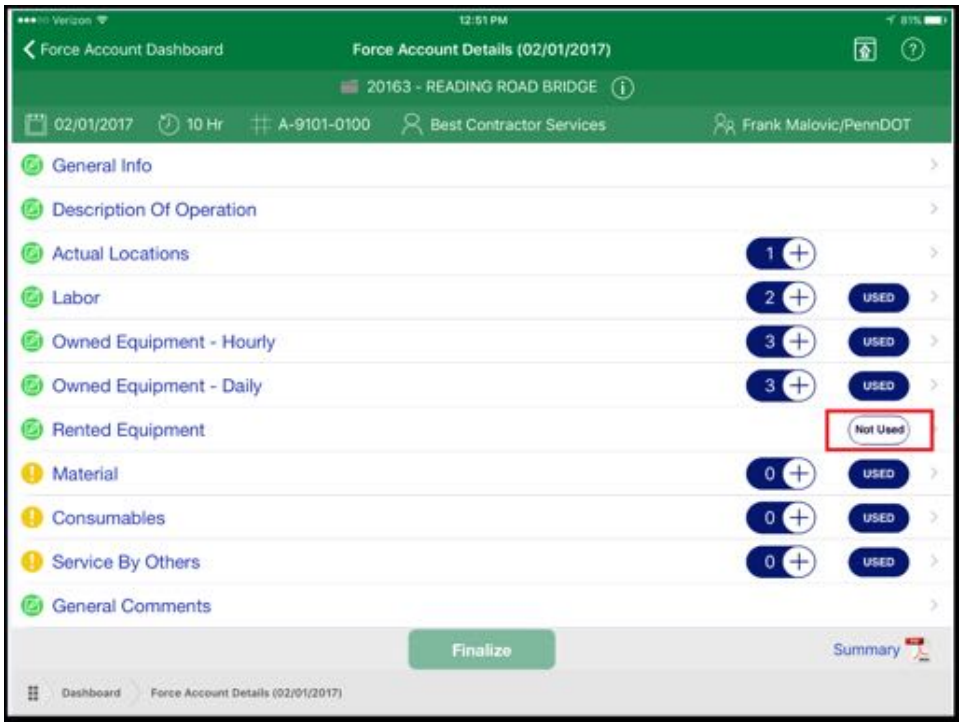
Rented Equipment

Accessing Rented Equipment

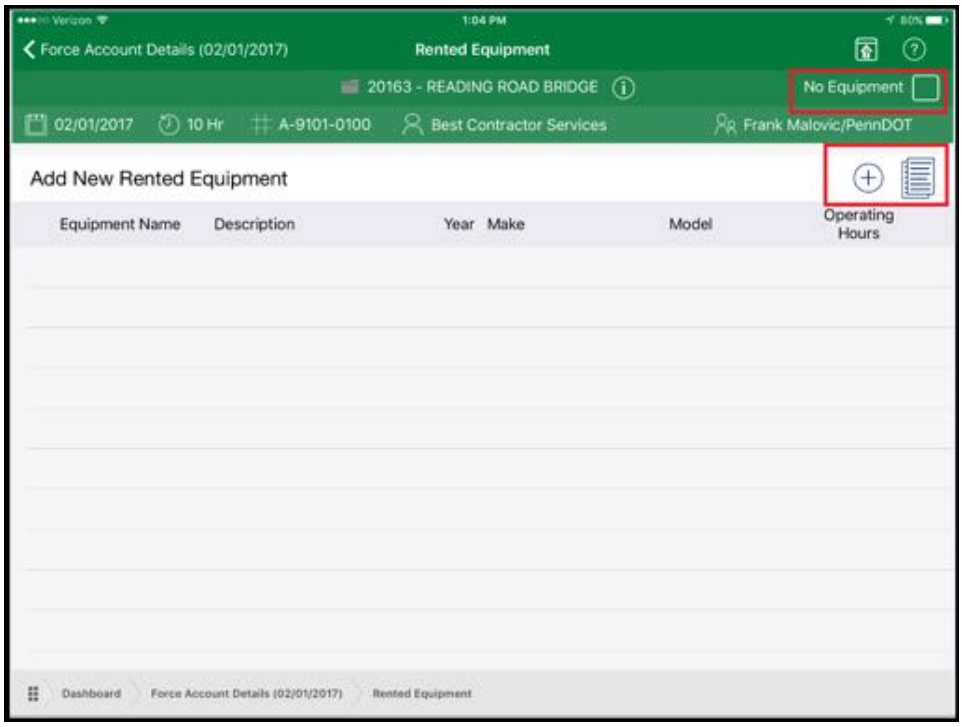
To access Rented Equipment, tap anywhere on the Rented Equipment row on the Force Account Details screen.



Or you can tap the Used button. The button will turn into Not Used, which indicates there is no Rented Equipment involved in this Force Account. Then No Equipment checkbox is checked automatically on the Rented Equipment screen.

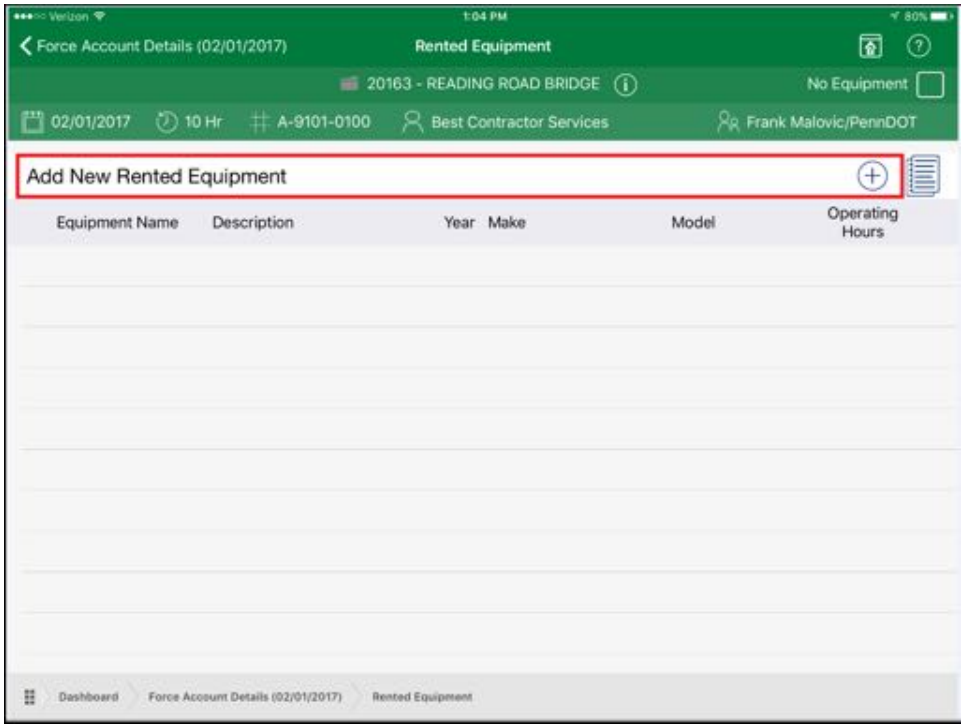


On the Rented Equipment screen, you have three options. You can enter the specific Rented Equipment data manually or clone existing Rented Equipment data from previous Force Accounts, or you can select No Equipment if there is no equipment to document.

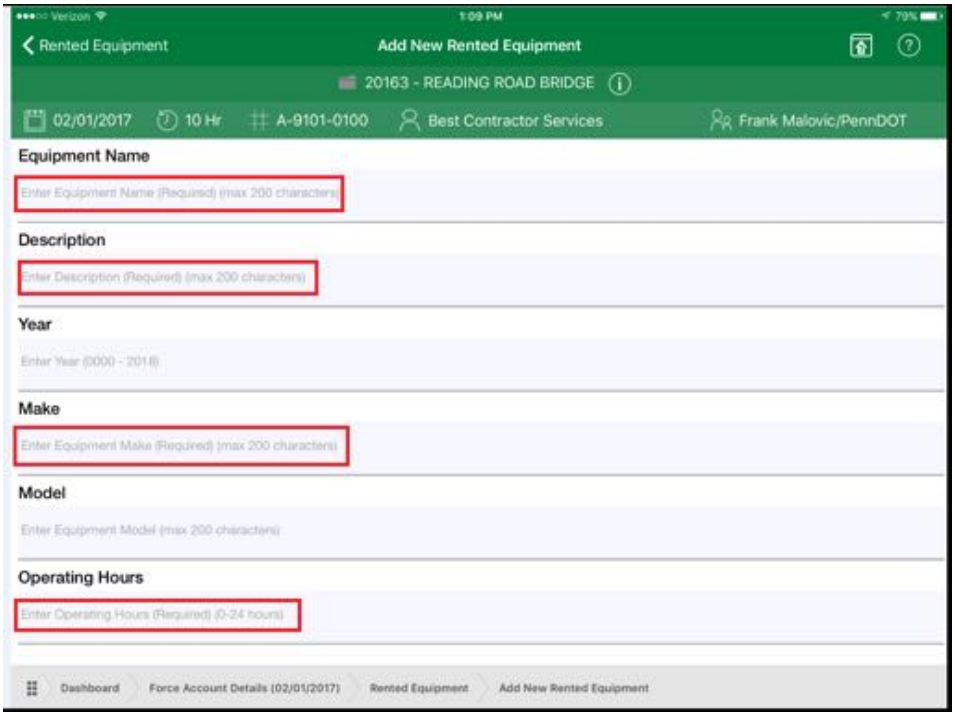


Entering New Rented Equipment

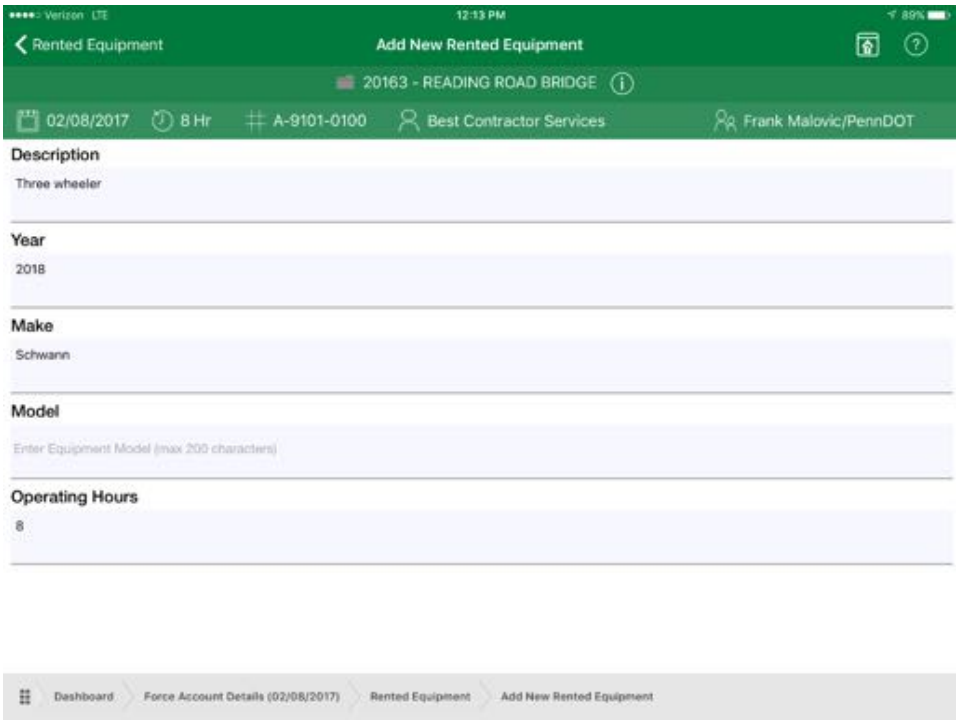
To enter new Rented Equipment manually, tap on the “Add New Rented Equipment” row.



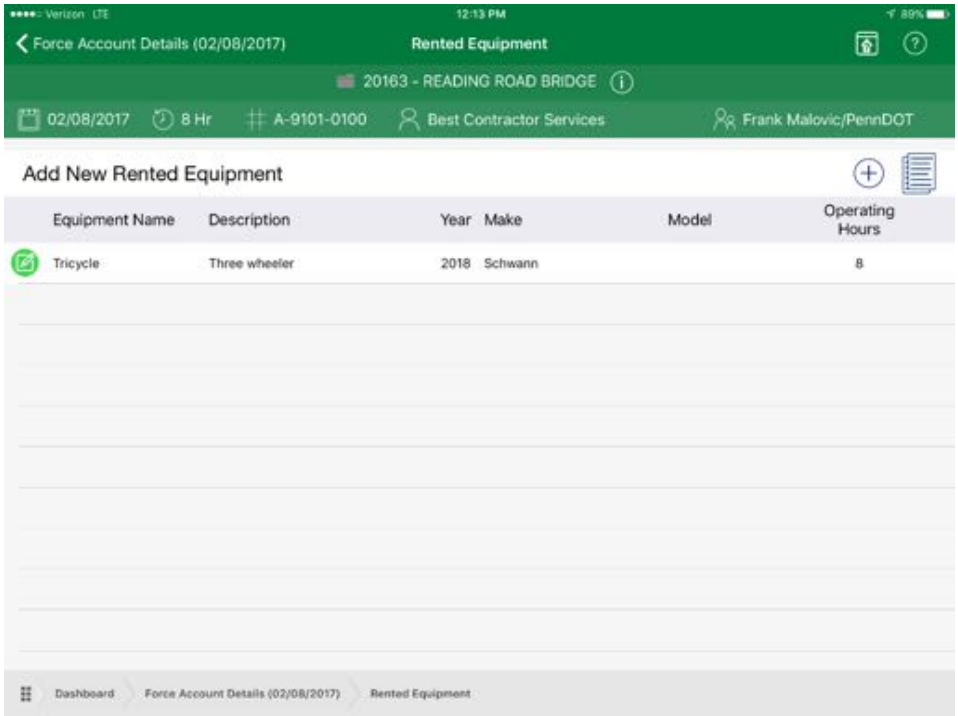
The Add New Rented Equipment screen displays. Please note that there are 4 required fields on the screen.



Tap in the Equipment Name field to enter a rented equipment using the keyboard, and continue entering the Description, Year, Make, Model of the rented equipment, and its Operating Hours.

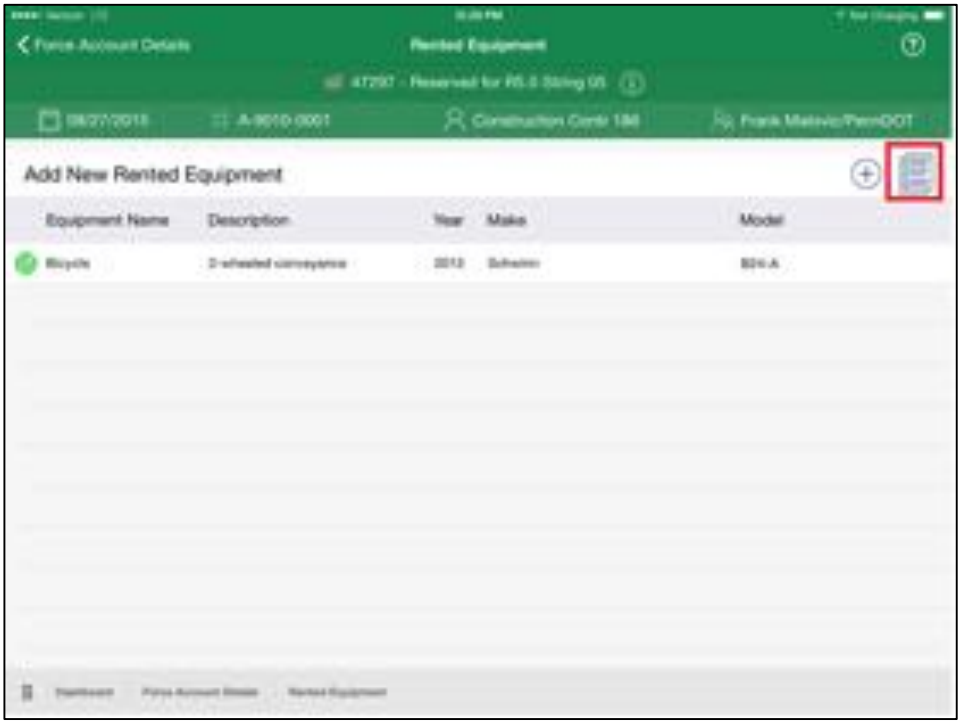


Return to the Rented Equipment screen by clicking the back navigational button in the upper left corner. The new equipment will display with the editable icon.



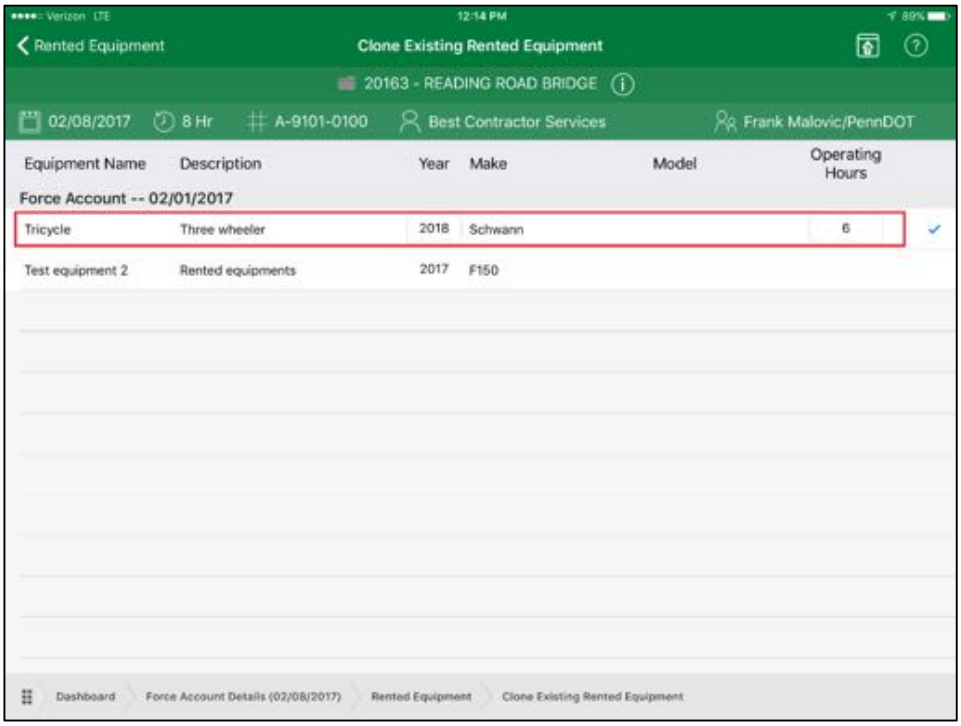
Cloning Rented Equipment

To clone Rented Equipment, tap on the clone icon on the “Add New Rented Equipment” row.

