

# **FR6 Release Notes**

# Protean Field Service Management System 7.3.4736

July 2019	Home	Enquiries	Reports	Requests	Log Off
	h Request				
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All Locations No Grouping	os Q he No*	telephone			
Mitsubishi/8F750	4/6 ulm	mike.freeman@proteans	software.co.uk		
Compressor/Industrial Pistory/Standard	Our No: 0989 S No: 23534369 Out of Action	ABEX LIMITED		*	
Vallant/ESO Air Treatment/Refrigerant Dryer/Standa	Done rd Our No: 2099				
Factory Cu Mitsubishi/RF750	s No: 65455666 It No: COP 5555 Not Done ed*				
Compressor/Industrial Pistory/Standard	0ur No: 4 S No: 5457				
Broken Mitsubishi/RF750	Operational Not Done	-		10	
Sales Office	S No: 5458 6878	- ×			
General Attribute No access Mitaubishi/RF750 Compressor/Industrial Pistory/Standard	Out of Action emo o/s Our No: 8356	Location	Faviament		
No.: 0050 Factory Make: Data Mitsubish/RF750	S No: 665465 Cust No: H2 0/S	Rugby	Equipment		Renaux
Model: P200 Compressor/Industrial Pistor/Standard	Our No: T6789 Compton I Grance Pr	Packaging			Out of Action Remove
Serial No: 8766 Status: Custo	Bede Indu Jarrow	istrial Estate			
Second Hand:	Tyne & W NE32 3AA	ear			
Hire Rate:	In Transit:				Out of Action Remove
Contact	1 9876 @ Clear In Worksh	Workshop	/B		
References	Condition:	Out of Action			
Customer's Equipment No: COP 112233 Category 1	Reading:	Meter 3000			
Category 2	Date Read	10/12/2002			
Reference 4			Submit Job Reque	act	
Parts Fitted Ayalability Ad	d Make & Model <u>M</u> odify Equip	No <u>L</u> inks	Submit 500 Requi	554	
1 V S S Create Copy		Close			

### Notice

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# **SECTION 1 - OVERVIEW**

# 1.1 - Document Purpose

This document provides the feature information for the FR6 release of Protean 7.3 (7.3.4723) by Protean Software Ltd

# 1.2 - Background

This update incorporates an enhancement requested by customers. It forms part of the standard release schedule set down by Protean Software Ltd to keep Protean 7.3 current & offer increased functionality to the customer base as well as to attract new customers.

## 1.3 - Documentation

Further product documentation is available within the help system for Protean and from the Protean help website (support.proteansoftware.co.uk).

## 1.4 - Licensing

There are no licensing implications for Protean 7.3 resulting from this release.

# 1.5 - Supported Operating Systems & Platforms

1.5.1 Protean (Office)

Protean will operate on the following operating systems:

Windows 7, 8, 8.1 & 10

Windows Server 2008 and above

Terminal Services & Citrix supported

### 1.5.2 Protean (Mobile App)

Protean Mobile will work on any device running the Android operating system, v4.4 (KitKat, 2013) and above (currently latest version is v8). The device will also need a SIM card to support mobile internet & a appropriate data plan. Consideration should also be given to a rear-facing camera if engineers might be required to capture photographs on site.

# 2.1 - Equipment Out of Action

We are aware that some of our user base have large customers that require different response times & attitudes when call out jobs are requested on equipment when the item is not able to be used ie it is 'down' or 'out of action'. To achieve this Consumers need to be able to flag an item of equipment on a job to reflect this condition and system users need to know that this has happened.

To achieve this we have enhanced the existing Equipment Condition indicators—the small red, yellow & green squares on the Equipment record. Initially this was really just used in relation to Hire equipment to indicate its readiness to be hired out but now this has been extended with the addition of a label alongside the coloured indicator:



The Condition of the Equipment can be flagged as 'Out of Action' on the Web Portal by the Customers, changed in the main office system by users and updated by engineers via the mobile app.

Information about Equipment Condition changes is recorded in a new table so that it can reported on via standard reports, Protean Intelligence charts or Business Alerts.

### 2.1.1 Web Portal

Changes have been made to enable the flagging of equipment as 'Out of Action' via the web portal as well as end customers being able to see the current condition of any equipment and how related jobs are progressing.

### 2.1.1.1 Logging a Job

When Web Portal users request a new job using 'Requests' from the main menu & then selecting 'Jobs Request' they can now flag the selected Equipment as 'Out of Action'. The 'Out of Action' checkbox is available on a per Equipment record basis, rather than at Job level to provide improved visibility & accuracy.

