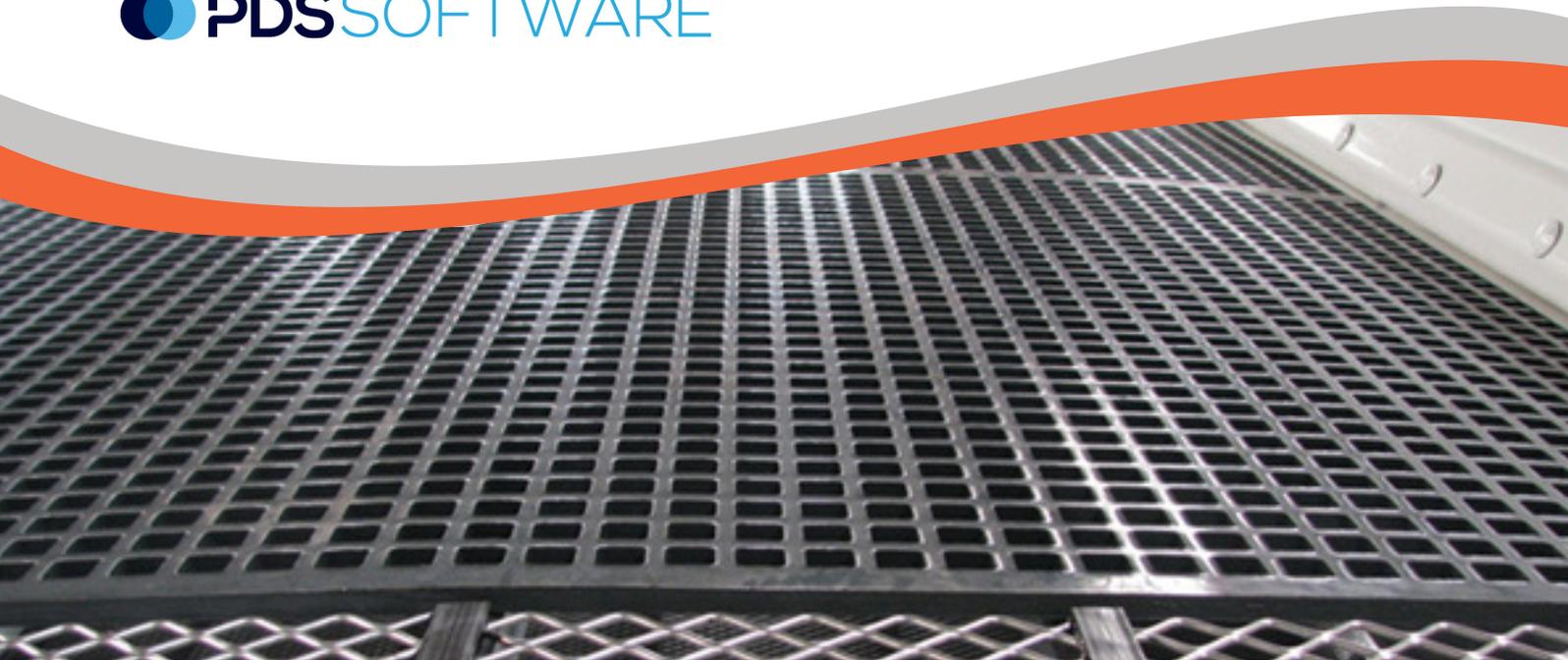




PDS Liners & Screens

Screens Training Overview for the iPad



Using PDS Liners & Screens Software - iPad version

Getting Started

Log in using the email address which was used to create your PDS account in the **Username** field. The password is the one that you set from the link that was emailed to you from PDS support. As a guide, your password will have at least six characters and a minimum of one upper case character, a lower case character and a numeral.

On the module screen, select the Liners & Screens image. Please note, the modules available to you will be coloured. Any inaccessible modules will be greyed out. In the example to the right, all modules are available to the logged in user.

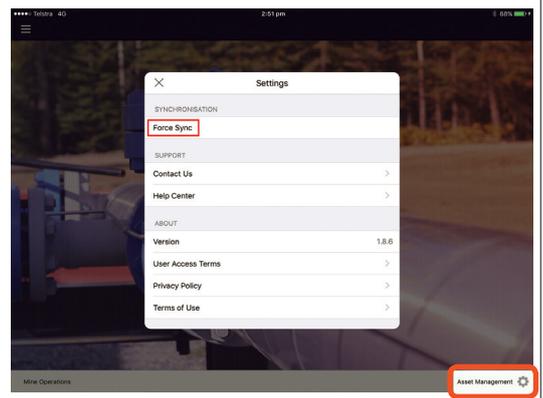


Synchronising

Liners & Screens will synchronise automatically on iPads but it is important to manually synchronise data, particularly after completing an inspection.

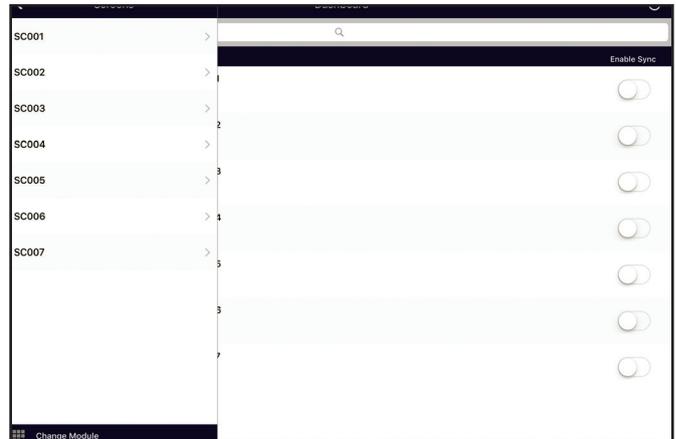
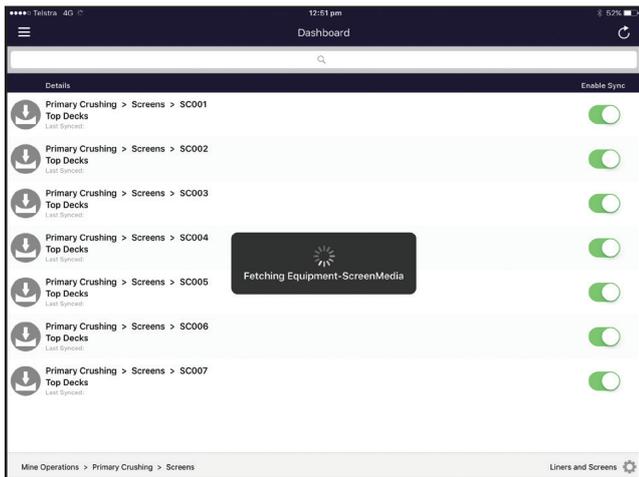
To synchronise, tap on the cog icon in the bottom right of the screen. A **Settings** pop-up will appear. Tap on **Force Sync**. If the iPad is not connected (via 3G or WiFi) an **Offline** pop-up will appear when logging in initially.

Note: If an inspection is to be carried out offline due to no mobile service, ensure the required screens have been synced to the iPad prior to leaving service area.