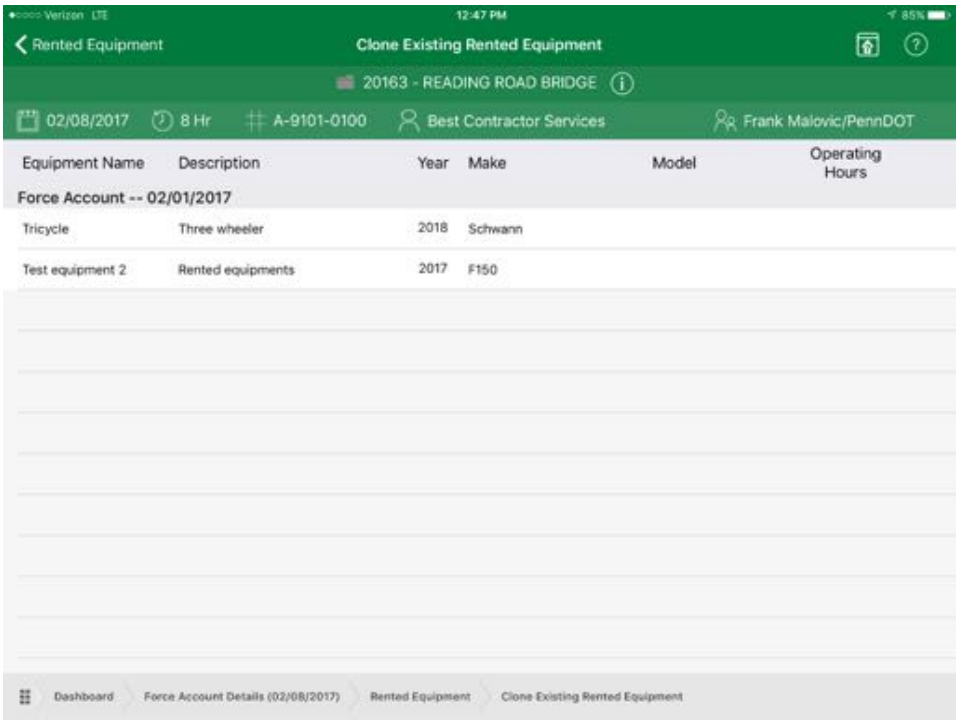


The Clone Existing Equipment screen displays listing equipment data used on previous Force Accounts.

Select a piece of equipment by tapping on the respective row. A check mark displays at the end of the row designating the equipment as selected. To unselect the equipment, tap on the respective row again and the check mark no longer displays.

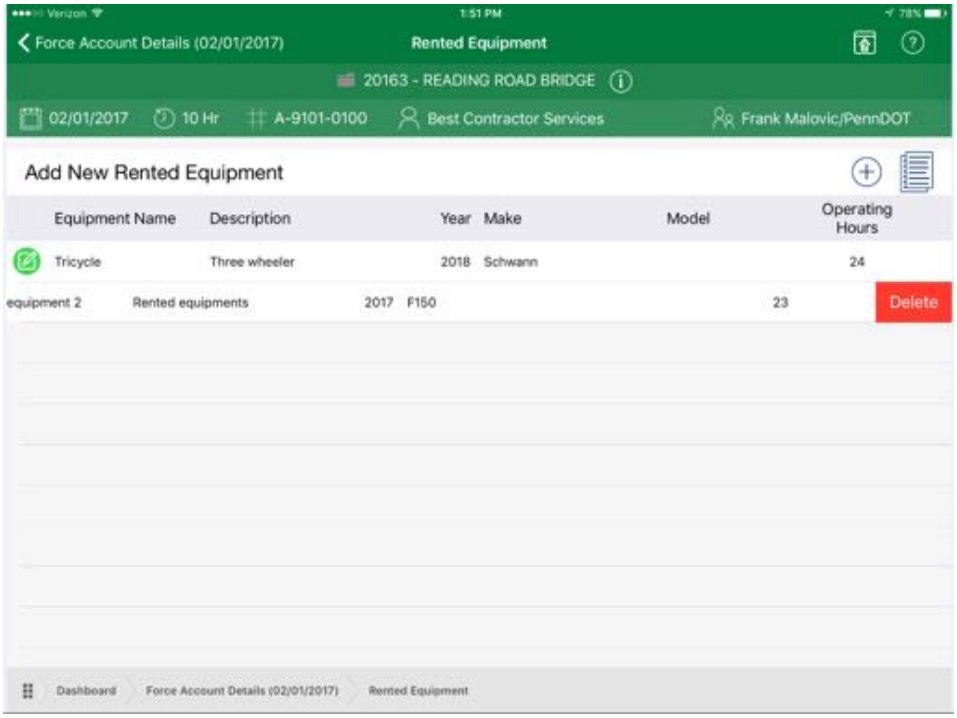


Return to the Rented Equipment screen by clicking the back navigational button in the upper left corner. The cloned equipment will be displayed with the editable icon.



Deleting Rented Equipment

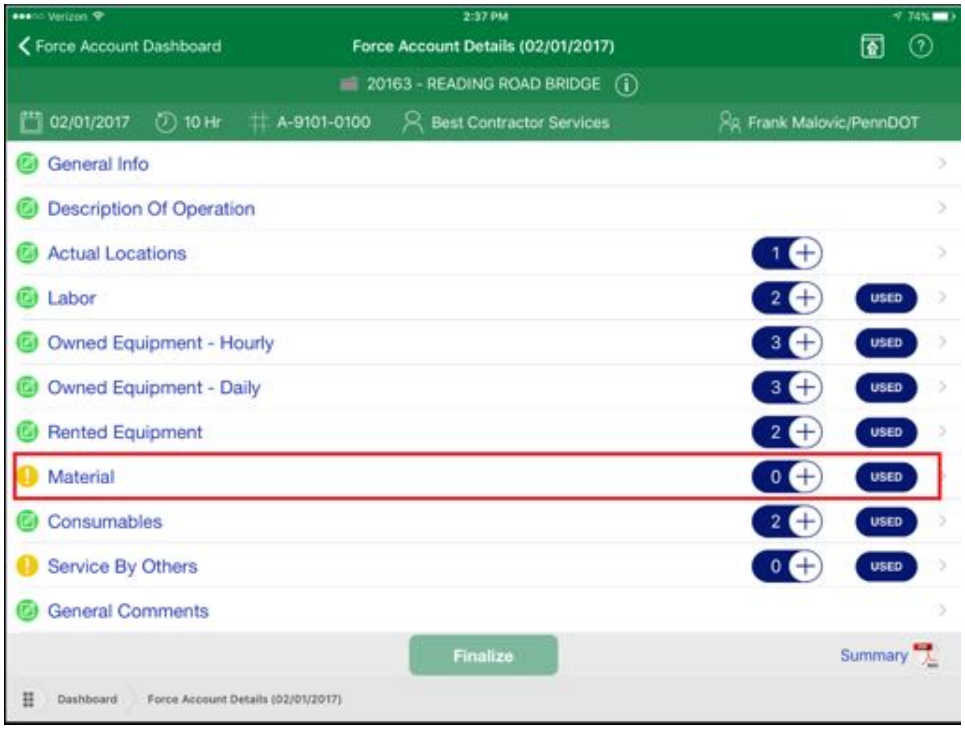
To delete a Rented Equipment, swipe the row from right to left to display the “Delete” button. Tap the “Delete” button to delete the entry. To dismiss the delete option, swipe the row from left to right.



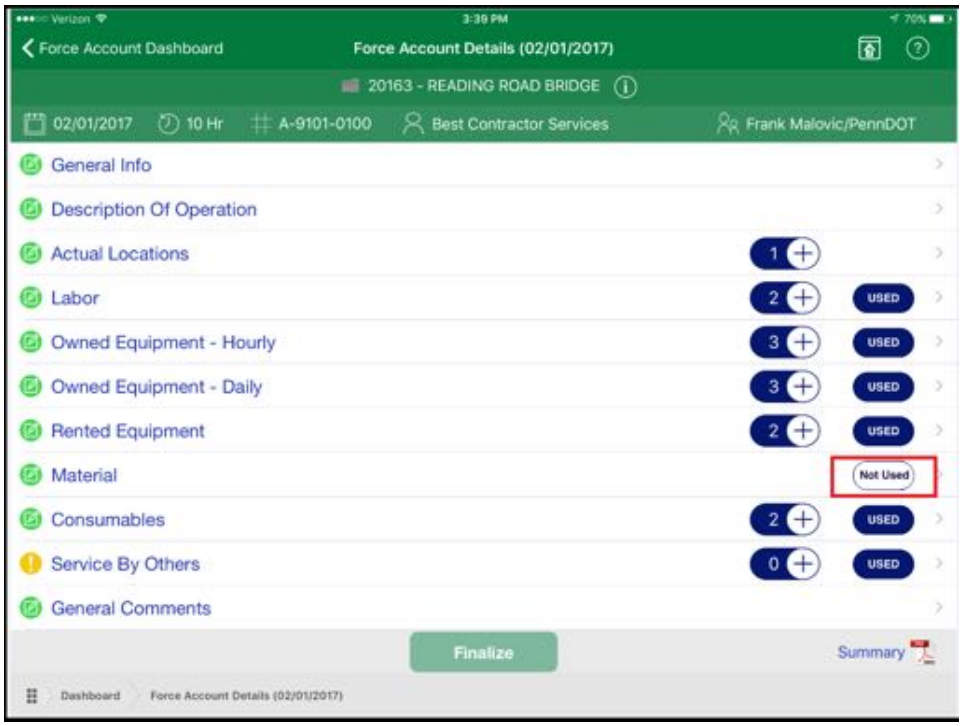
Materials

Accessing Materials

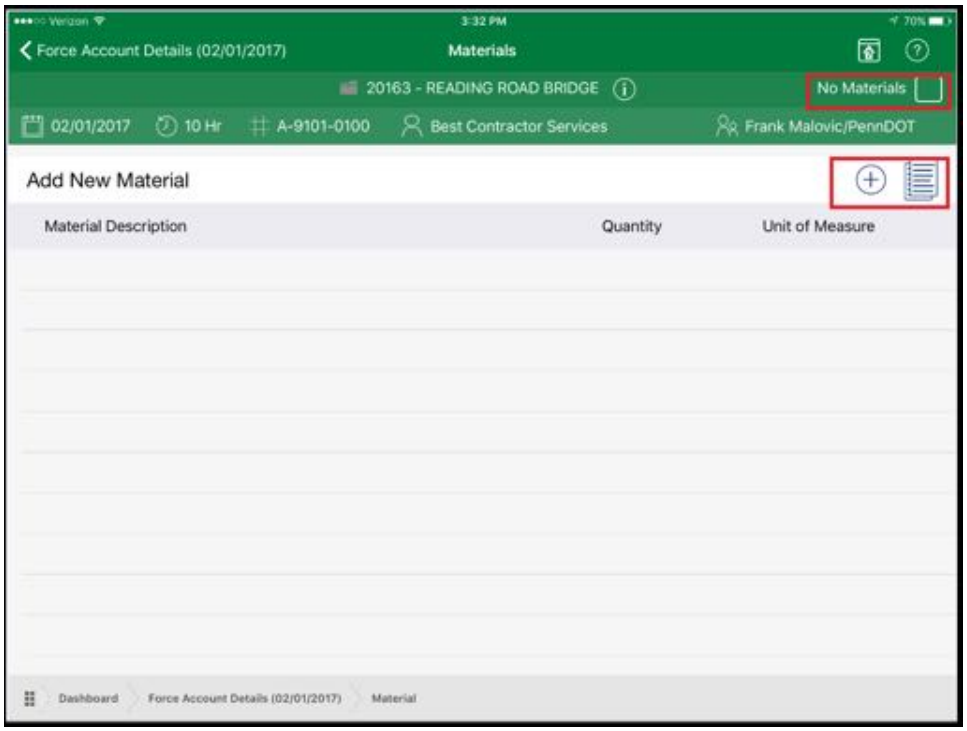
To access Materials, tap anywhere on the Materials row on the Force Account Details screen.



Or you can tap the Used button. The button will turn into Not Used, which indicates there is no material involved in this Force Account. Then No Material checkbox is checked automatically on the Material screen.

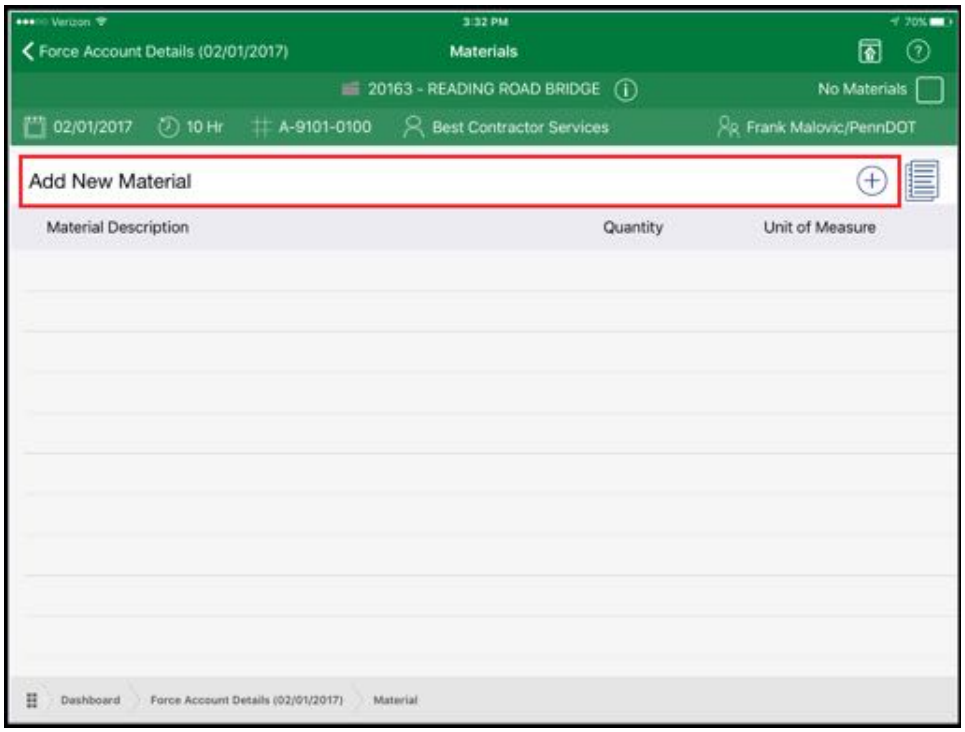


On the Materials screen, you have three options. You can enter the specific Material data manually or clone existing Material data from previous Force Accounts, or you can select No Material if there is no material to document.

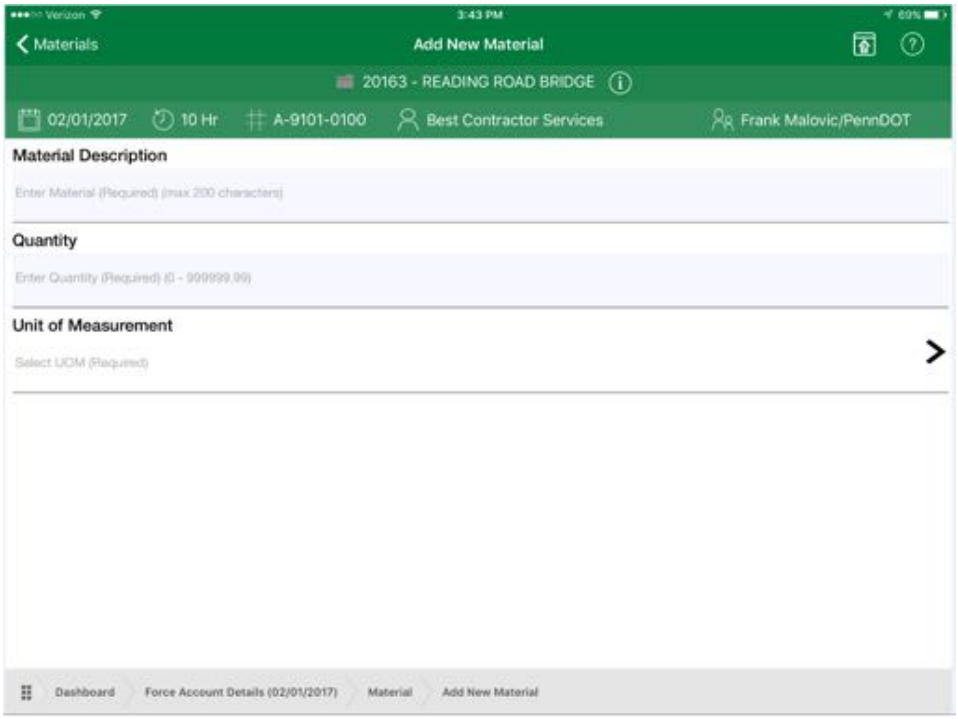


Entering New Material

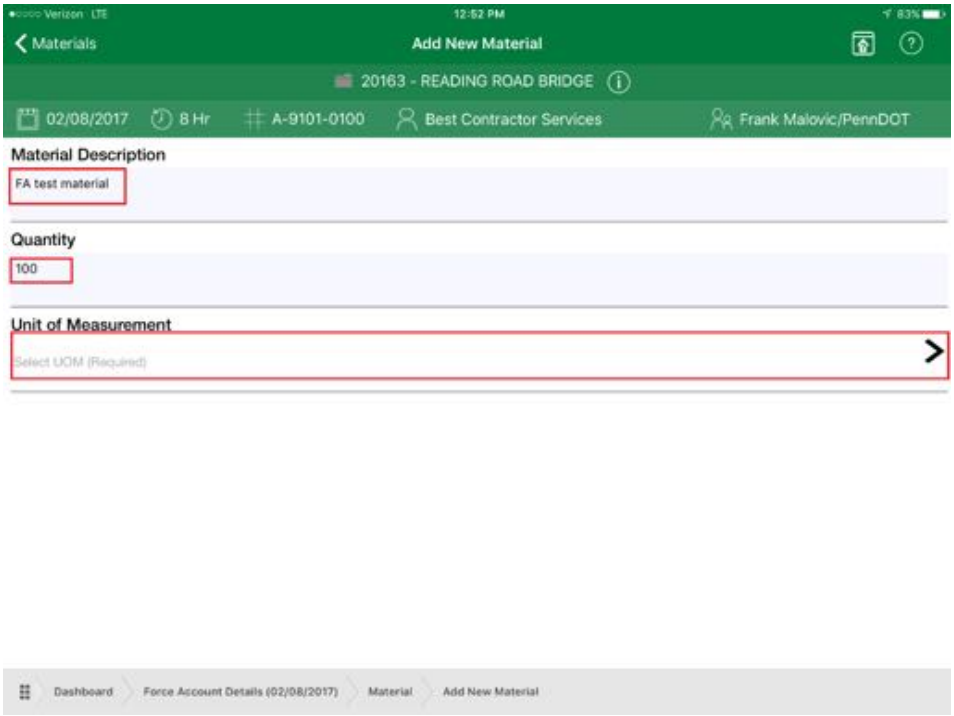
To enter new Material manually, tap on the "Add New Material" row.



