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### Dashboard

When you first log into the mobile app you will see your Dashboard. The Dashboard lists your Overdue work orders, your PM/PdM work orders, your Non-PM/PdM work orders, and any messages you may have.

- From your dashboard, tap on any work order or message to access additional information about it.
- You can also tap the **camera icon** () to take a photo or select a photo from your device to attach it to a work order.
- Tap the **scanner icon** () to scan a barcode.
- Tap the **menu icon** () to access the mobile app menu.

### Notifications


Any Asset Essentials notifications that you receive will be listed in your Notifications section.

- Tap the **menu icon** ()
- Tap on **Notifications**.




## Settings

You can customize your mobile app through the mobile app Settings.

- Tap the **menu icon** ()
- Tap **Settings**.
  - **Language** – Select the mobile app Language you prefer to use.
  - **Upload Folder** – Edit the folder name that stores photos you upload to the mobile app.
  - **Image Dimension** – Set the maximum width and height of uploaded images.
  - **Change Password** – Change your Asset Essentials password. *\*Note: This will update both your mobile app password and web password.*
  - **Assign to myself when creating a new Work Order** – Enabling this setting will assign the work order to yourself when you create a new work order from the mobile app.
  - **Default labor entry to me** – Enabling this setting will default labor entries to yourself when adding labor to a work order.
  - **Labor entries** – Adjust the labor entry form on a work order to show hours and minutes or date and time.
  - **About** – View the App and Server Version you are using, read the Terms of Use, and access Contact Us information.



## Creating a Request in the Mobile App

- Tap the **menu icon** ()
- Tap **Create Request**.


### General

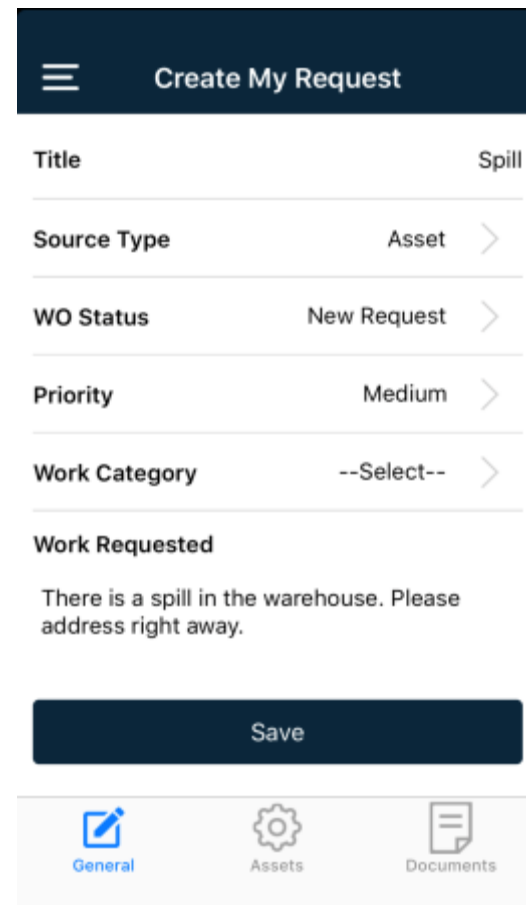
- Enter the work request **Title**.
- Select the **Source Type**. The source type determines what the work order is associated with. The next work order section you will fill out after the General section will change to match your selection in this field.
- Select the **WO Status** of the request.
- Choose the **Priority**.
- Enter a description of the work request in the **Work Requested** field.

### Source Type

This section title will vary depending on what was selected as the **Source Type** in the General section of the work order. If *Unknown* was selected as the Source Type, this section will not be visible.



### Assets

- Tap the **Assets icon** () if this work request is associated to an Asset.






The screenshot shows the 'Create My Request' screen in a mobile app. At the top, there is a dark blue header with a menu icon and the text 'Create My Request'. Below the header, there are several form fields, each with a label on the left and a value on the right, followed by a chevron icon. The fields are: 'Title' with the value 'Spill', 'Source Type' with the value 'Asset', 'WO Status' with the value 'New Request', 'Priority' with the value 'Medium', and 'Work Category' with the value '--Select--'. Below these fields is a section titled 'Work Requested' with the text 'There is a spill in the warehouse. Please address right away.' At the bottom of the form is a dark blue button labeled 'Save'. At the very bottom of the screen, there is a navigation bar with three icons: 'General' (a pencil icon), 'Assets' (a gear icon), and 'Documents' (a document icon).





- Tap the **plus icon** () to search and select an Asset from a list or tap the scanner icon () to scan a barcode of the Asset.
- Tap **Save** to associate the selected Asset to your request.



