數碼工作日誌
Digital Log-books

Lift and Escalator Digital Log-books

Mobile Application – User Manual (RP)

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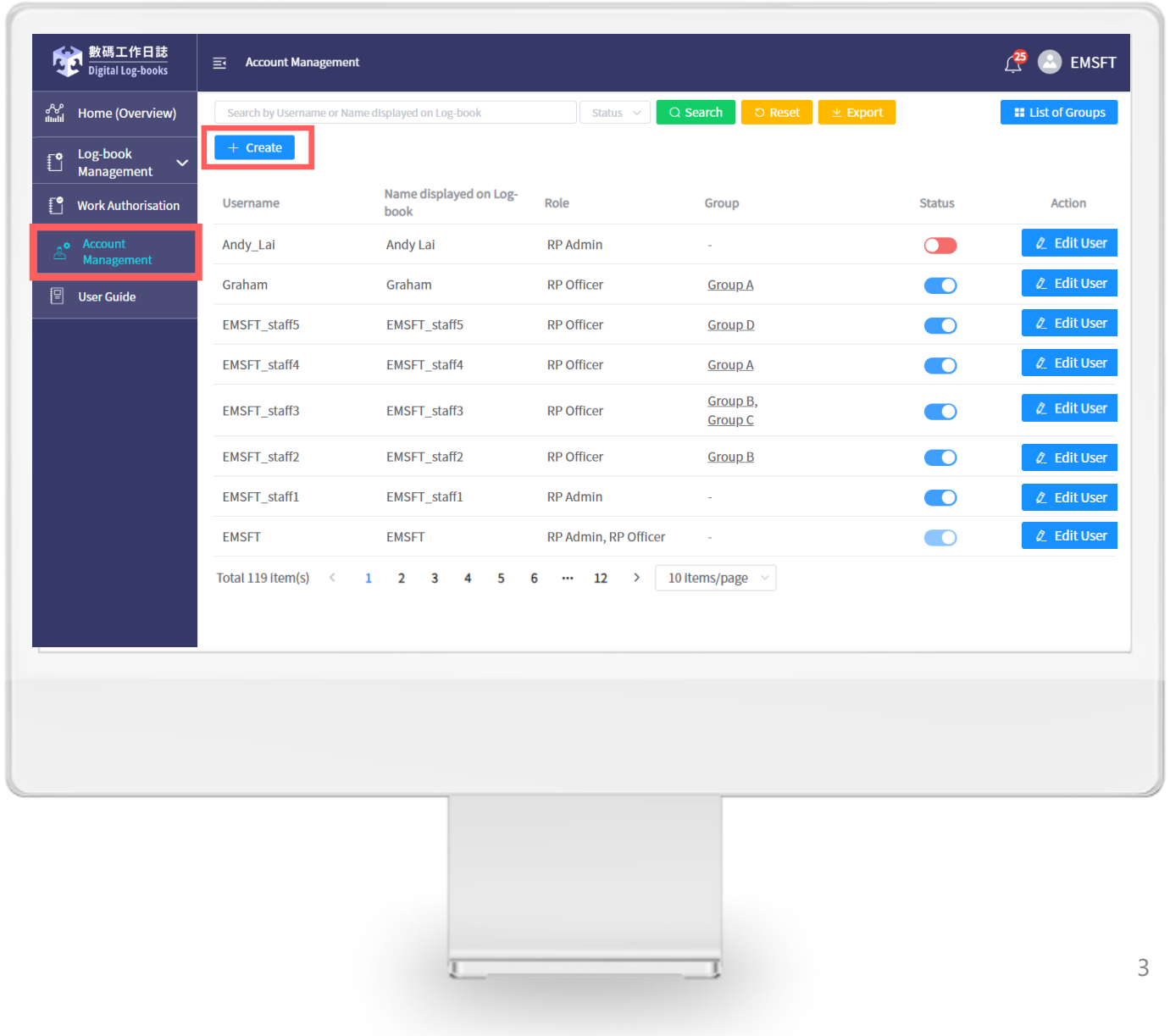
1. Creating an Account

1. RP users who need to use the mobile application are all required to register the user credentials here through their RP Admin (RP Admin may communicate with the user offline regarding the dissemination of user credentials)

2. Click “Create”



1. Creating an Account

3 Choose “RP Officer” under “Role”

Choose “Group”

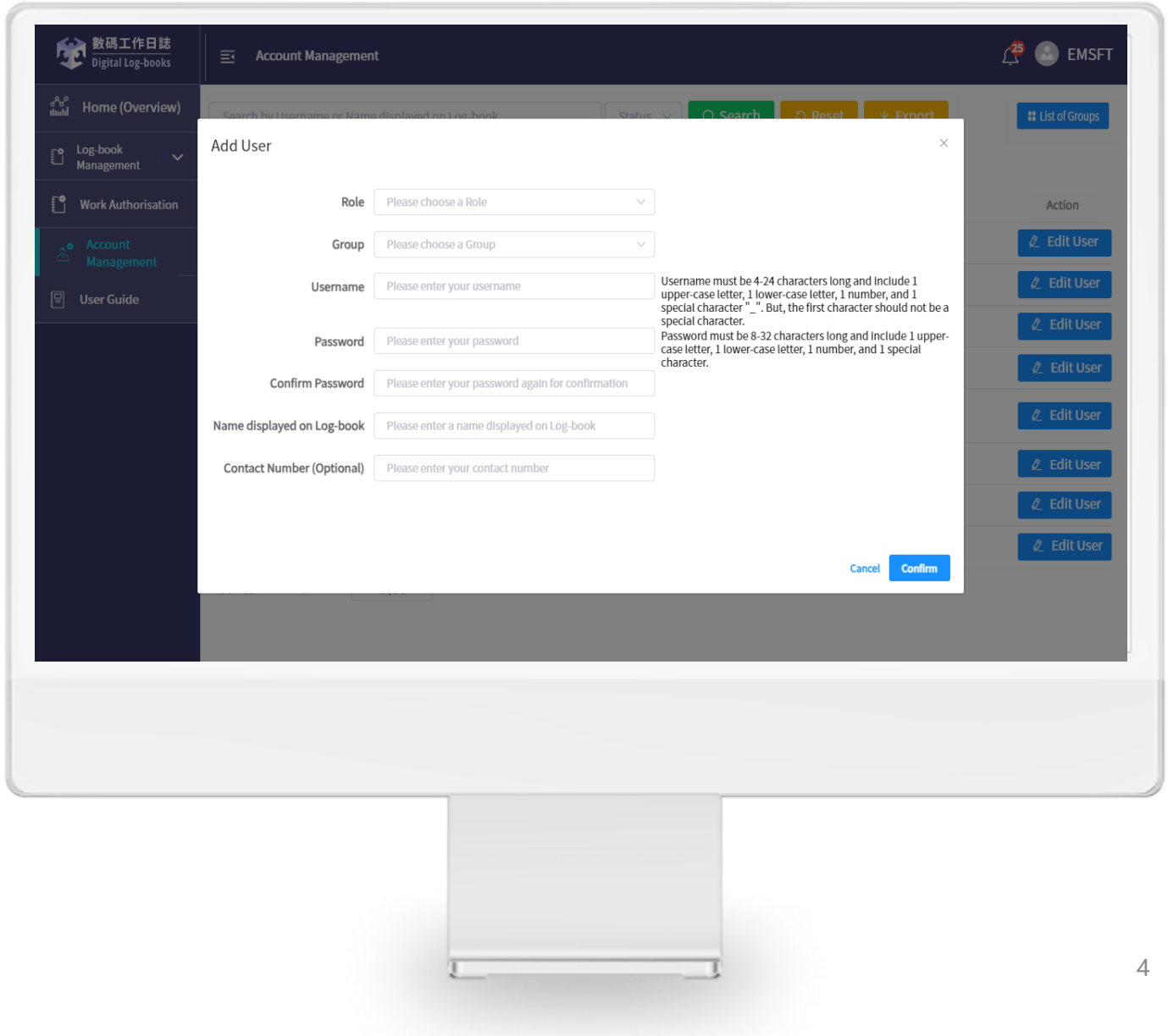
Enter the username

Enter the password

Confirm the password

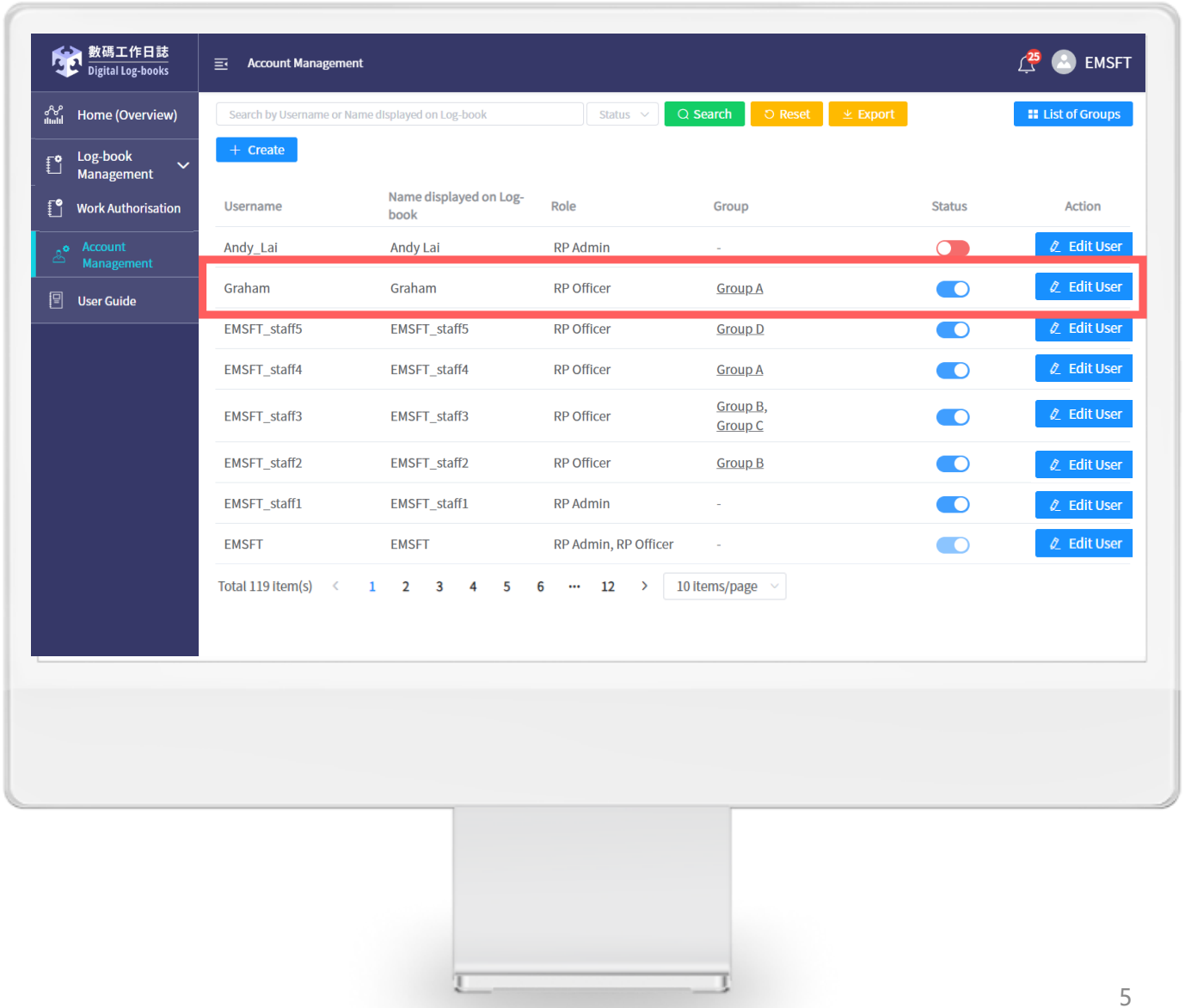
Enter the name to be displayed on Log-book

Enter the contact number (optional)