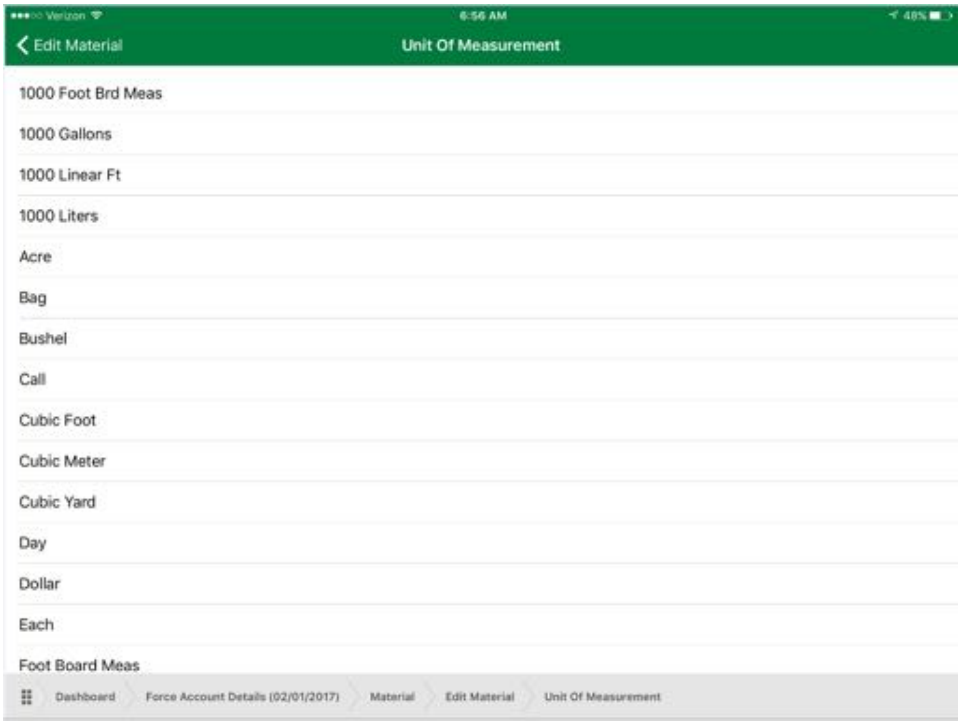
The Add New Material screen displays.



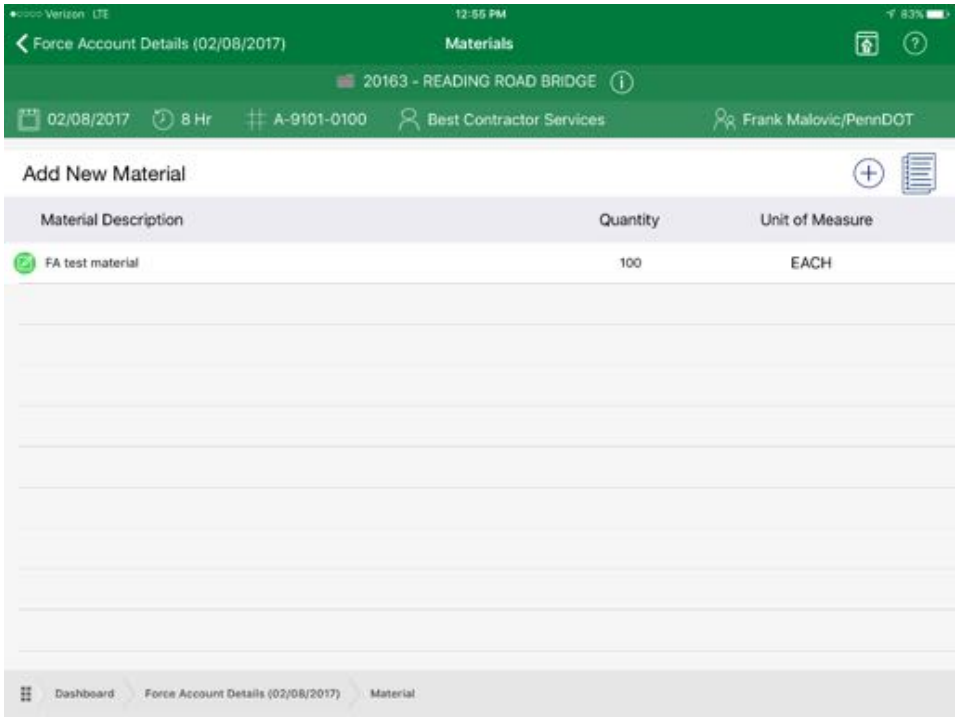
Tap in the Material Description and Quantity fields to enter a Material Description and Quantity (required fields) using the keyboard.



Tap in the Unit of Measure field to display a list of unit of measures. Select a unit of measure by tapping on the respective row. A check mark displays at the end of the row designating the unit of measure as selected. To unselect the unit of measure, tap on the respective row again and the check mark no longer displays.

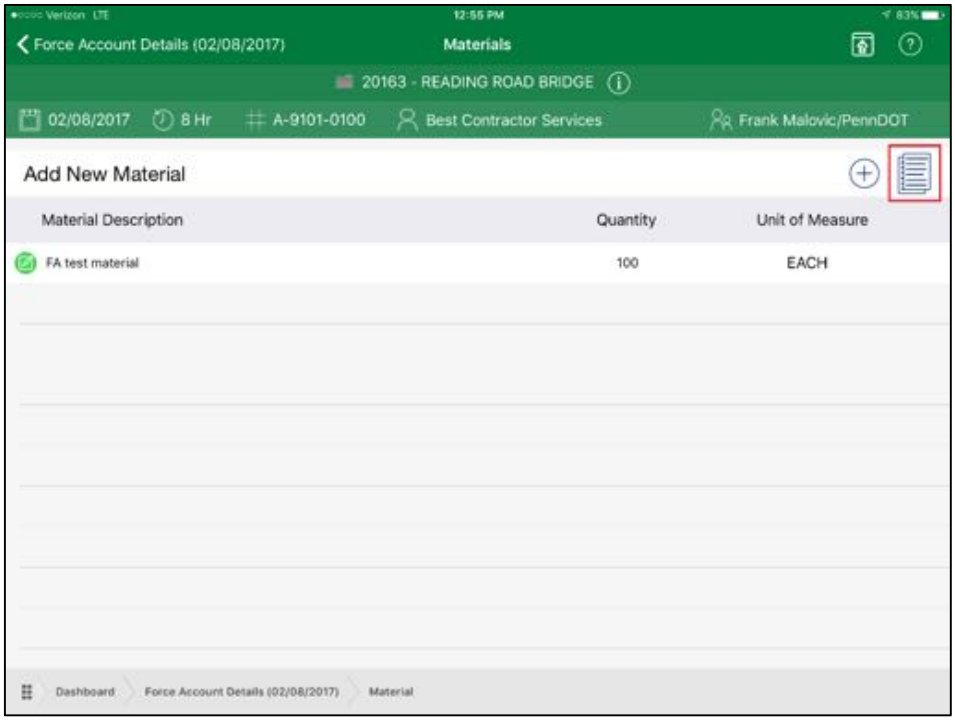


Upon entering Material Description and Quantity, return to the Materials screen by clicking the back navigational button in the upper left corner. The new material will display with the editable icon.

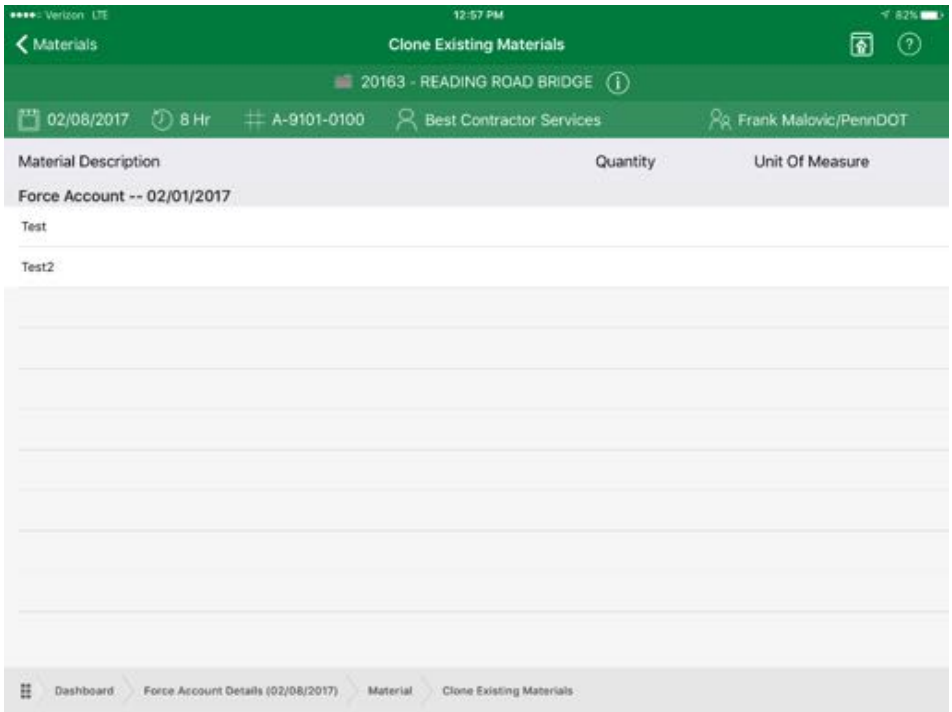


Cloning Material

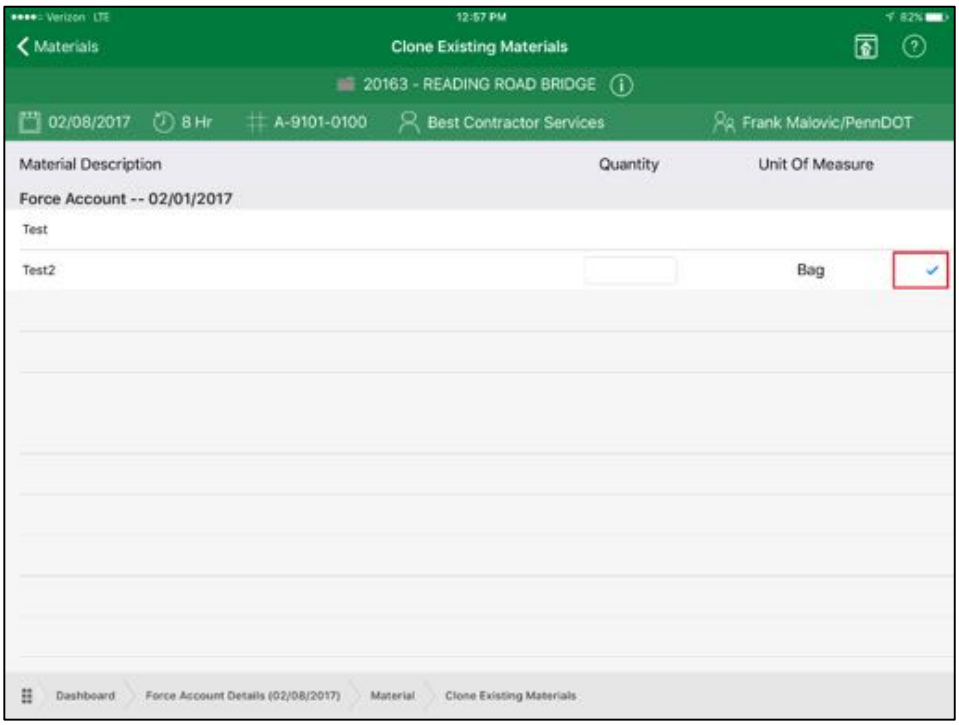
To clone Material, tap on the clone icon on the “Add New Material” row.



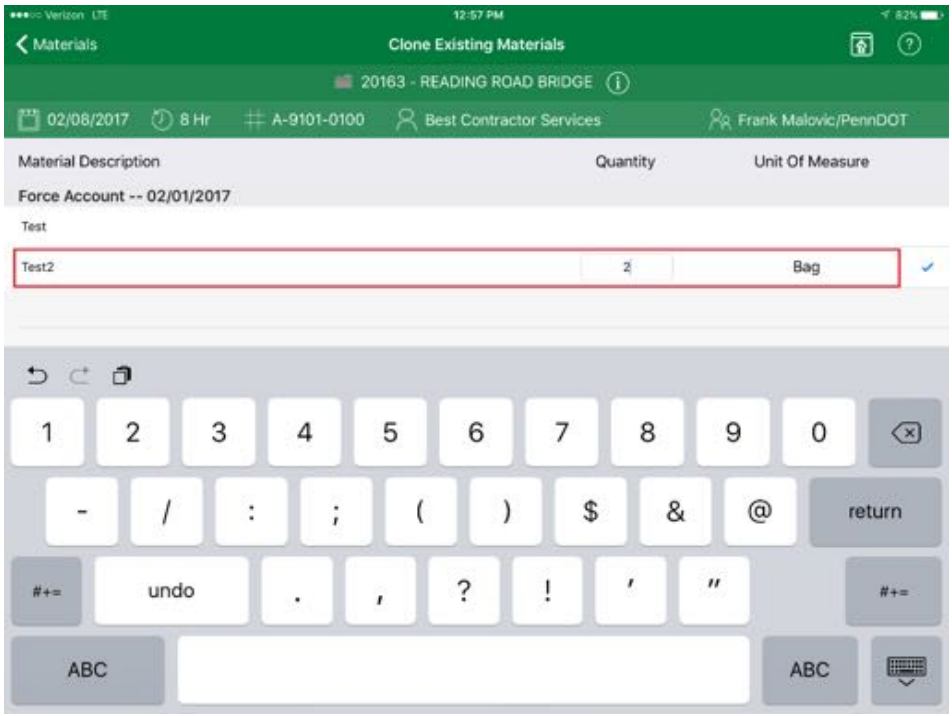
The Clone Existing Material screen displays listing material data used on previous Force Accounts.



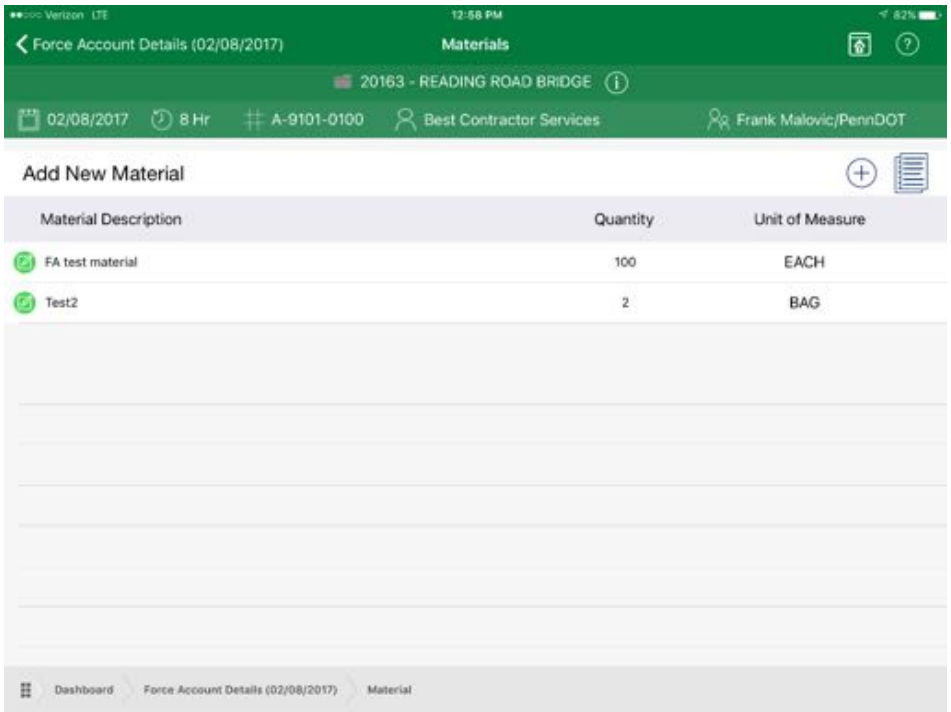
Select material by tapping on the respective row. A check mark displays at the end of the row designating the material as selected. To unselect the material, tap on the respective row again and the check mark no longer displays.



Tap Quantity field to input the total quantity of the material used for the day.

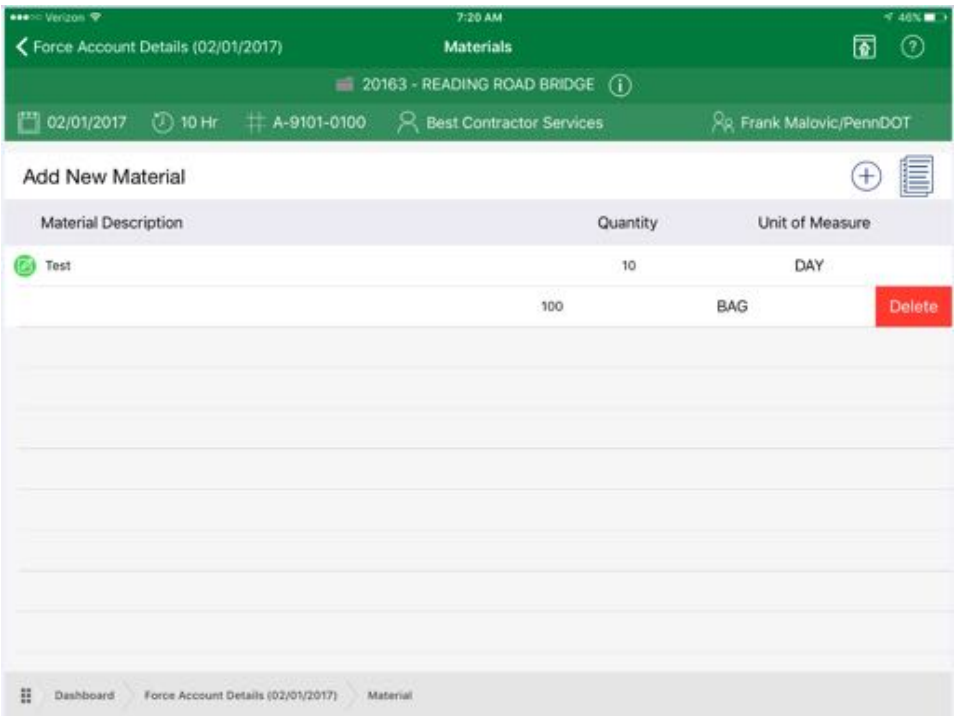


Return to the Material screen by clicking the back navigational button in the upper left corner. The cloned material will display with the editable icon.