## Locations

- Tap the **Locations icon** () if this work request is associated to a Location.
- Tap the **plus icon** () to search and select a Location from a list or tap the scanner icon () to scan a barcode of the Location.
- Tap **Save** to associate the selected Location to your request.

## Sites

- Tap the **Sites icon** () if this work request is associated to a Site.
- Tap the **plus icon** () to search and select a Site from a list.
- Tap **Save** to associate the selected Site to your request.

## Documents




- Tap the **Documents icon** () if you would like to attach a photo to this work request.
- Tap the **camera icon** () to take a photo or select a photo from your device to attach it to this work request.
- Tap **Save** to add this image to your request.

When you have finished entering all the request details, click **Save** to submit the request.





## Adding Labor to a Work Order in the Mobile App

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- Tap the **menu icon** () and select **Work Orders**.
- Select the work order you need to add labor hours to by tapping on the work order in the list. You can use the sorting () filtering () options to quickly find the work order if needed.
- Scroll down to the **Labor Entries** card.

## Entering Labor for Asset Essentials Users

- By default, you will automatically be selected as the user who will be associated with the labor entry. If you have the appropriate permissions, you can tap the add user icon () to apply the labor entry to multiple users at once.
- Adjust the slider to enter the exact hours and minutes worked. *\*Note: The slider may vary in appearance depending on the device you are using.*
- Select the **User Pay Rate**. By default, the user's default wage will be selected.
- Tap **Add Labor Entry**.
- Once you add the labor entry the Labor Entries Card will show the **Labor Log** tab.
- To remove a labor entry, tap the remove icon ()
- To add an additional entry tap the **Add Another Entry** button.
- When you are finished adding labor, tap the **Save Work Order** button.



## Entering Labor for External Workers




You can use the External Labor feature if you need to track the amount of labor provided by a contractor or worker without an Asset Essentials account.

- Tap the **Add External Labor** ( [+ External Labor](#) ) link.
- Enter the external worker's information. *\*Note: While only the **First Name** field is required, we recommend filling out as much information as possible.*
- Enter the amount of time worked in the **Hour** field. This will automatically adjust the Start Date & Time field.
- The **Start Date & Time** and **End Date & Time** will automatically be filled in but can be adjusted as needed. Adjusting these fields will automatically calculate the value in the **Hour** field.
- Enter the cost per hour in the **Wage** field.
- The **Sub total(\$)** field will automatically update based on the wage and amount of hours.
- Tap the **Add Labor Entry** button.
- Once you add the external labor entry the Labor Entries Card will show the **Labor Log** tab.
- To remove a labor entry, tap the remove icon (⊗).
- When you are finished adding labor, tap the **Save Work Order** button.



## Adding Attachments to a Work Order in the Mobile App

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- Tap the **menu icon** () and select **Work Orders**.
- Select the work order you need to add parts to by tapping on the work order in the list. You can use the sorting () filtering () options to quickly find the work order if needed.
- Scroll down to the **Attachments** card.

### Adding Attachments

The attachments section will include any photos that were submitted with the work order.

- Tap the name of the photo to view it on your device.
- To add additional photos to the work order:

### Taking a Photo

- Tap the **Take Photo** icon to launch your device's camera. *\*Note: Depending on the type of device you are using, you may be asked to allow Asset Essentials permission to access your camera. This permission is necessary for Asset Essentials to attach photos taken with your device to the work order. Tap **Allow** if you are prompted for this permission.*
- Use your device's camera to take the photo.
- Once finished, you can tap the **Edit** button to annotate your photo if needed.
  - If you are annotating a photo, use your finger or a stylus to draw on the photo.
  - Tap the **Save** button to add any mark-ups drawn on the photo.
- Tap **Done**.



- Enter a **Name** for the photo if necessary.
- Tap **Save** to attach the photo to the work order.

## Adding a Photo

- Tap the **Add Photo** icon to launch your device's photo gallery. *\*Note: Depending on the type of device you are using, you may be asked to allow Asset Essentials permission to access your photo gallery. This permission is necessary for Asset Essentials to attach an already taken photo to the work order. Tap **Allow** if you are prompted for this permission.*
- Select the photo on your device.
- Once finished, you can tap the **Edit** button to annotate your photo if needed.
  - If you are annotating a photo, use your finger or a stylus to draw on the photo.
  - Tap the **Save** button to add any mark-ups drawn on the photo.
- Tap **Done**.
- Enter a **Name** for the photo if necessary.
- Tap **Save** to attach the photo to the work order.