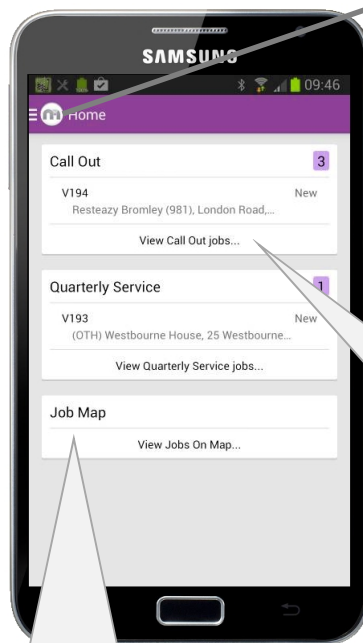


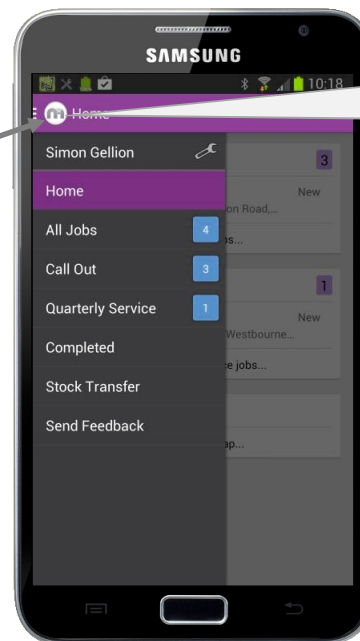
❗ Motivity is designed to work without a full time mobile or Wi-Fi signal. Jobs will synchronise automatically when your signal returns.



Start by Logging In
Enter your PIN / Password given to you by your office. You can do this with or without a signal.

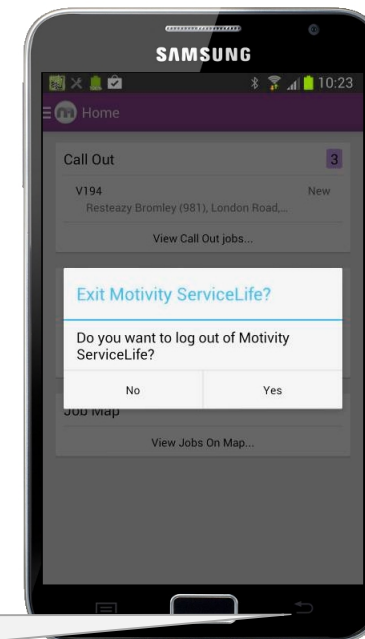


Home Screen
Summarises all jobs you have been sent. A summary 'card' is shown for each job type. Job Map shows location of all jobs you have.



Tapping the Motivity M in the top corner on any screen will show you a slide out menu giving you quick access to other screens in the app

Tapping on a card will take you to the Job List screen showing all jobs of that type (see next page)



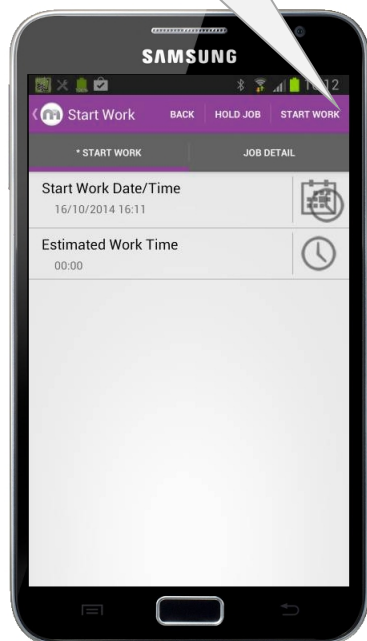
Logging Out
Use your phone or tablet's back button until you see the following Exit prompt

❗ Motivity locks if not used for over an hour. Just enter your PIN / Password to unlock - showing screen you were last on.

