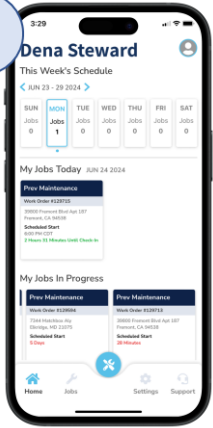


Motili Mobile App 6.5

How to Identify Equipment

<p>1</p>  <p>Use the calendar to review your work orders for the week or slide the calendar to next week or last week. If you don't see any work orders, tap Jobs to view all jobs assigned to your company. Tap a work order, then tap Start Job.</p>	<p>2</p>  <p>Tap Site Visit and tap Start. You'll be prompted to upload a photo of the property with the address. Then tap Verify and Start Job.</p>	<p>3</p>  <p>If you can't access the property, tap No Access on the work order, select a reason, then tap Submit. Motili will arrange access and contact you to reschedule.</p>	<p>4</p>  <p>Tap Equipment on the work order to start identifying the equipment. The red circle indicates how many pieces of equipment must be identified.</p>
<p>5</p>  <p>This screen indicates which equipment you will tag. Tap Identify Equipment to start the wizard. To tag existing equipment, select the item and confirm the information. If you cannot tag the equipment, tap Identify Partial Equipment.</p>	<p>6</p>  <p>Wizard Step 1: Hold your phone up to the equipment's QR code to automatically take and upload the photo. If the equipment doesn't have a QR Code sticker, tap Skip.</p>	<p>7</p>  <p>Wizard Step 2: Add a name plate photo. Tap Open Camera, take a photo, and tap Use Photo or tap Open Library, select a photo, and tap Done. When you take a photo while using the app, the photo is stored in a new album called <i>Motili</i>. Tap Next.</p>	<p>8</p>  <p>Wizard Step 3: Tap the type of equipment, choose the equipment's attributes, and tap Confirm.</p>

<div data-bbox="203 170 459 600"> </div> <p>Wizard Step 4: If the Manufacturer from the name plate photo appears and is correct, tap it, and tap Confirm. If you need to add or edit the Manufacturer, do so before you tap Confirm.</p>	<div data-bbox="539 170 776 600"> </div> <p>Wizard Step 5: If the Model Number appears and is correct, tap it, and tap Confirm. If you need to add or edit the Model Number, do so before you tap Confirm.</p>	<div data-bbox="836 170 1089 600"> </div> <p>Step 6: If the Serial Number appears and is correct, tap it, and tap Confirm. If you need to add or edit the Serial Number, do so before you tap Confirm.</p>	<div data-bbox="1170 170 1421 600"> </div> <p>Wizard Step 7: Select the year the equipment was manufactured and tap Confirm.</p>
<div data-bbox="203 865 459 1295"> </div> <p>Wizard Step 8: Upload a photo of the equipment, then tap Add Photo if you want to upload additional photos. The name plate photo automatically appears from Wizard Step 2. Then tap a number to rate each of the three environmental factors.</p>	<div data-bbox="539 865 776 1295"> </div> <p>Tap a recommendation:</p> <ul style="list-style-type: none"> • Repair - Tap Repair and select the components to repair. • Replace - Tap Replace. • No Action - Tap this to indicate that a repair or replacement is not required. 	<div data-bbox="836 865 1089 1295"> </div> <p>(Optional) Tap Comment, type other details about the repair or replacement or general information about the unit, and tap Send to add the comment to the work order.</p> <p>When you're done with the comment, tap Back and then tap Tag Equipment to finish and view the equipment you tagged.</p>	<div data-bbox="1170 865 1421 1295"> </div> <p>If equipment has a status of <i>Error</i> or <i>Required</i>, you can update it. To delete an item, tap it, tap Actions, tap Retire Equipment, select a reason, and tap Submit. If you're replacing equipment that was previously tagged, you should retire it. When you finish tagging and go back, the Equipment section on the work order has a green check mark.</p>