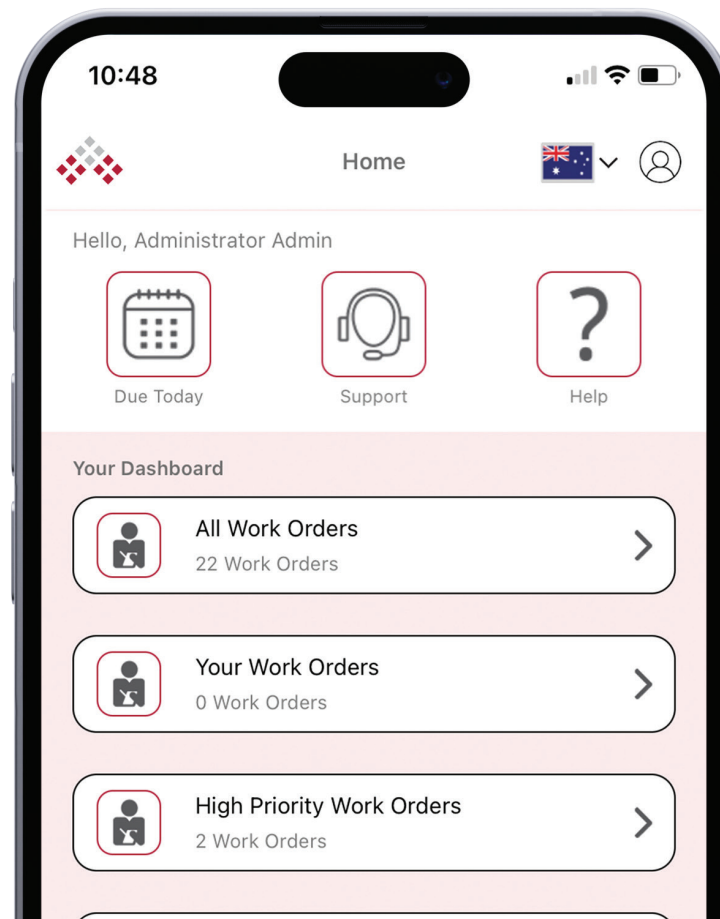




# Quick-start guide

MEX lets you manage work orders, requests, reading and stocktakes from your phone or tablet.

Connected all the time, so you can get to your maintenance data in real time.



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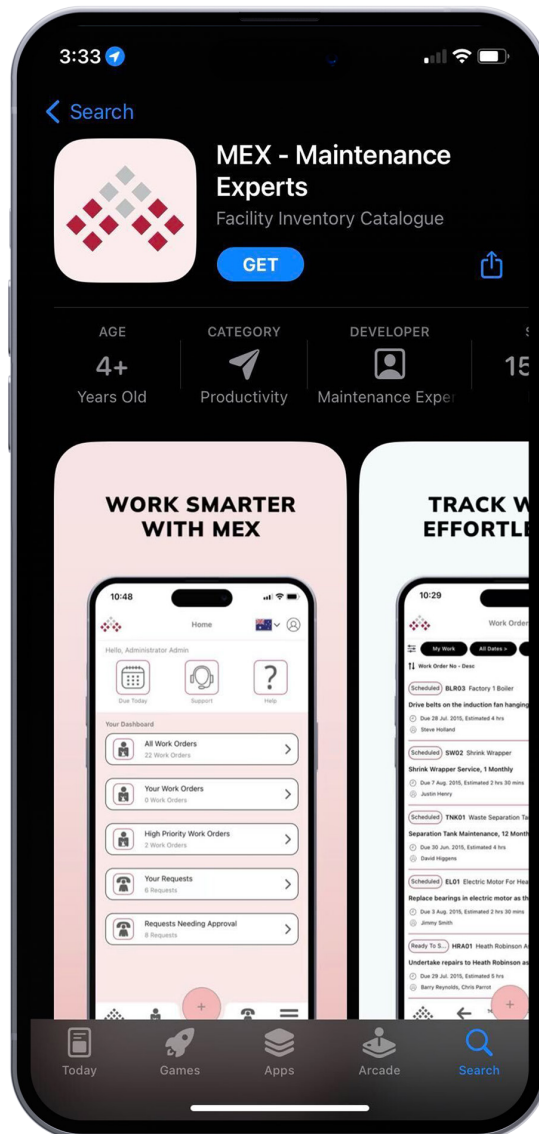