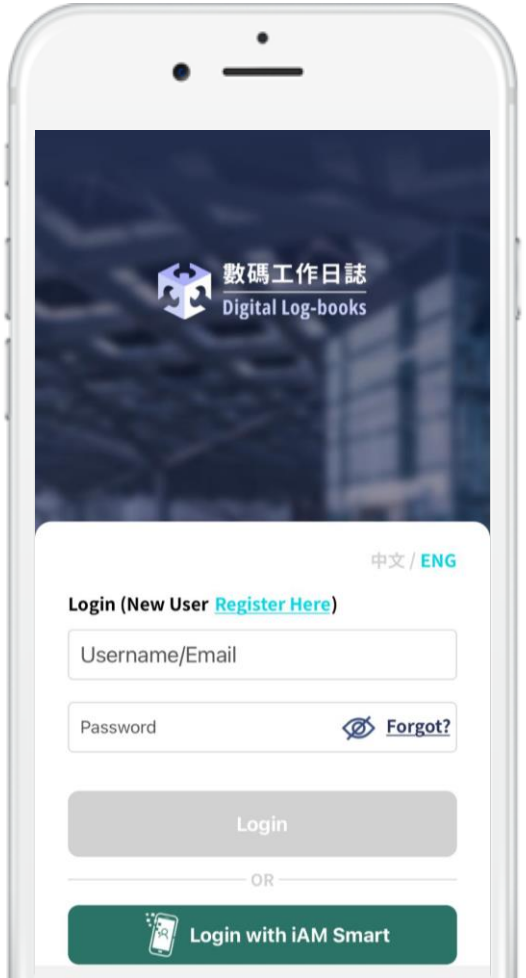
1. Creating an Account

4 A new RP Officer has been created successfully



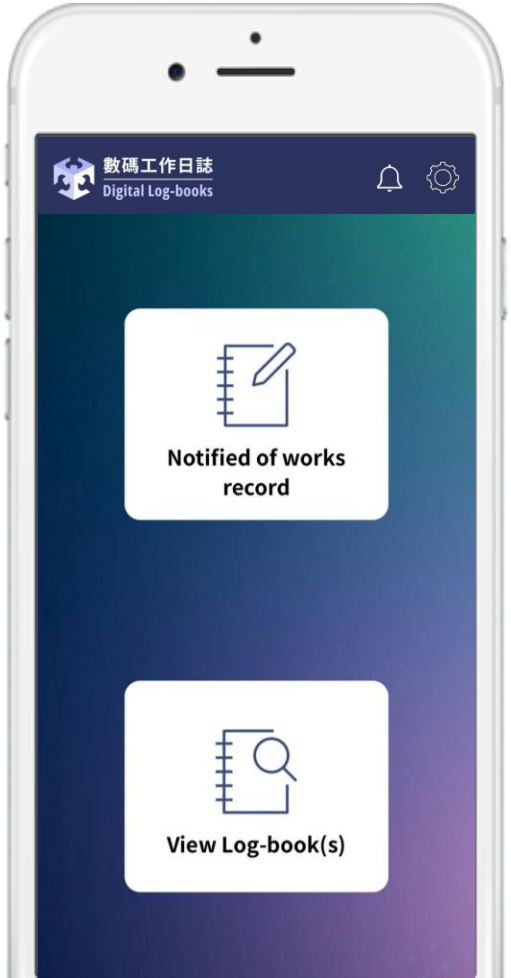
2.1 User Login

1. A RP Officer installs this application, opens it and enter the Login page



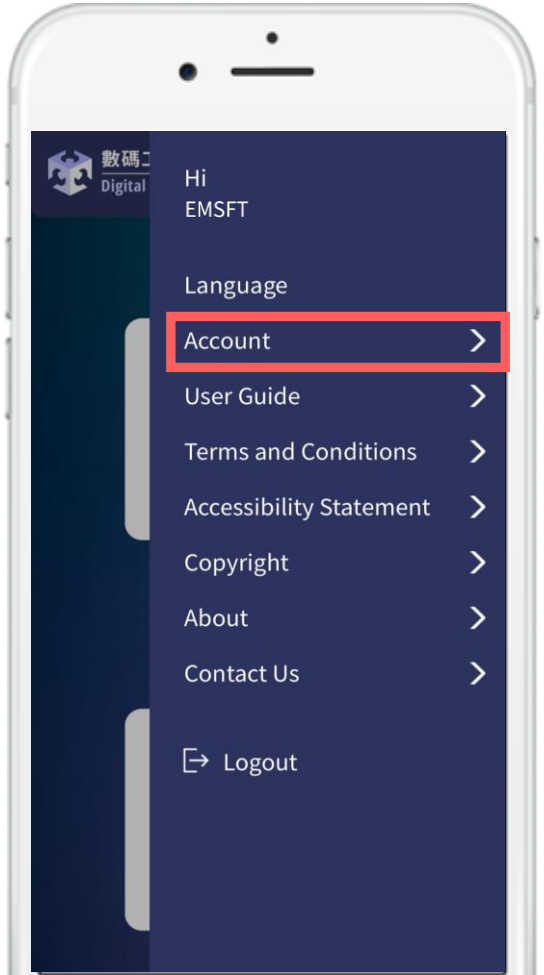
2. Enter the account credentials that RP Admin has created in the web version - Click “Login”

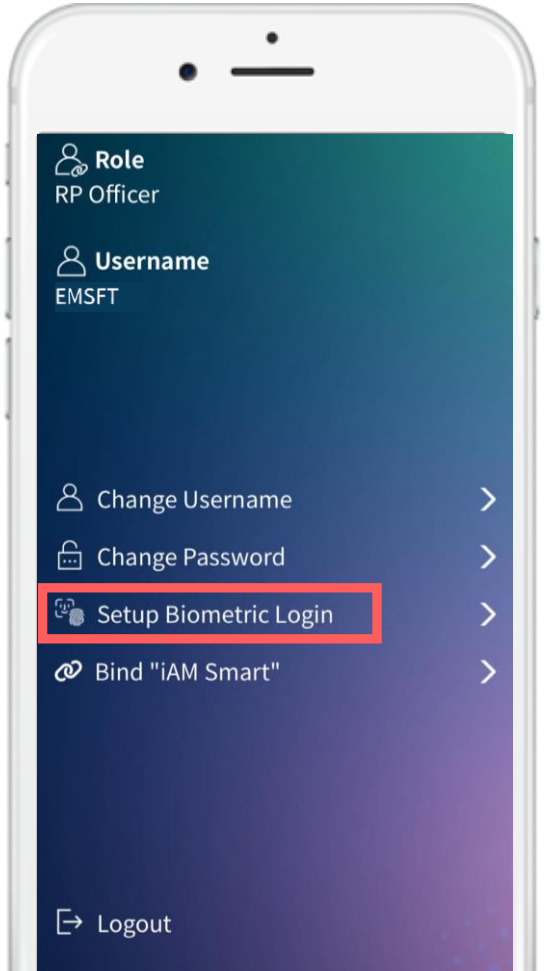
3. After logging in, he/she will enter the Homepage



