AroFlo Field Offline

Need Help?

Contact our support team.

AroFlo Field features offline functionality that allows you to create tasks and record labour, material and expense information when not in a mobile service area. This information can then be either added to existing tasks or created as a new task when back in service.

> ⊘ **Stay on current page**
>
> - Ensure you are in an area that has access to the internet <u>before</u> entering Offline mode (see below)
> - While using AroFlo Field Offline, ensure you don't refresh the page or open a new session of AroFlo Field.

> ⚠ AroFlo Field Offline does not sync any existing Tasks for use offline. As such, all materials will be recorded as ad-hoc items.

Open Offline mode

> ⚠ **Internet required for set up**
>
> Ensure you are in an area that has access to the internet <u>before</u> entering AroFlo Field Offline.

There are two ways to enter AroFlo Field Offline:

<u>Not logged in</u>
If you're not logged in to AroFlo, from the login screen, tap **Open Field Offline**, towards the bottom of the screen.
<u>Already logged in</u>
If you're already logged in to AroFlo Field, tap **Offline** from the Profile menu.

> ⊘ **Add to home screen**
>
> Add this page as a link on your home screen or add it to your bookmarks if you plan on regularly attending out-of-service areas.
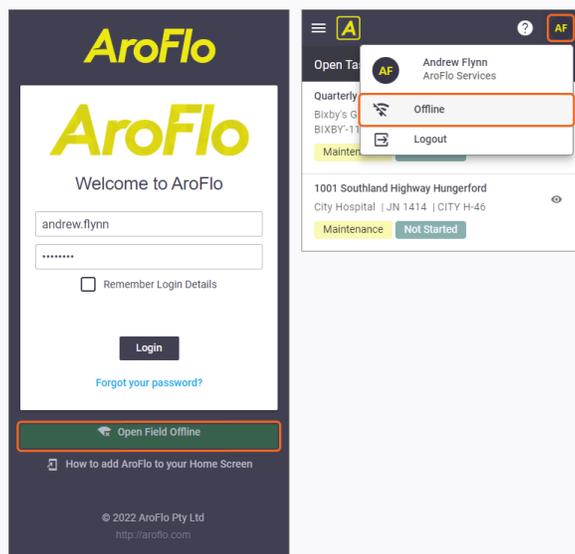
Create an offline task

In AroFlo Offline, the Task List will show a list of the offline tasks that you have previously created.

To create a new task offline:

1. Tap **Create Task**.
2. Enter the name of the task.

> ✅ If this task needs to match against an existing task, you will need to enter the same name as the existing task.

3. Tap **Save**.

Add task notes

1. In the **Add Note** section, adjust the the Date and Time if necessary.
2. Enter the details you want to note about the task.
3. Tap **Save**.

The note will appear at the bottom of the screen.

Install 2 x GPO

Add Note:

Date: 7/3/2022

Time: 3 ⌄ : 26 ⌄ pm ⌄

Note 1   X
Date: 7/3/2022
Time: 9 ⌄ : 33 ⌄ am ⌄
Installed in the kitchen

Save

✓ **Delete note**

Tap the **X** beside the note if you need to delete it.

Description:

Install 2 x GPO

Add Note:

Date: 7/3/2022

Time: 9 ⌄ : 33 ⌄ am ⌄

Installed in the kitchen.

Delete

Save

Add labour

All labour details will need to be manually entered because Offline mode is unable to retrieve any details from the AroFlo database.

1. Tap the **Lab** button.
2. Type the name of the **Resource** who the labour entry is for
3. Book out the time worked on the task using the start and finish times, or entering the amount of **Hours** spent, and adjust the date if necessary.
4. Add a labour **Note** to describe what you did onsite.
5. **Save**.

The labour entry will appear at the bottom of the screen.

> **Delete entry**
>
> Tap the **X** beside the labour entry if you need to delete it.

> **What happens once this is online?**
>
> Labour entries added from an offline task will be assigned to the current user and the first WorkType in the list. The labour note will include the name, worktype and note added from the offline task.

Tasks

| Task | Lab | Mat | Exp | Sign |

Upload Task to AroFlo

Add labour:

Resource: Andrew Flynn

Start: 10 : 0 am

Finish: 12 : 0 pm

Hours: 2

Type:

Date: 7/3/2022

Note: All work completed as per quote

Save

Add materials

Only ad-hoc materials can be added to the task in Offline mode.

1. Tap the **Mat** button.
2. Enter the details of the materials used, including **Part No** and **Item** description.
3. **Save**.

The material entry will appear at the bottom of the screen.

