

SMART User Guide – Facilities Management

iPads are located at the front desk at selected sites.



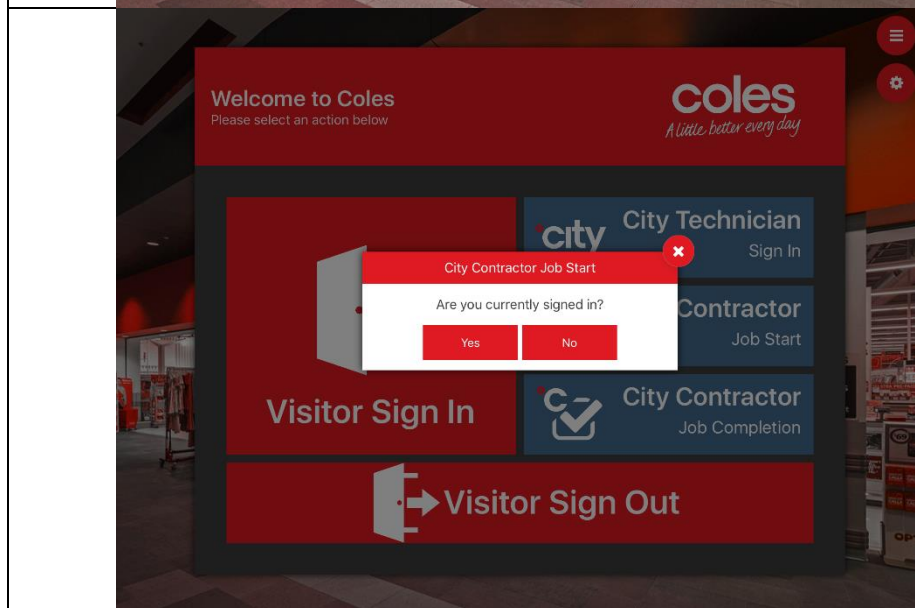
What do you need to do?

- You are responsible for providing this user guide and training to your technicians.
- Sign in to the Coles site and clock job time using the iPad.
- If you encounter any issues while using the iPad please contact CITY IT Helpdesk on 03 8562 0790

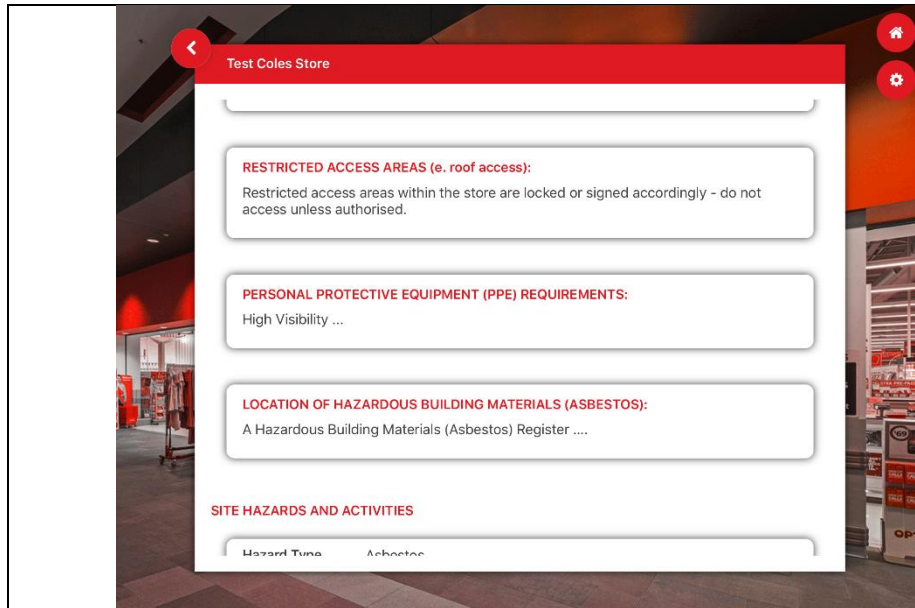
Facilities Management Contractors – Signing in to a Coles site and Starting a Job