*Note: This app is only online*

# Download MEX

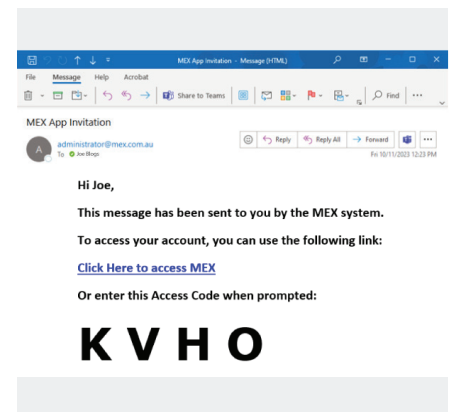
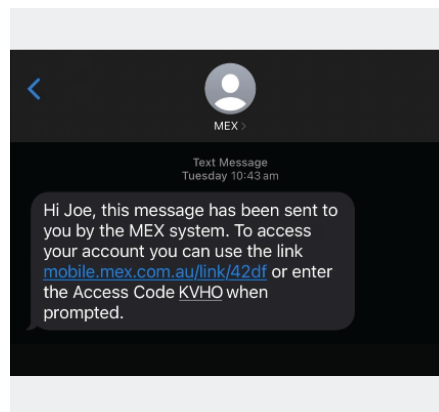
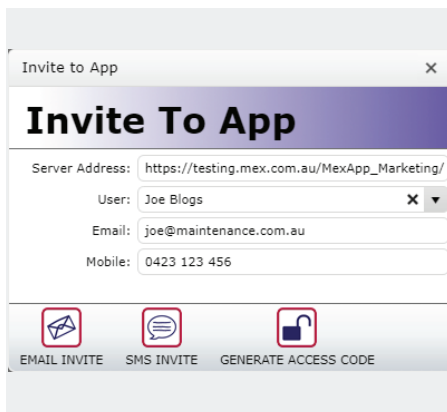
To download MEX, search for “MEX - Maintenance Experts” in your devices app store.

Please note that there are a number of MEX apps available. MEX has a pink icon.



# Log in

Preparing users to use MEX is as simple as it gets. Add users to MEX, generate a link, send out via SMS or email and utilise access codes for faster entry.



A login notification can be sent via email address or mobile phone. Actions available include Email invite, SMS invite and Generate Access Code.

Using the Invite to App form, a MEX administrator can send out all invites required. These invites come in the form of a SMS or Email.

Users don't need to go to the App store or memorise a long site url. Just tap the link and access MEX.



*TIP: Use Face ID for an even faster login*

# Navigating MEX

Effortlessly navigate data with tailored sorting features. MEX's user-friendly interface ensures a smooth experience, focusing on what matters. Intuitive home screen, dashboard for personalised work orders, and easy creation of work orders or requests from anywhere in the app.

**Key Navigation Features**

- Filter and sort when in Work Orders and Requests.
- Navigate back to the previous page. This will save any changes you have made.
- Working in Readings you can Scan the asset or use the search function.
- Tap here to create new Work Orders, Requests and Readings.

MEX app requires an active internet connection to function optimally. Always being connected ensures that you have access to the latest data.

Access the MEX User Guide here. This covers everything you need to get set up and start using the App.

This is the main navigation dashboard. You can use this to navigate throughout the app.

'More' allows you to access additional modules including Settings, Stocktakes, Readings and Edit Mode.

The smartphone screen shows the following interface elements:

- Time: 10:48
- Status bar: Signal strength, Wi-Fi, and battery icons.
- Header: "Home" with a location dropdown (Australia) and a profile icon.
- Greeting: "Hello, Administrator Admin"
- Quick Actions: "Due Today" (calendar icon), "Support" (headset icon), and "Help" (question mark icon).
- Section: "Your Dashboard" containing:
  - All Work Orders: 22 Work Orders
  - Your Work Orders: 0 Work Orders
  - High Priority Work Orders: 2 Work Orders
  - Your Requests: 6 Requests
  - Requests Needing Approval: 8 Requests
- Bottom Navigation Bar: "Home" (grid icon), "Work Orders" (person icon), a central "+" button, "Requests" (headset icon), and "More" (hamburger menu icon).