2.2 User Login – Biometric Authentication

1 After logging in, click "⚙" in the upper right corner, select account and click "Setup Biometric Login"

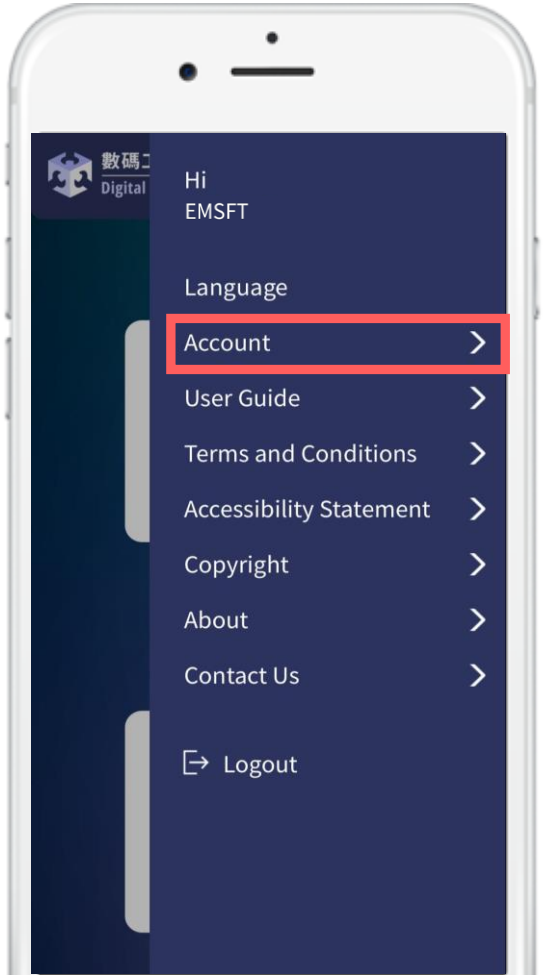


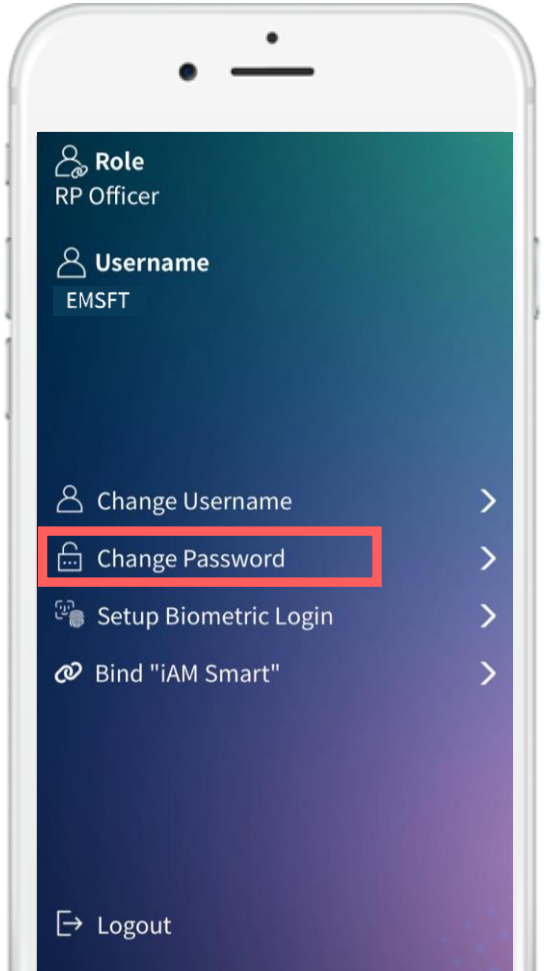


2 The next time you login, you may choose "Biometric Login"

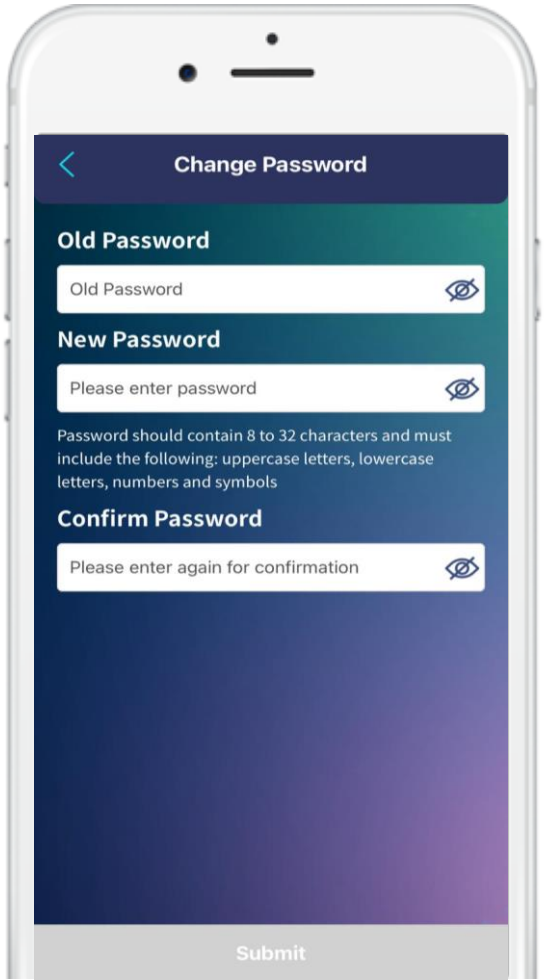
2.3 User Login – Changing Password

1 After logging in, press the button “ ” in the upper right corner, select “Account” and click “Change Password”





2 First, enter the current password, then enter and confirm the new password

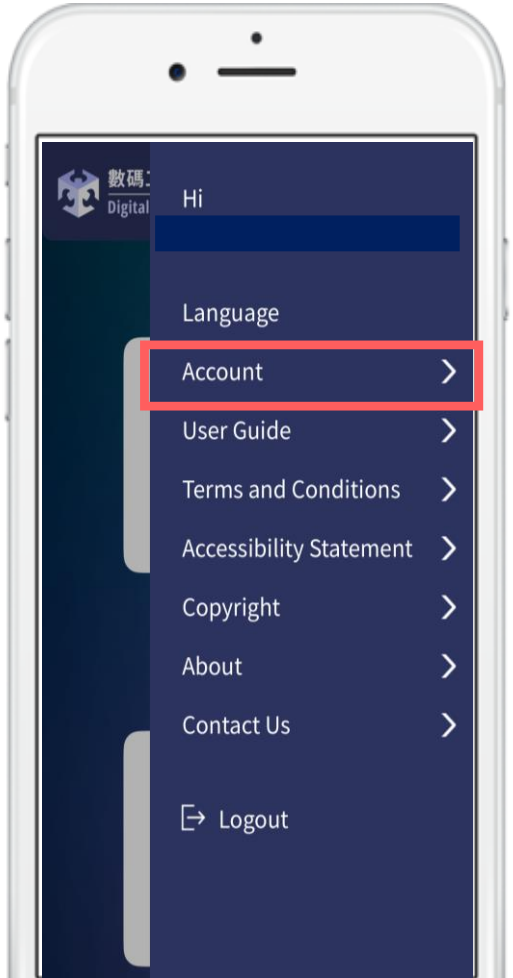


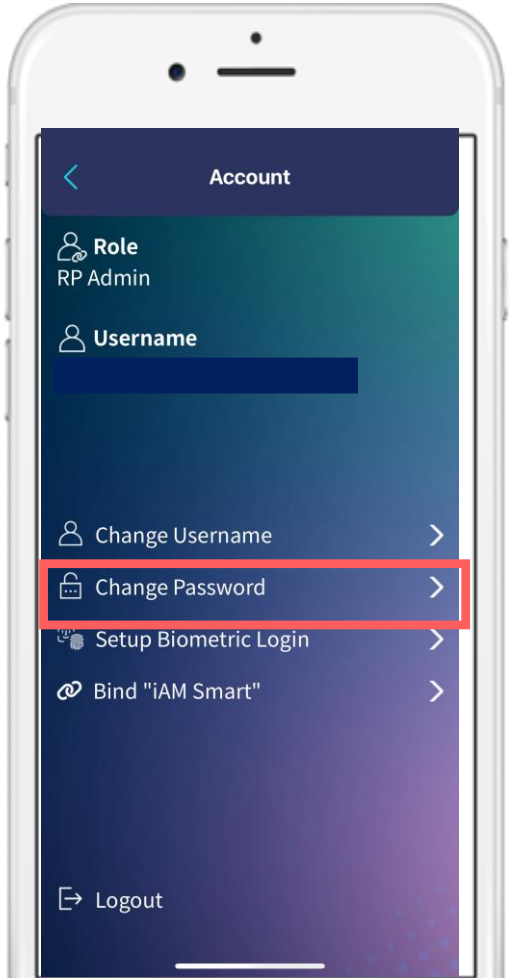
2.4 Change Password

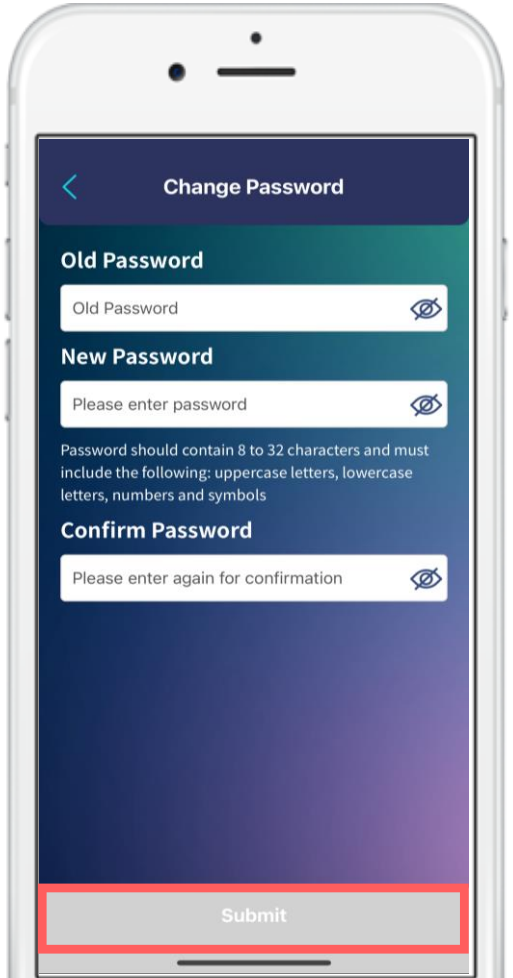
1 Clickl「 」→「Account」

2 Click「Change Password」

3 Enter the old password and new password, click「Submit」

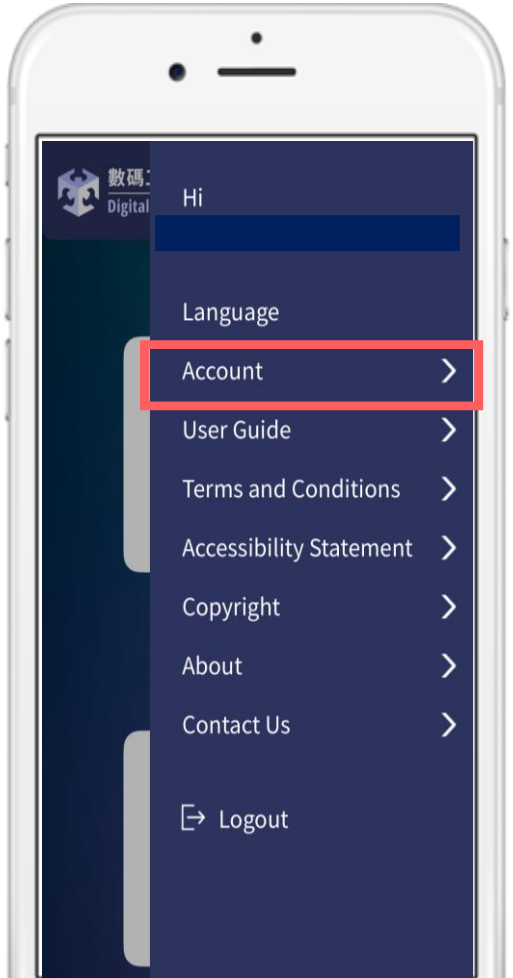




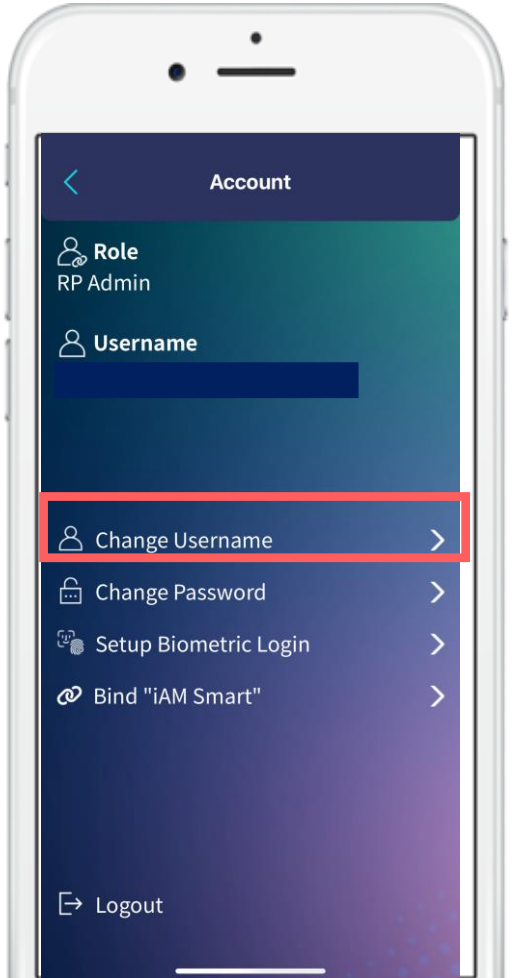


2.5 Change Username

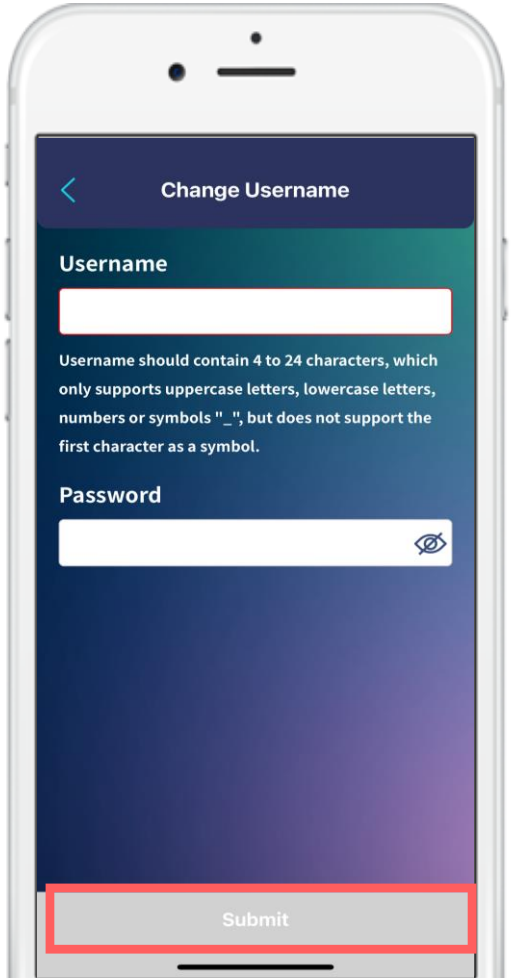
1 Click「 」→「Account」



2 Click「Change username」



3 Enter new username and password，Click「Submit」



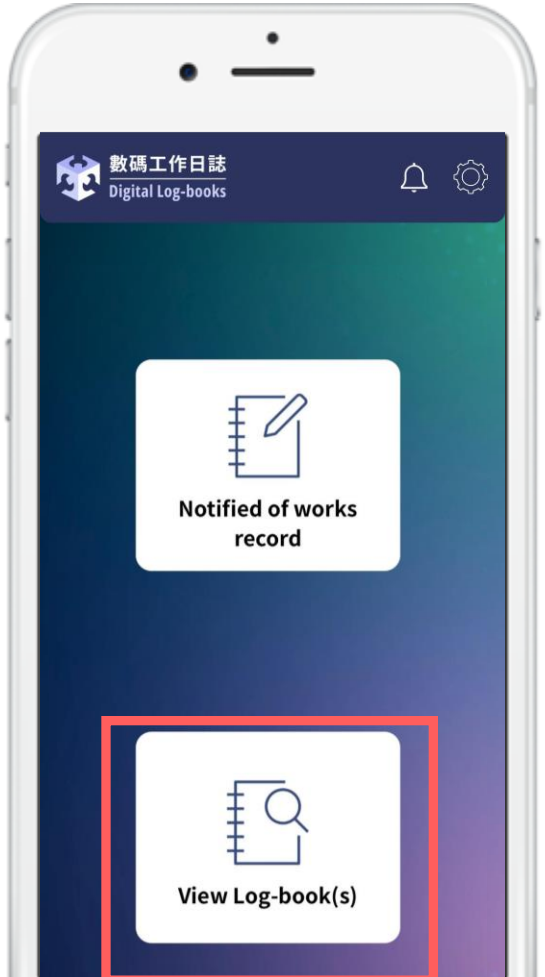
3.1 Search

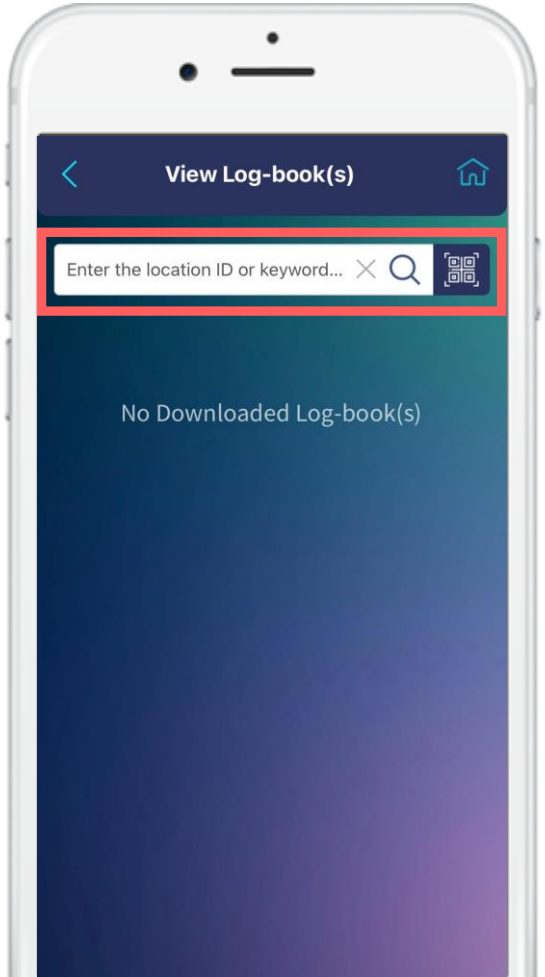
1 Select
"View Log-book(s)"

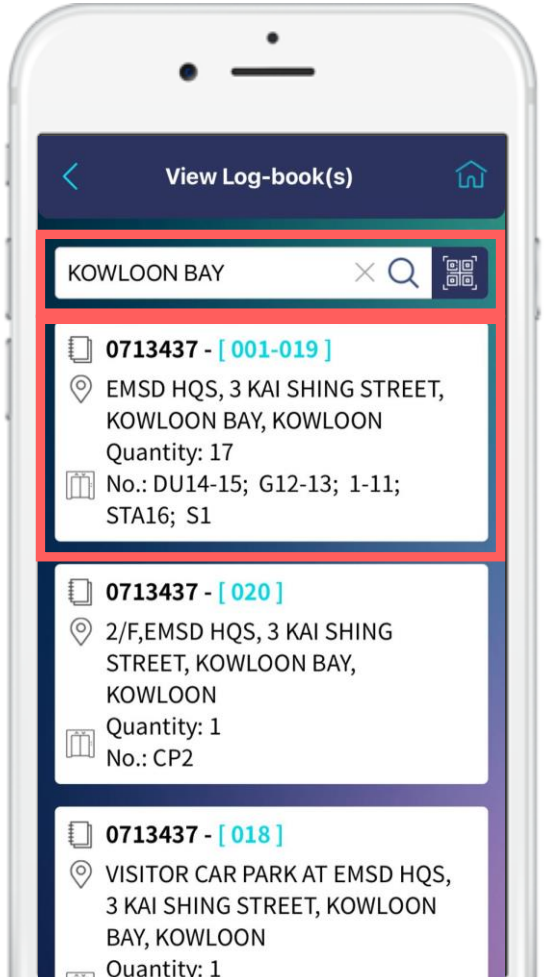
2 Enter the location ID/ keyword or use a QR code to look up a log-book