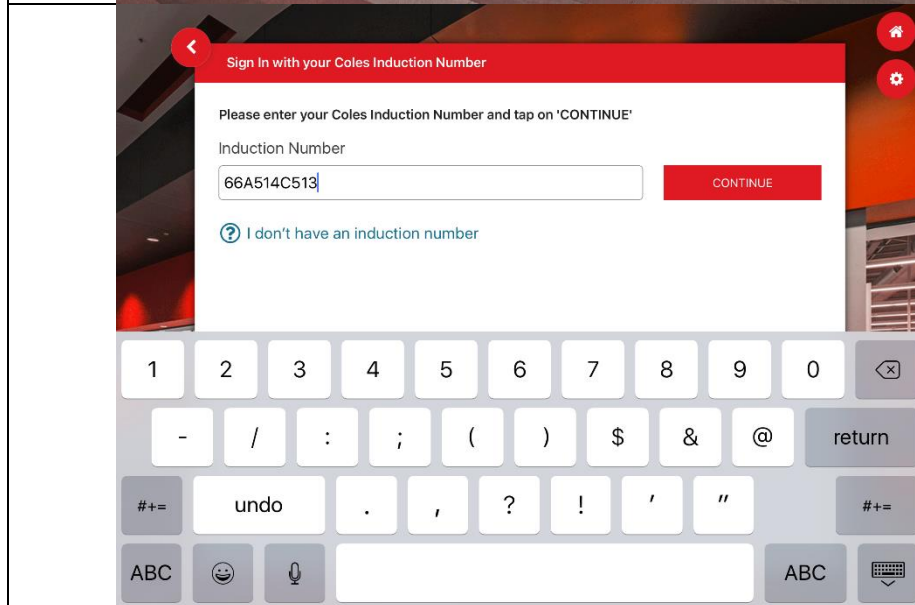
1. Before you start work, tap on the *City Contractor Job Start* button.



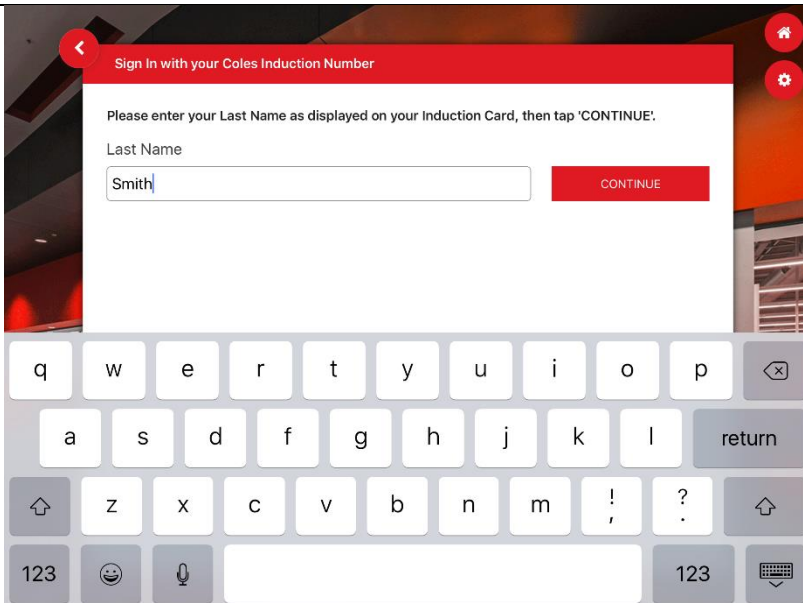
2. The iPad now replaces the physical sign-in book and will ask if you are currently signed in. If you are already signed in from a previous job, select *No* and skip to step 10. If you are not signed in, select *Yes*.



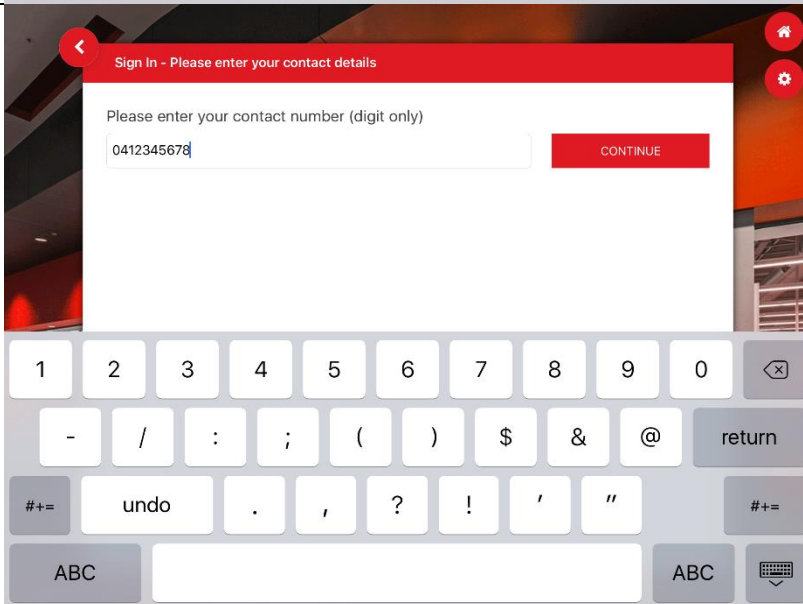
3. Scroll to read through the Site Details and Hazards information and tap the button at the bottom of the page to continue.