# View your Work Orders

Discover a revamped work order listing! With a fresh look and feel, streamline your workflow with powerful filtering and sorting options, and effortlessly capture the essential information you need.

Apply ascending or descending Due Date, Due Finish Date, Work Order No., Priority, Asset No. or Job type.

Sort and refine Work Order listings based on My Work, Dates, WO Status or Trade.

Work Order Status

- Entered:** Default status when first created.
- Scheduled:** Default status if created from Preventative Maintenance.
- Ready to Start:** Indicates Work Order is ready to be undertaken.
- Started:** Indicates Work Order has been started on.
- Closed:** When a Work Order is closed off to History the status will automatically update.
- Cancelled:** If a Work Order is cancelled then you as the user can either delete the Work Order, or manually change its status to Cancelled.

Tap on any work order to open it.

The Work Order number is clearly displayed alongside the Priority and Due Date. The estimated hours to complete are summarised and displayed here under the description

Navigate back to the previous page. This will save any changes you have made.

# Working with Work Orders

Experience seamless work order management with MEX. Easily create, fill in, and submit both standard and inspection work orders with unparalleled ease.

Use the buttons to filter your work based on status

Within the WO you can click on an asset which will take you to the Inspection page. There you can answer specific questions for each asset.

Hours worked on the asset can added/edited here.

Once inside the asset inspection, select a question to expand it revealing further details. Here you can define condition, add an image, or create a Request for the asset.

Add an image

Create Request

**Standard**

**Inspection**

# View your Requests

Preview and manage your Maintenance Requests intelligently with a comprehensive overview.

Apply ascending or descending Request Date, Approval Status, Asset No, Description or Requested By.

Sort and refine Work Order listings based on My Work, Dates, WO Status or Trade.

Job Requests Status

- Approved:** The job request has been reviewed and authorised.
- Scheduled:** The job request has been assigned a specific time for completion.
- Pending Approval:** The job request is awaiting authorisation from relevant parties.
- Cancelled:** The job has been terminated before completion.
- Completed:** All associated tasks have been successfully executed.

Tap here for quick access to create new Work Orders, Requests and Readings.



# Log a Request

Effortless request logging create from anywhere in the app. Swiftly approve, generate a work order, or decline with ease.

Search for the asset here via Name, Asset Code, Barcode or QR code.

Add comments and details regarding the Request here.