Deleting Material

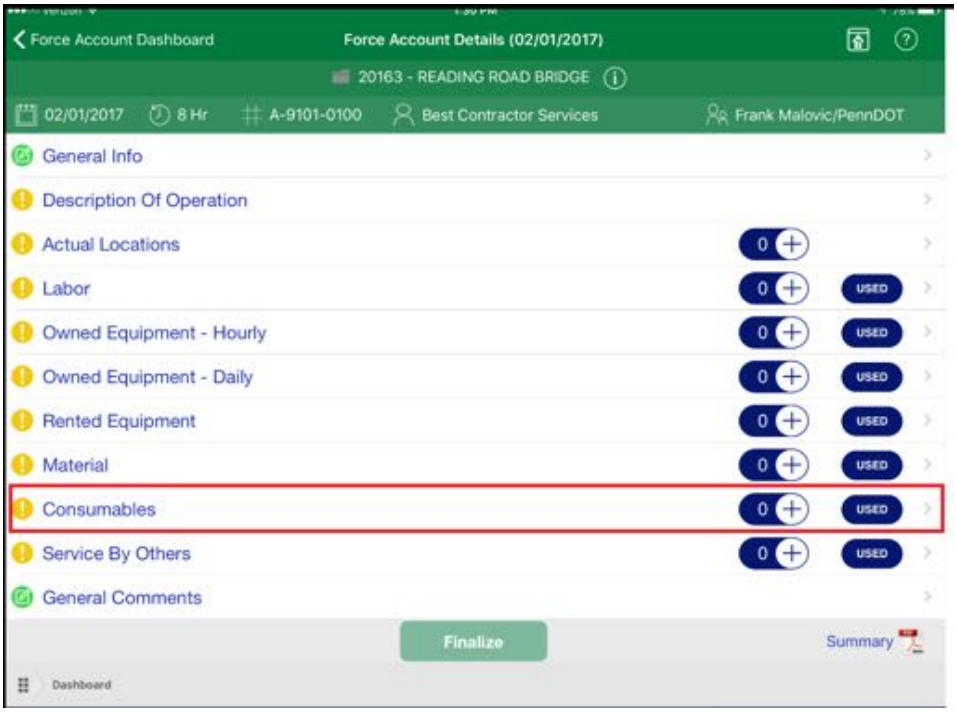
To delete a Material, swipe the row from right to left to display the "Delete" button. Tap the "Delete" button to delete the entry. To dismiss the delete option, swipe the row from left to right.



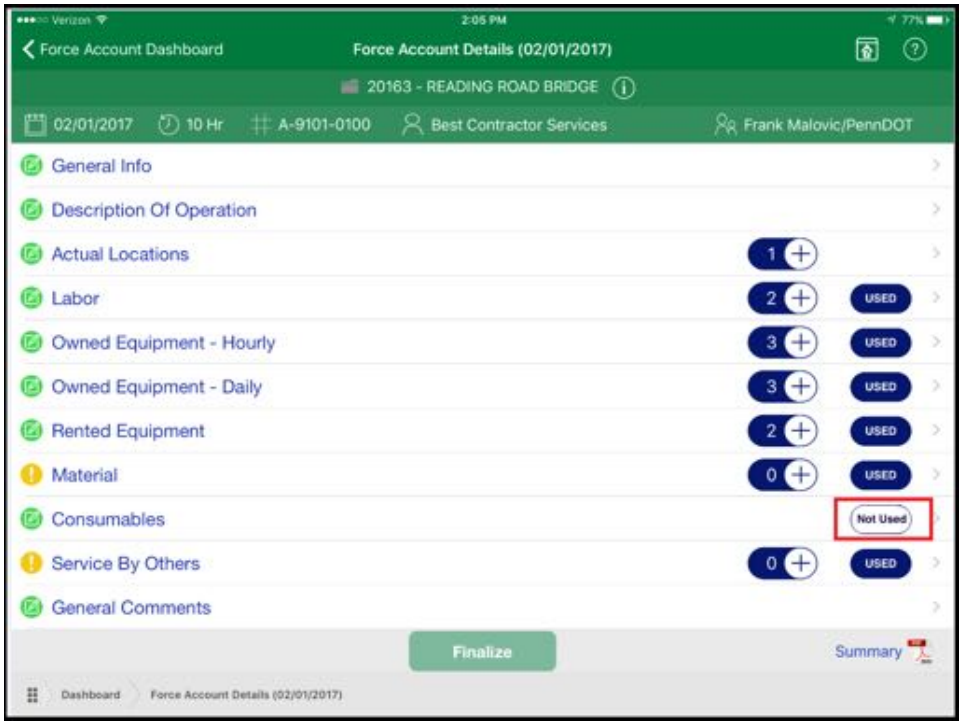
Consumables

Accessing Consumables

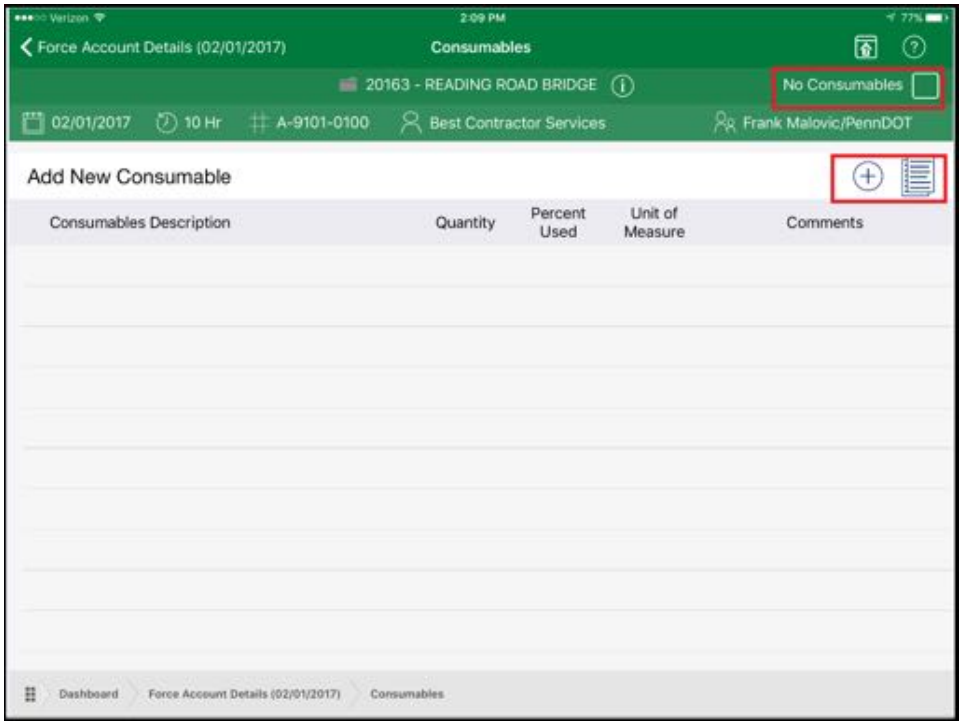
To access Consumables, tap anywhere on the Consumables row on the Force Account Details screen.



Or you can tap the Used button. The button will turn into Not Used, which indicates there is no Consumables involved in this Force Account. Then No Consumables checkbox is checked automatically on the Consumables screen.

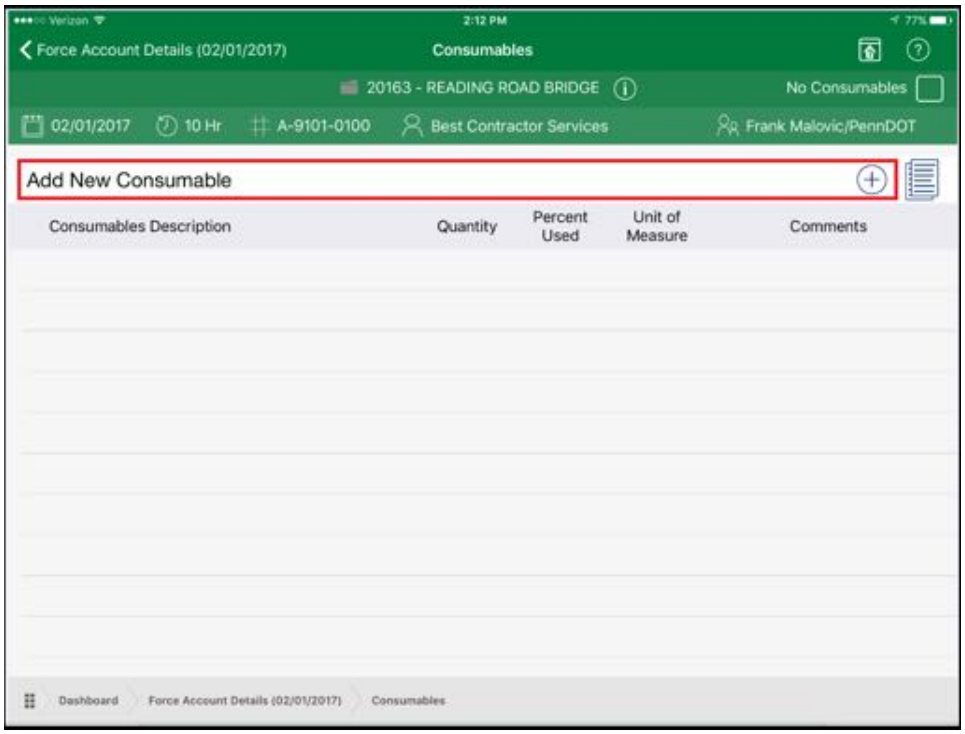


On the Consumables screen you have three options. You can enter the specific Consumables data manually or clone existing Consumables data from previous Force Accounts, or you can select No Consumables if there are no consumables to document.

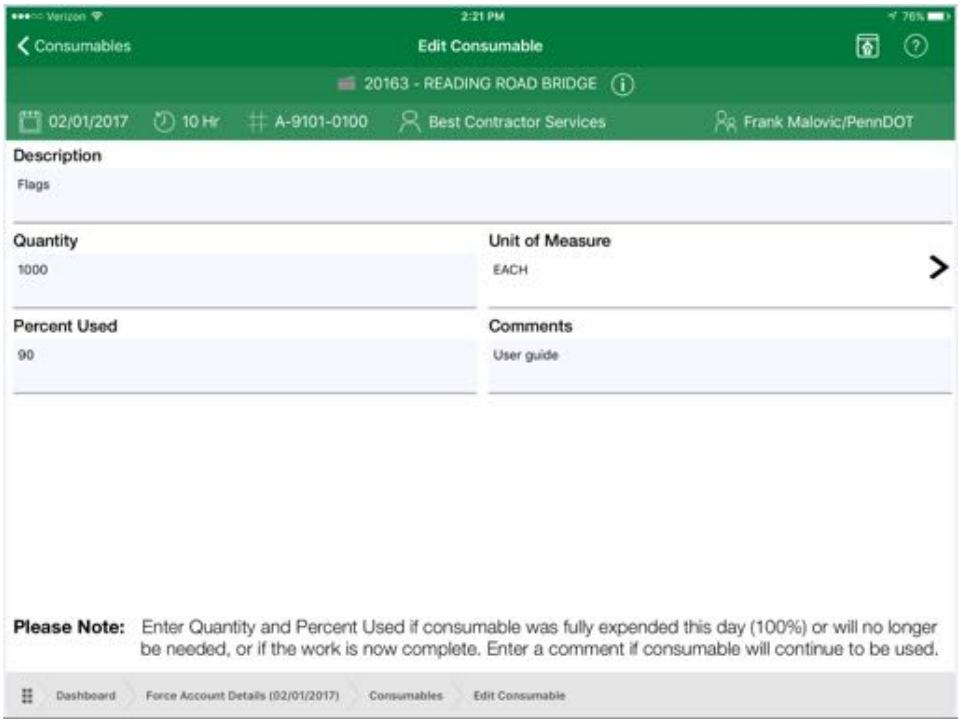


Entering New Consumables

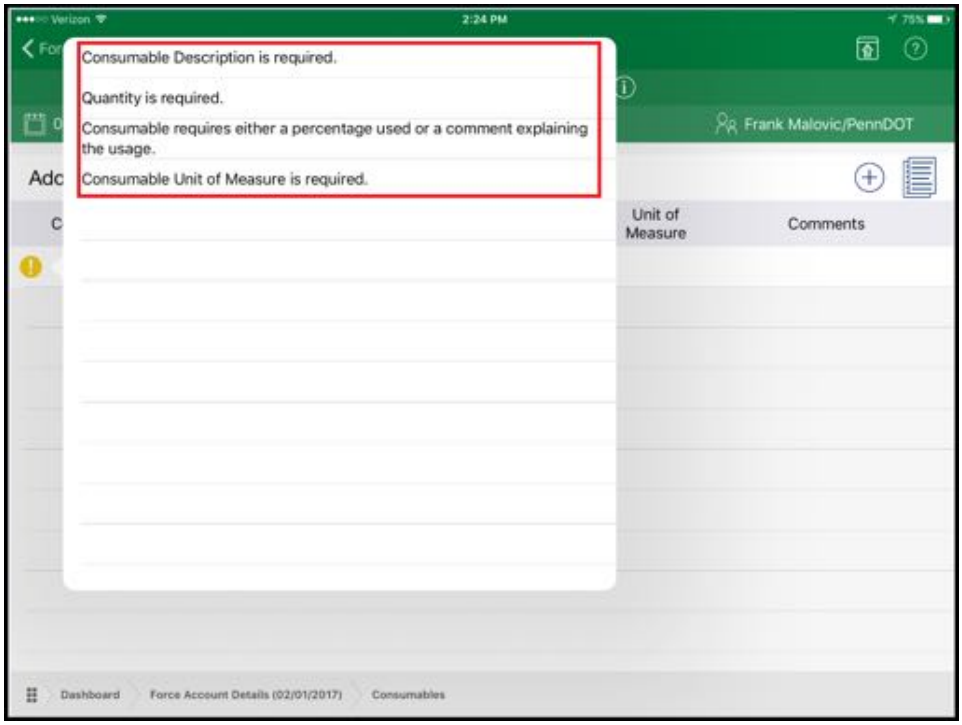
To enter new Consumables manually, tap on the "Add New Consumable" row.



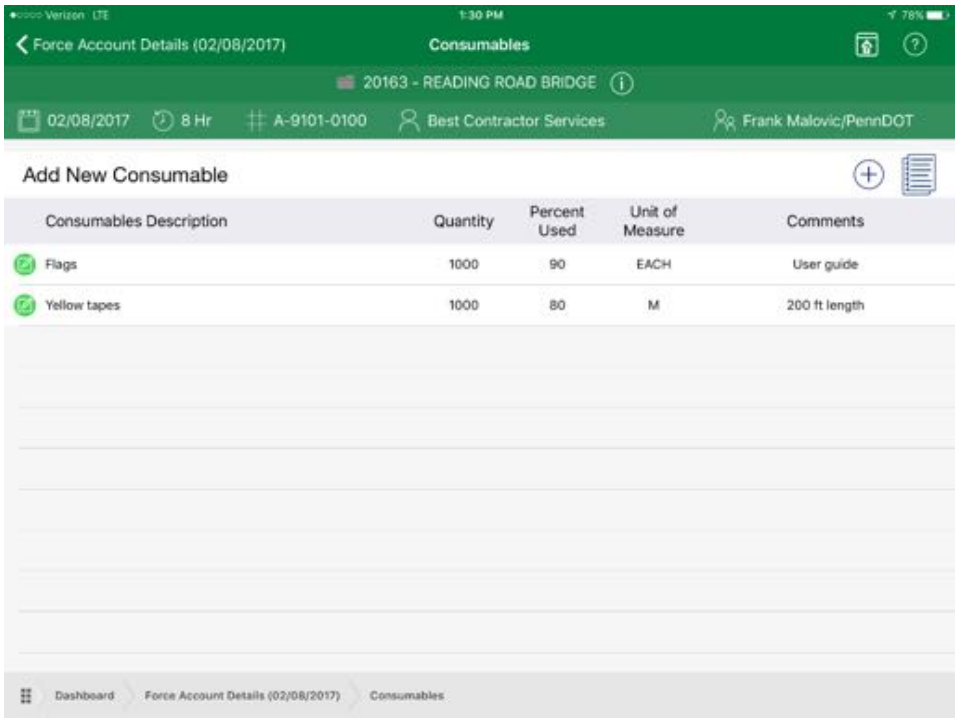
The Add New Consumable screen displays.



Tap in the Description and Quantity fields to enter a Consumable Description, Quantity, and Unit of Measure (all required fields) using the keyboard. Either the Percentage Used field or Comments are a required entry – not both. Tap in the appropriate field to enter either the Percentage Used or any Comments for the consumable.

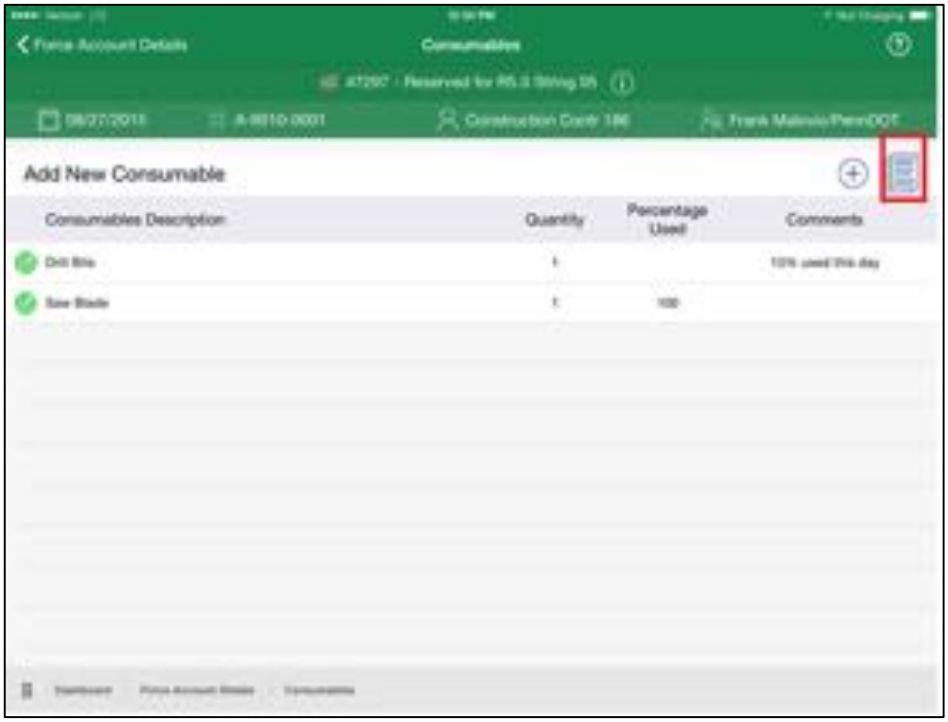


Return to the Consumables screen by clicking the back navigational button in the upper left corner. The new consumable will display with the editable icon.