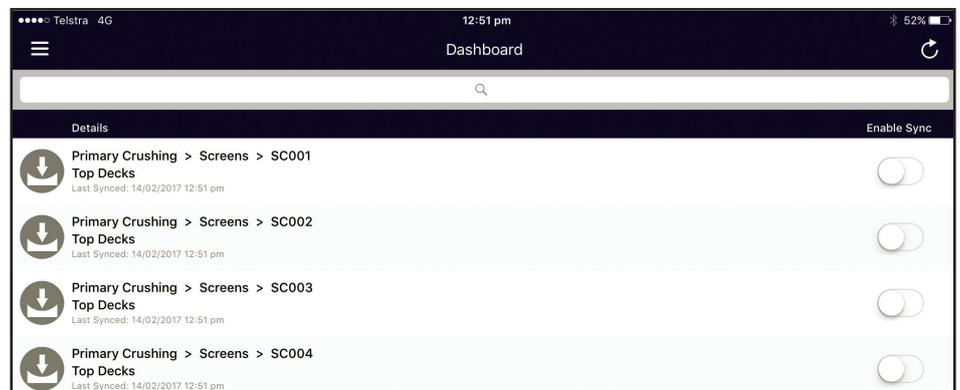
Navigating Screens

When logging on, the navigation tree will automatically appear. To access it from the dashboard or when it's not displayed, tap on the three lines on the top left corner to bring up the left slider navigation pane. Navigate the left slider menu to the required screen/s that you will be inspecting.

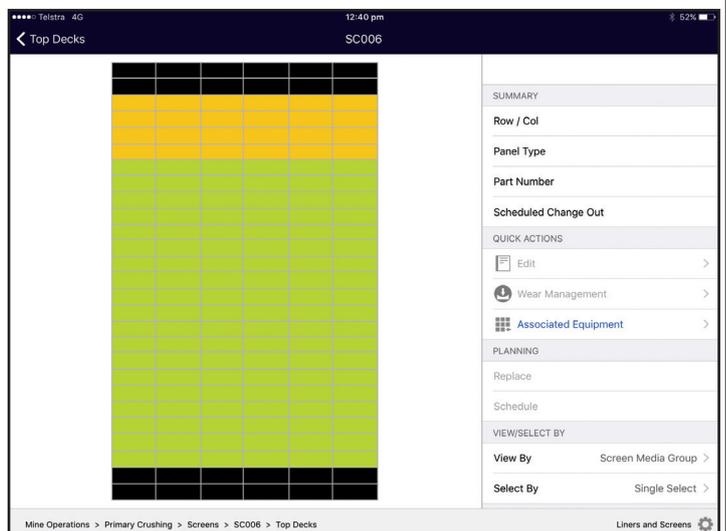


Tap on the main screen to see the listed screen/s. To view the screen liner layout you must first sync the screen/s to the iPad. On the Dashboard screen, tap on the toggle on the right of the screen so that it is now coloured green. This selects which screen you wish to sync to the iPad. To sync these screens, tap on the  icon at the top of the screen.

The date and time will now appear under the screen description after **Last Synced**. Any screens not synced will have no date and time.



Tap on the required screen and the Screen Deck layout will now be shown.



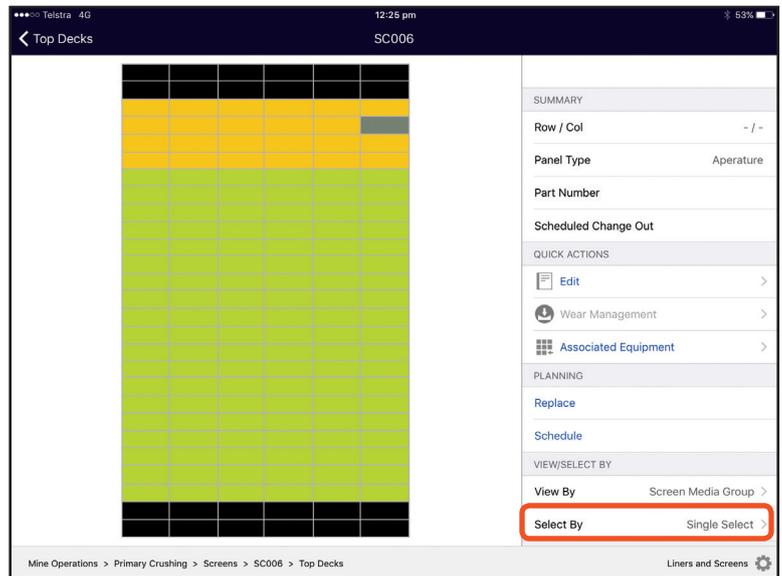
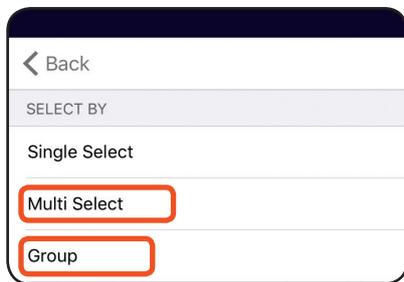
Selecting a Single Panel, Multiple Panels and Group Panels

Selecting Single Screen Panels

Leave the default setting as **Single Select** on the **View/Select By** panel on the bottom right of the screen. Select the required Screen Panel.

Selecting Multiple Screen Panels

Select "Multi Select" on the **View/Select By** panel and select the required screen panels.



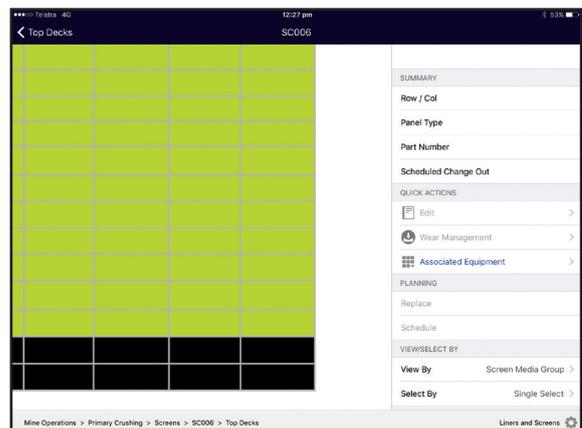
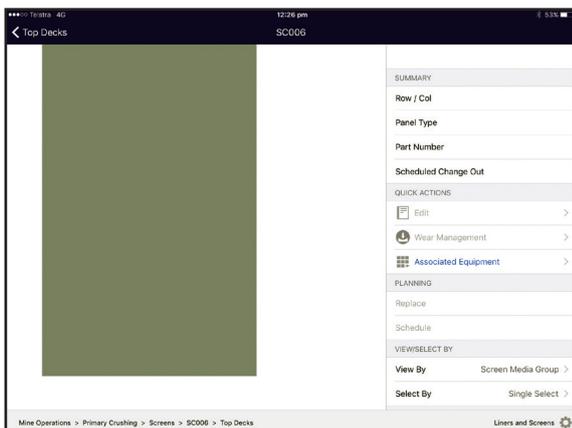
Selecting Group Panels

Selecting **Group** on the **View/Select By** panel. Select a screen panel and the assigned group will now show all assigned panels. NOTE – Groups need to have been created previously in the Web Version, or as a default all of the Screen panels will be selected.

Gestures - Panning, Zooming & Reset

To change the position of the Screen Deck Layout on the iPad screen to concentrate on particular areas, there are a couple of options.