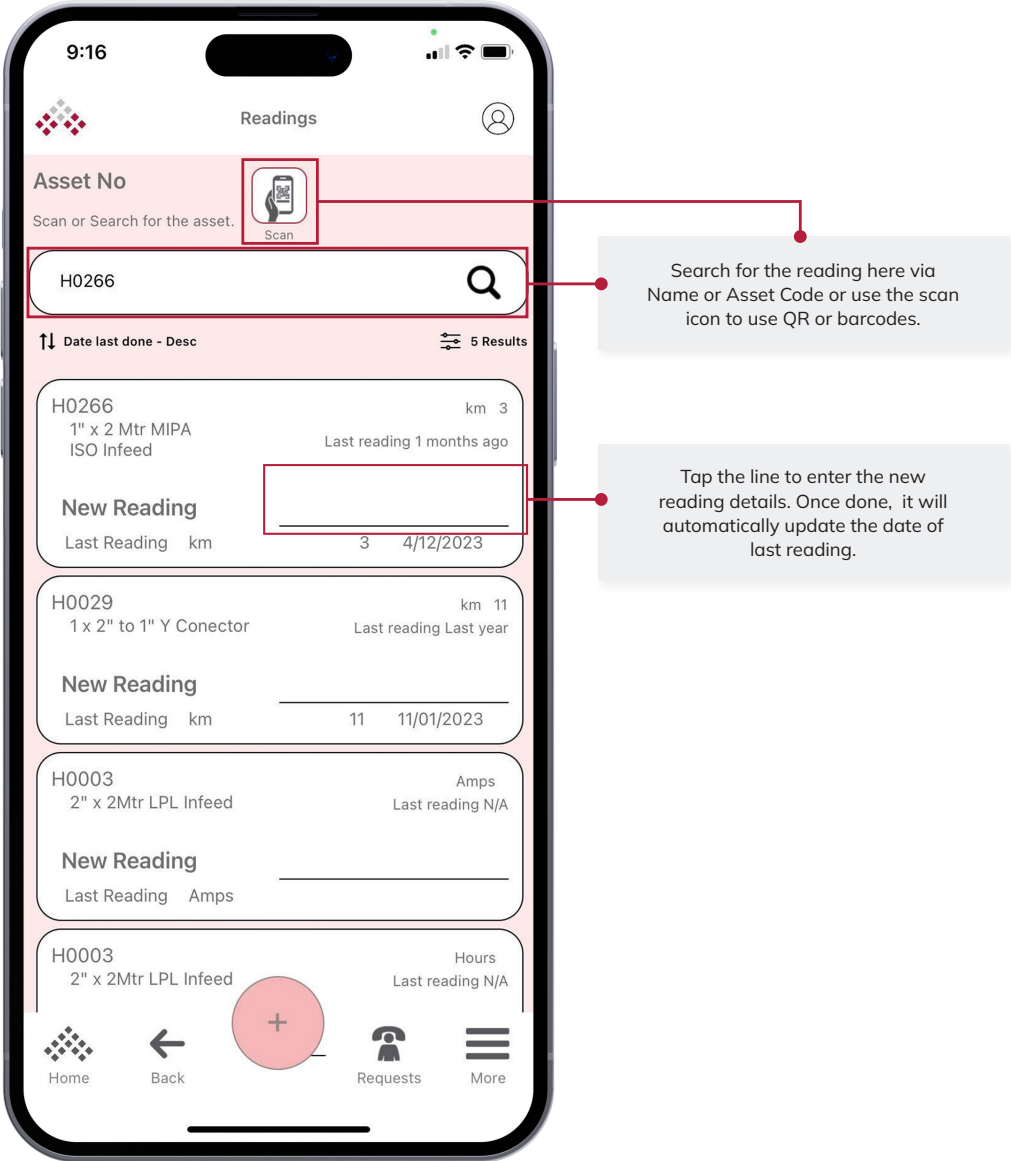
Add images of the Request here by tapping on the camera.