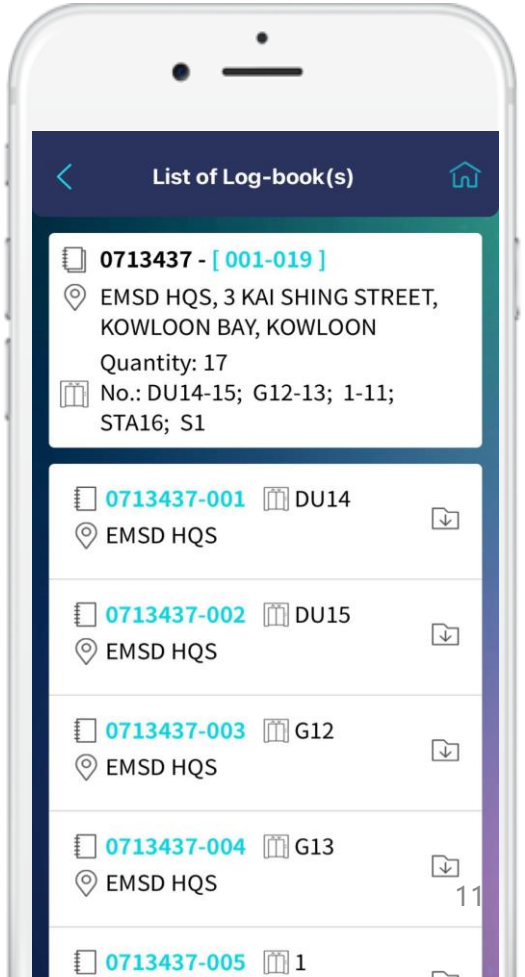
3 For example,
Enter "Kowloon Bay" to search relevant log-books

4 The page will display log-book information relevant to "Kowloon Bay"









3.2.1 Download

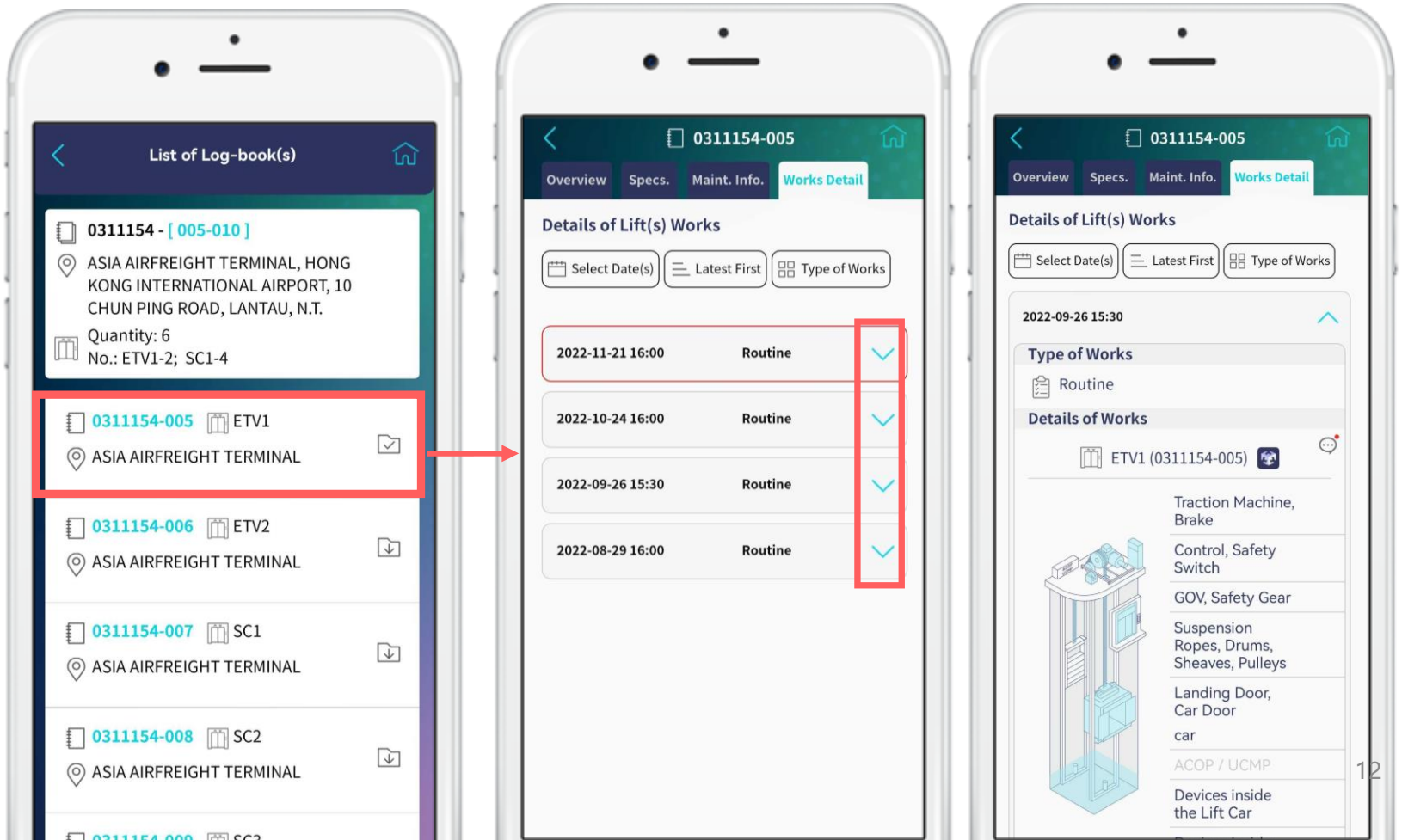
1 Click the log-book you would like to download

2 Click " ﹀ " to expand and read the log details

You may click " 📥 " to download the log-book record in advance so that you can check it afterwards at any time

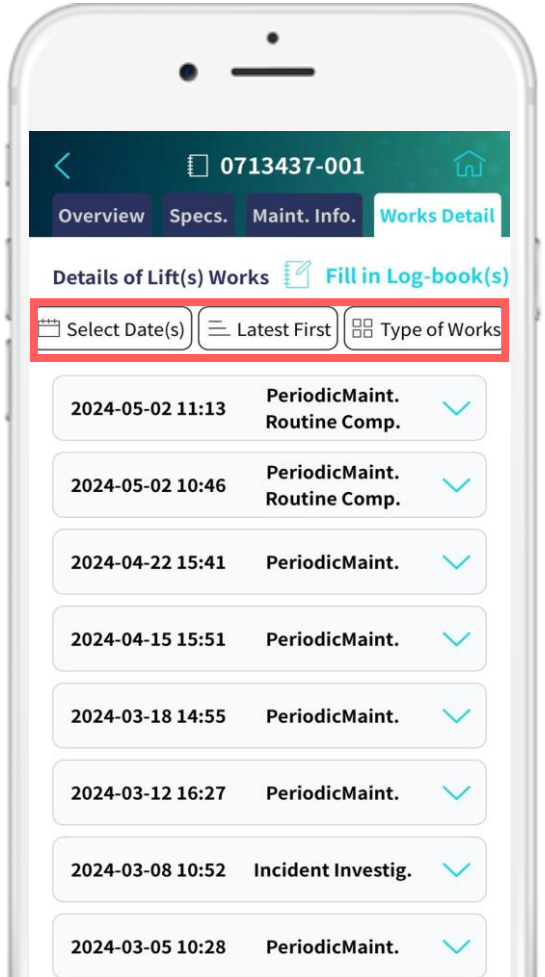
" 📁✓ " means you have downloaded the latest log-book record

" ⓘ " means you need to update your log-book. Please click the icon to update the latest log

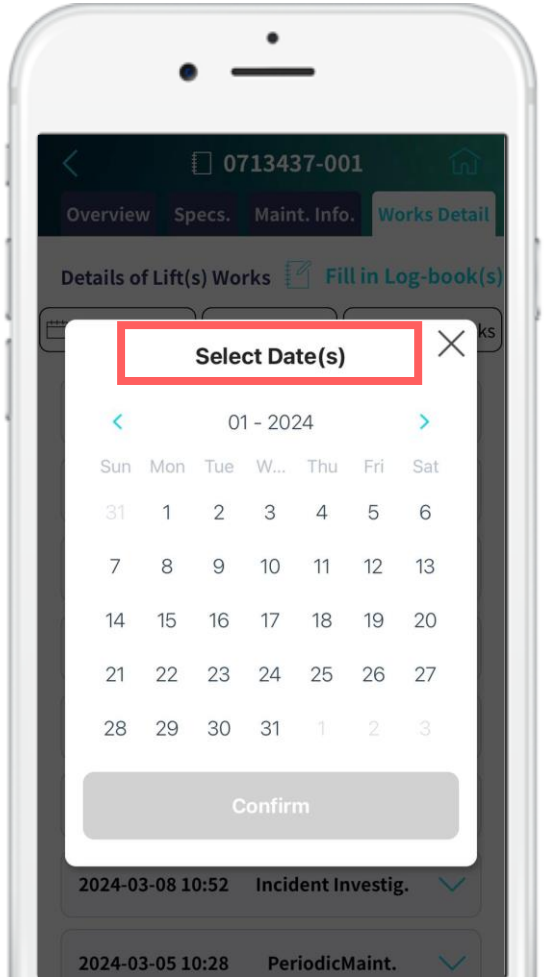


3.2.2 Advanced Search

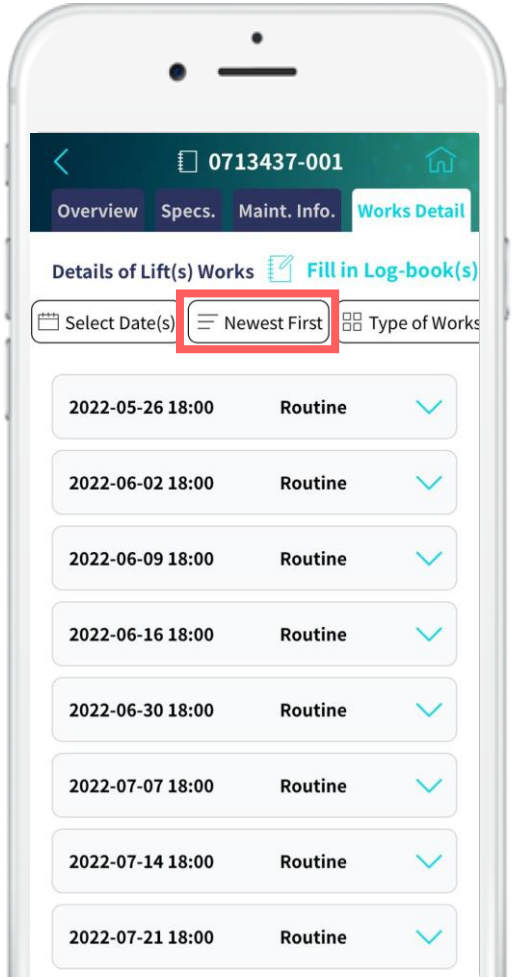
1 There are three ways to perform advanced searches



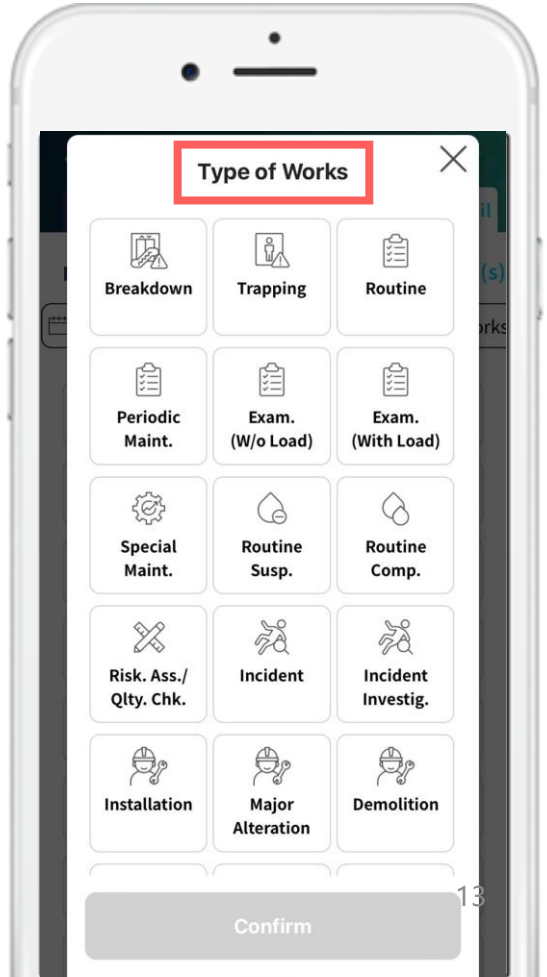
1.1 Search by choosing “Select Date”



