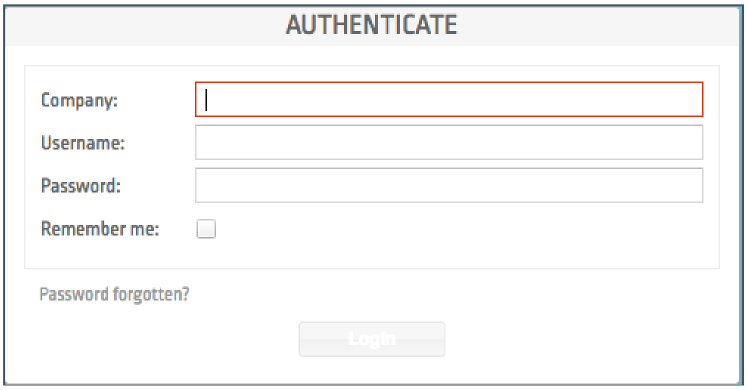
Instruction manual

NextMO

Introduction

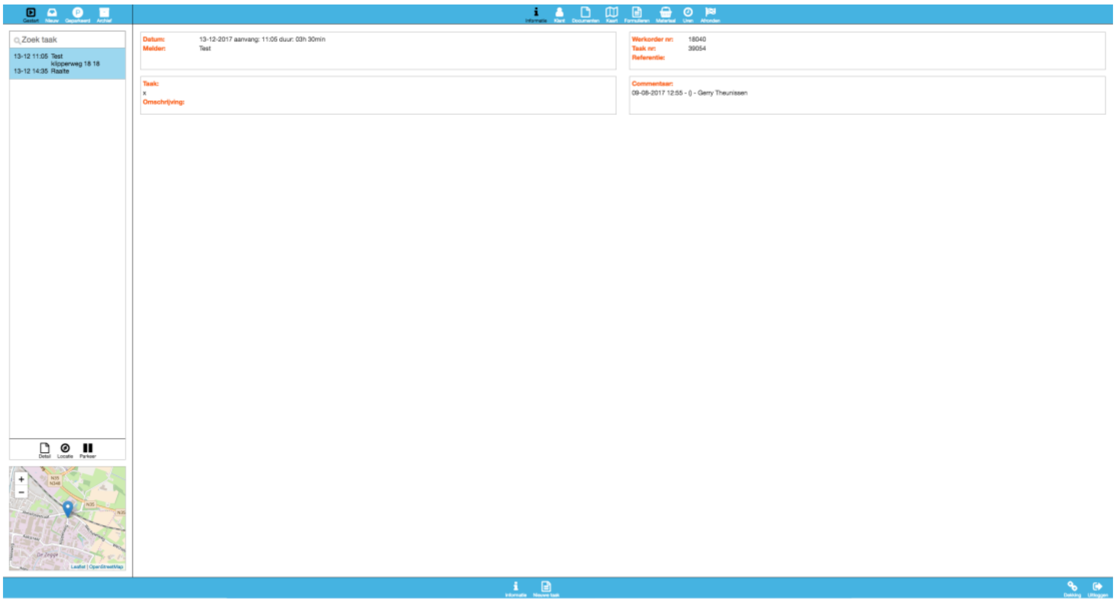
This manual describes the basic functionality of Nextmo. Nextmo is a work order application and can be reached via an internet browser.

Step 1:
Start an internet browser and open https://start.pcamobile.com



Step 2:
Log in and open the NextMO application

Nextmo



Tasks

In the left-hand column of the page are the tasks pertaining to the resource.

Started
Here the resource sees the already started tasks.

New tasks
New tasks issued by the planner can be found by the resource under the button new tasks. The resource can select one of the new tasks and see the details of it, the place of execution and start the task.

Parked
If a resource has paused a task, the task will appear in this overview. The resource can select one of the parked tasks and see the details of it, resume the place of execution and the task..

Archive
Here, the resource can find the tasks that have already been performed in the past daysn.

Selected task

Information
Information about the selected task is described here.

Customer
This tab describes the customer information, such as the customer number, the address and the name of the customer.

Document
Documents can be added to a certain task. These documents are visible to the skilled person in this tab.

Map
The map indicates where the output address of the job is.

Forms
The resource can consult various forms under this tab, such as for example:

- Customer satisfactioon
- Statement
- Disassembly checklist
- Work intake form

Material
The resource can indicate which material he or she has consumed on the task under the material heading.

Hours
Under the heading hours, the professional can register the hours that he or she has worked on the relevant task.

Complete task

As soon as the resource has completed the work, he or she clicks to complete the task. There is a possibility to add comments and to see an overview of the registrations.

Add new task

At the bottom of the page a technician can enter a new task. The following screen will then be visible and must be completed by the technician.