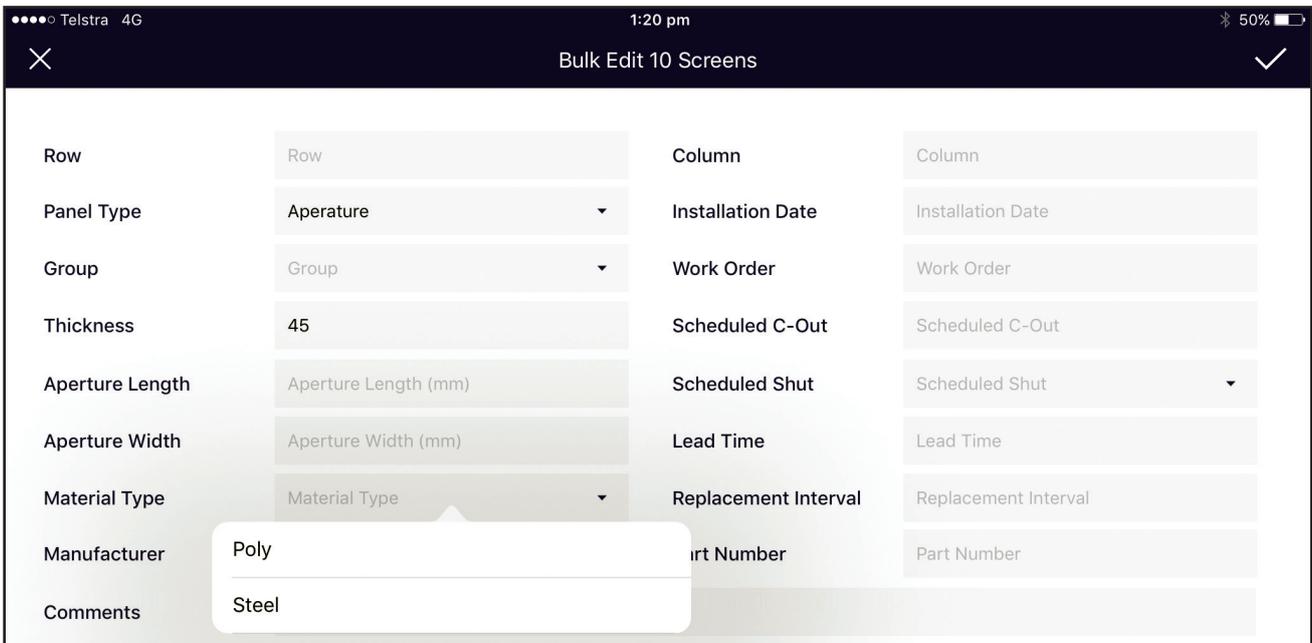
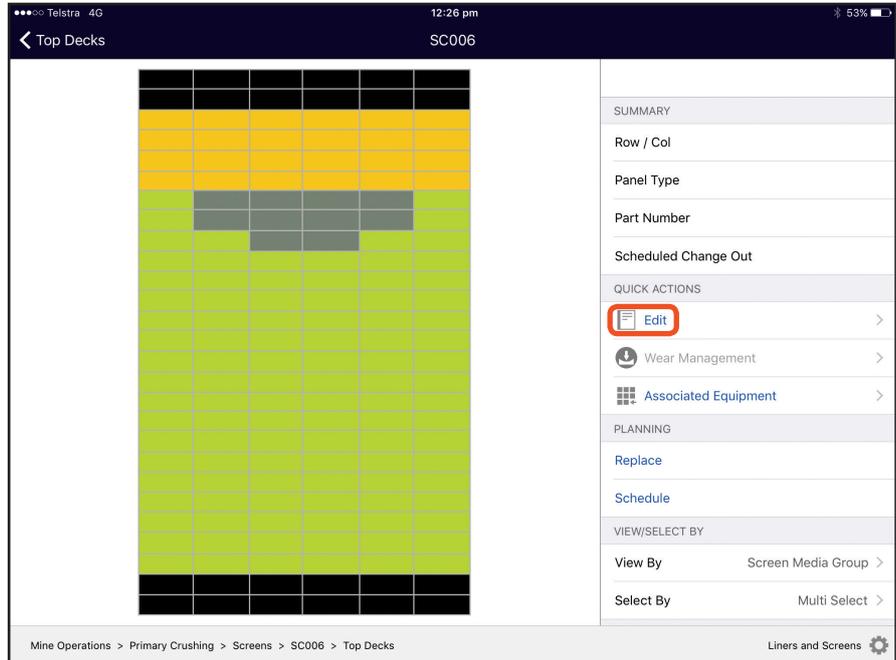
Hold your finger on the screen until all of the panels are shaded a dark grey. With the finger still contacting the screen, slide the Screen Deck layout around the iPad screen to where you want it positioned. You can then zoom out and in by placing two fingers on the screen, moving them apart as required. Double tap on the screen to reset.



Editing Screens

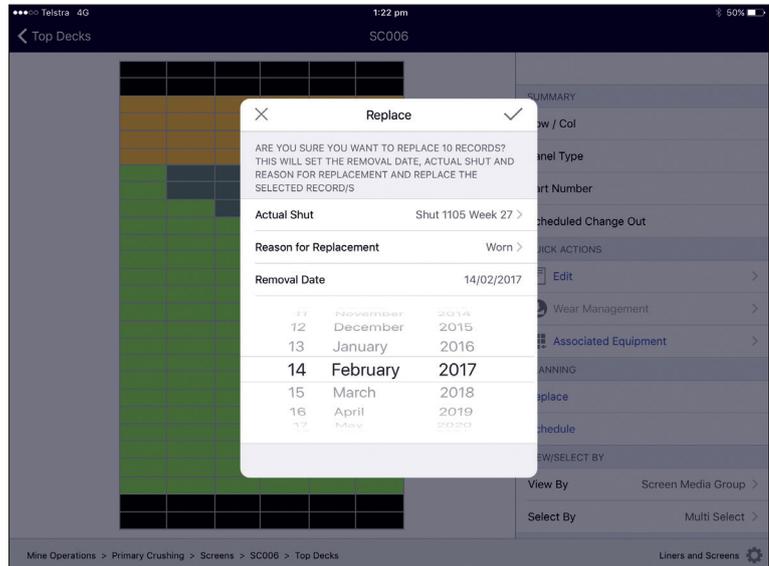
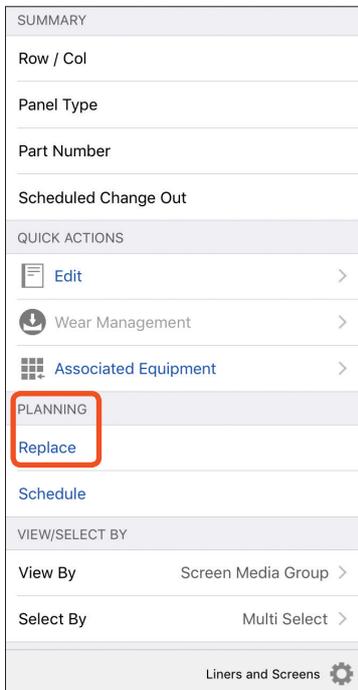
As per previous, choose **Single Select**, **Multi Select** or **Group**. Within the **Quick Actions** section, select the **Edit** button which is now activated. **Edit / Bulk Edit** screen/s as required by tapping on the relevant field and inputting data . Note - sections with drop down boxes are configured in the Web version, meaning you can only select what is available. Select the **Tick** to save.