Date:

7/3/2022

Material:

1 * CLI2025 Dbl GPO White
@ $36.00 = $36   X

Save

✓ **Delete entry**

   Tap the **X** beside the material entry if you need to delete it.

ⓘ **What happens once this is online?**

   Materials added from an offline task will be added as an ad-hoc item when uploaded.

‹ Tasks   Field   0/5 MB

Tasks

| Task | Lab | Mat | Exp | Sign |

Upload Task to AroFlo

Add Material:

Part No: CLI2025

Item: Dbl GPO White

Qty: 1

Cost: 36.00

Date: 7/3/2022

Save

Add expenses

1. Tap the **Exp** button.
2. Enter the details of the expense item such as the **Expense** description and cost.
3. **Save**.

The expense entry will appear at the bottom of the screen.

Date:	7/3/2022
Expense:	
7/3/2022: Parking $12	X
Save	

✓ **Delete entry**

Tap the **X** beside the expense entry if you need to delete it.

ⓘ **What happens once this is online?**

Any expenses from the Offline Task will be added with no change.

‹ Tasks	Field	0/5 MB
	Tasks	

Task	Lab	Mat	Exp	Sign

Upload Task to AroFlo

Add Expense:

Expense:	Parking
Cost Ex:	12
Sell Ex:	
Date:	7/3/2022

Save

Capture Signature

To Capture a signature from your client:

1. Tap the **Sign** button.
2. Enter the **Name** of the person signing
3. The person signing can use a stylus or their finger to sign inside the signature box

✓ **Clear**

   Tap **Clear** to remove the signature if you need to sign again.

4. **Save**.

✓ **Delete entry**

   Tap **Delete** if you need to delete the signature.

Uploading Offline Tasks

Once your device is back online, you can upload offline data against existing tasks or as brand new tasks.

1. Tap **< Tasks** at the top left to return to your Offline Tasks List
2. Tap **< Field** at the top left to return to the home screen.

> (i) If you were using AroFlo Field Offline while not logged in, you'll be returned to the Login screen and you'll need to log in at this point.

3. Open the Profile menu and tap **Offline**
4. Follow one of the steps below to link data with an existing task or create a new task for each Offline Task in the list.
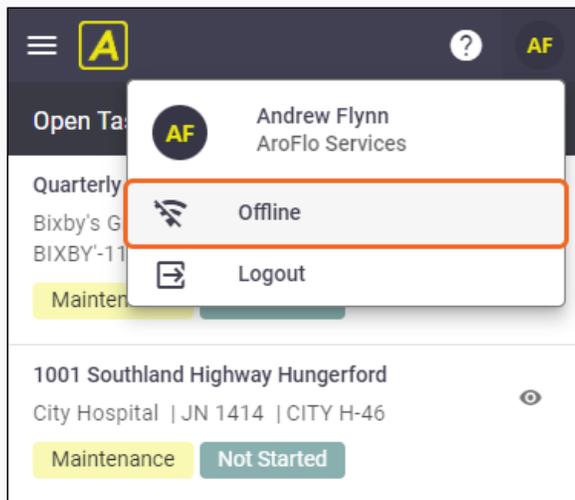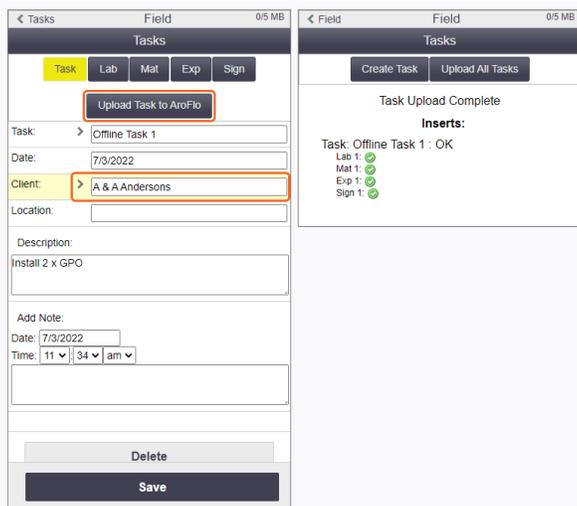

Upload as a new task

If the Offline Task is a brand new task, you only need to map the client to the task before we upload it.

1. From the Offline Tasks List, tap the task name you plan to upload
2. Beside the **Client:** field, tap the

   ❯ (arrow pointing right)
3. Select or search for the **Client** in the list (see Clients)

   > ⓘ Once you return to the Task view, the client is highlighted to show it is linked to an existing client.

