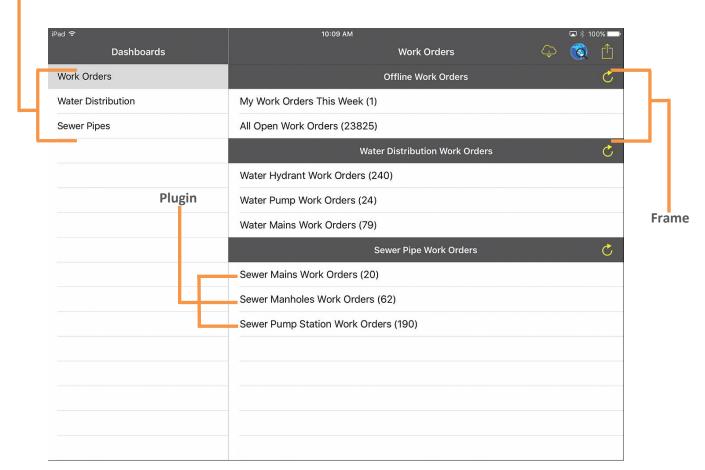
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Dashboard

The Dashboard is the first page that appears after logging into the app. It contains overview data that users can use to identify what they want to look at and then quickly jump to a more detailed view of that data.



Tabs

Dashboards are made up of Tabs, Frames, and Plugins.

- **Tabs** Tabs are found on the left of the screen and help to organize data in general groups. Tap on a tab to switch the view on the right to display that tab's frames.
- Frames A frame is a space on the dashboard that contains Frame Plugins. These help to organize data into specific groups.
- **Plugins** Plugins are stored in frames and are what display specific groups of data.

Plugin Types

Data Drills - These take data from a module, filter it down, and then group the remaining records based on common attributes.

iPad 🗢	3:11 PM	🖾 🕴 83% 📖
Dashboards	Work Orders	4 💿 4
Work Orders	Work Orders	5
Water Distribution	Work Orders Created by Me (91)	() >
Sewer Pipes		Î
	A Data Drill	Advance a level here

- The number in parentheses is a count of records
- Tap on the ⁽ⁱ⁾ button to advance to a new level of data
- Tap on a level of the drill to open the related record(s) in the related view.

The data drill then drills down to the next level which would look something like this:

iPad ᅙ	3:16 PI	М	🖾 🐇 82% 💷 🕨
Dashboards	K Work Orders	Work Orders Created by Me (91)	🖄 🖆
Work Orders	Ballfields (1)		(i) >
Water Distribution	Blowers (2)		(i) >
Sewer Pipes	Building (10)		(j) >
	Buildings & Grounds (1)		(j) >
	Call Center (3)		(i) >
	Catch Basin (2)		() >
	Control Cabinet (1)		(i) >
	Courts (1)		(j) >
	Custodial (1)		(i) >

Asset Trees - These group assets together based on module and relationship. They work for Site, Building, Equipment, Plants, and Parks and they can be based on a filter. The tree will show a list of records for the selected module. Expanding one of those records will show child records related to that record.

iPad ᅙ	12:20 PM		🖙 🖇 92% 💼 🕅
Dashboards	K Water Distribution	Plant (3)	💿 🗋
Work Orders	HW - Hansen		
Water Distribution	MB - Middle Basin		(j) >
Sewer Pipes	TC - Tomahawk Creek		() >

- The number in parentheses is a count of records
- Tap on the ⁽ⁱ⁾ button to advance to a new level of data
- Tap on an Inventory or Record name to open the related record(s) in the related view.

Quick Lookups - These enable users to search for a specific record in a specific module. The search is performed on the Common ID. Each lookup is configured to work on a specific module and will open matching record in the specified view.

	Work Order Quick Lookup	Ç
Enter WO#	GO	

URLs – These enable users to add a URL to another website. The plugin displays text that contains an embedded URL and tapping on that text will open the web page in a browser on the tablet.

	URLs	Ç
Lucity		
Weather		

Time Summary – This plugin displays the current users recorded time. It displays today's time, yesterday's time, all time for the current pay period, and all time for the previous pay period. Time displayed is broken up between work order and timesheet entries.

11:00 AM Fri Sep 13			후 🖓 🕈 100% 🥅
Dashboards	K Work Orders	Time Summary	🙆 Ď
Work Orders	Today (6 Hours)		<u>(</u>) >
Requests	Yesterday (8 Hours)		(i) >
Asset Trees	Current Payperiod (14 Hou	rs)	<u>(</u>) >
Quick Lookups	Previous Payperiod (2 Hou	rs)	() >
Water Hydrants			
Parks Work			

Notes:_____

Modules List

One of the options from the Dashboard menu is the Modules button. Tapping this button opens the modules list. This menu allows users to navigate through the Lucity modules list or select a module that they have opened recently.

