Mobile for iOS Quickstart Guide
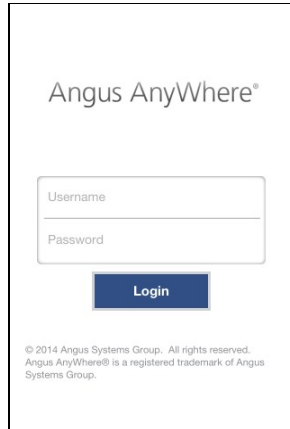
Logging In:

- Mobile for iOS is compatible with iOS 7.1.2 and up.

- iPhone® and iPad® users must download and install the Angus AnyWhere® Mobile application from Apple's App Store.

- You will need an App Store account to download the application. As the application is free, it is not necessary to provide a payment method in your account setup. For details, refer to the following link:
  http://support.apple.com/kb/ht2534

- Log in using your AXIS/ Angus AnyWhere username and password.

- The Angus AnyWhere Mobile application will remember your login credentials between sessions, unless you manually log out.

Buttons Overview

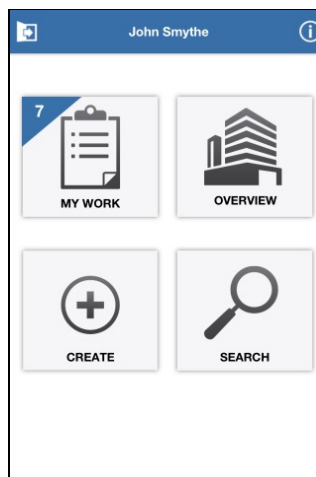- Select a list (My Work or Overview) to view work orders.

My Work lists your assigned TR and PM work orders. **Note:** Broadcasted work orders are displayed in the TR work order list.

The overview list allows you to view TR work orders by category (e.g. Outstanding, Requires Dispatch, Escalated, etc.) You can additionally assign work orders from this list.

Create a new work order

|		
		Search for a work order
		About this application
		Log out

Viewing Work Orders:

- Select a work order from the list to view its details (shown: a filtered Tenant Request work order list from My Work.)

- Lists can be filtered by property using the drop-down list.

- The list can be sorted by date, request type, building, priority or work order # using the drop-down menu provided.

- Tap on a work order entry to view its details.
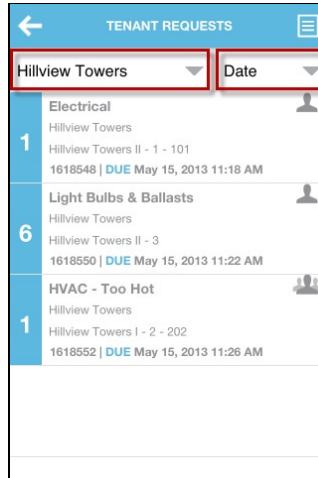
	Return to previous screen.
	View the options available on the Home menu (options appear in a sidebar).

- View work order details, history, messages and attachments.

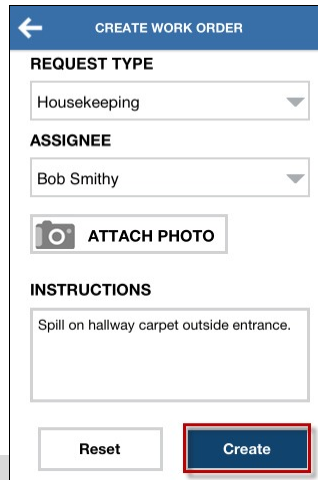|	
	Return to the previous screen
	Show additional information related to this work order (History, Messages, Attachments), or perform an action on the work order (accept, reject, or other status changes). Available options vary depending on the work order type and list category.
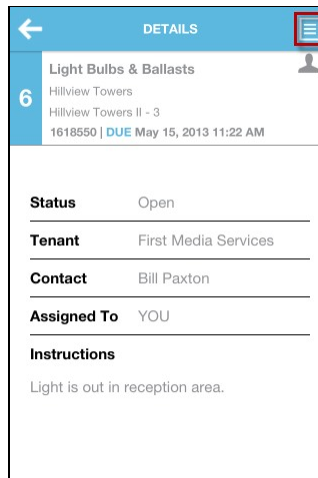
Creating Work Orders:

- To Create a work order, start by pressing the **Create** button.

- Select "Work Order", then enter information into the required fields (marked with an asterisk) to create a new work order.

- Enter all applicable information in the work order form.

- You can also attach a photo to your work order by selecting **Attach Photo**.

- When you are finished, press **Create**.

    ←   Return to the previous screen
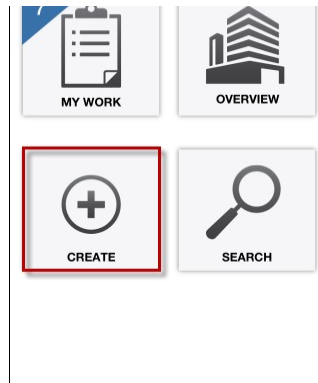
Searching for Work Orders:

- Press **Search**, then select the type of search you would like to perform. Available search types are:
    - Tenant Requests
    - Contacts
    - Tenants
    - Employees
    - Vendors

- For Tenant Request searches, you can search by work order number or by entering specific details of the work order, including (but not limited to): tenant, building and request type.

- For directory searches, you can filter by property name, as well as the partial or full name of the contact, tenant, employee or vendor being searched for.
    - Once you have selected the specific contact, tenant, employee or vendor, their contact information is displayed.