1.2 Sort by choosing “Newest First”

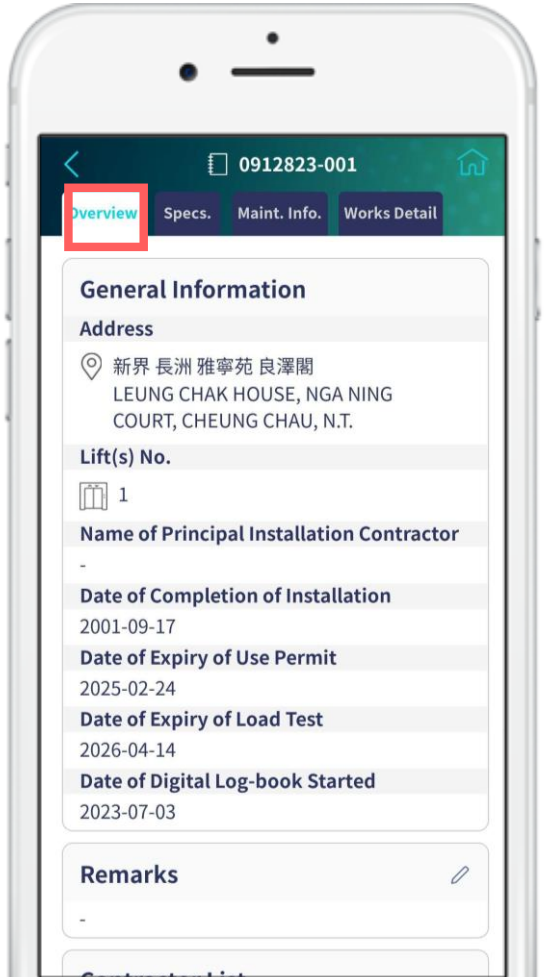


1.3 Search by choosing “Type of Works”

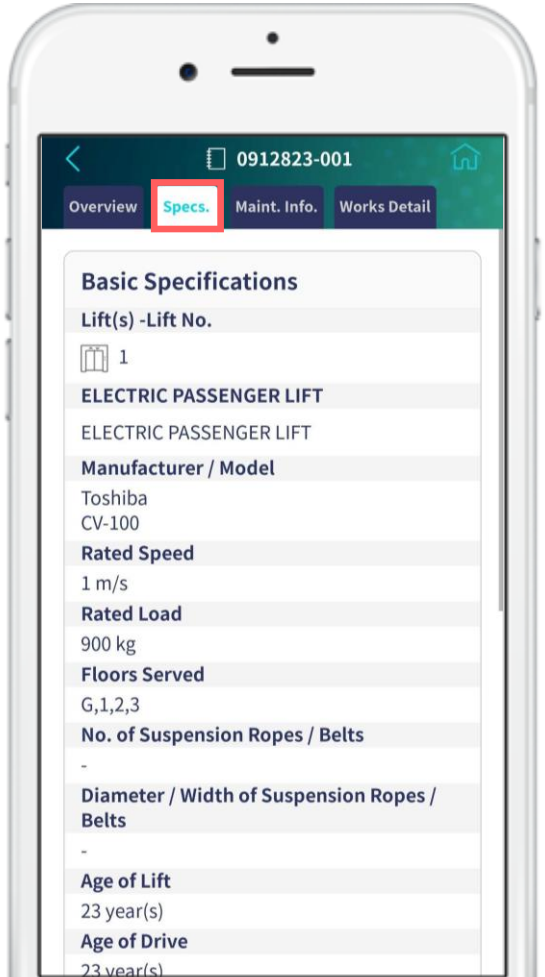


3.3 View

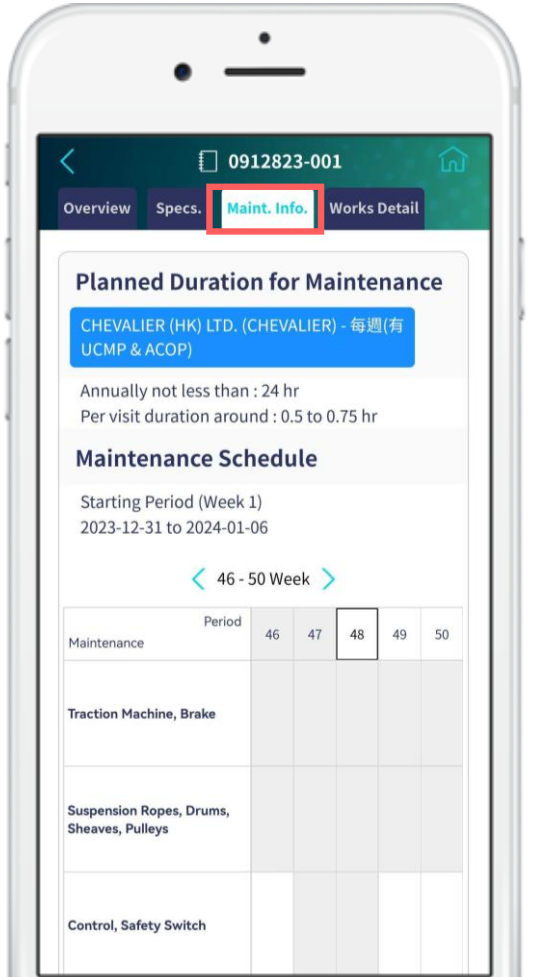
1 Overview



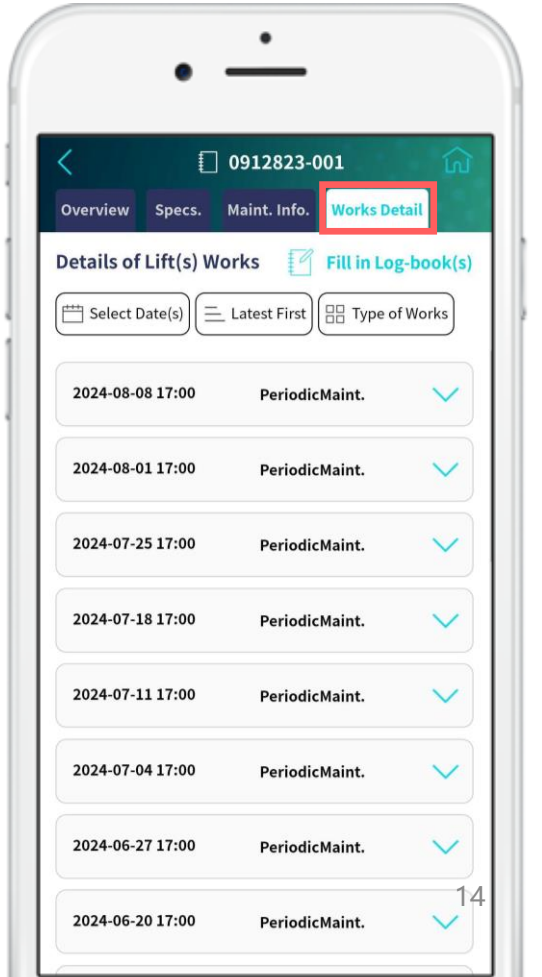
2 Specifications



3 Maintenance Information

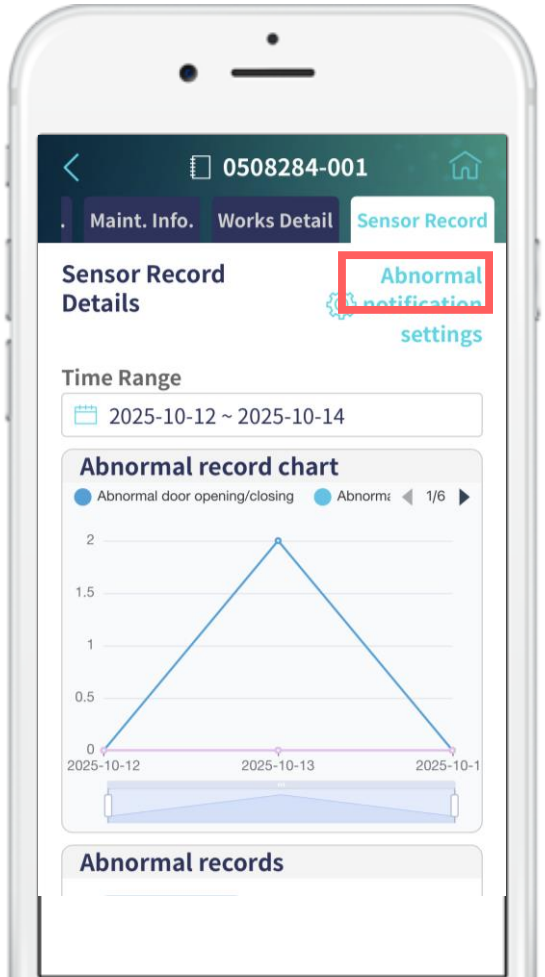


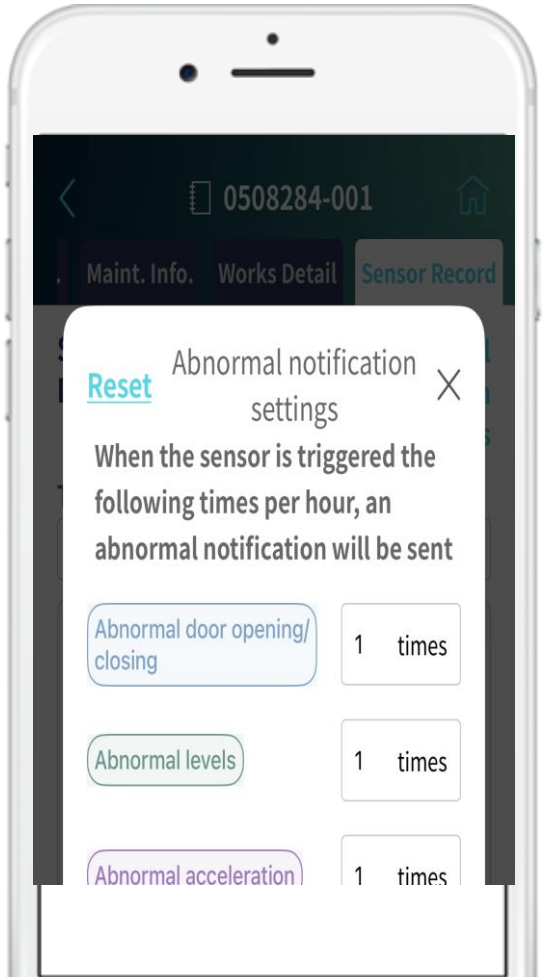
4 Works Detail



3.3 View

5 Sensor Data





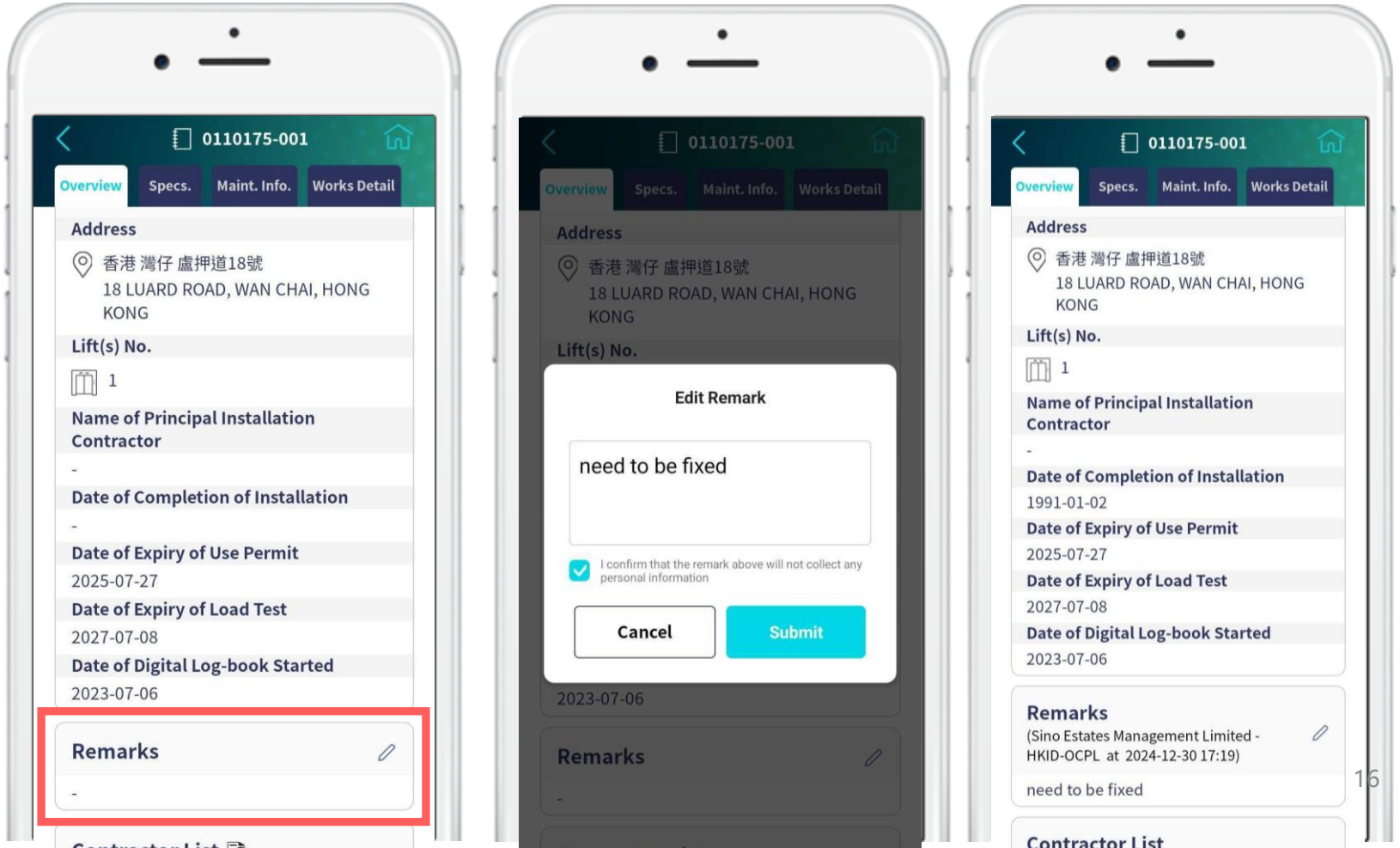
You can set the number of times for each abnormal notification. Once it reaches the specified count, a notification will be received in the message center.