Pad 후	9:26 AM	🗔 * 100% 🗖
Dashboards	Worl	k Orders
Work Orders	Wor	k Order: Offline Data Inspector
Water Distribution	Work Orders Created Today (1)	Modules
Sewer Pipes	Sewer Pip	
	Data Drill (97)	Menu
		Change Password
		Log
		Help
		About
		Settings
		Log Out

d ବ	10:50 AM	🖬 94% 🗖
Dashboard	Modules	Ć
	Q	
All Modules	Recent	Modules
Sewer		
Pipes		
Sewer Pipes		1
Sewer CCTV Assessment		
Sewer TV Inspections		
Sewer Pressure Pipe Inspections		
Sewer Pipe Air Tests		
Sewer Pipe Mandrel Tests		
Sewer Smoke Tests		
Sewer Line Lampings		
Structures		
Sewer Structures		
Sewer Manhole Assessment		
Sewer Structure Inspections		

- Tap on a module name to open that Module View.
- Tap on a module name in the Recent Modules list to open that module. These are listed in order of use.
- Use the search field to search for a specific module

Menu

One of the options from the dashboard menu is the Menu button. A menu allows users to create a list of commonly used views or forms in an expandable list. The user can configure a group or multiple groups and then put specific items in each of those groups. Each item is a link and when the user taps on that link, it opens that view or form.

Dashboards	Work Orders	
Work Orders	Work Order:	Offline Data Inspector
Water Distribution	Work Orders Created Today (1)	Modules
Sewer Pipes	Sewer Pipe Work	woducs
	Data Drill (97)	>Menu
		Change Password

Dashboards			Work Orders	6	D 🔇	Ê
Work Orders	Close	Menus				Ç
Water Distribution	Work					
Sewer Pipes	Work Req	uest_Full Form				Ç
	Work Orde	er_Full Form				
	Sewer					
	Sewer_Pip	be Inventory				
	Sewer_Pip	e Inventory Form				
	Sewer_TV	Inspection Form				
	Sewer_PA	CP Inspections Form				
	Park					
	Park_Inver	ntory				
	Park_Inver	ntory Form				
	Park_Field	ls Inventory Form				_
	Park_Field	ls Inventory				

• Tap on a link name to open the View or Form.

Views

Views are lists of records that display general information about each record. They allow users to search for and select records for more detailed review, create new records, or delete records.

There are two types of views. Both views serve the same function and have the same tools. They are just found at different levels of the program.

- **Module Views** When users select a set of records from a dashboard plugin, or navigate to a module using the Modules button, the app will open to a Module View. The module view provides a list of all the records in the module. When a user taps on a record in that list it opens that record in a Form.
 - **Example:** In the Work Order View a user taps on a work order. The Work Order Form will open with all the information for that work order.
- **Child Views** From either the parent view or the parent form, users can access Child Views

by tapping on the icon with the three dots: •••• . Child records are attached to the main record and are displayed in Child Views. Tapping on a record in a Child View opens that child record in a Form.

iPad ᅙ		🗔 93% 💴 🖓	
K Modu	lles	Work Orders	📑 🚔 🍸 🍳 📋
	Work Order #	Projected Compl 🗸	Category Text 🗸 P
•••	17-446397	8/04/2017	Street Junction Box
•••	17-446396	8/04/2017	Storm WQ Commercial
•••	17-446395	8/07/2017	Structures
•••	17-446394	8/08/2017	Street Intersection
•••	17-446393	8/09/2017	Street Main Line
•••	17-446392	8/10/2017	Bridge Maintenance
•••	17-446391	8/13/2017	Manholes
•••	17-446390	8/14/2017	Catch Basin
•••	17-446388	8/22/2017	Ballfields
•••	17-446383	8/23/2017	Sewer Pipe Desc
••• 5	17-446382	8/23/2017	Sewer IPT Facilities
••• 🖥] 17-446381	8/25/2017	Sewer Node
•••	17-446379	8/25/2017	Sewer Collections
•••	17-446378	8/26/2017	Sewer Pipe Desc
Total F	ecords: 27904		🖂 վ 1/1861 🕨 🕅

• **Example:** On a Work Order Form a user taps on the three dots and selects Tasks from the list of child views to see all the tasks attached to the Work Order.

- Tap on a record to open it in the related form. Forms allow users to view more detailed information about the record and edit the record.
- Long tap on a record to select it and enter Selection mode. Selection mode allows users to select multiple records and run special tools against one or more records.
- Swipe up to scroll down through the list. Swipe left to see the additional columns in the grid.