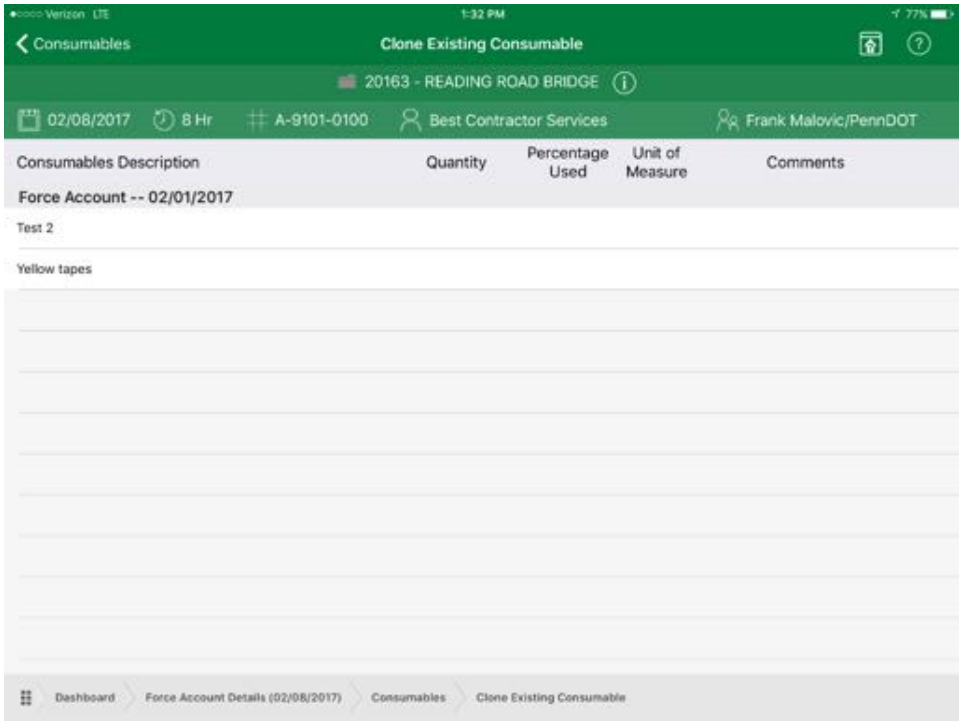


Cloning Consumables

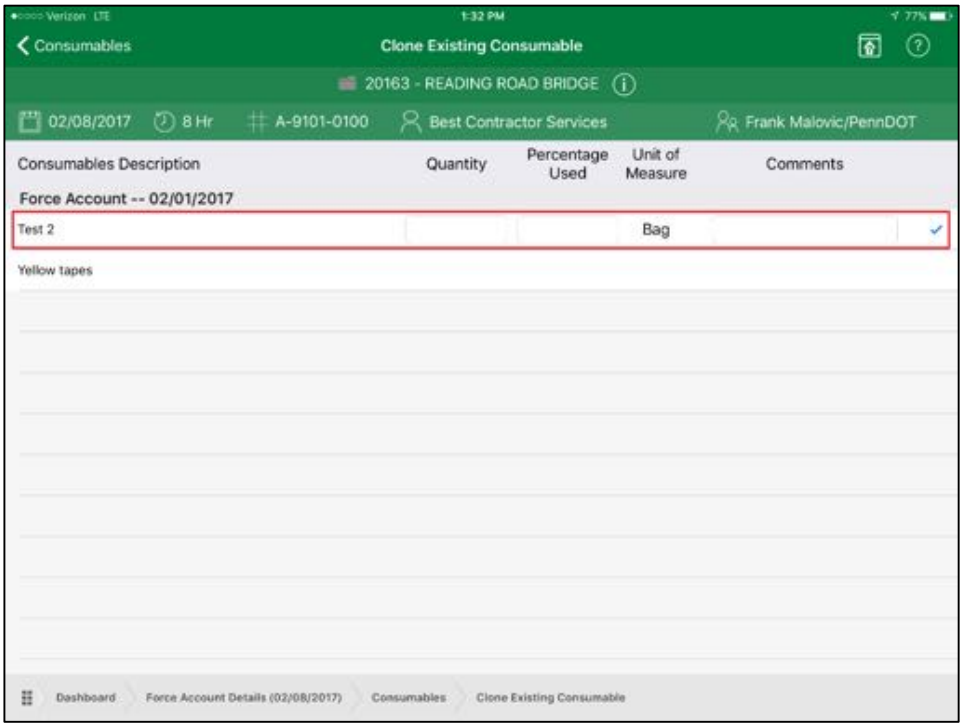
To clone Consumables, tap on the clone icon on the “Add New Consumable” row.



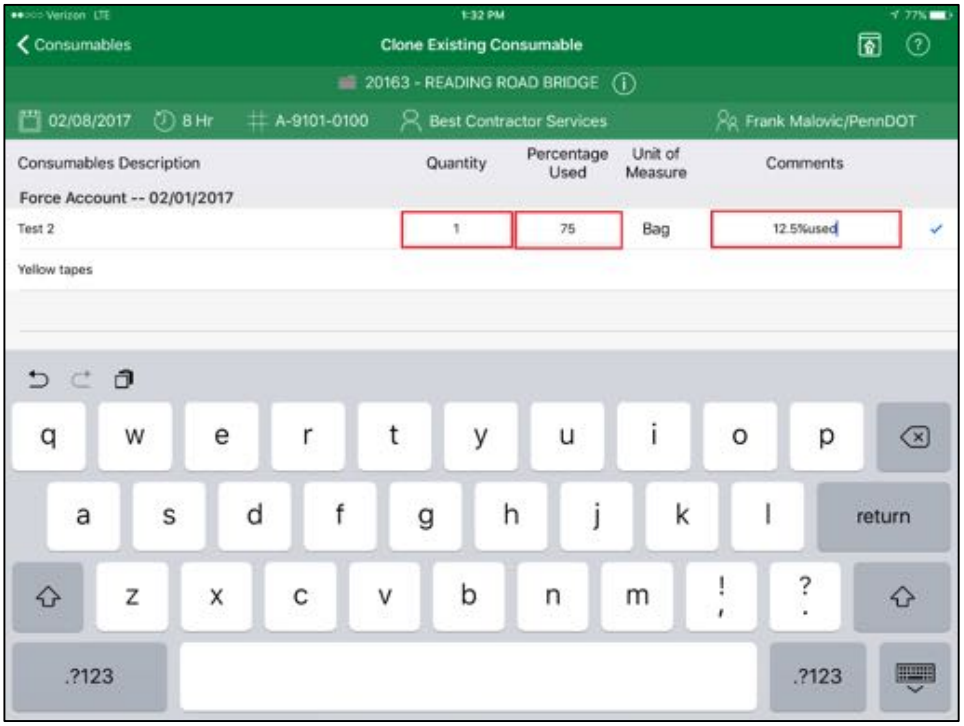
The Clone Existing Consumable screen displays listing consumable data used on previous Force Accounts.



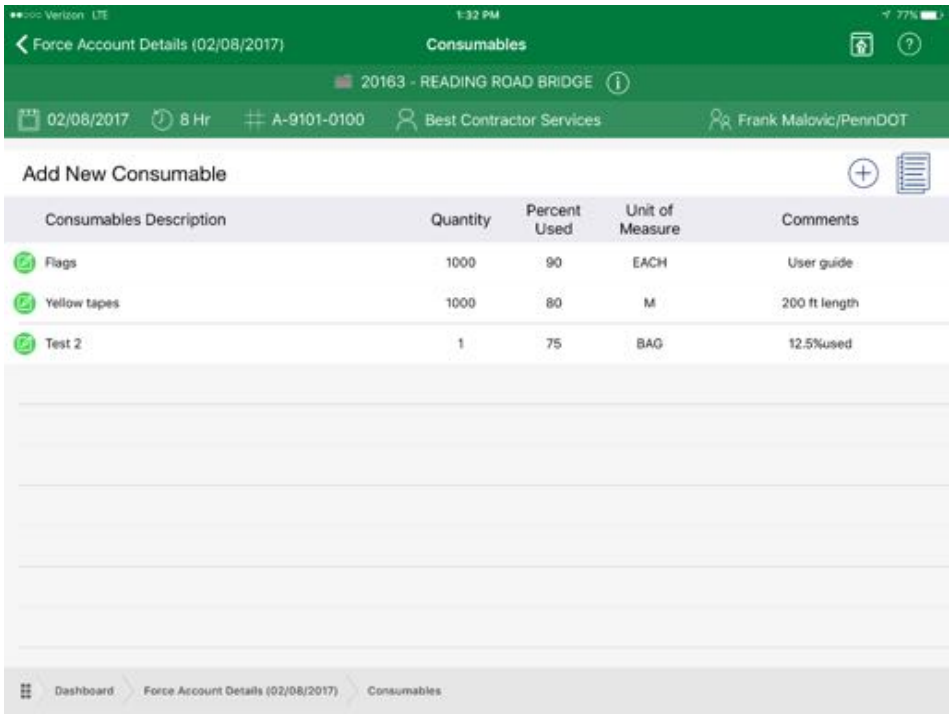
Select a consumable by tapping on the respective row. A check mark displays at the end of the row designating the consumable as selected. To unselect the consumable, tap on the respective row again and the check mark no longer displays.



Tap Quantity field to input the total quantity of the consumable used for the day. Either the Percentage Used field or Comments are a required entry – not both. Tap in the appropriate field to enter either the Percentage Used or any Comments for the consumable.

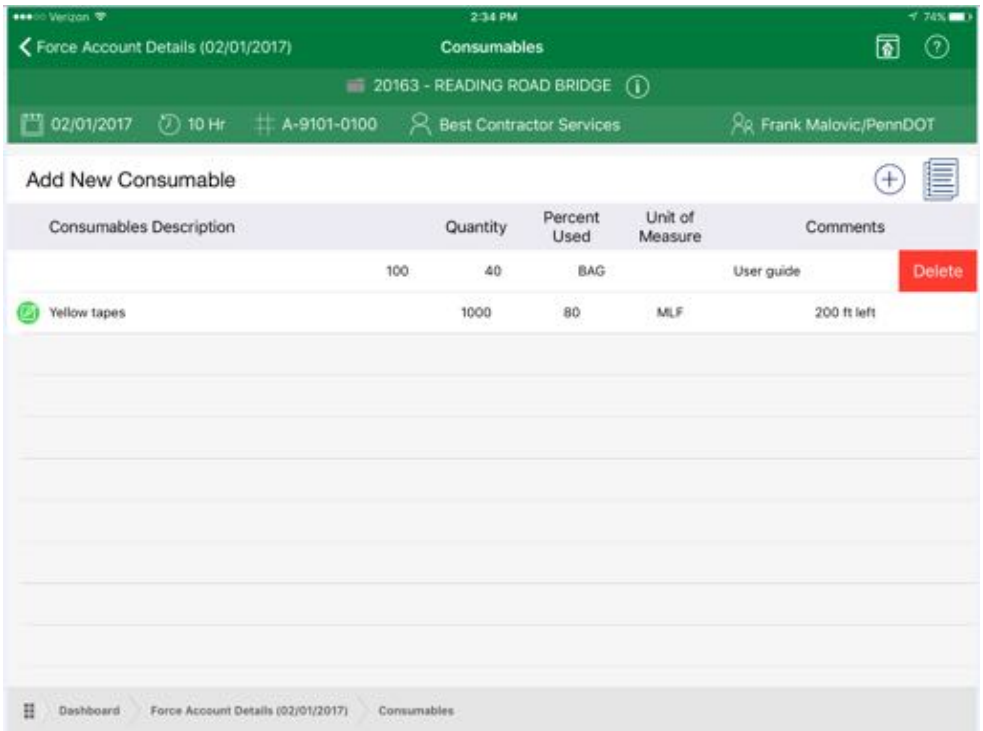


Return to the Consumables screen by clicking the back navigational button in the upper left corner. The cloned consumable will display with the editable icon.



Deleting Consumables

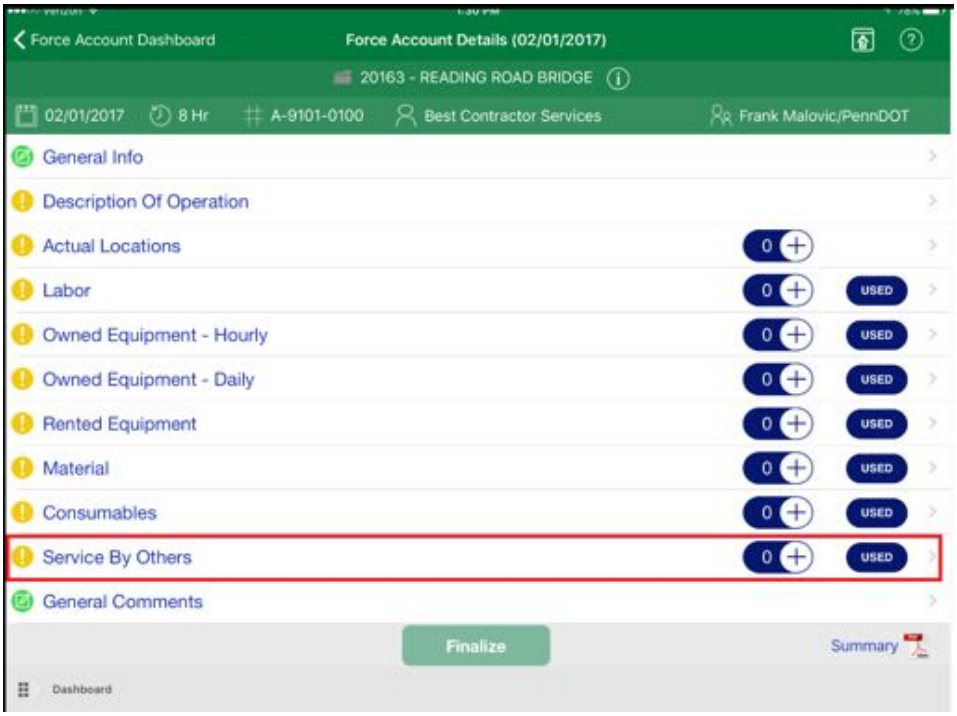
To delete a Consumable, swipe the row from right to left to display the "Delete" button. Tap the "Delete" button to delete the entry. To dismiss the delete option, swipe the row from left to right.



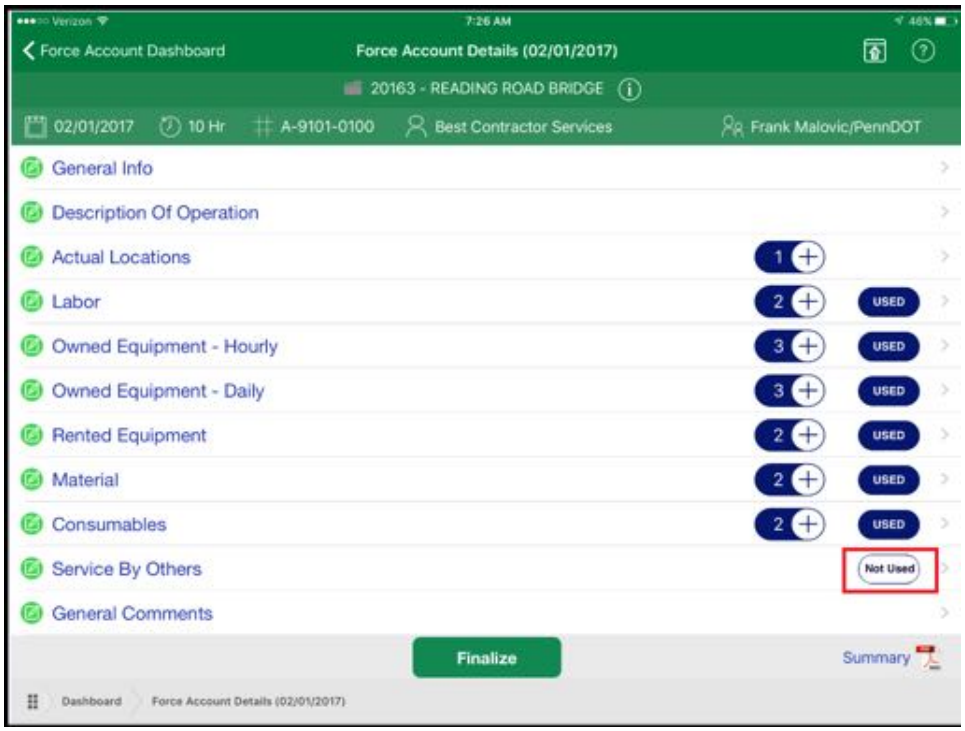
Service By Others

Accessing Service By Others

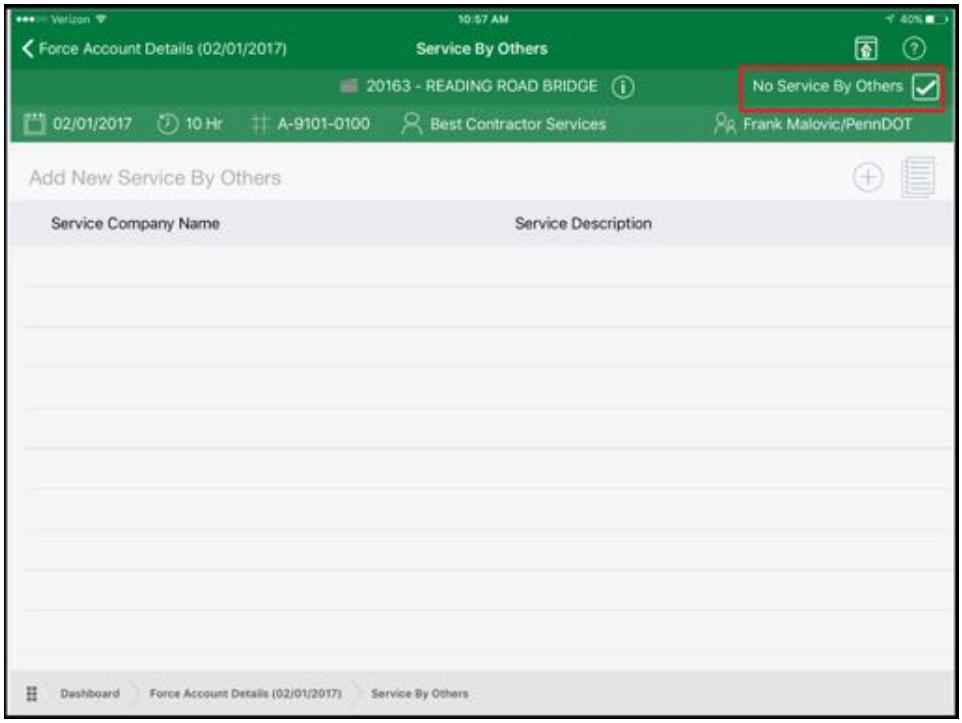
To access Service By Others, tap anywhere on the Service By Others row on the Force Account Details screen.