To view the information on a screen which has been edited as part of a Multi Select or Group, you must choose the panel on its own, then select **Edit**. This is due to the many parameters which could have been edited as differing groups.



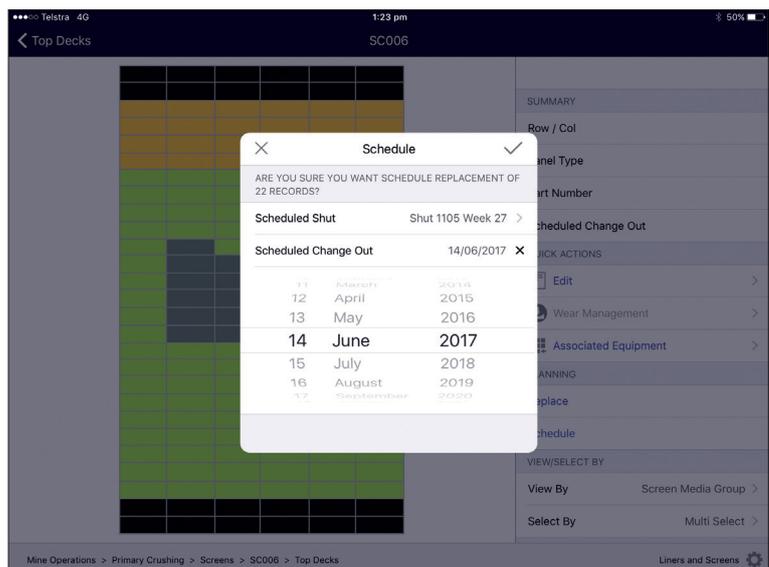
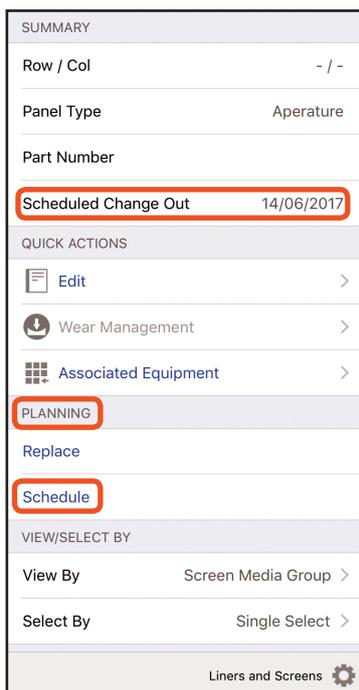
Replacing Screens

As per previous, choose **Single Select**, **Multi Select** or **Group**. Within the **Planning** section, select the **Replace** button. Choose the **Actual Shut** and **Reason for Replacement** (if configured) from the drop downs, and the **Removal Date**. Select the **Tick** to save. Tap the **OK** on the **Successfully replaced** pop-up.



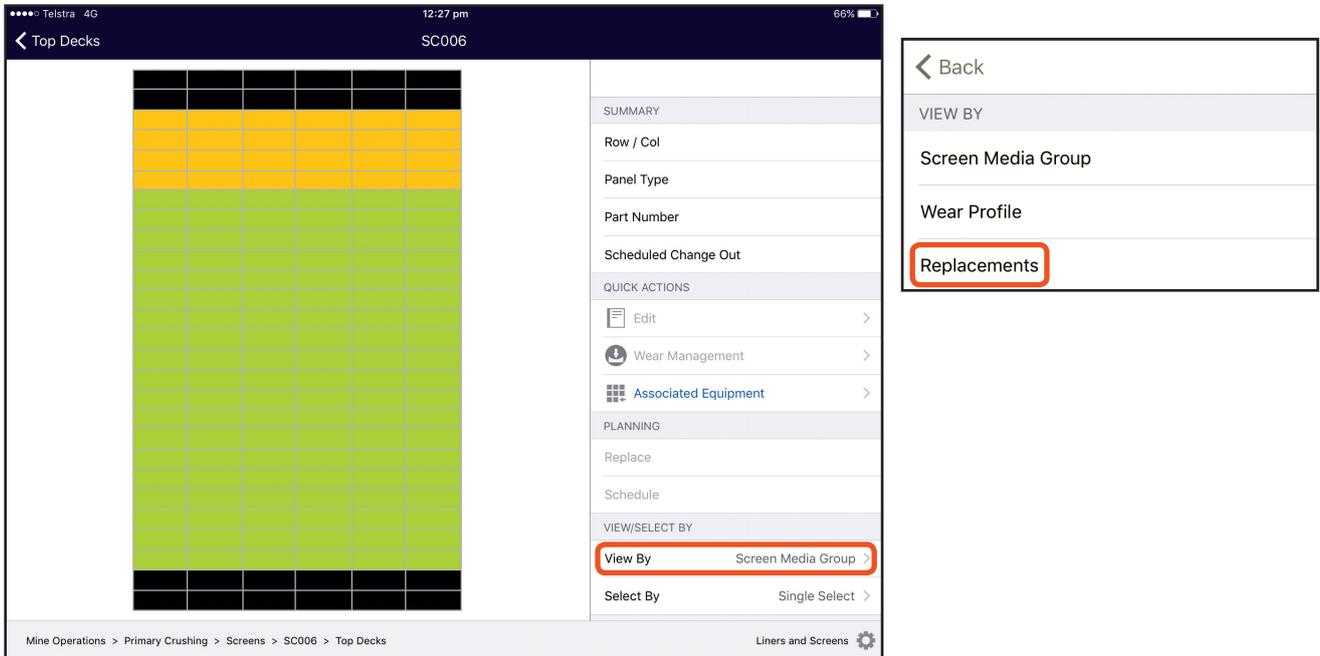
Schedule Replacement Date

As per previous, choose **Single Select**, **Multi Select** or **Group**. Within the **Planning** section, select the **Schedule** tab. Choose the **Scheduled Shut** if required and **Scheduled Change Out** date. Select the **Tick** to Save. Tap the **OK** on the **Successfully Scheduled change out** pop-up. This will now appear on the **Scheduled Change Out** field within the **Summary** section when you select a single screen.