Apply Priority Status

- Urgent
- Within 3 Days
- Within 7 Days
- Within 14 Days
- Shutdown Work

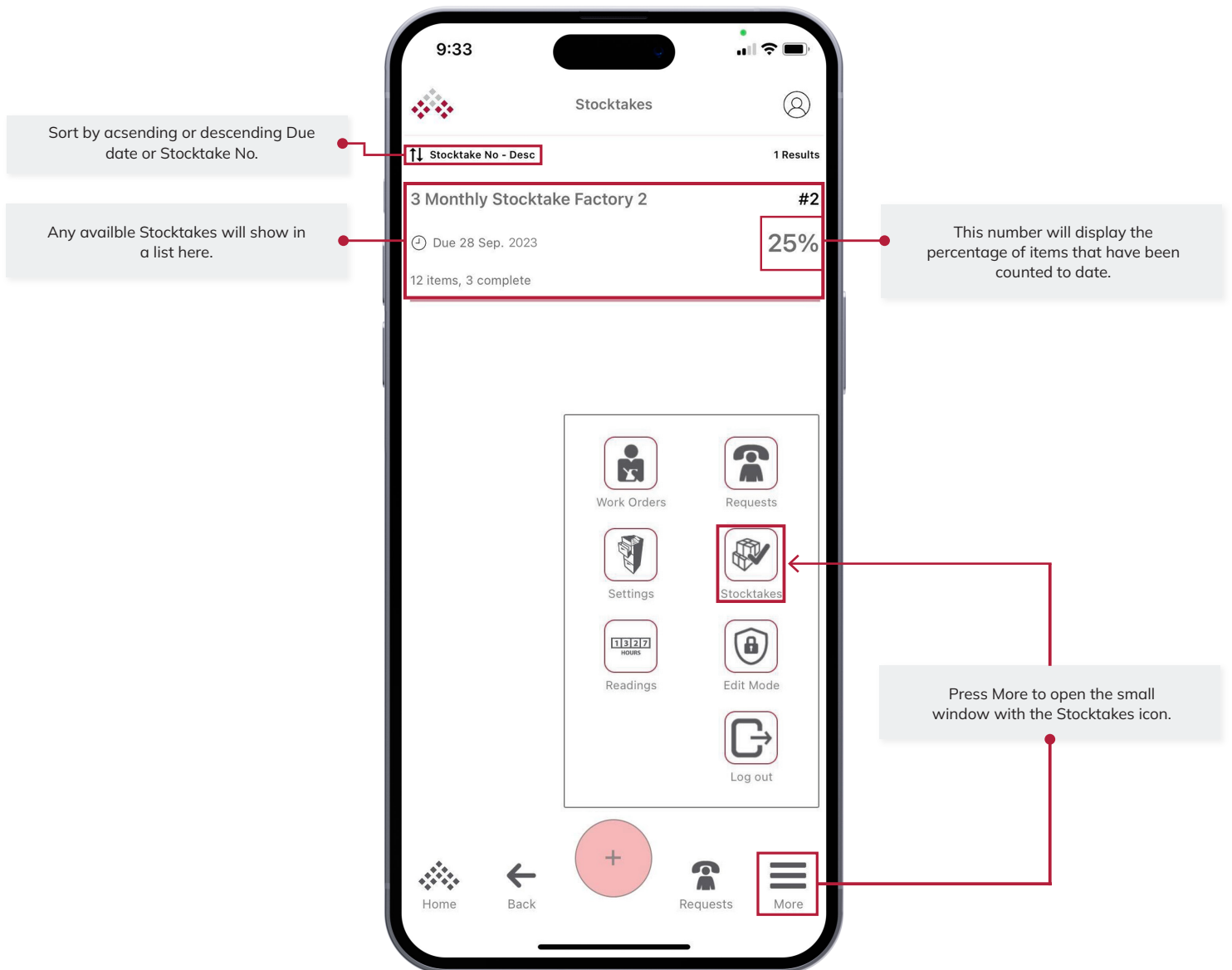
# View and Record Readings

Simplify reading entries in MEX with a quick scan of the asset's barcode or QR code. Instantly save readings for future use in PM'S.



# View your Stocktakes

Gain visibility into your stocktake listing where completion percentages are clearly showcased for easy tracking.



# Perform a Stocktake

Effortlessly perform a stocktake: scan items, sort by incomplete/processed, and input counts. Completed items are highlighted in green for quick reference, simplifying your counting process.

The screenshot shows the 'Stocktake #2' interface for '3 Monthly Stocktake Factory 2'. At the top, it indicates 'Due 28 Sep. 2023' and '12 items, 0 complete'. There are three main filter buttons: 'Incomplete', 'All', and 'Process'. Below these are sorting options 'Line No - Asc' and '12 Results'. A search bar is present with a 'Scan' icon. The main list contains four items, each with a 'Count' field and 'Each' unit. The first two items are highlighted in green, indicating they are completed. The third item has an empty 'Count' field. The bottom navigation bar includes 'Home', 'Back', a central '+' button, 'Requests', and 'More'.

Select Incomplete to show only assets that have not been counted yet or select All to show all assets in the Stocktake.

Once all assets have been counted and completed hit Process to close the Stocktake.

Search for the reading here via Name or Asset Code or use the scan icon to use QR or barcodes.

Green means the count has already been entered.

Enter the count amount by tapping on the line. Once done, the item will turn green as shown above to mark it completed.

Navigate back to the previous page. This will save any changes you have made.

# Settings

Customise your experience with User Settings, where you can manage User Details, choose login options like Face ID, configure Database settings and toggle Dark Mode for a personalised interface.