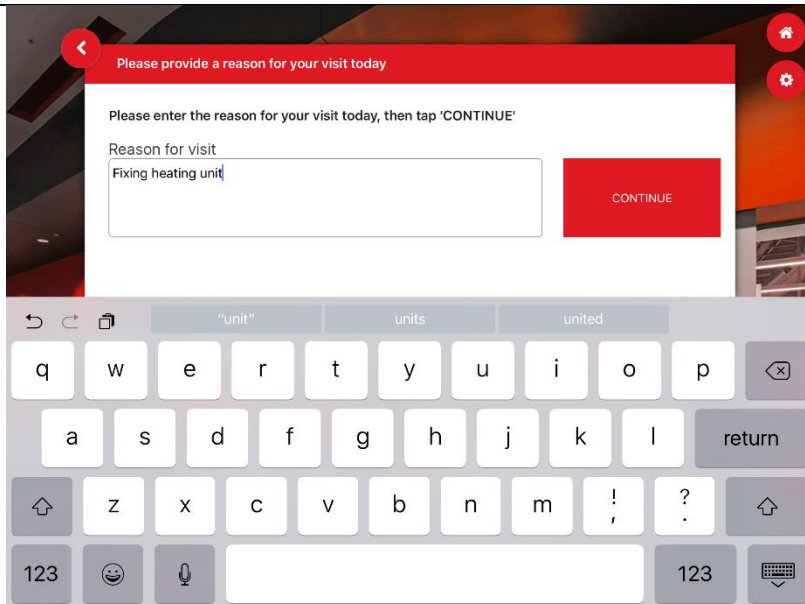
4. Enter your Coles Induction Number as printed on your induction card and tap on the *Continue* button.



5. Enter your last name as printed on your induction card and tap on the *Continue* button.

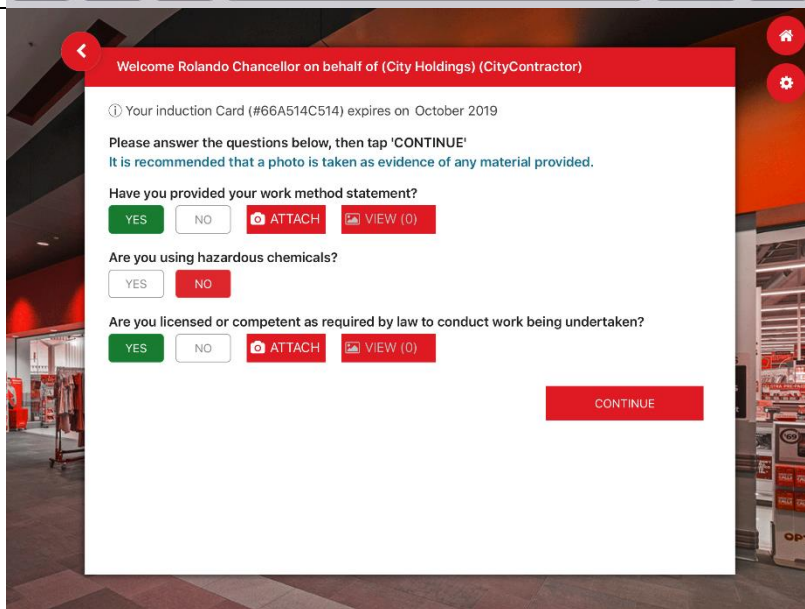


6. Enter your contact number and tap on the *Continue* button.



The screenshot shows a mobile app interface with a red header bar containing a back arrow and a home icon. The main content area has a white background with a red border. It contains the text "Please provide a reason for your visit today" and "Please enter the reason for your visit today, then tap 'CONTINUE'". Below this is a text input field with the text "Fixing heating unit" and a red "CONTINUE" button. A keyboard is visible at the bottom of the screen.