	·		
Date Regunse			
Order No			
	Equipment		
Our Ref/Your Ref	88971/	Out of Action	Remove
Make/Model	CESAB/ECO KD 155		
Serial No			
Work Required			
Our Ref/Your Ref	R118 URA/	Out of Action	Remove
Make/Model	VOLKSWAGEN/1200D SWB		
Serial No			
Work Required			
	Add Equipment		
	Submit Job Request		

Note: Fields marked with a \* are required.

# 2.1 - Equipment Out of Action (cont)

### 2.1.1 Web Portal (cont)

#### 2.1.1.1 Logging a Job (cont)

On submitting the Job the Condition Indicator on the selected Equipment will be updated to 'Red' or 'Out of Action'.

#### 2.1.1.2 The Jobs List

When using the Jobs List on the Web Portal users will note that there is a new column labelled OOA (Out of Action). This column shows the quantity of equipment on a given job that has been flagged as OOA.

# Jobs

Logged	between		🗉 and	🛄 Equip	No			Filter
	Site <all></all>			<ul> <li>Order</li> </ul>	No	Type <all></all>	•	Reset
Job No	Туре	Order No	Site	Equip No	Status	Logged	Completed	00A
26737	Other	456654	Protean Software Ltd		Logged	06/06/2019 10:15		
26736	Outside Service	555555	Protean Software Ltd	(1 item)	Logged	06/06/2019 10:03		(1 item)
26735	Outside Service	99999	Protean Software Ltd	(1 item)	Logged	23/05/2019 15:07		(1 item)
26734	Outside Service	87879	Protean Software Ltd	(1 item)	Logged	23/05/2019 15:07		(1 item)
26733	Outside Service	1234	Protean Software Ltd	(1 item)	Logged	23/05/2019 15:07		(1 item)
26732	Outside Service	99999	Protean Software Ltd	(1 item)	Logged	23/05/2019 15:07		(1 item)
26731	Outside Service	99999	Protean Software Ltd	(3 items)	Logged	23/05/2019 12:40		(3 items)
26730	Workshop	123456	Protean Software Ltd	(1 item)	Logged	23/05/2019 09:12		(1 item)
26729	Outside Service	12345	Protean Software Ltd	(2 items)	Logged	22/05/2019 09:57		(2 items)
26728	Outside Service		Protean Software Ltd	(2 items)	Logged	15/05/2019 13:22		(2 items)
26726	Outside Service	123	Protean Software Ltd	(1 item)	Logged	11/04/2019 07:50		(1 item)
26714	Other	666555	Protean Software Ltd		Logged	20/12/2018 15:15		
26713	Other	123456	Protean Software Ltd		Logged	20/12/2018 14:44		
26712	Outside Service		Protean Software Ltd	(1 item)	Logged	20/12/2018 14:10		(1 item)
26693	Sales		Protean Software Ltd	(1 item)	Logged	20/10/2017 16:26		
26686	Outside Service		Protean Software Ltd		Scheduled	30/12/2015 09:24		
26593	Outside Service		Protean Software Ltd	1	Logged	20/07/2015 11:12		(1 item)
26488	Workshop		Protean Software Ltd	(1 item)	Completed	13/03/2015 13:09	13/03/2015 12:00	
26487	Outside Service		Protean Software Ltd		Logged	13/03/2015 13:03		
26486	Outside Service		Protean Software Ltd		Logged	13/03/2015 12:59		
26485	Outside Service		Protean Software Ltd		Logged	13/03/2015 12:58		
26484	Outside Service		Protean Software Ltd		Logged	13/03/2015 12:58		
26371	Stores		Protean Software Ltd	(1 item)	Logged	01/12/2014 16:10		

Logged

Logged

123456

Logged

01/12/2014 16:10

01/12/2014 16:10

01/12/2014 15:22

Protean Software Ltd (3 items)

Protean Software Ltd (1 item)

Protean Software Ltd (1 item)

26370 Stores

26369 Outside Service

26365 Administration

# 2.1 - Equipment Out of Action (cont)

2.1.1 Web Portal (cont)

#### 2.1.1.3 The Equipment List

When using the Equipment List on the Web Portal users will note that there is a new column labelled OOA (Out of Action). This column displays either Y (Yes) or is blank as appropriate.

# Equipment

This is a list of all of equipment you own and also any equipment that you have on hire or rental.