3.3 View - Add Remark

You can add and edit the remark of a logbook

The remark would be shown under the general information

Users which have the logbook access right can view and edit the remark

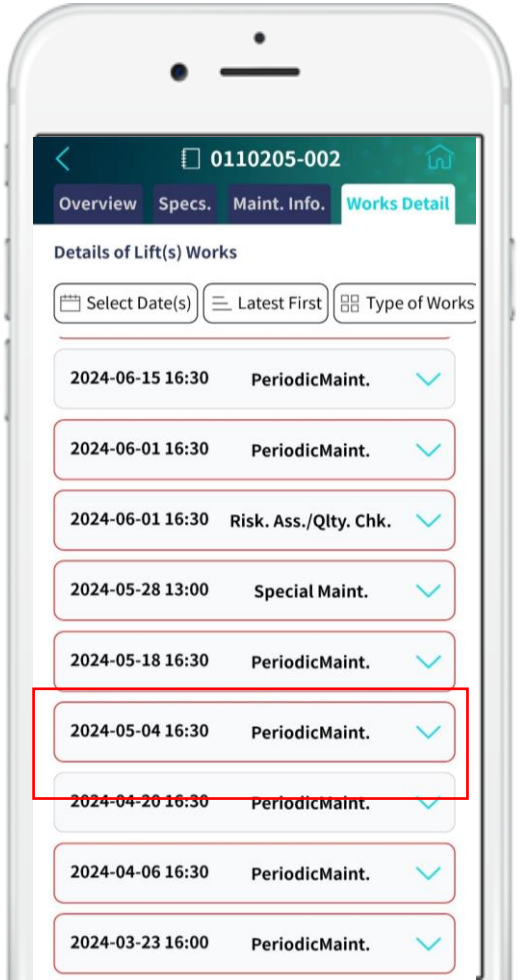


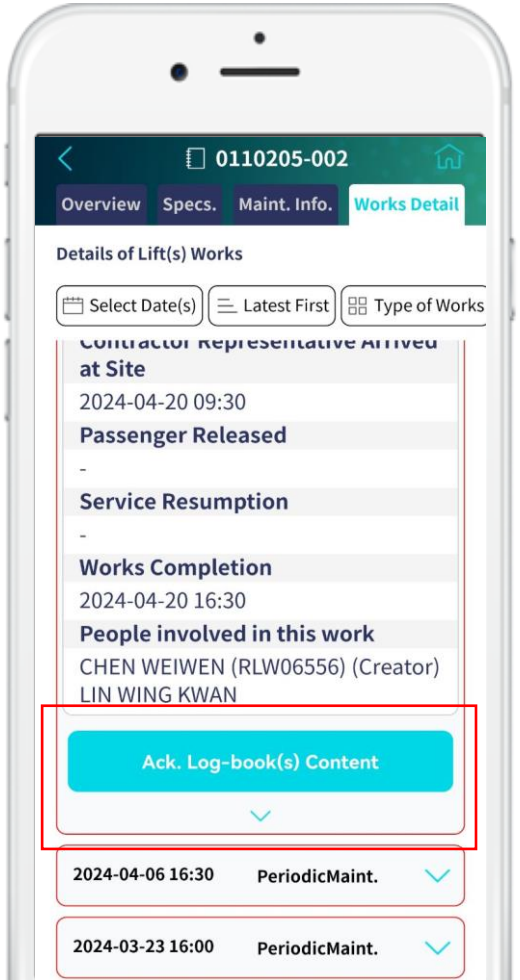
3.4 Acknowledge

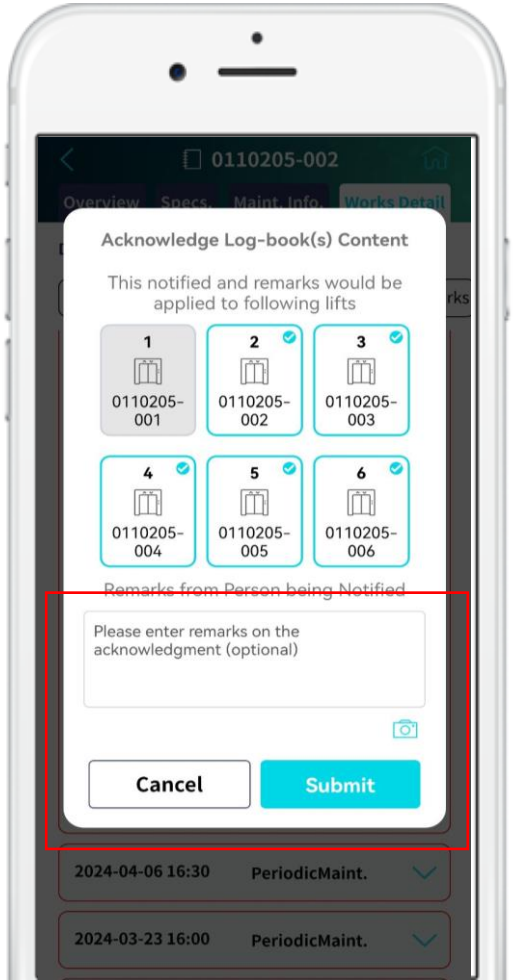
1.1 Log-books pending acknowledgement will be highlighted in red frames

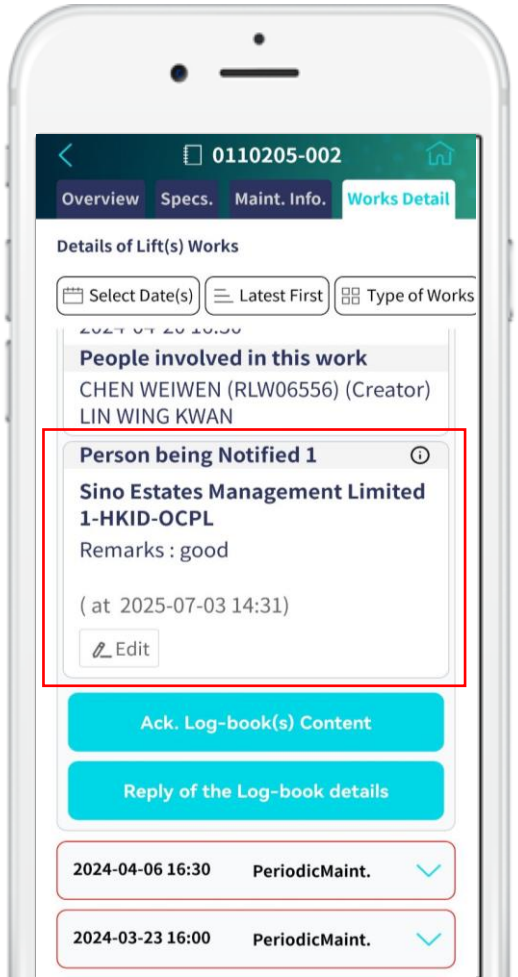
1.2 Enter “Acknowledge Log-book(s) Content” and click “Submit”

1.3 After the “Works Detail” is acknowledged, the red frame will vanish and the Remarks from Person being Notified will be shown



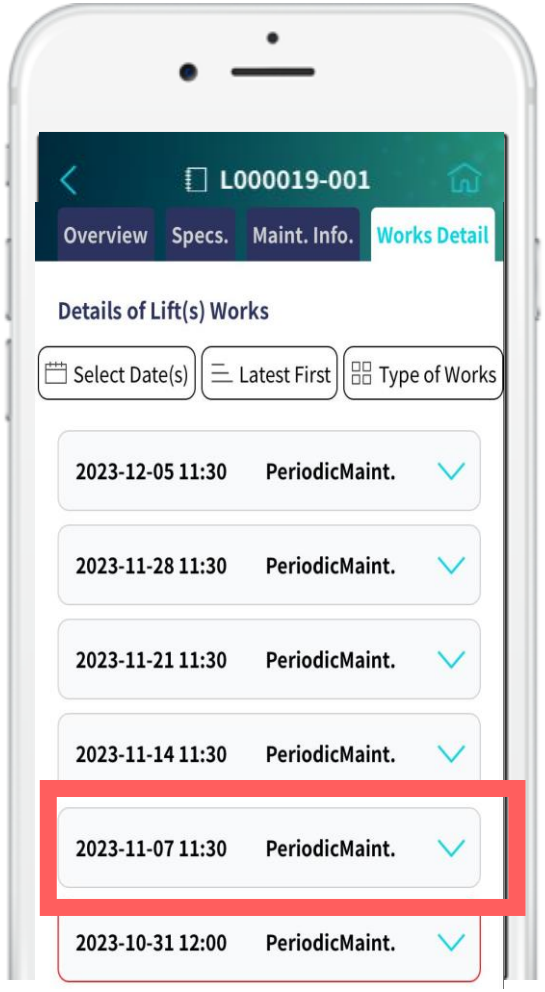




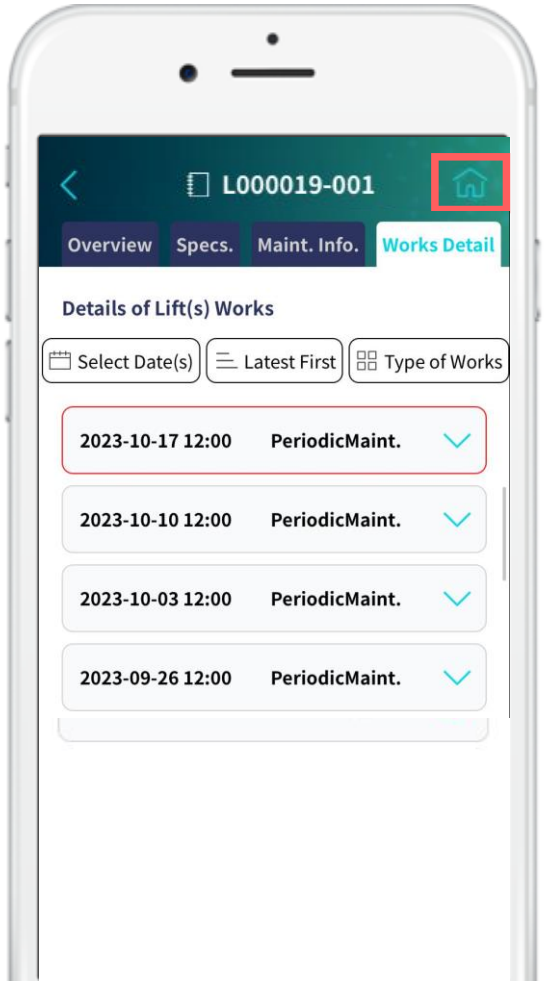


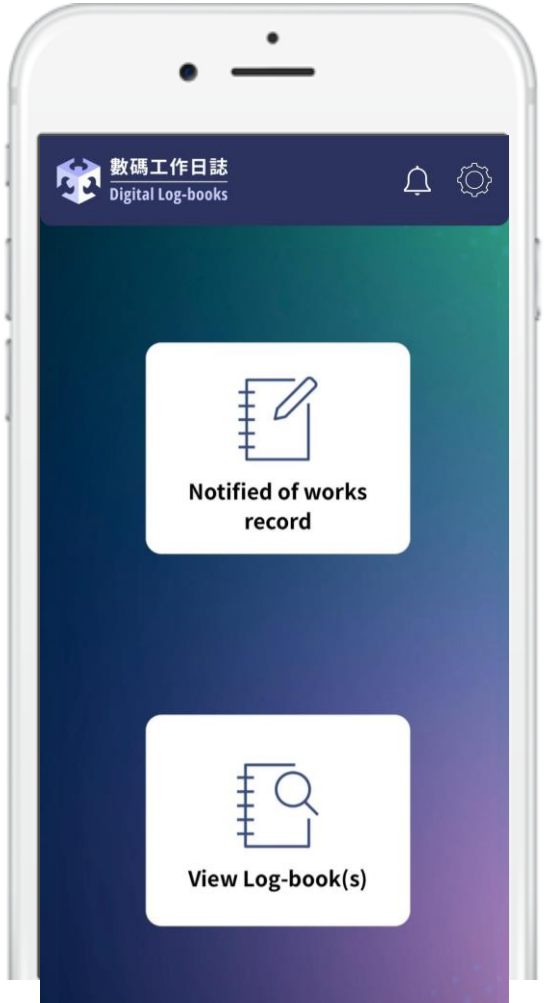
3.4 Acknowledge

1.4 The red frames of those acknowledged log-books will vanish at the same time



1.5 You can press the house icon in the upper right corner to return to the main page



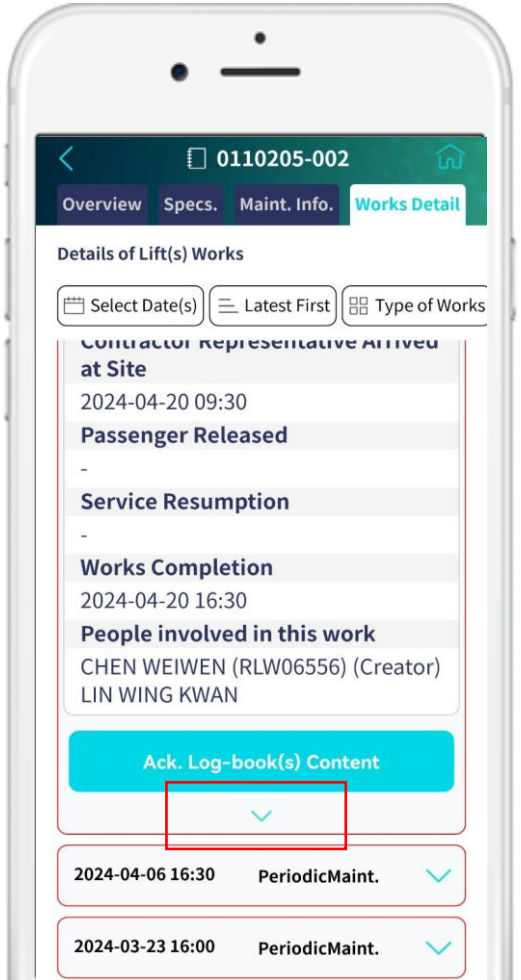


Relevant work records allow more than one relevant RPs that can be accessed to acknowledge the log records.