Alternate View

By default, views display the data for a given record in a single row. This often means that the user must swipe left to read the additional fields for a record. It is possible to display all a record's fields on the screen by enabling the Alternate View. To enable the Alternate View, from the dashboard tap on the dashboard menu and tap on settings, then toggle on "Use Alternate View" under "Grid View Settings".

iPad 🗢	2:07 PM	🗖 🕴 89% 💴)
✓ Modules	Work Orders	📑 🚔 🊏 🏦 ର 🟦
••• Work Order #: 15-000026 Category T	ext: Roads Problem Text: Dead Animal N	/lain Task Text: Animal / Debris Removal
Cause Text: Supervisor Text: Brian Pe End Date: 1/12/2015 End Time:	erkins Assigned Crew Text: Preventative Mair	nt 1 Start Date: 1/12/2015 Start Time:
••• Work Order #: 15-000025 Category T	ext: Catch Basin Problem Text: Blockage /	Flooding
Main Task Text: Unblock/Remove Debris fro	om Catch Basin Grate Cause Text: Sup	pervisor Text: Cherri Neyman
Assigned Crew Text: Storm 2 Start Date	: 1/09/2015 Start Time: End Date: 1/09/2	2015 End Time:
••• Work Order #: 15-000024 Category T	ext: Catch Basin Problem Text: Animal Tra	apped in Catch Basin
Main Task Text: Unblock/Remove Debris fro	om Catch Basin Grate Cause Text: Sup	pervisor Text: Cherri Neyman
Assigned Crew Text: Storm 1 Start Date:	1/08/2015 Start Time: End Date: 1/08/2	2015 End Time:
••• Work Order #: 15-000023 Category T	ext: Structures Problem Text: Vandalism	Main Task Text: Cleaning
Cause Text: Supervisor Text: Amado	Carroway Assigned Crew Text: Parks Mainte	nance 1 Start Date: 1/07/2015
Start Time: End Date: 1/09/2015 En	d Time:	
••• Work Order #: 15-000022 Category T	ext: Playground Equip Problem Text: Brok	en/Damaged Main Task Text: Repair
Cause Text: Supervisor Text: Amado	Carroway Assigned Crew Text: Parks Mainte	nance 2 Start Date: 1/07/2015
Start Time: End Date: 1/09/2015 En	d Time:	
••• Work Order #: 15-000021 Category Te	ext: Traffic Signal Problem Text: Flashing	/ In-Flash Main Task Text: Reprogram
Cause Text: Supervisor Text: Genny	To Assigned Crew Text: Traffic Signals 1 St	art Date: 1/06/2015 Start Time:
End Date: 1/07/2015 End Time:		
••• Work Order #: 15-000020 Category T	ext: Street Lighting Problem Text: Light C	Out Main Task Text: Replace Bulb
Cause Text: Supervisor Text: Troy Mo	offitt Assigned Crew Text: Street Lighting 2	Start Date: 1/06/2015 Start Time:
Total Records: 4009		≤ 267/268 ≥ ≥

View Toolbar Functions

The View Toolbar appears at the top of the module view and provides tools to interact with the view.

	Title	The middle of the toolbar displays the name of the module.
	New Record	This creates a new record in the module.
	Refresh	To refresh from the view, pull down on the grid until it reads "Release to refresh" Refresh is also available on the dashboard menu.
Ť	Filter	This tool allows users to load a filter that was created and saved in Lucity Web or Desktop. It also allows users to clear the current filter.
*	Sort By	This tool allows users to sort the records based on the values of one column/field. Available while in the default view (not alternate view).
$\downarrow\uparrow$	Sort By	This tool allows users to sort the records based on the values of one column/field. Available while in the alternate view.
	Toolkit	This button opens a list of toolkits available for the module. When no records are selected, the toolkits usually run on the entire list/filter.
Q	Find	This tool allows users to search for a string of characters in all fields.

Notes:

Selection Mode

Long tap on a record to select it and enter selection mode.

	Mon Sep 16 hboard	All My Work Orders	(89) 📑 💿 🚔 📘 🤔 Cance	
	Work Order #	Creation Date Time 🗸	Category Text 🗸	System
0	19-412119	9/13/2019 10:51 AM	Parks	
0	19-412118	9/13/2019 10:49 AM	Fleet Maintenance	
0	19-412117	9/12/2019 08:47 AM	Equipment	
0	19-412116	9/03/2019 09:54 AM	Hydrants	0000
0	19-412115	8/29/2019 01:58 PM	Force Mains	0000
0	19-412114	8/27/2019 01:10 PM	Call Center	
0	19-412113	8/26/2019 02:02 PM	Service Meter	0000

In selection mode the selected records are highlighted in light gray with an orange checkmark on the left and the toolbar will change. While in selection mode, you can select one or multiple records. The following buttons are all available conditionally based on the view/grid open at the time.