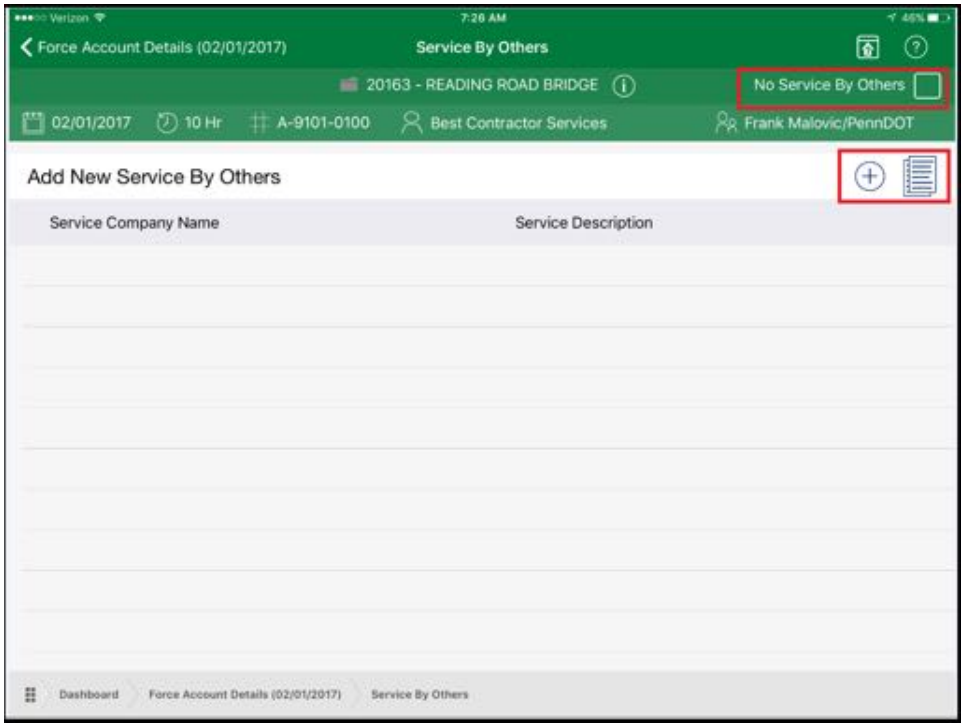
Or you can tap the Used button. The button will turn into Not Used, which indicates there is no Service By Others involved in this Force Account.



Then No Service By Others checkbox is checked automatically on the Service By Others Screen.

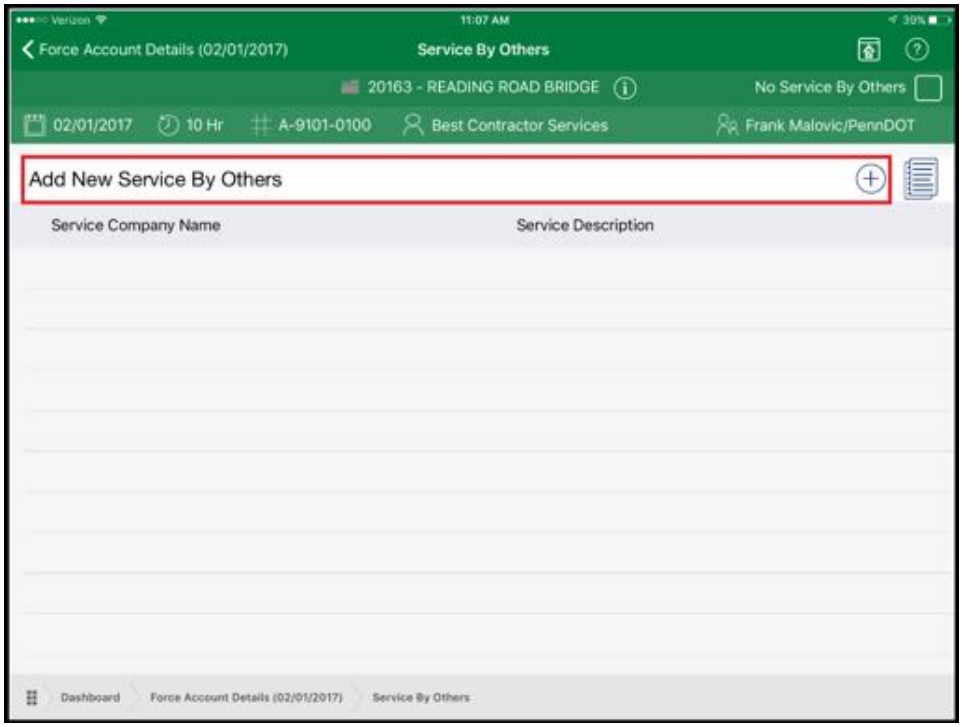


On the Service By Others Screen, you have three options. You can enter the specific Service By Others data manually or clone existing Service By Others data from previous Force Accounts, or you can select No Service By Others if there is no service to document.

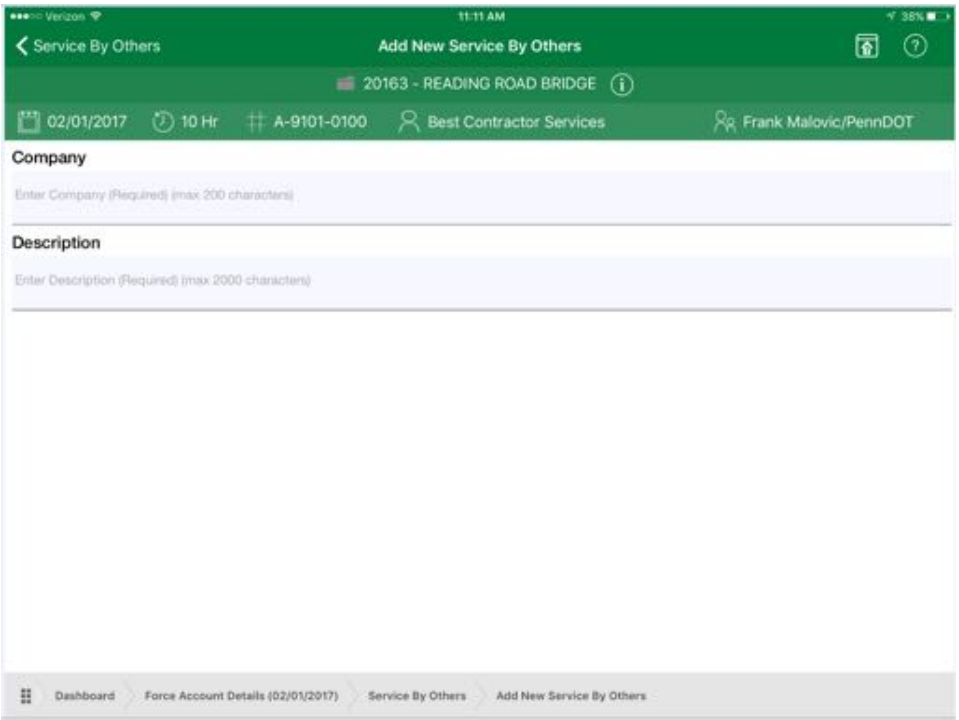


Entering New Service By Others

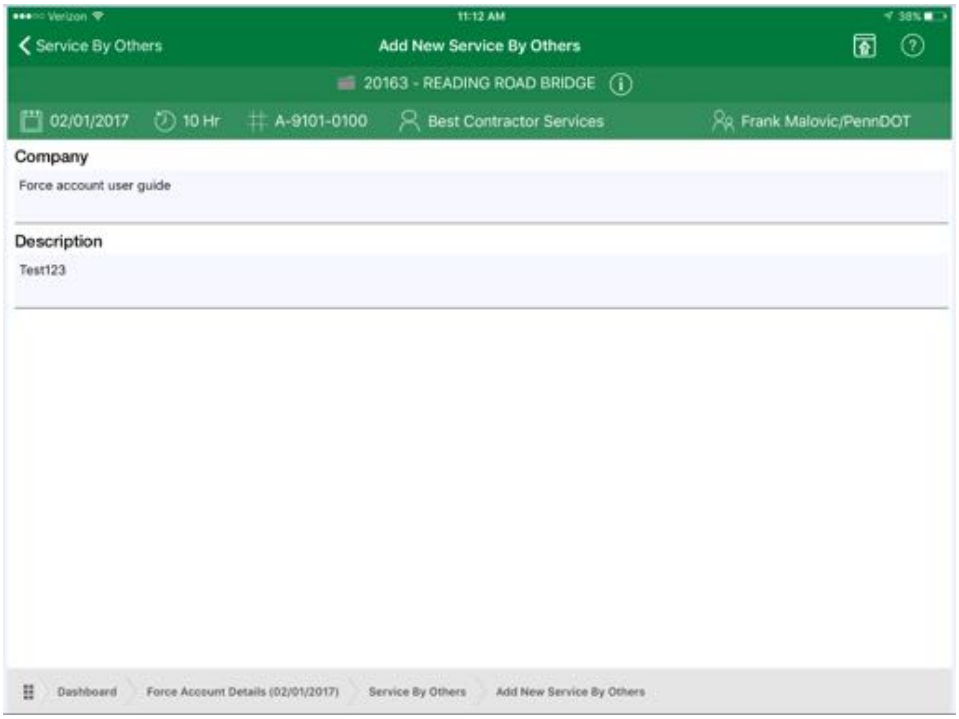
To enter new Service By Others manually, tap on the “Add New Service By Others” row.



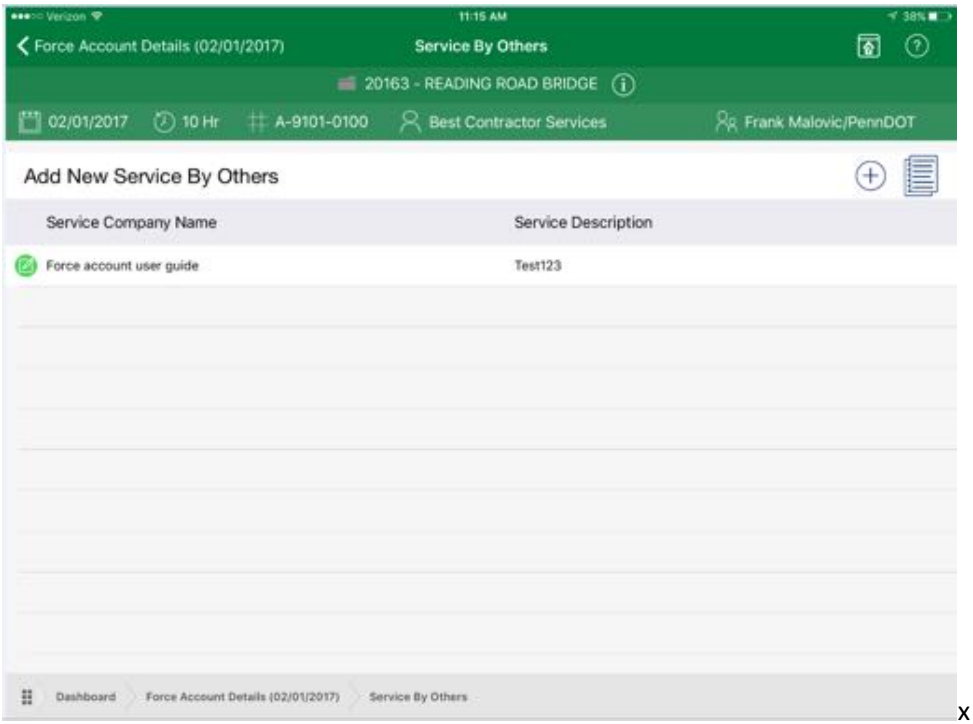
The Add New Service By Others screen displays.



Tap in the Company and Description fields to enter a Service By Other Company and Description using the keyboard.



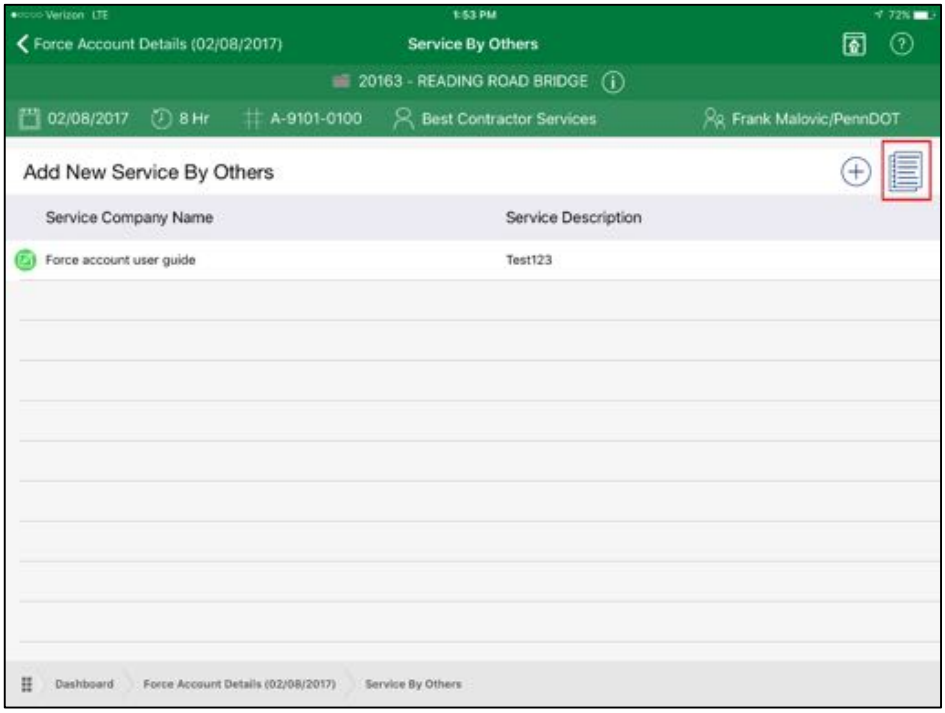
Return to the Service By Others screen by clicking the back navigational button in the upper left corner. The new service will display with the editable icon.



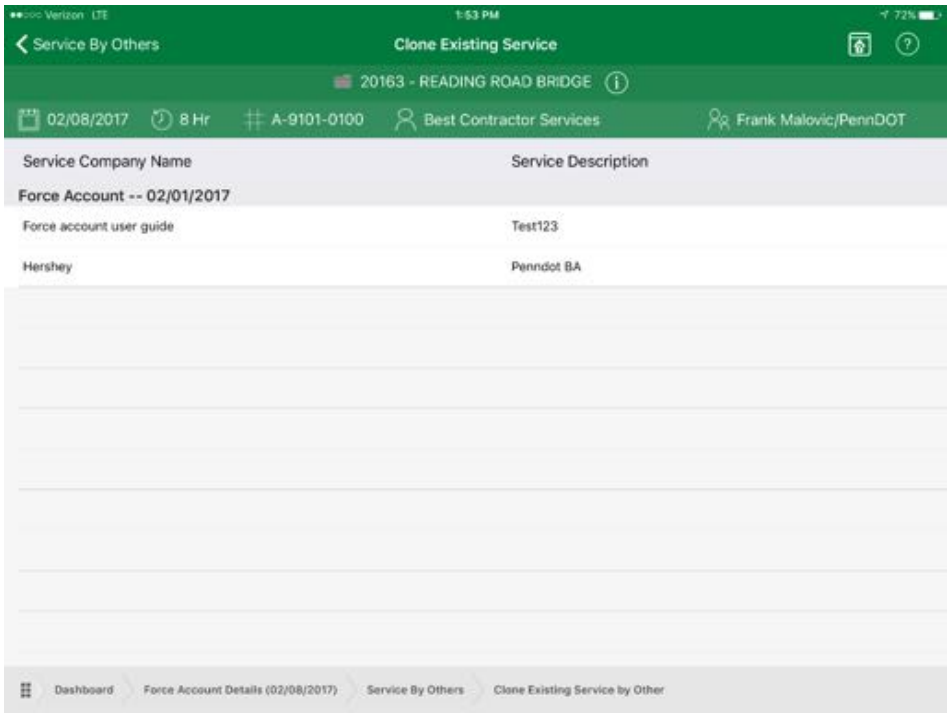
x

Cloning Service By Others

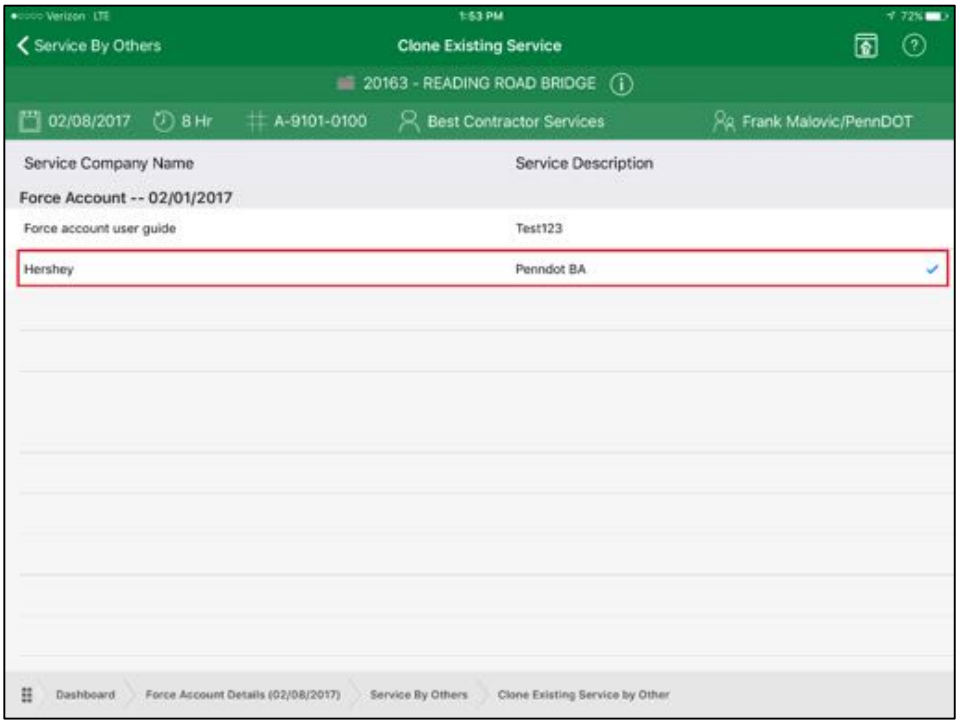
To clone Service By Others, tap on the clone icon on the “Add New Service By Others” row.