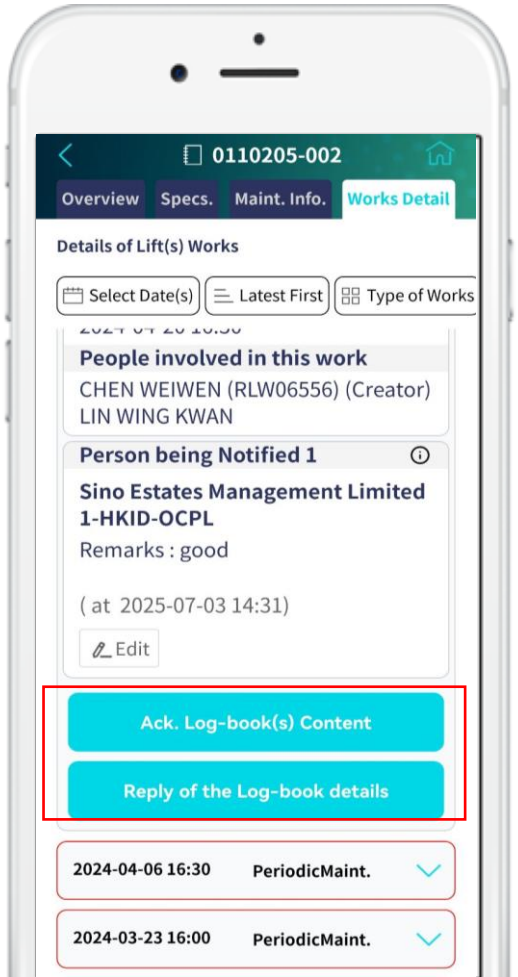
Some of the lifts or escalators recorded in the work record can be selected for batch notification.

3.4 Acknowledge

1.6 If you want to reply to the content, click the button



1.7 **After the "Reply of the Log-book details" is shown, press and enter the message**



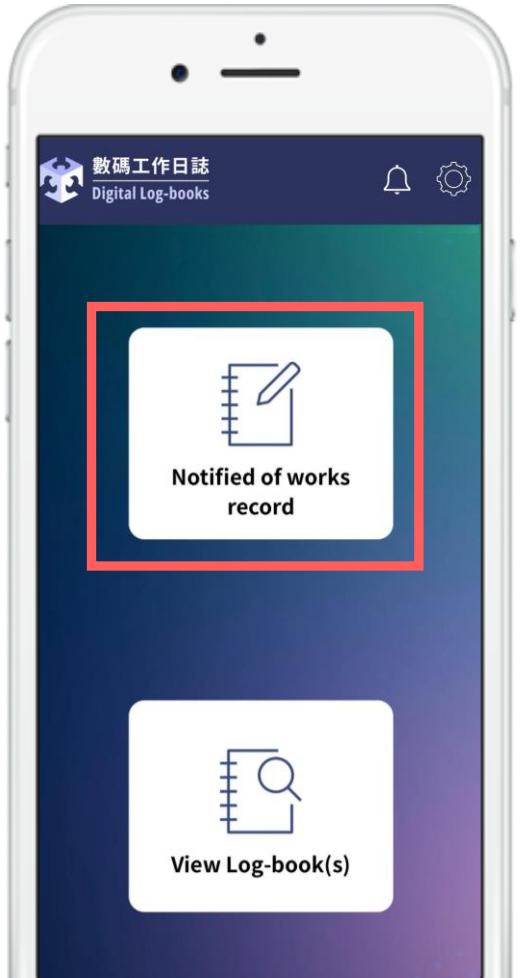
3.4 Acknowledge

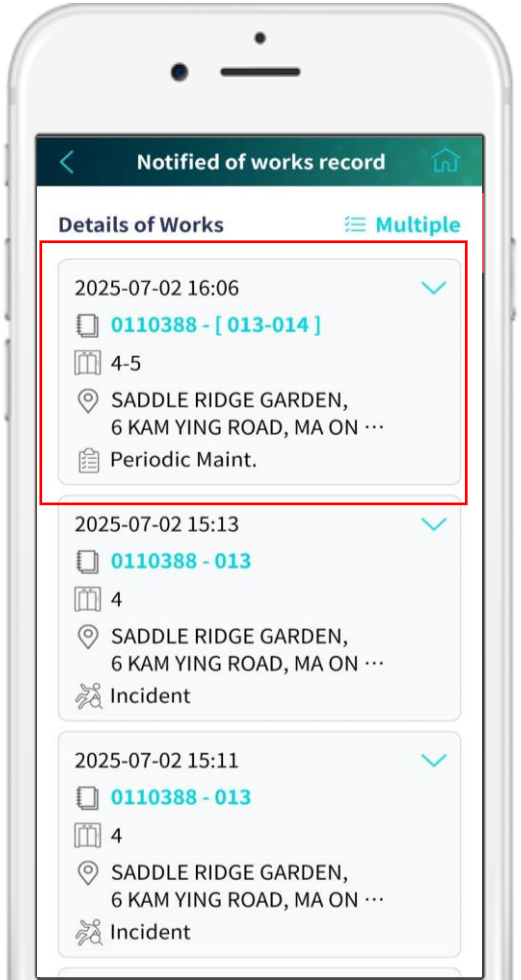
2.1 Click “Notified of works record”

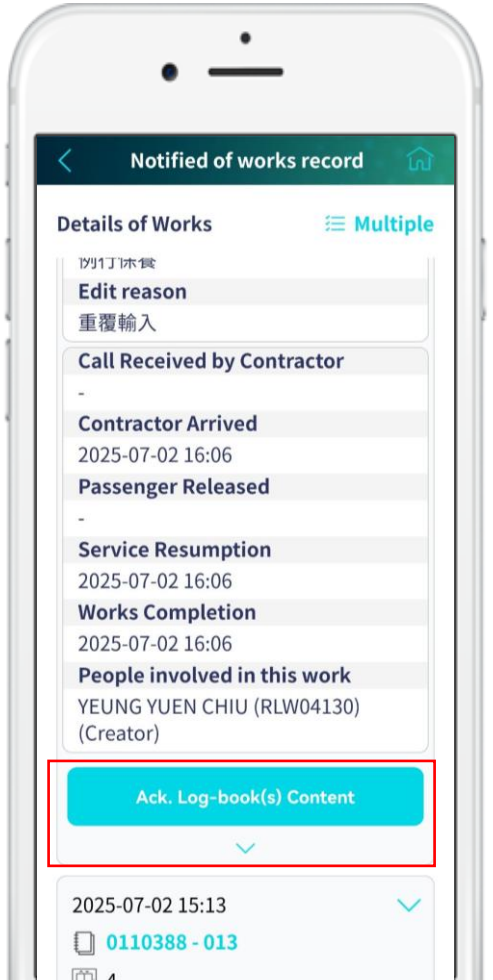
2.2 Click target Log-book

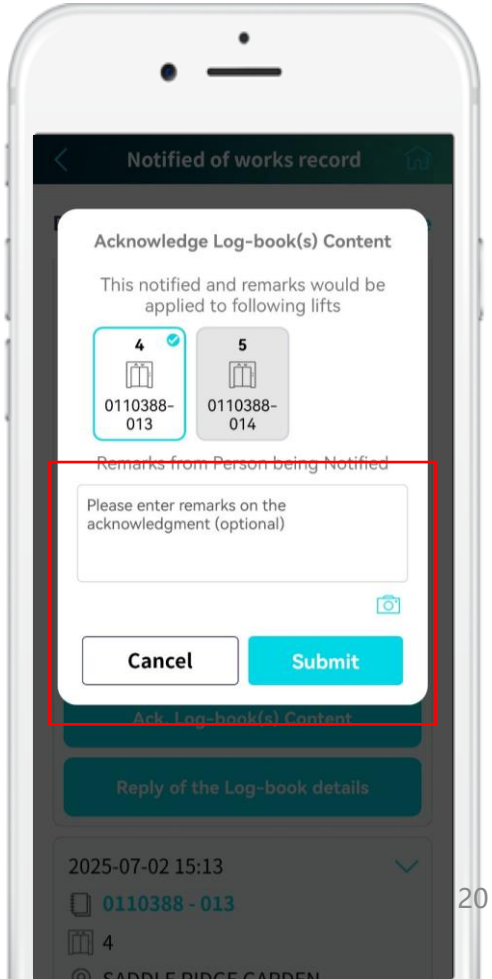
2.3 Select the log-book(s) as appropriate, then click “Ack. Log-book(s) Content”
If you want to reply only, click the arrow to display the “Reply of the Log-book details”