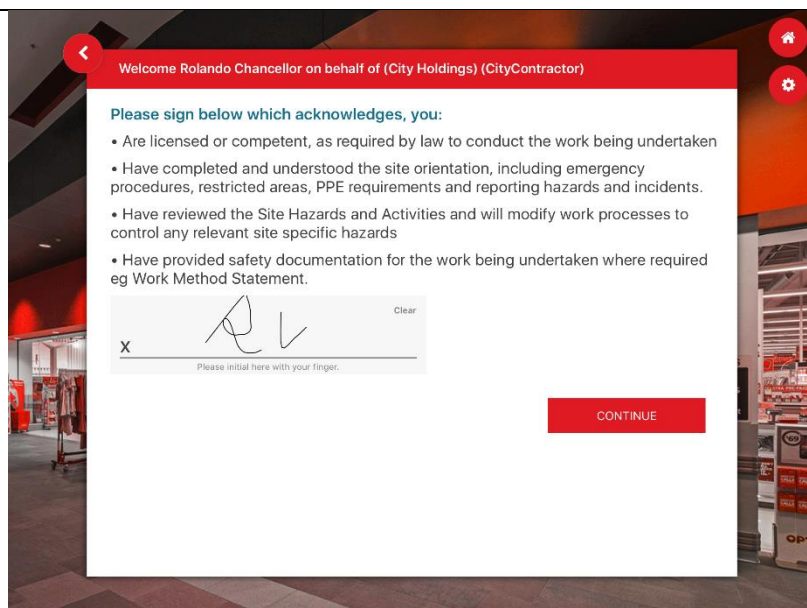
7. Enter the reason for your visit today and tap on the *Continue* button.



The screenshot shows a mobile app interface with a red header bar containing a back arrow and a home icon. The main content area has a white background with a red border. It contains the text "Welcome Rolando Chancellor on behalf of (City Holdings) (CityContractor)" and "Your induction Card (#66A514C514) expires on October 2019". Below this is the text "Please answer the questions below, then tap 'CONTINUE'" and "It is recommended that a photo is taken as evidence of any material provided." There are three questions with "YES" and "NO" buttons, and "ATTACH" and "VIEW (0)" buttons. The questions are: "Have you provided your work method statement?", "Are you using hazardous chemicals?", and "Are you licensed or competent as required by law to conduct work being undertaken?". A red "CONTINUE" button is at the bottom right.

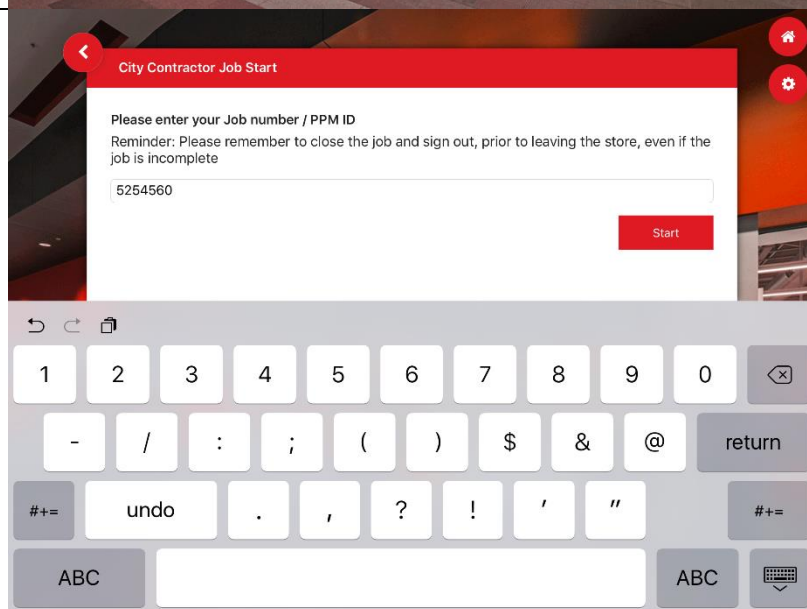
8. Tap on the buttons to answer the questions provided. You can add photos of work method statements, safety data sheets and licenses using the *Attach* button provided.

Once all questions have been answered, tap on the *Continue* button.