Q	Show In Map	On the Dashboard this button launches the map. In a module this button launches the map and zooms to the selected record(s).
٦	Documents	View and attach documents to the selected records. Will attach pictures and videos stored on the device.
×	Delete Record	This button appears after entering Selection Mode. Tap it to delete the currently selected record.
	Toolkit	This button opens a list of toolkits available for the module. When in selection mode, the toolkits run on the selected records.
9	Create Work Order	This instantly creates a work order on the selected asset. The created work order will have a Work Order asset record attached with the asset information. It then opens the work order view showing only the newly created work order.
\bigcirc	Create Request	This instantly creates a work request on a selected asset. The created work request will have the asset information populated in the appropriate asset field. It then opens the work request view showing only the newly created work request.

Record Count and Navigation

At the bottom of the view is another toolbar that provides a record count and the navigation tools. The number of records on a page is controlled by the Page Size setting.



- The record count appears to the bottom left and displays the number of records that are in the current filter for this module.

Forms

Forms are screens within the Lucity Mobile app that allow users to edit a record's attributes and view its related child records. The first part of a form is the screen that allows users to edit the selected records attributes.

et			Fleet - 0	006	···· 📄 📠	📩 💿 🛃
Fleet ID * 0006	Fleet ID Text Vactor, 2WD, Sterlin	ng Mod 2100			Fleet Rec # * 59	
Operating Status 1 Operational	(j)		Class HEQ H	leavy Equipment	(j	Vendor Rec # ECS Tuning (
Manufacturer 20 Sterling		_(i)	Model Vactor			
Work Employee 0098 Joya Mcquade						
Operator Joe Young		Year 2001			Fuel Type 2 Diesel	(j)
Operator Email Jyoung@lucity.com		Color White			Fuel Tank Size	
Department 4 Commercial Collect	ions (j)	Plate E1034287			Oil Type 2 10W-40 (Diesel)	<u>(i)</u>
Category	(i)	Radio Numbe 1203	r		Engine Oil Quantity 0.00	
Priority	(i)	VIN 2FZHRJBB5Y/	AB31816			
Ownership	O	Title				
Profit Center	©	Capacity			Odometer	
Asset Number		GVW			Hourmeter	
WO Equip Code 0006 (j)						

- Tap in a field to edit it.
- Swipe up to scroll down through the form.

Form Toolbar Functions

The Form Toolbar appears at the top of the form and provides tools to interact with the open record. Some of the buttons from the View Toolbar are reproduced on the Form Toolbar: New Record, Toolkit, Documents, & Show in Map. Addition buttons available are described below.

 Title	The center of the toolbar displays the name of the module and the ID of the currently opened record
 Child Tabs	Most modules have several sets of child records. Users can access views of these child records using the Child tabs. Child tabs can be accessed by tapping on the three dots and navigating within the Child Views pop-up.
Barcode	This button allows you to use the camera as a scanner to input data into any field that allows input from the keyboard.
Save	This saves the current record.

Navigating through Forms and Child Views

At the top left of any form or view there is a back arrow \leq . Tapping in this button will navigate back one level at a time, eventually arriving at the dashboard.

Fields and Popups

Colors and Symbols

Fields with an asterisk are required.

Supervi	sor *		
0194	Alex Todd	(i)	

Fields that are displayed in light gray are read-only.

Work	cOre	der #	
17-4	463	97	

Fields that display in orange indicate that you cannot enter a value manually. Instead, tap on the field and use the

Category * Z05_3G - Street Junction Box

alternate input method (picklist, date picker, time picker, etc.).

Account #	f
-----------	---

A field that is actively being edited displays an orange cursor.

Text Fields

Many fields are simple text or number fields. Tapping in these fields will bring up the device's keyboard and allow users to type in a value.

Picklist Fields

Picklist Fields displays the code and type in one field. Tapping on the ⁽ⁱ⁾ button pops-up a picklist. The user can also manually enter the code by tapping on the left side of the field and using the onscreen keyboard.