2.4 Press submit





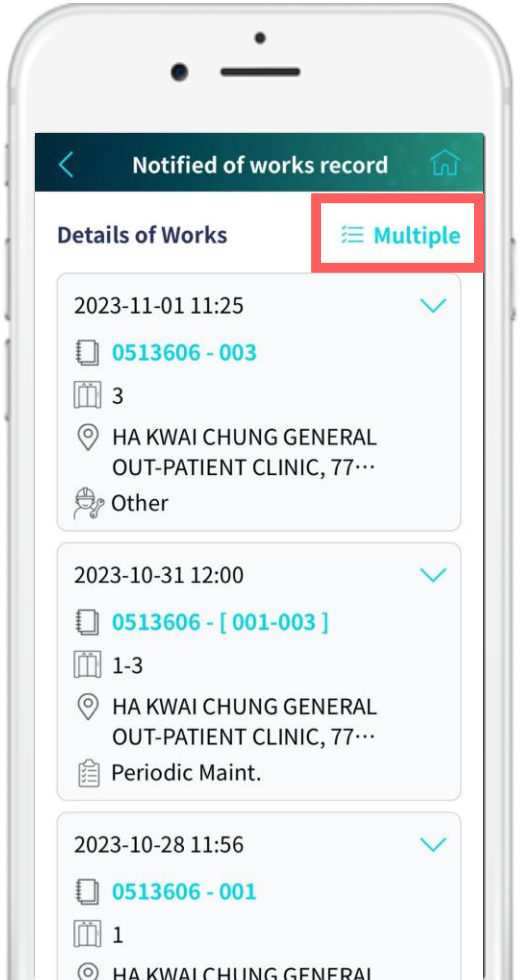




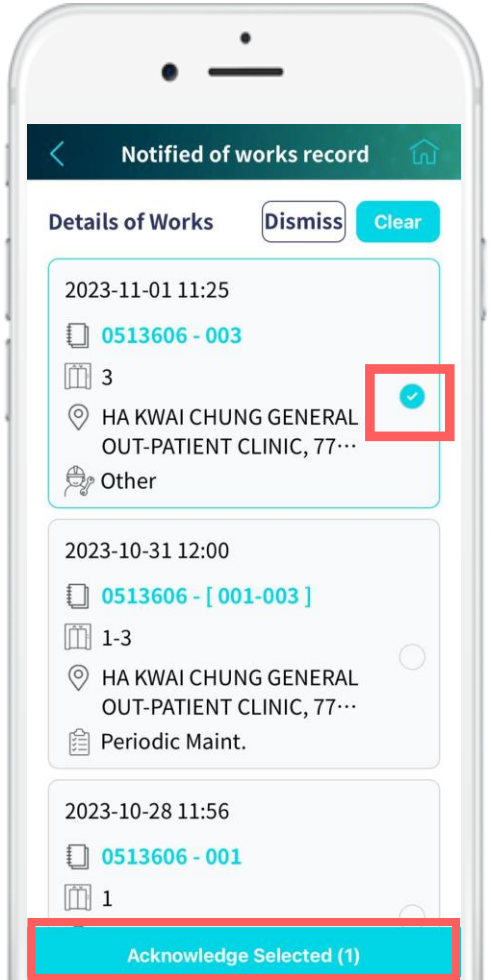
3.4 Acknowledge

Related work records can be viewed by selecting multiple items at a time

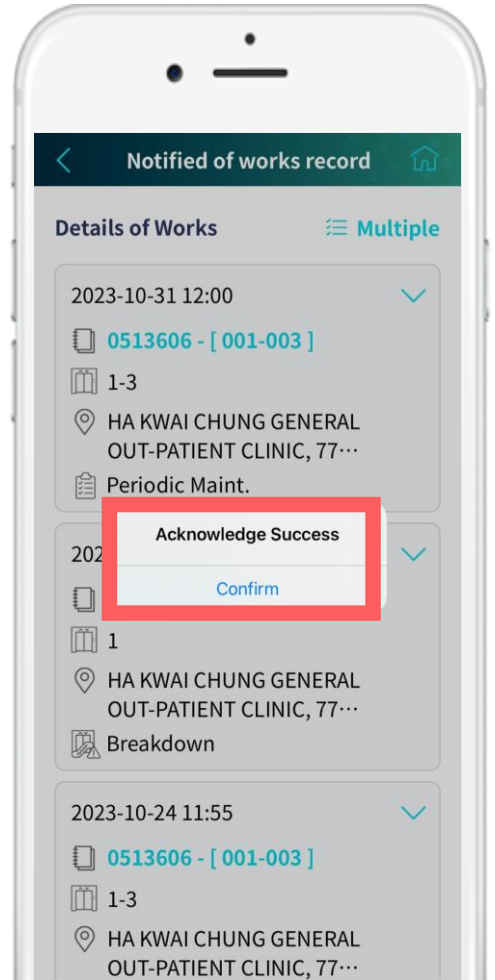
3.1 Click “Multiple”



3.2 Select the log-book(s) as appropriate, then click “Acknowledge Selected”



3.3 “Acknowledge Success” will be shown



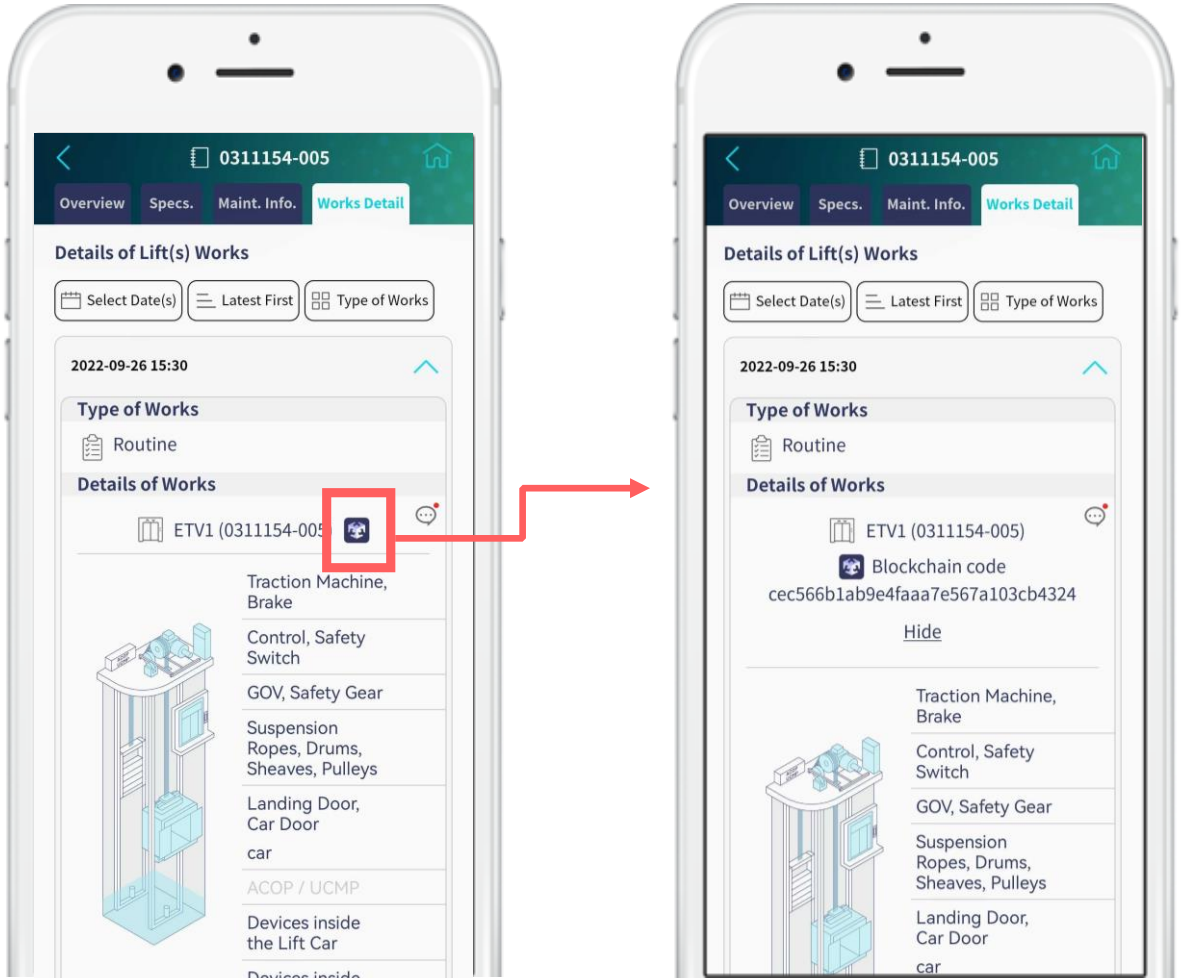
3.5 View Blockchain Code

You can check the blockchain code in the job record.

Each work record will have an independent blockchain code

3 Check the "logbook work Details" page：

- Click " " to view the blockchain code
- Click “Hide” to hide the blockchain code

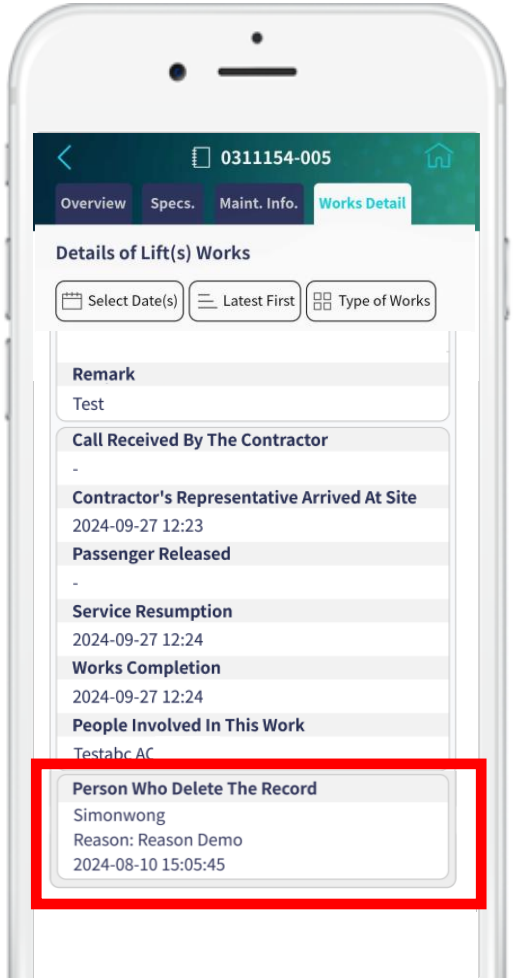


3.6 Delete job records

Job records can be deleted in the

Works Detail Page by Workers.

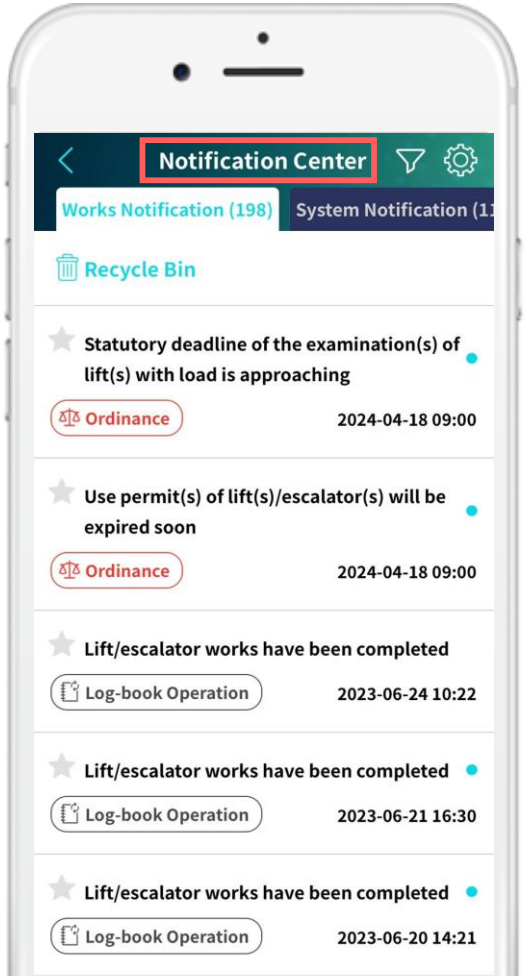
1 For the jobs deleted, the person who deleted the work record and the reason will be available for viewing .



4. Smart Notification Centre

Besides entering and checking logs of works, you can also check the notifications of lift/escalator works and sensor in the Notification Center for corresponding actions.

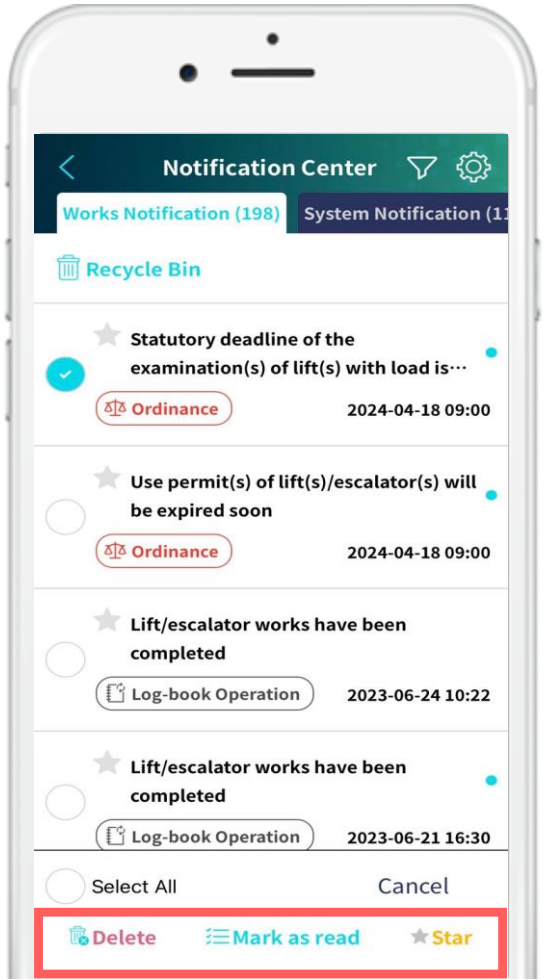
Notification Center

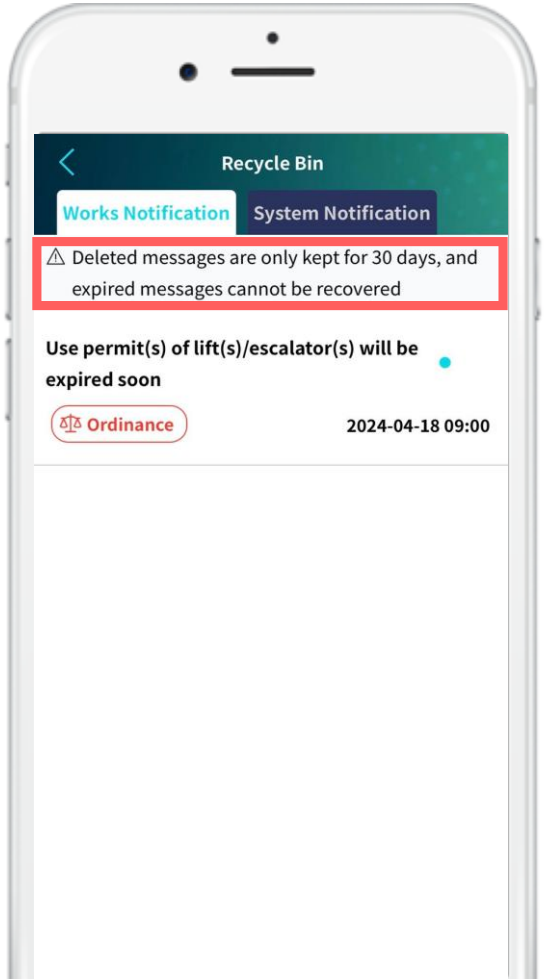


4. Smart Notification Centre

1. Edit Message

   Messages can be deleted or marked as read



2. Recycle Bin

   Messages will only be kept for 30 days