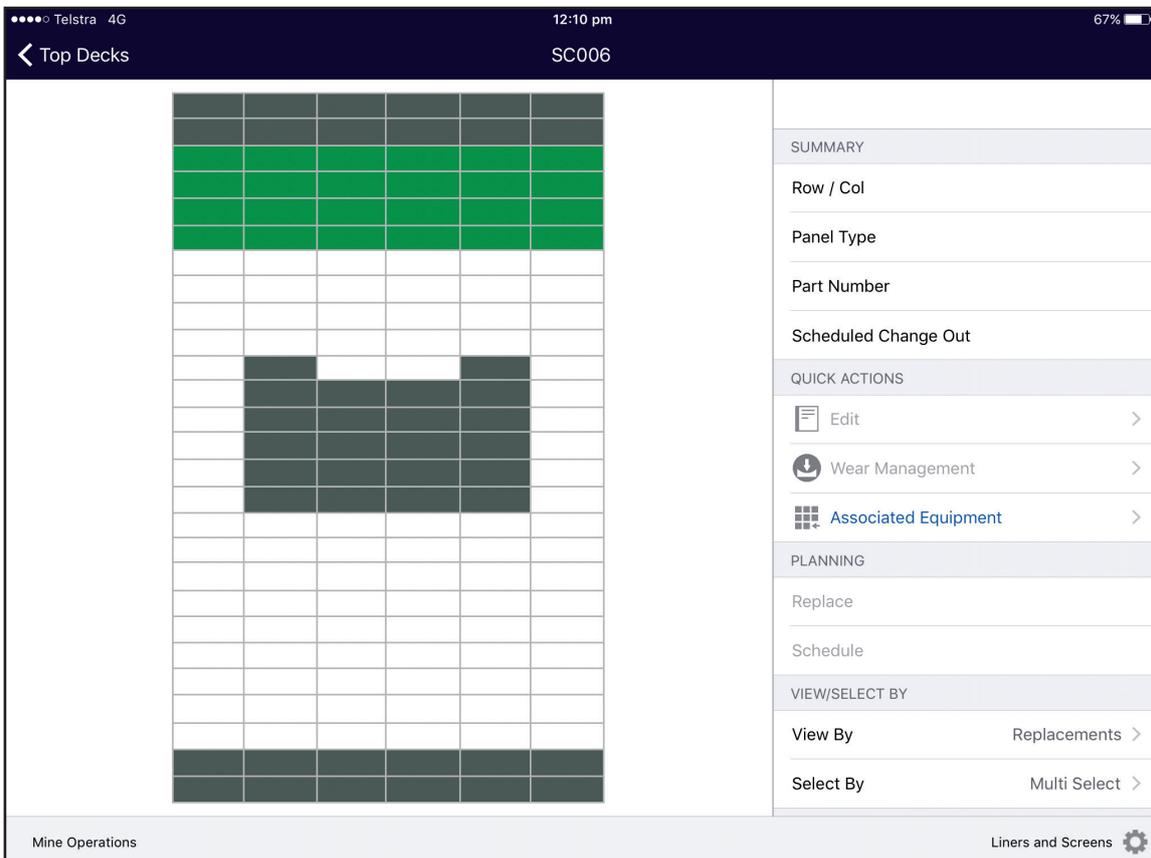


Viewing Replacement and Scheduled Replacement Dates for Screens

To view the screens which have been replaced within the last 30 days, and those which are scheduled for replacement, tap on the **View By** panel and select **Replacements** from the pop up list.

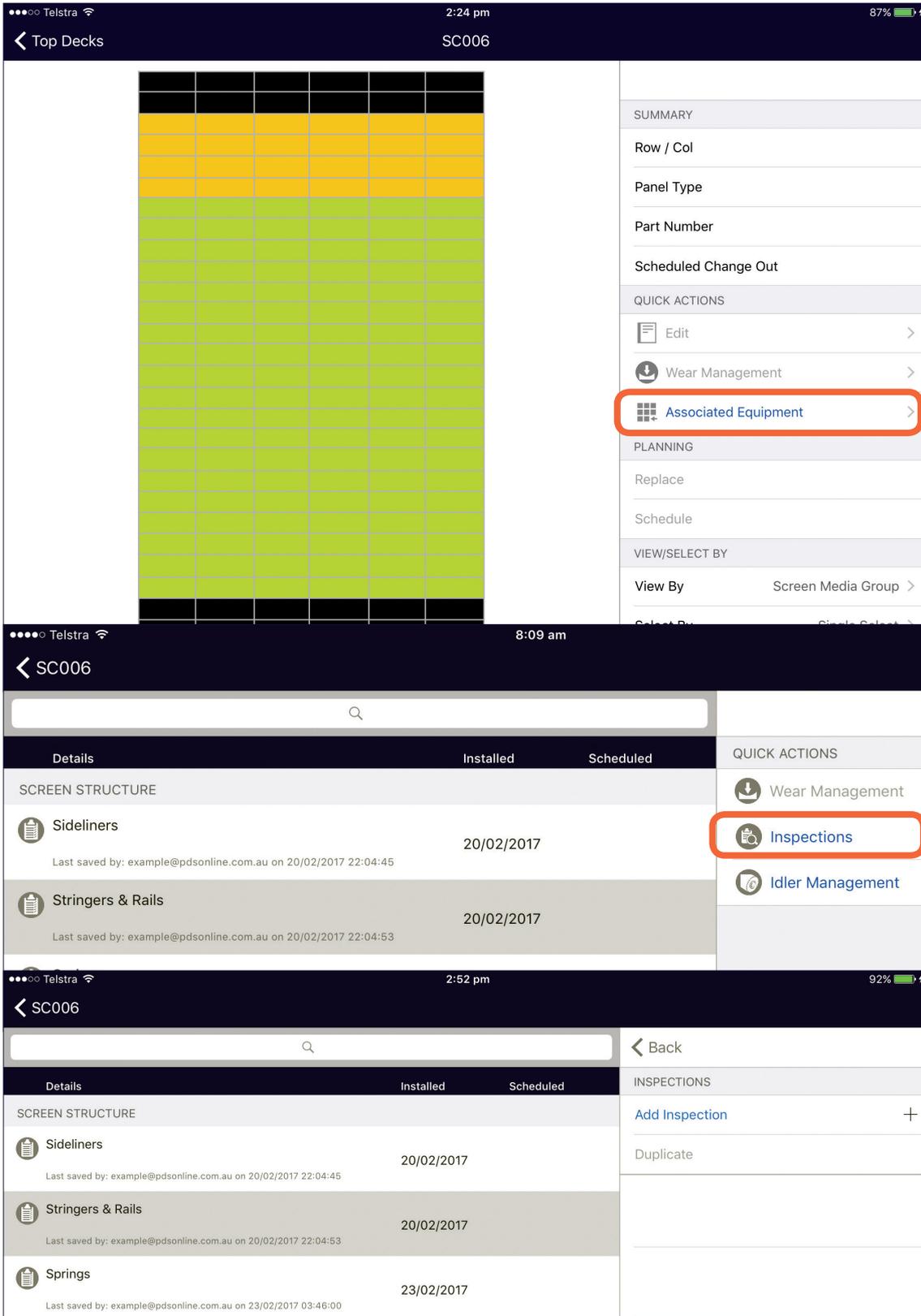


The Replacements are coloured green and the Scheduled for Replacements are red within 30 days and dark grey if greater than 30 days.



Creating an Associated Equipment Inspection Record

Select **Associated Equipment** in the **Quick Actions** menu. Tap on the Equipment type to be inspected, then on Inspections, which has now been activated. Select Add Inspection + in the Inspections panel.



Creating an Associated Equipment Inspection Record (Cont'd)

There are three options to choose from on the **Add Inspection** Pop-up.

✕
Add Inspection

ADD AN INSPECTION RECORD WITH NO FAULTS FOUND.