9. Sign the acknowledgement with your finger and tap on the *Continue* button.

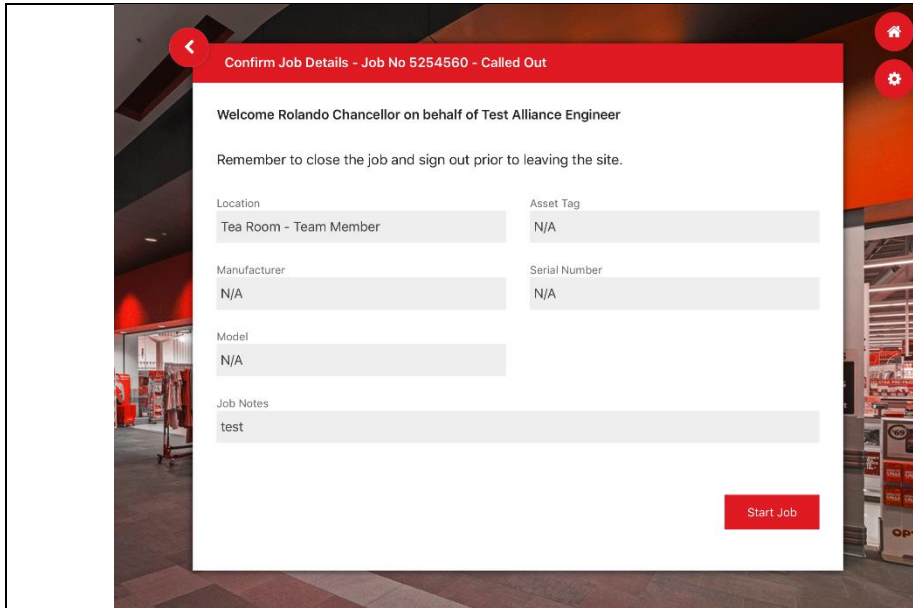
After this, hand over the iPad to a Coles Team Member who will verify your induction details.



10. After verifying your details, the Coles Team Member will hand you back the iPad. The sign-in process is now complete.

Next, enter the Job number you are here to work on and tap *Start*.

*Please note that if you selected **No** back at step 2, you will first need to select your name from the sign-in register which will take you to this screen.*



The screenshot shows a mobile application interface for confirming job details. At the top, a red header bar contains a back arrow, the text "Confirm Job Details - Job No 5254560 - Called Out", a home icon, and a settings icon. Below the header, a white card displays the following information:

Welcome Rolando Chancellor on behalf of Test Alliance Engineer

Remember to close the job and sign out prior to leaving the site.

