Instruction manual

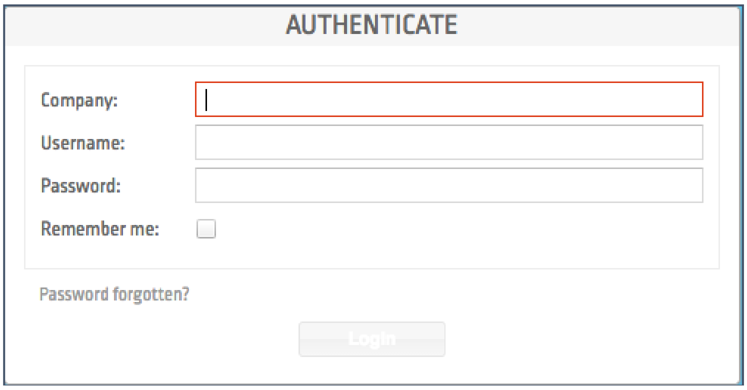
WatchIT

Introduction

This manual describes the basic functionality of the Watchit solutioning.

Step 1:

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



Step 2:

Log in and the WatchIT solution will be opened.

WatchIT

The WatchIT module has a number of tabs, namely:

- Taskwatch
- Daywatch
- New task.

Taskwatch

In the first tab the client can see an overview of the outstanding tasks. The client sees information about the task, such as:

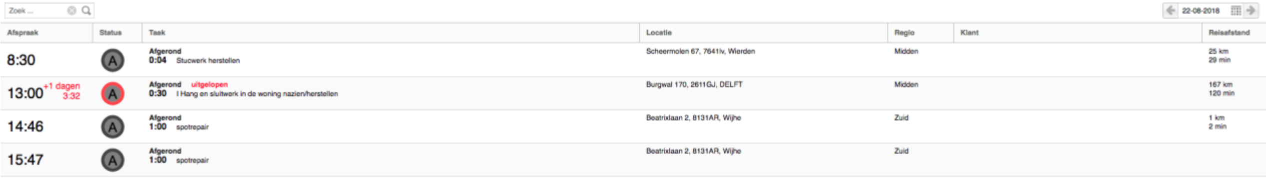
- Task number
- Reference
- Description
- Task duration
- Name
- Adrdess
- City

In addition, the client can also double click on a task. As a result, just like in Marlin, an overview with task details appears at the bottom of the page.

Finally, it is possible for the client to make a choice at the top right between the unplanned tasks, planned tasks and the schedules.

Day watch

The second tab of the Watchit module is the Daywatch tab.



Zoek ...

22-08-2018

Afspraak	Status	Taak	Locatie	Regio	Klant	Reisafstand
8:30	A	Afgerond 0:04 Stucwerk herstellen	Scheermolen 67, 7641lv, Wierden	Midden		25 km 29 min
13:00 +1 dagen 3:32	A	Afgerond uitgelopen 0:30 I Hang en sluitwerk in de woning nazien/herstellen	Burgwal 170, 2611GJ, DELFT	Midden		167 km 120 min
14:46	A	Afgerond 1:00 spotrepair	Beatrixlaan 2, 8131AR, Wijhe	Zuid		1 km 2 min
15:47	A	Afgerond 1:00 spotrepair	Beatrixlaan 2, 8131AR, Wijhe	Zuid		

In this overview, the client can see per day which task is planned to be carried out. The following columns are shown in this overview:

- Appointment
- Status
- Task
- Location
- Region
- Customer
- Travel distance
- Executive

New task

New task is similar to the Callintake module. Here the user can create a new task. This tab consists of the following sections:

- Customers
- Customer data
- Task data
- Documents/Articles
- Capture task

Custoemrs

In the left column, a customer can be entered in the search bar. Then double click on the customer and the customer details will appear in the middle column customer details.

Customer data

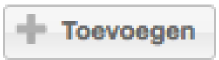
The customer data is automatically entered with the location to which you are linked as a user.

Task data

You will find the task details in the right-hand column. Here you can create a new report. First you can enter what the task type is. You can then give a short and concise description. Finally, under Info you can describe the additional information regarding the report.

Add documents and/or articles

The next step in the process is to add a document and / or article. You can add this to the task by clicking on the add button.



Capture

The final step is to record the new task just described.