✓ OK

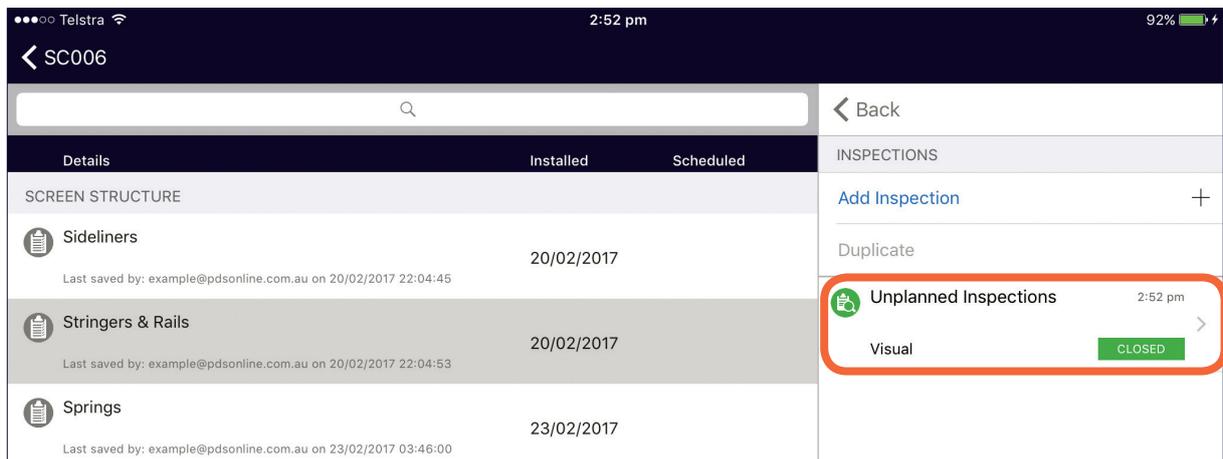
ADD AND EDIT AN INSPECTION RECORD WITH NO FAULTS FOUND.

✓ OK with Details

ADD AN INSPECTION RECORD WITH FAULTS FOUND, CORRECTIVE ACTION REQUIRED.

✗ Not OK

Tapping on **OK** will save a good condition report with the date of the inspection.



Tapping on **OK with Details** allows comments to be added and photos can be attached.

The screenshot shows the 'Create Inspection' form. It has a dark header with a close button (✕), the title 'Create Inspection', and icons for attachments and confirmation. The form is divided into several sections:

- Condition:** Good (dropdown)
- Date:** 27/02/2017
- Type:** Visual (dropdown)
- Results / Units:** Results (input field), Units (dropdown)
- Inspected By:** example@pdsonline.com.au
- Closed By:** example@pdsonline.com.au
- Fault1:** Fault1 (dropdown)
- Fault2:** Fault2 (dropdown)
- Comments:** Spillage around the front springs. (text area)
- Safe:** (toggle)
- Action:** Requires cleaning before shutdown to enable clearer inspection (text area)

Creating an Associated Equipment Inspection Record (Cont'd)

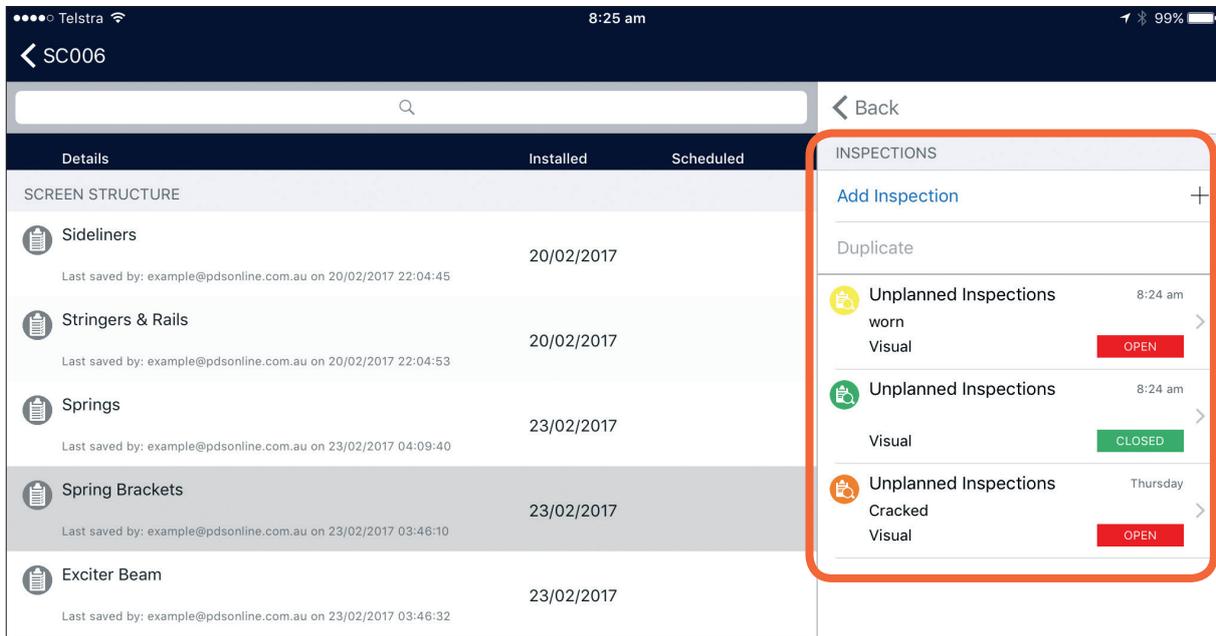
Tapping on **Not OK** allows condition, results, fault codes, photo attachments, comments and actions to be saved as an inspection record. All boxes with the drop down arrow need to be configured in the Web Version. To add information to text fields, tap on the field and type in text. It is mandatory to add a fault code from the drop downs to create the record. Also next to **Safe**, the **At Risk** toggle is set as green as a default. Tap on it to change it to red if the issue renders the equipment at risk. Once completed select the **Tick** to save.

Attaching a Photo to an Inspection Record

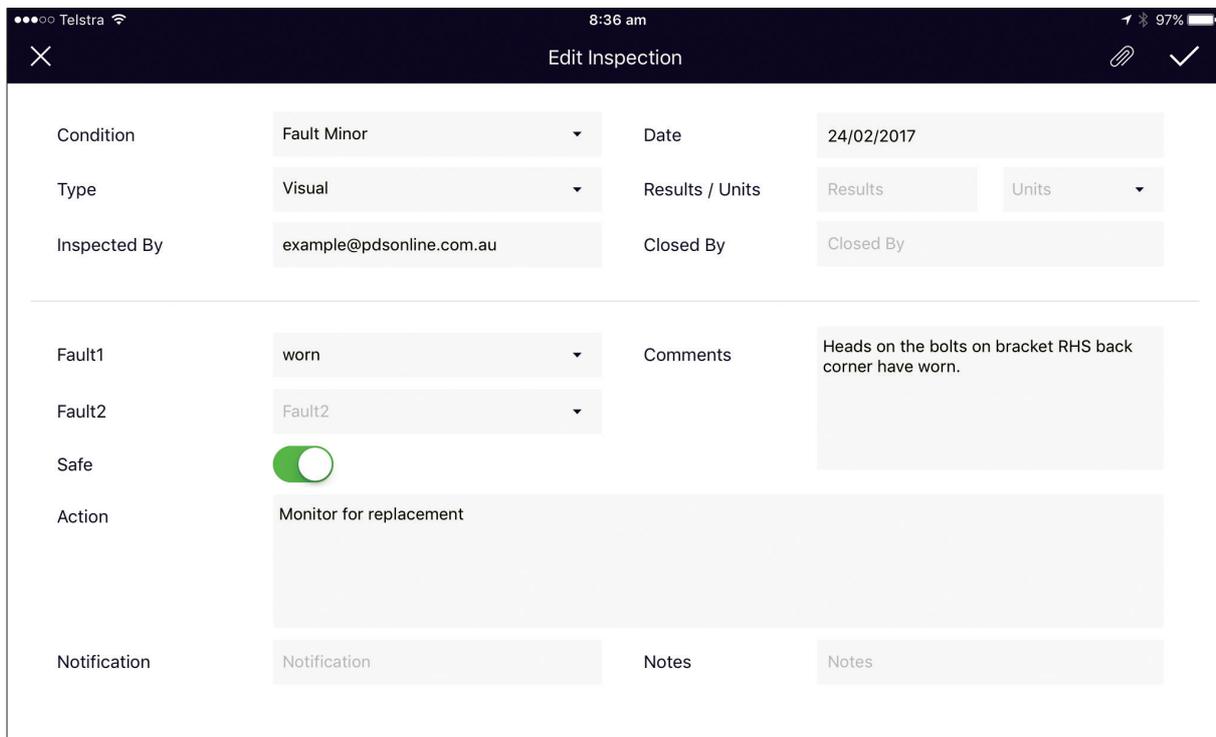
On either the **Create** or **Edit Inspection** screen, select the **Paper clip** icon on the top left. Tap on the **+** and select **Take Photo**. Once photo is captured, either **Use Photo** or retake if required. Select the **Tick** to save.