Location: Tea Room - Team Member

Asset Tag: N/A

Manufacturer: N/A

Serial Number: N/A

Model: N/A


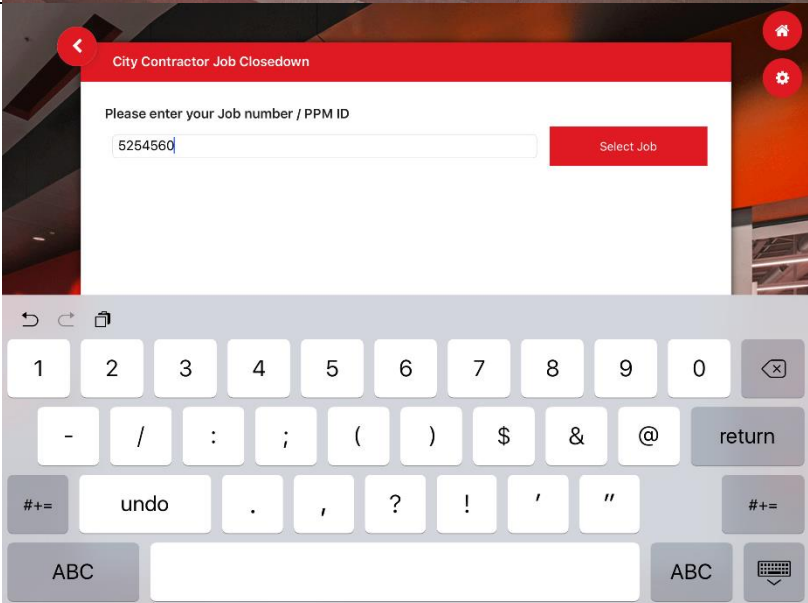
Job Notes: test

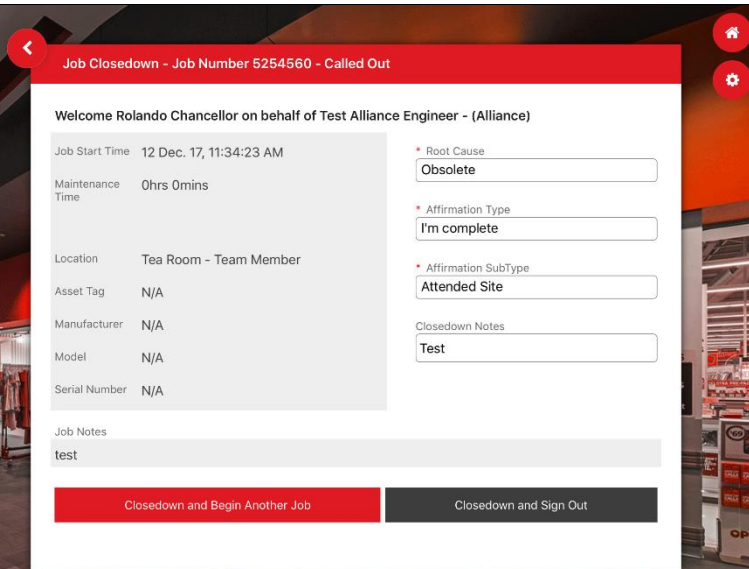
A red "Start Job" button is located at the bottom right of the card.

11. You will be presented with information about the job number you entered.

Tap on *Start Job*, then proceed into the store to begin work.

Facilities Management Contractors – Completing a Job

	<ol style="list-style-type: none"> 1. When you have completed work, tap on <i>City Contractor Job Completion</i>.
	<ol style="list-style-type: none"> 2. Enter the job number which you are closing down and tap <i>Select Job</i>



Job Closedown - Job Number 5254560 - Called Out

Welcome Rolando Chancellor on behalf of Test Alliance Engineer - (Alliance)

Job Start Time 12 Dec. 17, 11:34:23 AM
Maintenance Time 0hrs 0mins
Location Tea Room - Team Member
Asset Tag N/A
Manufacturer N/A
Model N/A
Serial Number N/A

Root Cause
Obsolete

Affirmation Type
I'm complete

Affirmation SubType
Attended Site

Closedown Notes
Test

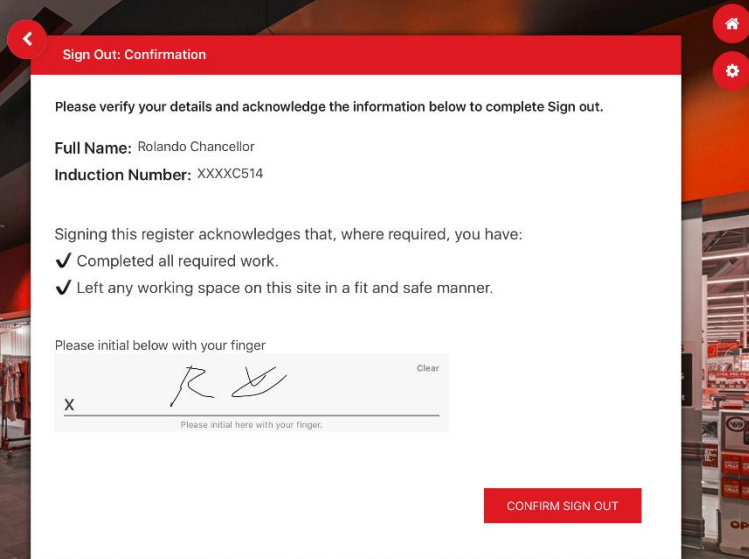
Job Notes
test

Closedown and Begin Another Job Closedown and Sign Out

3. Fill in the root cause, affirmation information and closedown notes into the fields provided.

If you have another job to work on, tap on *Closedown and Begin Another Job*. Refer to the steps outlined in page 2 of this user guide on how to begin a new job.

If you are completing the job and leaving the site, please select *Closedown and Sign Out*.



Sign Out: Confirmation


Please verify your details and acknowledge the information below to complete Sign out.

Full Name: Rolando Chancellor
Induction Number: XXXXC514

Signing this register acknowledges that, where required, you have:

- ✓ Completed all required work.
- ✓ Left any working space on this site in a fit and safe manner.

Please initial below with your finger

X  Clear

Please initial here with your finger.

CONFIRM SIGN OUT

4. To complete the sign out, just initial the acknowledgement in the space provided and tap *Confirm Sign Out*.

You are now signed out and may leave the site.