4. On the Task view, click **Upload Task to AroFlo**.
5. A confirmation will appear and the new task will now be in AroFlo. When ready, find the task in the Task List and edit any info you need to. See Tasks and Record Task Job Costs.
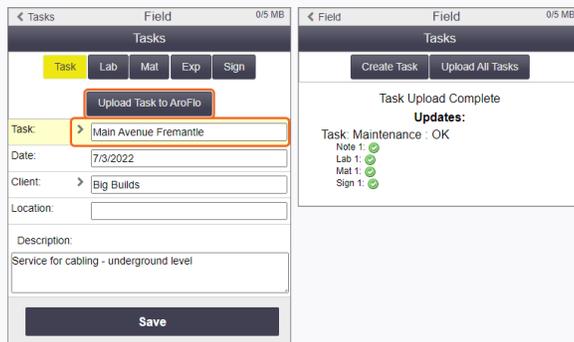
Upload to an existing Task

You can match any Offline Task to an existing task in AroFlo.

1. From the Offline Tasks List, tap the task name that you want to add to an existing task
2. Beside the **Task:** field, tap the

   › (arrow pointing right) to view your current task list
3. Select or search for the **Task** to be updated in the list

> ✅ Once you return to the Offline Task view, the existing online Task to be updated will be highlighted.

4. On the Task view, click **Upload Task to AroFlo**.
5. A confirmation will appear and the existing task will now be updated in AroFlo. When ready, find the task in the Task List and edit any info you need to. See Tasks and Record Task Job Costs.

‹ Tasks	Field	0/5 MB
	Tasks	

Task	Lab	Mat	Exp	Sign

Upload Task to AroFlo

Task:	› Main Avenue Fremantle
Date:	7/3/2022
Client:	› Big Builds
Location:	
Description:	
	Service for cabling - underground level

Save

‹ Field	Field	0/5 MB
	Tasks	

Create Task   Upload All Tasks

Task Upload Complete
Updates:
Task: Maintenance : OK
   Note 1: ✅
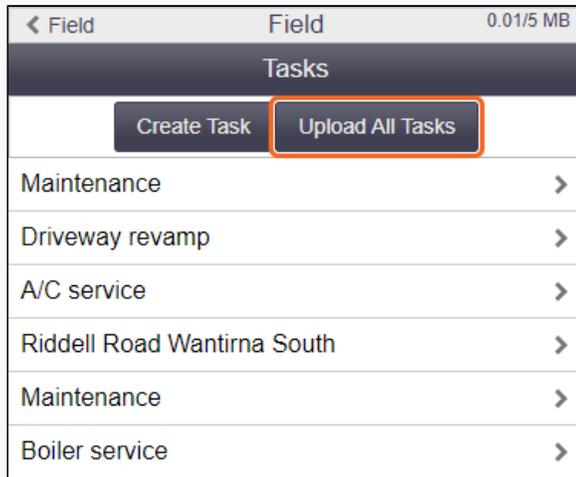   Lab 1: ✅
   Mat 1: ✅
   Sign 1: ✅

Upload multiple offline tasks

Once you have linked Offline Tasks to a Client or to an existing online task (see above), rather than clicking 'Upload' for each, you can also do a bulk upload:

From the Offline Tasks List, tap **Upload All Tasks**.

> ✅ Any Offline task without a linked Client or online Task will be skipped.

Delete Offline Task
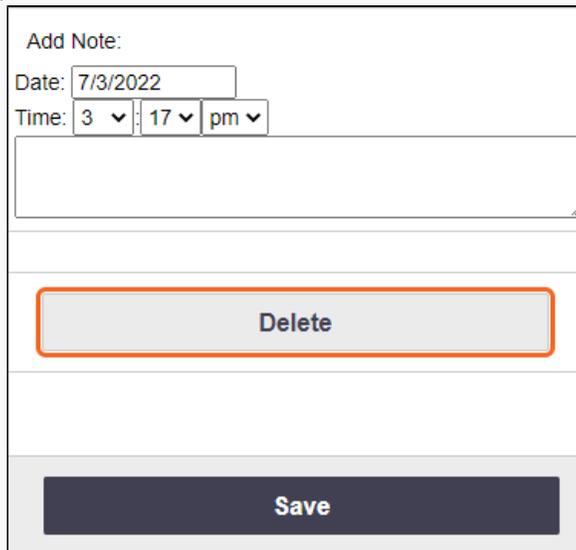
If you need to delete a task you created while offline, tap the name of the task from the offline task list, and then tap **Delete** > confirm deletion.