Project Text

Status 2 New Work Order (i)

Show All (Off)	Problem	Cancel
	Q	
Code		Туре
Z05_3G_1 - Foreign Object		
Z05_3G_2 - Damage		
Z05_3G_3 - Blockage/Floodi	ng	

- Selecting an Option Tap on an item in the picklist to select it.
- Show All Tap Show All to toggle between a picklist that is showing only records that are associated to the current category and all records in a picklist.
- Searching the List Just below the title bar is a search field. Tap in the field and begin typing either numbers or text that you want to search against. The list will automatically be filtered based on what is typed.
- Sorting Just below the search bar are two buttons that control how the list is sorted. Tap a button to switch between filtering based on Code and Type.
- Cancelling Tap Cancel to close

the picklist without saving any changes.

Date/Time Fields

Tapping in a date or time field will bring up a pop-up that allows the user to select the appropriate date/time.

Assigned Date	Assigned Time
8/04/2017	12:29 PM

Assigned Date	Cance	Clear Done	Assigned Ti	me Ca	incel Clear Do
May	1	2014	9	26	
June	2	2015	10	27	
July	3	2016	11	28	AM
August	4	2017	12	29	PM
September	5	2018	1	30	
October	6	2019	2	31	
November	7	2020	3	32	

Comment Fields

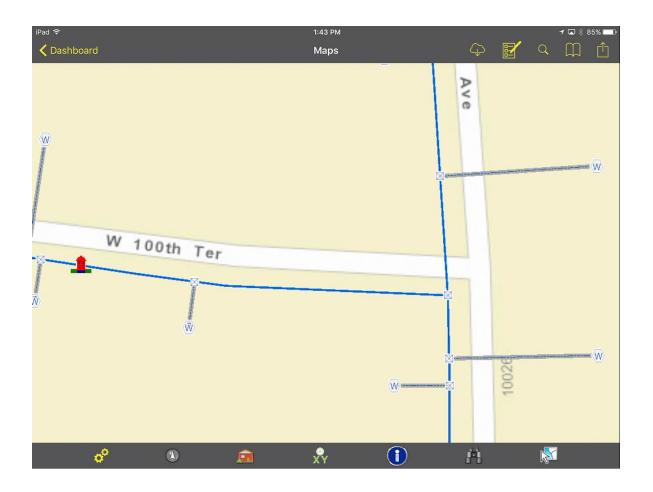
Comment Fields appear as boxes. Tap in the box to bring up the device's keyboard and begin typing. Dictate into text fields by tapping the microphone in the keyboard.

 	Request		

Мар

The Lucity Mobile map provides the ability to view assets in a map and interact with them.

Tap this button on the dashboard to launch the map. The user can also view assets in the map by tapping the button from a view (during selection mode) or from a form.



Notes:___

Toolbar Functions

Find Tools		Also Includes
Find Address	This tool allows users to type in an address which is then located in the map.	F - 0
Find Asset	This tool allows users to select a type of asset and then type in the asset's common id. The asset is then located in the map.	<u>-02</u>
Current Location	This tool uses the devices built in GPS to zoom the map to the user's current location.	
Bookmarks	Allows a user to save and quickly return to a location in the map.	
Identify Tools		Also Includes
Identify Address	Tap on this tool and tap on a location in the map to identify the address at that location.	F - O

<pre></pre>	Tap on this tool and tap on a location in the map to identify the x/y coordinates at that location.	<u></u>
d Identify Asset	Tap on this tool and then tap on an asset in the map to identify the asset.	<u>-02</u>

Selection Tool		Also Includes
Select Features	This tool allows users to choose a type of feature to select in the map. They can then tap on features in the map to add them to their selection. Users can also select multiple features at once by using the select by polygon tool.	

Map Management Tools

¢	Map Options	Tap this button to open a list of available maps, map layers, base maps, and the legend.
Ê	Clear Graphics	Found in the overflow menu. Clears all graphic layers out of the map.
Ê	Go to Default Extent	Found in the overflow menu. Returns the map to the default extent.

Other	Tools	
EM	Find	This tool allows users to take the selected address and load it directly into another
20	Directions	program on their device that can find directions.
<u></u>	Create Work Order	This instantly creates a work order. If this tool is used on a selected asset, the created work order will have a Work Order asset record attached with the asset information. If the tool is used on an Address or an X/Y point, the created work order will have a location record attached with either the address or the X/Y coordinates. It then opens the work order form for editing.
Q	Create Request	This instantly creates a work request. If this tool is used on a selected asset, the created work request will have the asset information populated in the appropriate asset field. If this tool is used on an address or an X/Y point, the created work request will have that information populated in the appropriate fields. It then opens the work request form for editing.
9	Create Inspection	This tool allows users to create in inspection record for the asset. This tool will only appear if the asset module has a standard inspection module.
	View Relationships	This opens a pop-up displaying all the records in Lucity that are related to this asset. This includes Inventory, Inspection, Work Order, Request, etc