Viewing Existing Inspection Records

If existing records have been created they will appear in the **Inspections** panel. To view an existing inspection record tap on the **Unplanned Inspections** record.

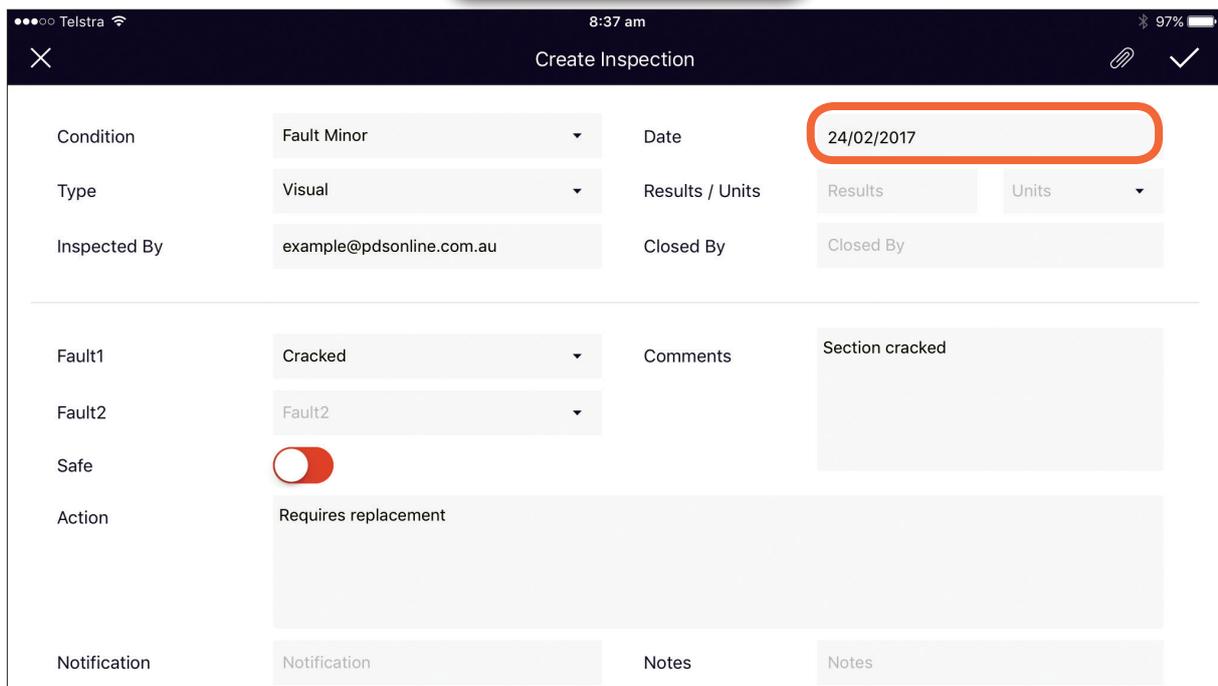
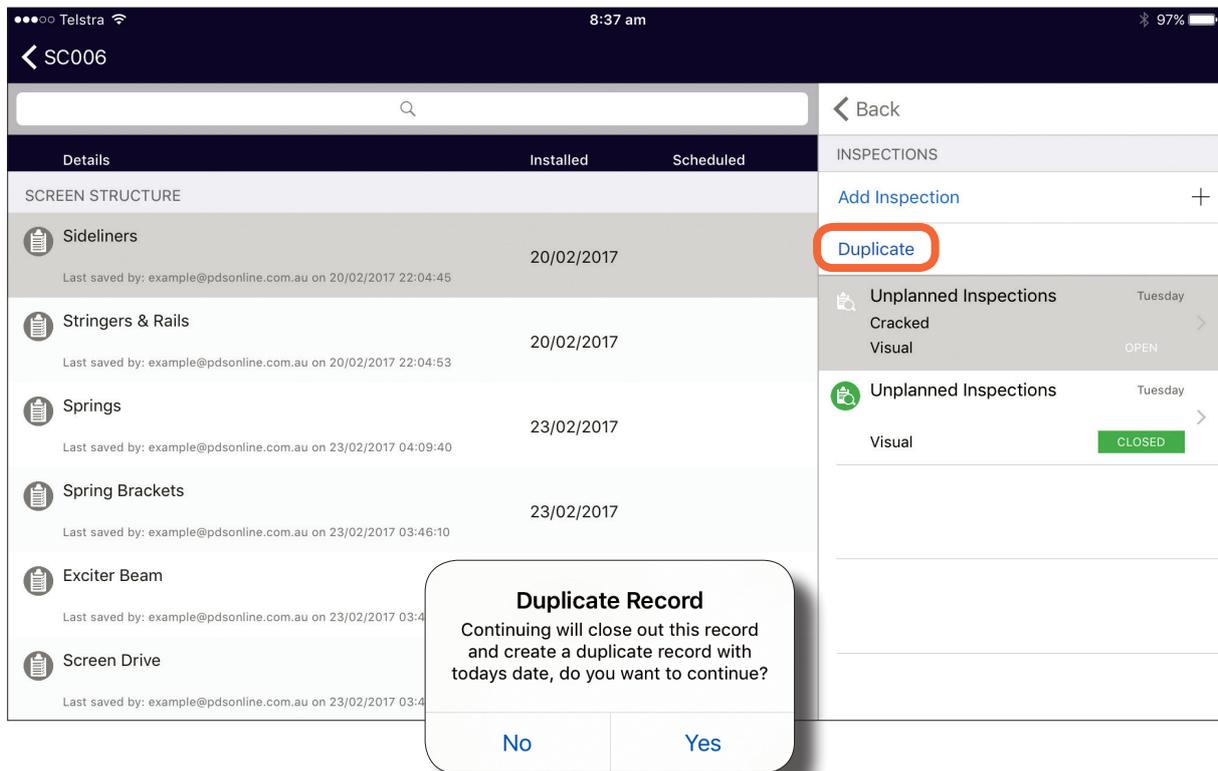


If there are no changes, select the **X** on the top left to return to **Inspections** menu. Most fields can be edited. Select the **Tick** on the top right to re-save any changes.



