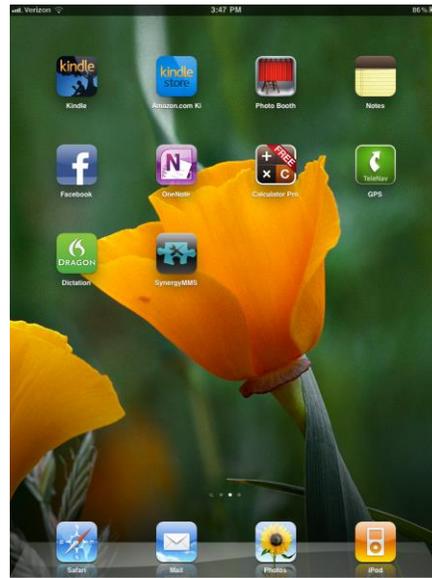
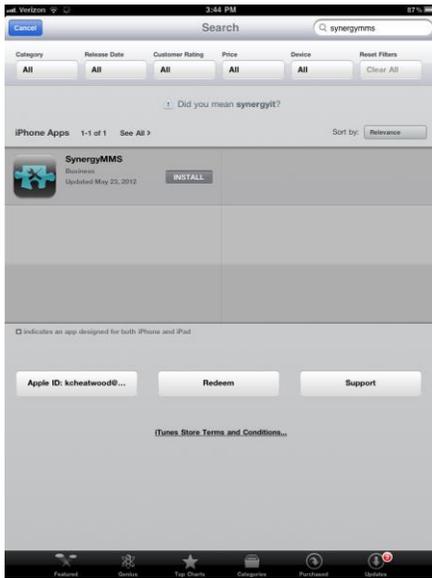




To download and install the SynergyMMS App For both iOS and Android

To download the SynergyMMS app on your iPad, iPhone or iPodtouch or Android search for: **SynergyMMS**

Once found, install it. This is a free app, but does have a cost from SAI for usage please contact Sales or Support for these details.



Once the SynergyMMS app is on your device it will ask for your property id Contact SAI for this.

This Setting is available at any time from the Login screen under Settings.

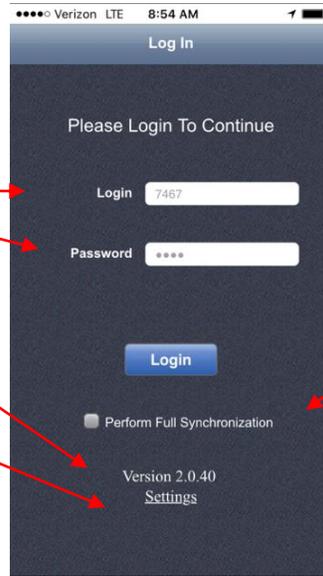


You will next be prompted to login using your SynergyMMS Login and password.

Enter Login and Password here

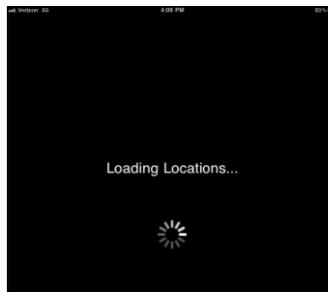
Also you can get the Version of the App you have from this screen.

Access Setting at any time by clicking here.

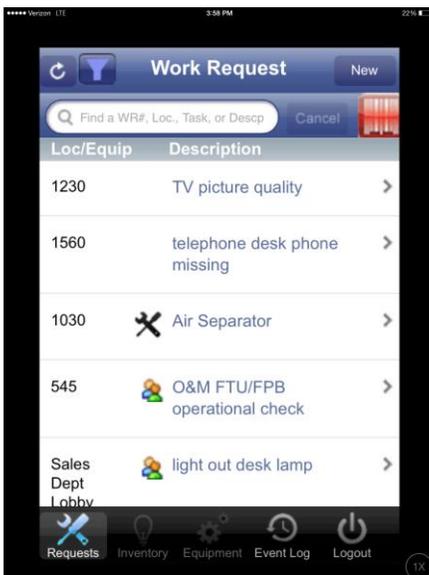


Note the check box to force a Synchronization if data appears to be incorrect.

At this point your property's data will load to the device. Generally we have seen this to take 30 – 60 seconds. This is dependent on the size of your database. You must be connected to the internet for the initial download.



After the app is downloaded you will see the following and will be able to access the areas granted by your rights in SynergyMMS.



1. Only data assigned to you will be visible on the initial load.
2. To see more data click the  icon. This will allow you to change the filter to include work assigned to: None, Department, All Other
3. To Search for Location, Equipment, Task Code or Description of task click in the Search area 
4. To Scan a QR or BarCode, click the  icon.
5. Types of work show Icons:
Preventive Maintenance show: 
Guest Work Request show: 
6. Tap a Work Request to select and view the details.

To add a new WR tap the New button. You will then have a blank screen to fill in data.

1. Select or type in a location.
2. Select or type the needed task.
 - The Task look up is relative to the description not the code itself.
 - Make sure to tap the list or it will not accept.

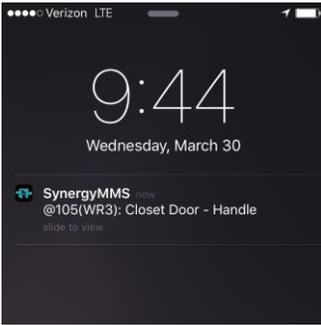
A WR can be assigned from the app.

To fill in time type in a number for the Labor.

- Please note Start and Stop from the More at the bottom top of the WR form, also fills in time. You should only use one to avoid duplicated labor / cost entries.

The More button at the bottom can take you to the Messages or Logout options.

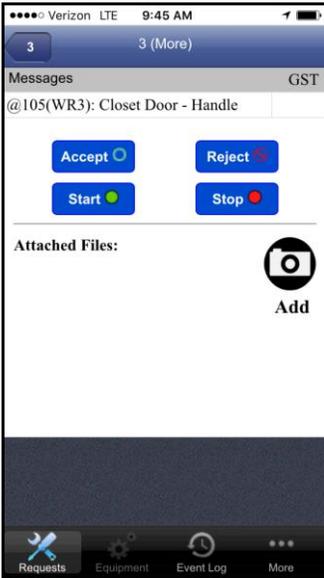
Messages allows you to see WR Dispatched / Pushed to the device.



Dispatched WR are received at the device as a Push Notification.

Depending on where you are on the device will depend if you get a pop up or noise. The pop up will look similar to below.

The noise will always come through (assumes volume on).



After the Push Notification is selected you can then Accept / Reject or Start /Stop.

Note:

Starting a WR not already accepted will also Accept it filling in the Assigned to.

Completing a WR will also stop any Started actions.

Requirements:

- iOS
 - 7+
- Android
 - 4.4+

Please note that different Versions of the os for each iOS and Android allow for slight differences.

SAI assumes you have a basic working knowledge of the device and necessary requirements for downloading.



Systems Associates, Inc.
500 Lehman Ave.
Bowling Green, OH 43402
419-354-3900
www.saicorporate.com