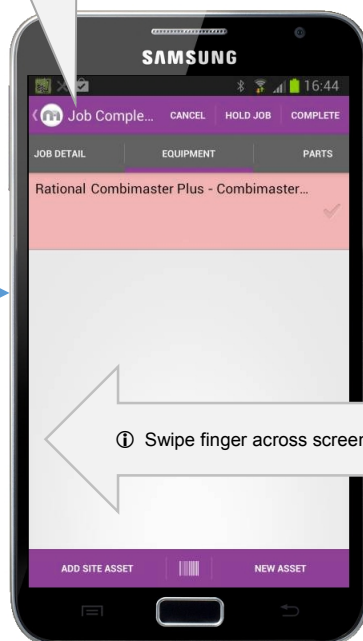
❗ To save time - leave Motivity logged in all day. Tapping on the Motivity icon again will take you back to the same screen you were working on



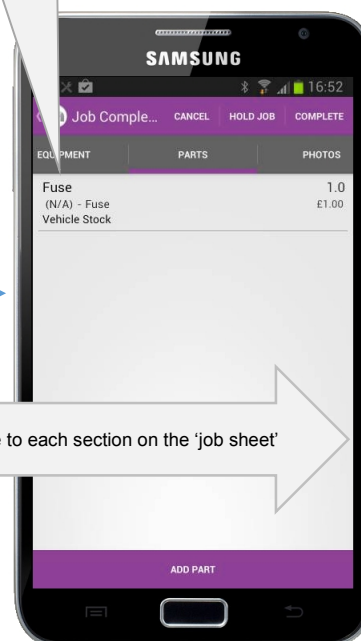
1 – Confirm Start Work
This starts the clock recording your on-site working time and lets office you have started work.



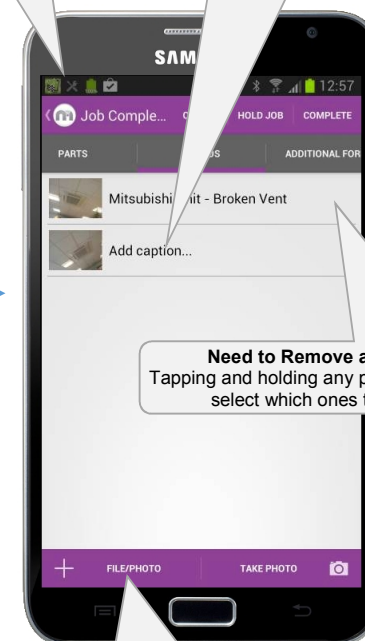
2 - Record Equipment Checks/Readings*
See page n for more details



3 - Record Parts Used*
Tap **ADD PART** to pick items from van or central stock. See page n for more details.



4 - Add Site Photos
Tap **TAKE PHOTO** to start camera.



Tap to add description of photo (optional)

Need to Remove a Photo?
Tapping and holding any photo will let you select which ones to delete

Add Photos or Files
This lets you add files or photos that are already on your phone.

All the screens from this point on are to record what you have done on-site.

① Swipe finger across screen move to each section on the 'job sheet'

① **Need to leave site to get parts or for any other reason?**
Press the hold button at any point then resume work on them at a later date or time. Motivity will keep track of the total travel and working time for every visit you make on that same job.

① Items marked * above are optional – check with your office to see if your company has opted to use these features.

① **Using the TAKE PHOTO button** – Motivity automatically deletes photos from the phone's memory when it has transmitted them back to the office. It will NOT delete any photos or files attached using the FILE/PHOTO button.

5 – Fill in Additional Forms* (See info box below)

6 – Completion Questions

These will vary depending on what your office has set up. Any questions highlighted are compulsory - you won't be able to finish the job until these are completed.

7 – Work Finish Time

Tapping the box will pick up the actual date and time. You can change this if required.

8 – Signing Off

Tap the blue boxes to start the signature capture screens. You'll also need to fill in the customer name.

9 – Finish and Send

Providing you've filled in all mandatory information you can press COMPLETE.

If you have a phone or Wi-Fi signal the job will be sent immediately.

Otherwise the phone will store the information and send when you next have a signal.

① Check if the office has received your job

Tap the Motivity icon in the corner and choose Completed from the slide out menu.

This shows all jobs you've done over the last seven days. It also shows what time the office received them

① The **Additional Forms** facility gives you access to any other forms you may need to complete on jobs. This could be commissioning certificates, inspection forms and even your own customer's paperwork. Speak to your office if there are forms you would like to access here.

The phone switches to landscape display for signature capture. Signatures don't need to fill the whole screen. Motivity resizes them automatically.





i The parts shown in the master parts list are determined by your office.