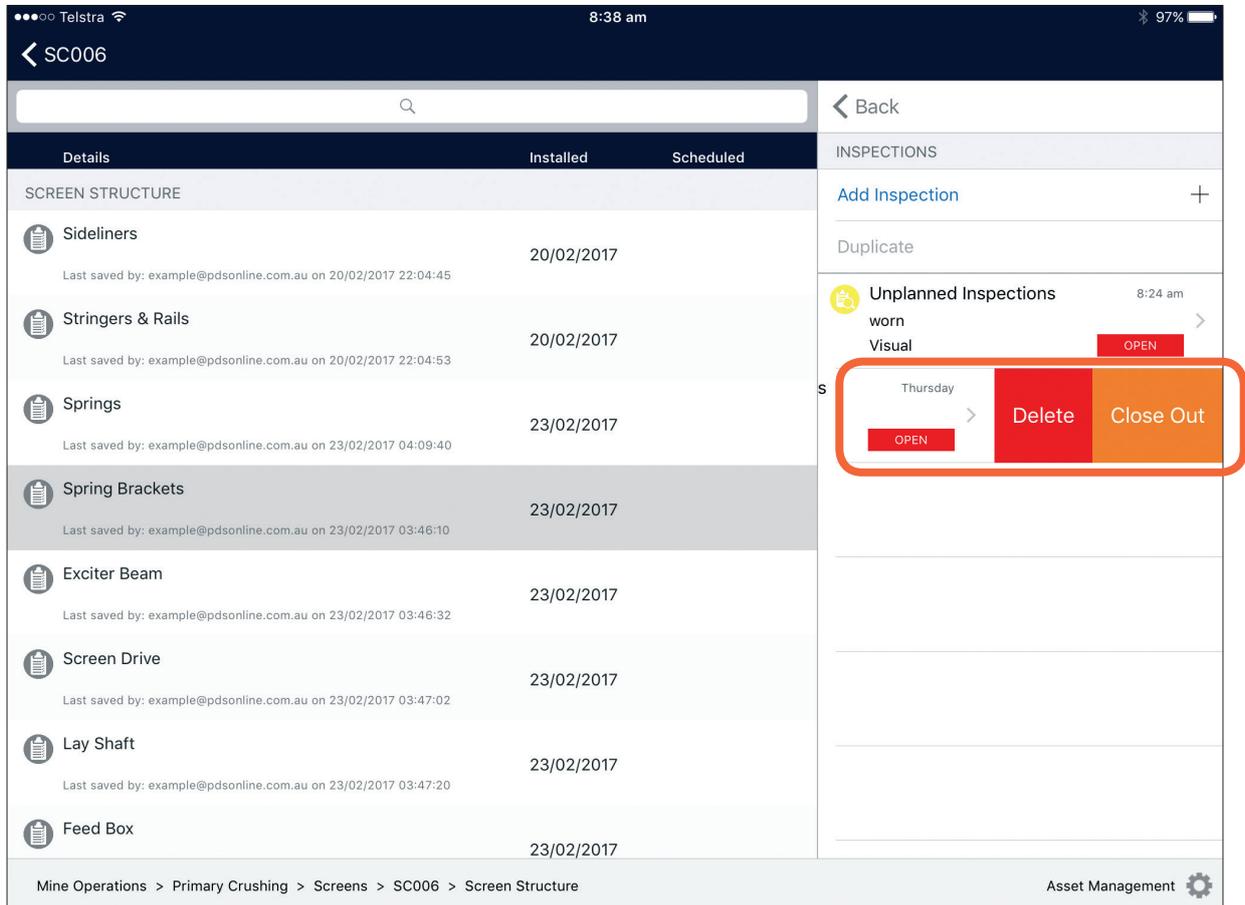
Duplicating Existing Inspection Records

If the Inspection record has not changed and you wish to create a record with the current inspection date, hold your finger down on the record until the Duplicate button is activated (shows as blue). Select **Duplicate**, and a pop-up will appear on the screen. Select **Yes** to create the duplicate record or **No** to cancel. The Inspection record will now be seen with today's date. Further additions to text can be made or a photo added. Select the Tick to save.



Closing Out and Deleting Inspection Records.

Tap on relevant equipment and select **Inspection**. Swipe left on the inspection record to be closed out or deleted to expose the **Delete** and **Close Out** buttons.



Select **Close Out** and add **Work Order** number if required, tap on the **Tick** to save. The record is now closed out and saved in the equipment history.

✕
Close Out Inspection
✓

ARE YOU SURE YOU WANT TO CLOSE OUT THE SELECTED INSPECTION?

Work Order 12345

Close Out Date 22/02/2017 13:54:19

Closed By example@pdsonline.com.au

Delete Inspection

Are you sure you want to delete this inspection record?

No
Yes

To delete a record, select **Delete**, then **Yes** on the pop-up. The record is now deleted from the system.

PDS Support

We are committed to client support. We know that by supporting our clients, they can get the best from our software – it's that simple. We deliver 24-hour access to our technology through a securely hosted cloud environment, which includes regular product updates.

The PDS software is licensed on a per module, per site basis. The modular structure of PDS Software provides clients with the freedom to select only the modules that relate to their particular requirements. This condition management solution is web-based supporting multiple browser types and device types. An optional ruggedised version is available to best suit the user environment.

The PDS Software is designed to operate in the harshest of environments on ruggedised handheld devices or tablets and current computer systems.



Getting Access

To access the mobile or desktop versions of the PDS software, you must have a user account. User accounts can only be requested by an authorised site representative. Instructions will be sent to your work email once the request is received.

Quick Reference

PDS customers have full access to an extensive online library of technical support articles, first-time user guides and FAQs at our dedicated support site support.pdsglobal.com

User Roles

When a PDS user account is set-up, the user is given a "role" which determines their level of access to specific PDS software modules. There are three user roles available Read-Only Users, Standard Users and Power Users.

Read-Only Users have restricted use of the PDS software. They can access the reports that are generated within specific PDS modules but cannot enter or change data.

Standard Users have access to the required PDS modules and reports but cannot access any of the associated administration menus.

Power Users have full access to the required PDS modules and reports as well as all administration functions including adding/editing assets, the software hierarchy and node values.

Synchronising

When using the PDS applications on PDAs in the field, it is important to synchronise data before and after use.

Synchronisation will ensure that the latest data is available on the device during an inspection and the latest inspection records are available to non-users of the device or users of other devices.

Contacting PDS

Support requests can be emailed to support@pdsglobal.com

Alternatively, the **Help** tab on the right hand side of every page on the PDS support website allows our customers to contact our team for assistance and information.

The **Help** tab can also be used by authorised site representatives to request login access to the PDS software.

About PDS

To ensure the best life-cycle outcome of assets, Productivity Development Solutions' comprehensive maintenance approach incorporates Maintenance Strategy Analysis, RCM Facilitation and innovative software including, Asset Management, Work and Inspections, Idler Management, Wear Management and Complex Mapping.

**Productivity Development
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