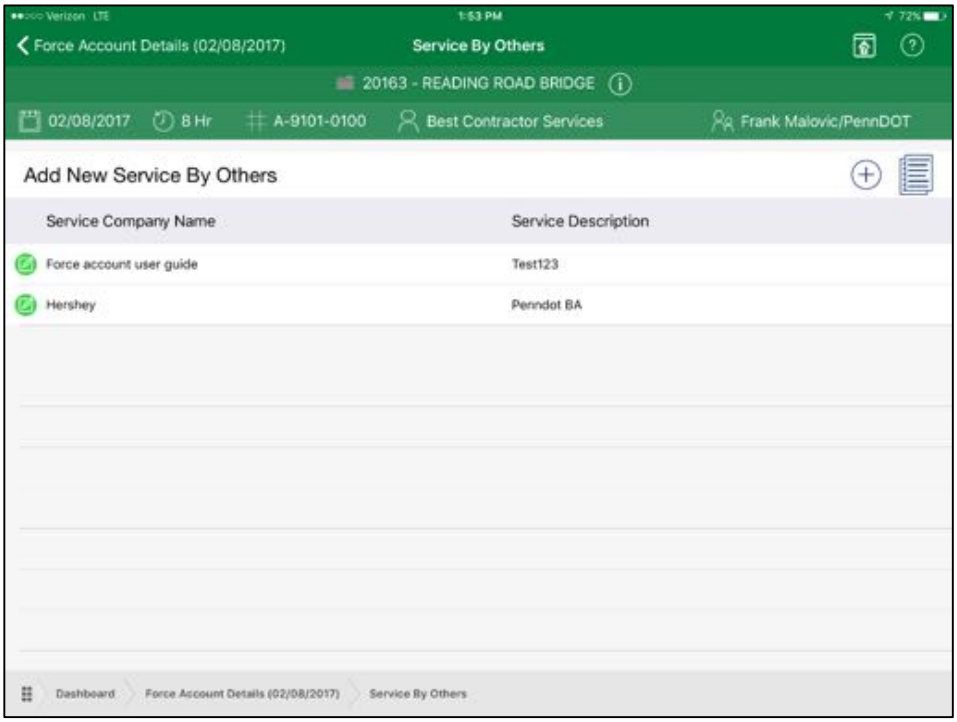
The Clone Existing Service screen displays listing service data used on previous Force Accounts.



Select a service by tapping on the respective row. A check mark displays at the end of the row designating the consumable as selected. To unselect the consumable, tap on the respective row again and the check mark no longer displays.

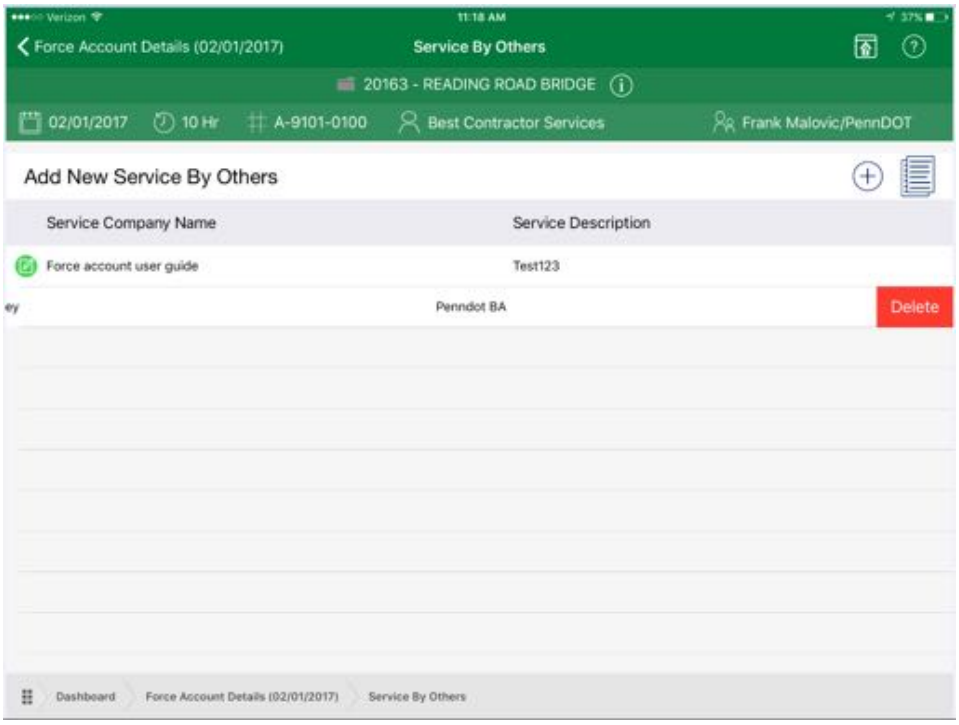


Return to the Service By Others screen by clicking the back navigational button in the upper left corner. The cloned service will display with the editable icon.



Deleting Service By Others

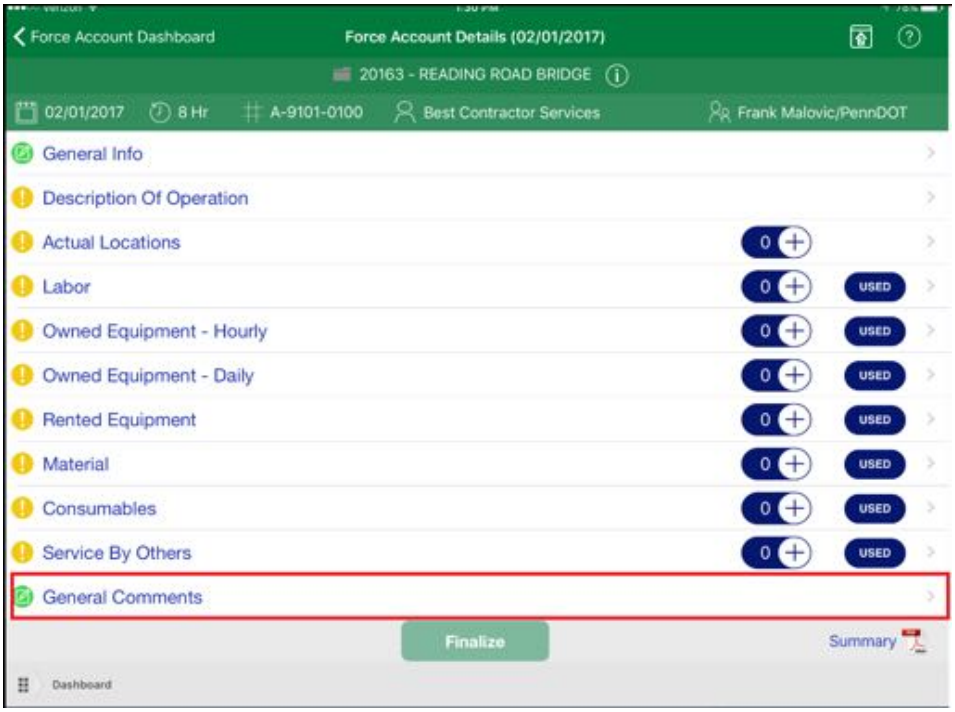
To delete a Service By Others, swipe the row from right to left to display the “Delete” button. Tap the “Delete” button to delete the entry. To dismiss the delete option, swipe the row from left to right.



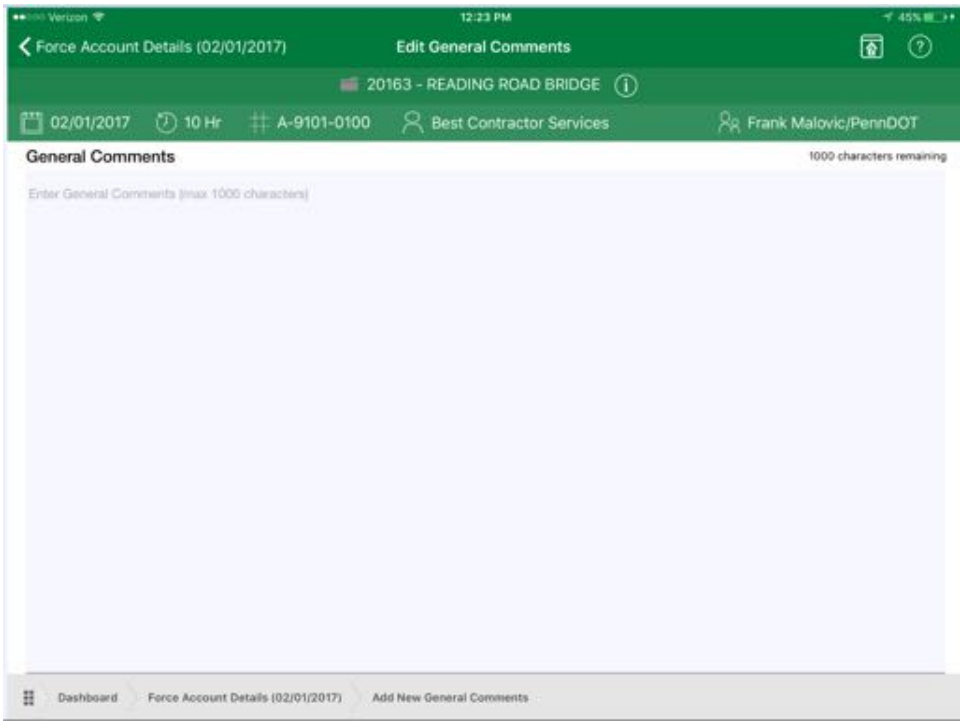
General Comments

Accessing General Comments

To access General Comments, tap anywhere on the General Comments row on the Force Account Details screen.

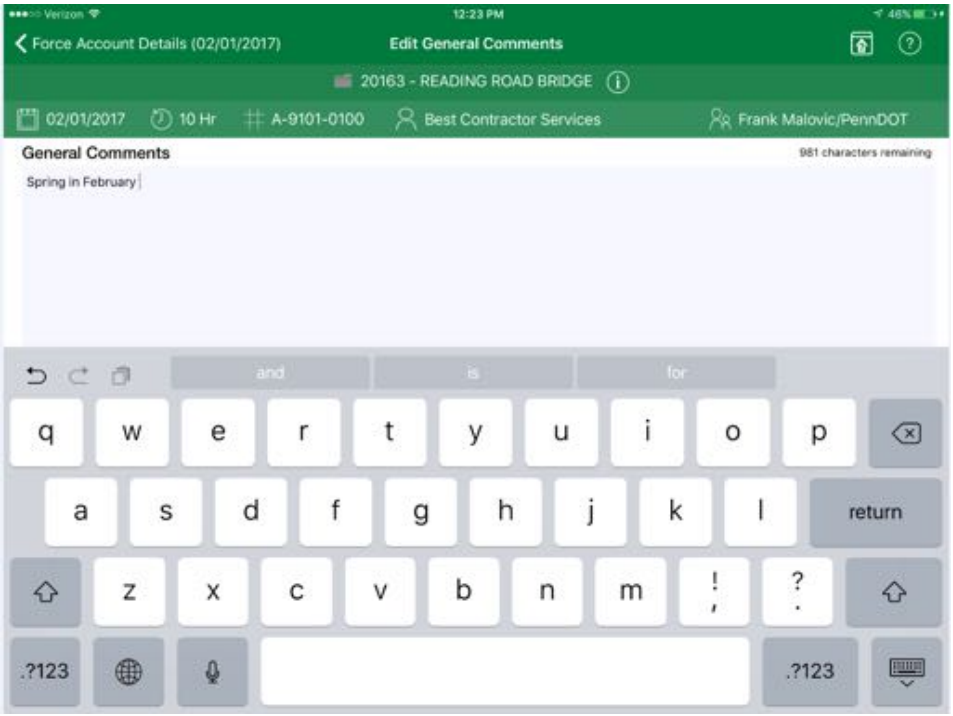


The General Comments screen will be displayed.



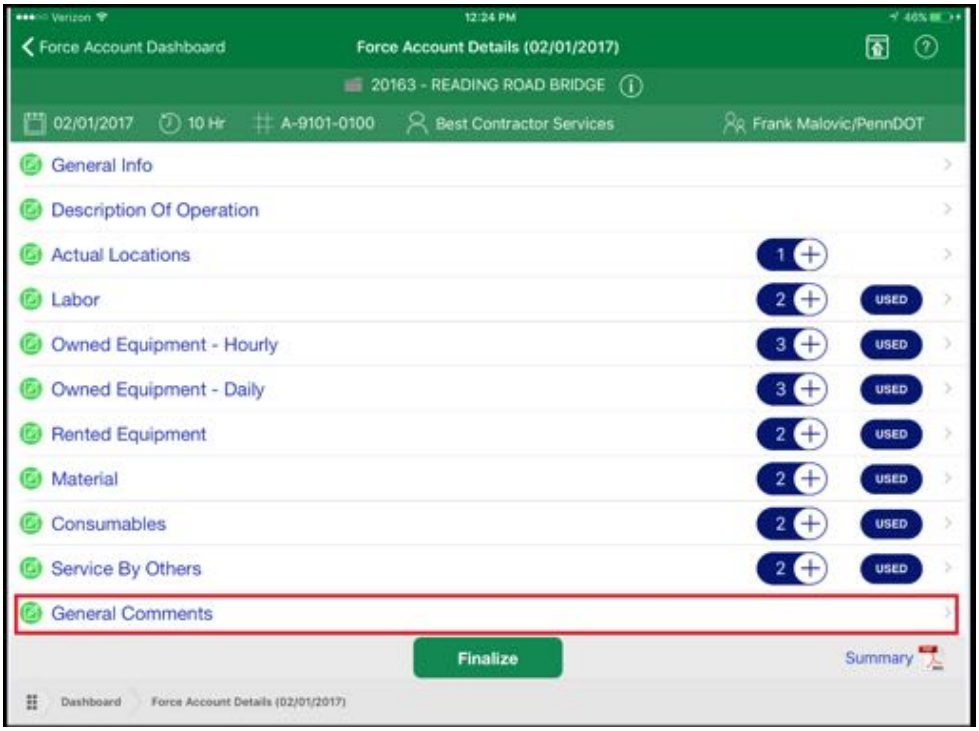
Entering a New General Comment

To enter a new General Comment, tap anywhere within the text window, and type in the comment (up to 1000 characters).

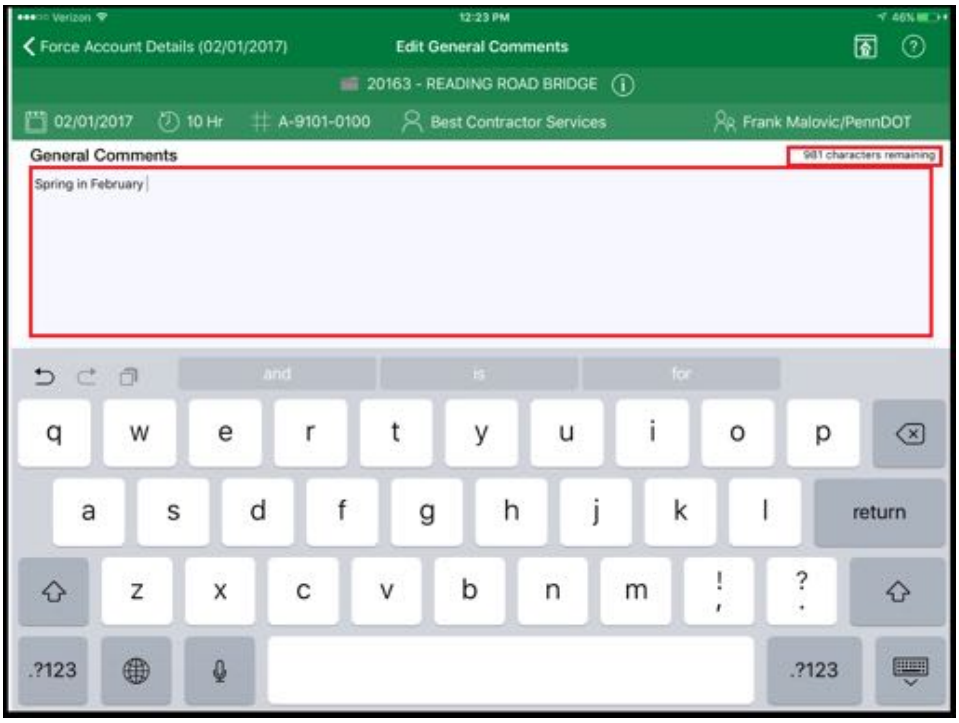


Editing a General Comment

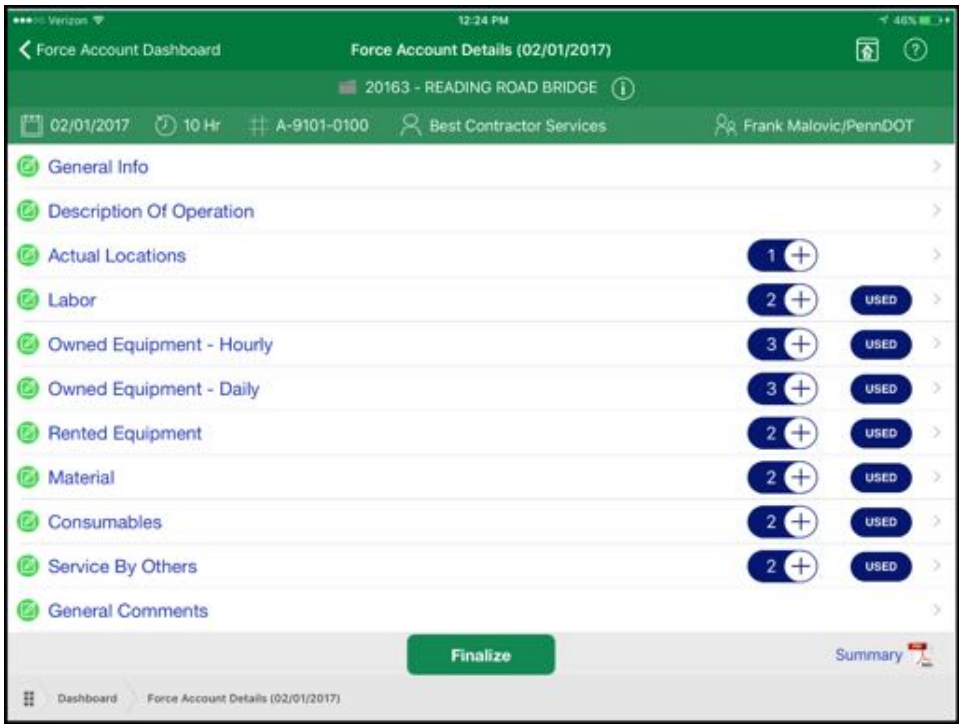
To edit an existing General Comment, tap anywhere on the General Comment row from the Force Account Details screen.



The General Comments screen is displayed and you can edit the General Comments by tapping anywhere within the text window.



On the text window that is displayed, adjust the entry as necessary and navigate back to the Force Accounts Detail screen.

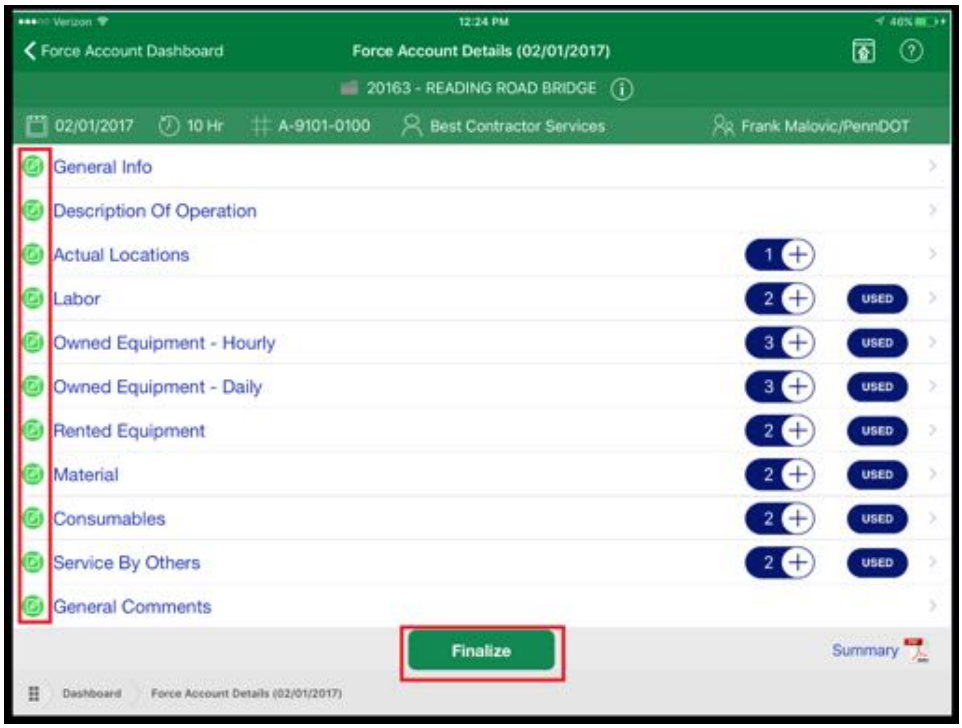


Finalize

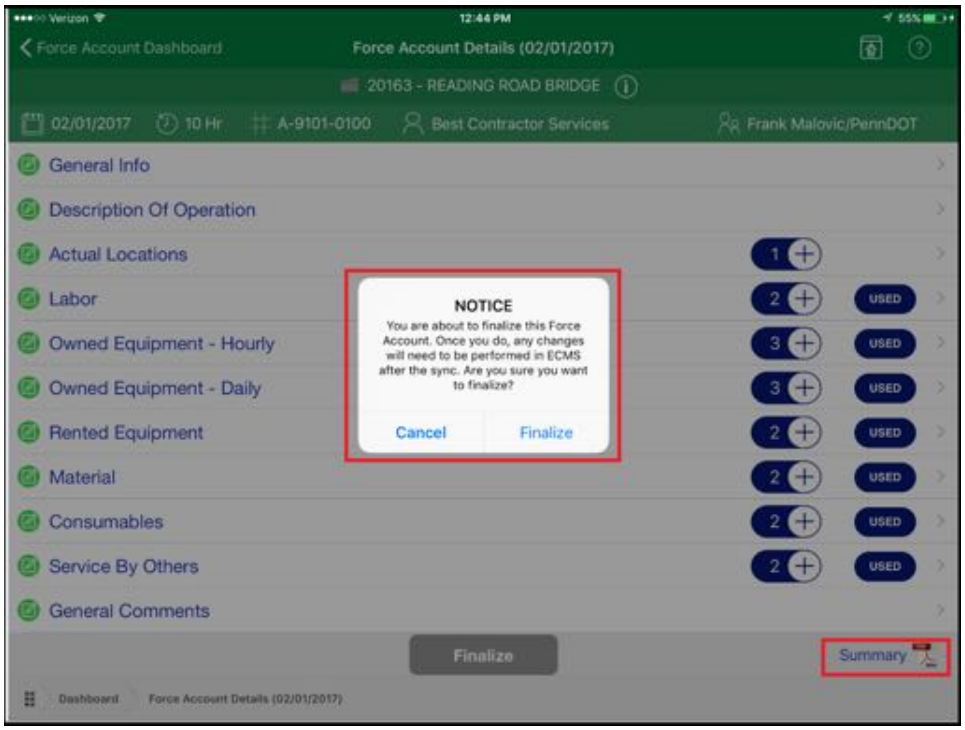
Finalize Daily Force Account

To Finalize the Daily Force Account, tap on the Finalize button at the bottom of Force Account Details.

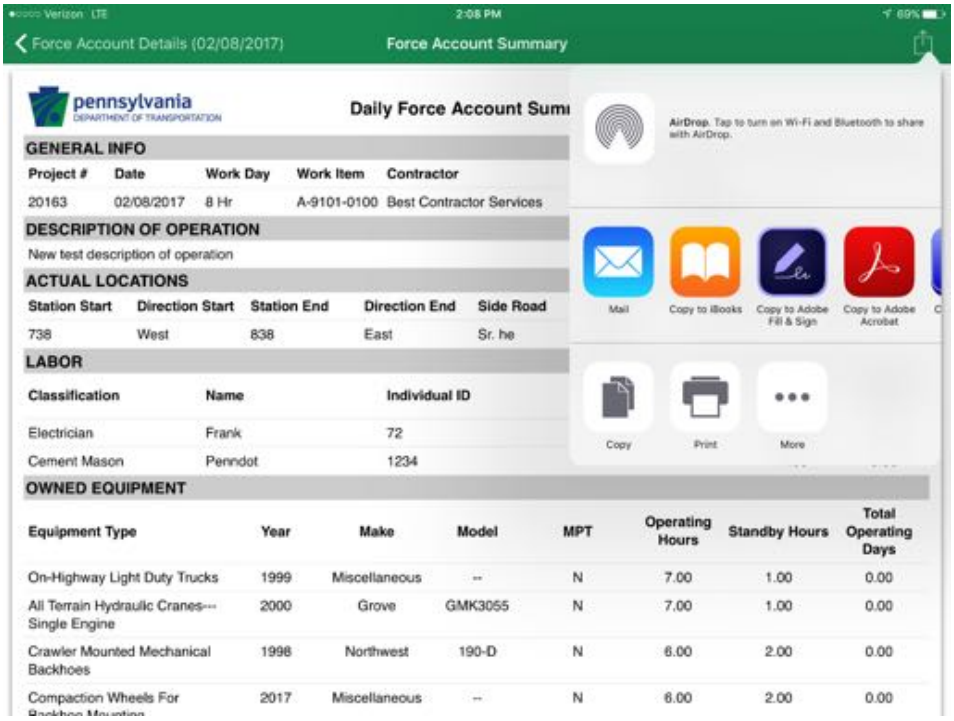
Note: Once there are green editable icons in front of all sections (meaning all required fields are filled), the Finalize Button becomes active (meaning not being grayed out anymore)



On the pop up that is displayed, tap “Finalize” to Finalize the Daily Force Account. Tap “Cancel” to cancel the finalization.



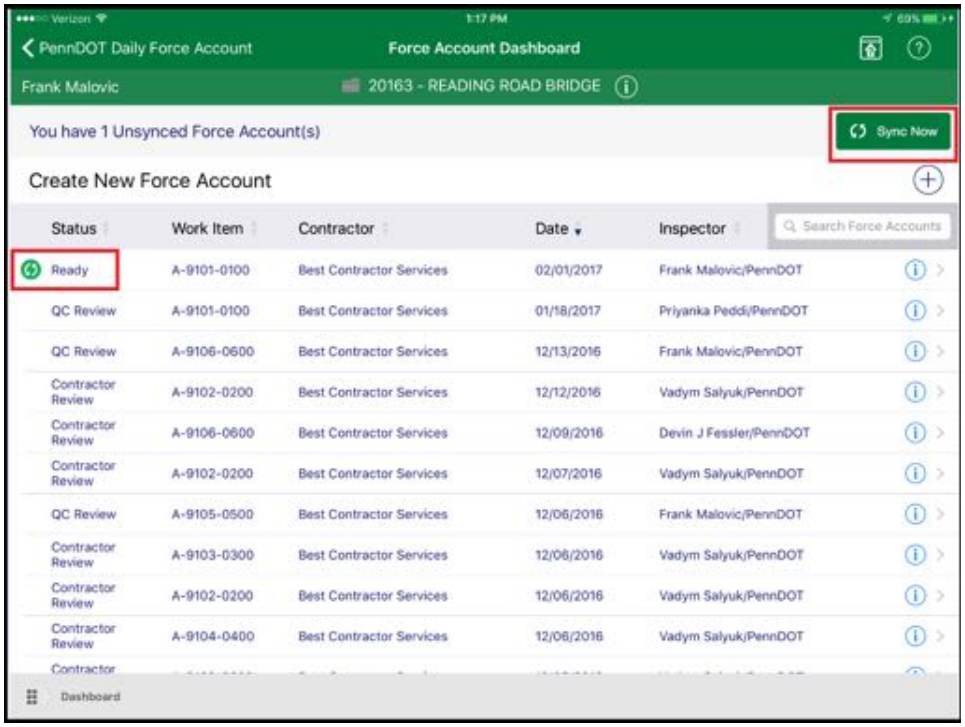
The Force Account Details screen will be displayed. Once the Force Account is Finalized, the data cannot be changed. You can tap Summary to see the summary PDF file, which can be shared, copied, or printed.



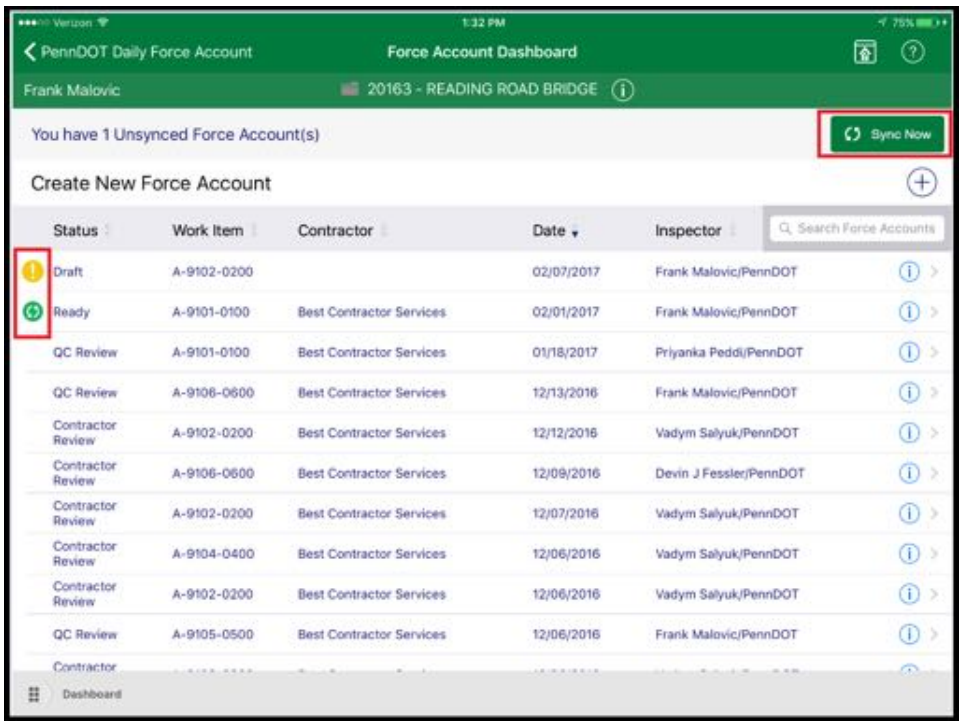
Synch Options

Synching Daily Force Account

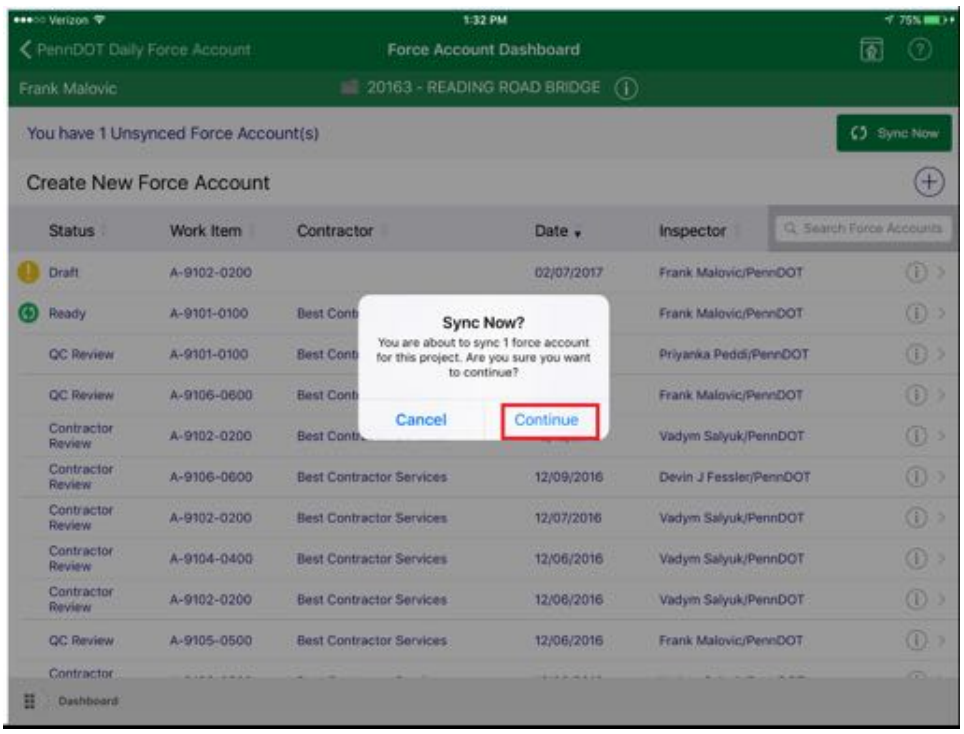
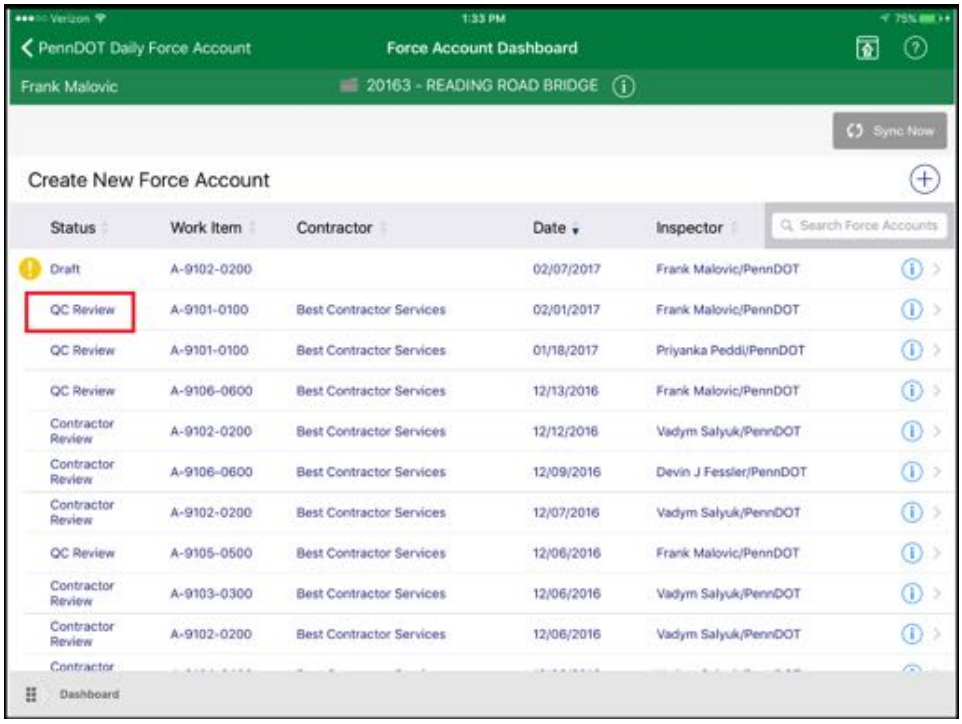
Return to the Force Account Dashboard screen by clicking the back navigational button in the upper left corner. The Finalized Force Account will display with the ready to be synched icon.



If the any Force Accounts display icons other than ready to be synched, the Synch Now button in the upper right still active as long as there is at least one Force Account in Read Status.



A message on the top left will also display stating how many Force Accounts are ready to synch. To synch a Force Account, tap on Synch Now button. On the pop up that is displayed, tap “Continue” to synch the Force Account. Tap “Cancel” to cancel the synch.



The Force Account Dashboard screen will be displayed and the ready to sync icon no longer displays for the Force Account. The synched force account is in QC Review Status. The process will continue within ECMS CDSV3 Module.