Search	Equipment No	Serial I	No		Site <all></all>		▼ Go	Reset
Your Ref	Make	Model	Serial No	Site		Our No	Туре	OOA
1990 Cust	RANSOME	L25		Protean Soft	ware Ltd	1990	Returned	
	MEZZANINE	FLOOR		Protean Soft	ware Ltd	8244	Sold	
	CROWN	20WRTF-3200		Protean Soft	ware Ltd	L2128	Reserve	Yes
	Unknown	Unknown		Protean Soft	ware Ltd	L2129	Reserve	
	CROWN	20WRTF-3200		Protean Soft	ware Ltd	L2131	Reserve	Yes
	Unknown	Stacker		Protean Soft	ware Ltd	L2169	Reserve	Yes
	Unknown	125S		Protean Soft	ware Ltd	L2188	Cross Hire	
	Unknown	125S		Protean Soft	ware Ltd	L2189	Reserve	Yes
	Unknown	JCB 525 58		Protean Soft	ware Ltd	L2794	Reserve	Yes
	Unknown	Counter Balance		Protean Soft	ware Ltd	96199	Customers Own	Yes
	CARPET	BOOM		Protean Soft	ware Ltd	AAT80001	Customers Own	Yes
	CARPET	BOOM		Protean Soft	ware Ltd	A5FT	Sold	
	Battery	DBY5		Protean Soft	ware Ltd	203	Sold	
	Unknown	FORK EXTENSIONS		Protean Soft	ware Ltd	5FT/1	On Hire	
	LANSING BAGNALL	FRER6.1 222FL		Protean Soft	ware Ltd	CP398	Reserve	Yes
	BEV	M 7571		Protean Soft	ware Ltd	CP405	Returned	
	VOLKSWAGEN	GOLF TDI		Protean Soft	ware Ltd	P385 OMK	On Sales Order	Yes
	CLARK	CEM 16X		Protean Soft	ware Ltd	S1079	On Order	
	HYUNDAI	HLF30C		Protean Soft	ware Ltd	S1087	Retired	
	ATIB	FORK ROTATOR		Protean Soft	ware Ltd	CH17	Retired	
	ATIB	FORK ROTATOR		Protean Soft	ware Ltd	234245345	Customers Own	Yes
	ALEXANDER	IP2'5ST		Protean Soft	ware Ltd	4356456456	Customers Own	Yes
	ATIB	FORK ROTATOR		Protean Soft	ware Ltd	6546	Returned	
	ATIB	778		Protean Soft	ware Ltd	455445	Reserve	
	ATIB	778		Protean Soft	ware Ltd	998866	On Sales Order	
			1234567	8910				

### 2.1.1.4 Job Detail

The Equipment Condition field has been added to the Job Details screen on the Web Portal also. For a single equipment job it appears in the Equipment column marked as 'Condition'. For multi equipment jobs it appears as a column in the 'Equipment' section, displaying a Y (Yes) or N (No) as appropriate.

### 2.1.1.5 Equipment Detail

On the Equipment record the Equipment Condition is displayed ie Out of Action, Needs Work or Operational as part of the header under the equipment status (labelled 'Type') and above the meter readings.

### 2.1.2 Office

The Equipment Condition indicator has been enhanced within the main office system. The condition can be updated via the Web Portal, the Equipment Record & the Engineer Mobile App. It can also be viewed on the Equipment List, Job List & Job screens.

### 2.1.2.1 Equipment Record

-8	Equipment - 8356 - Mitsubishi/RF750 - 665465 — 🛛 🗡										
General Att	ributes Attachmen	ts Financial	Servicing	Other	Memo						
		Equipment					Location				
No.:	8356	Categor	y: Teleme	trics		Depot:	Service 🗸				
Make:	Mitsubishi	A Type:	Phase 2	2		Site:	400301 🔍				
Model:	RF750	Sub Typ	e: Standa	rd		ABC Second I	Depot				
Serial No:	665465			Smethwick							
Status:	Customers Own	$\sim$		Birmingham							
Asset:			B66 2SL								
Hire Rate:	£0.00					Location:	-actory				
		6-1-1				In manara L					
Name: Fred	Smith		1332 46465		Close	In Workshop:	Workshop				
Humer Fred		Poferences	1552 10105		Ciear	Condition:	Out Of Action				
Customer's Eq	uipment No:	H2				Inspected					
Category 1					~		Meter				
Category 2						Reading:	2500				
System Ref						Date Read:	07/11/2000				
Vehicle Reg											
<u>P</u> arts Fitt	ed A <u>v</u> a	ilability	<u>A</u> dd Mak	e & Model	Ŀ	<u>1</u> odify Equip No	Links				
<b>↑</b> ↓ 🕥	🕺 📑 🌒 😋	eate Copy					Close				

The Condition can be changed here by simply selecting a different condition from the drop-down list. If you are changing the condition away from 'Out of Action' then a warning message is displayed to confirm the action.

### 2.1.2.2 Equipment List

	Global Enquiry - Equipment - 1647 records								
📄 🔎 💫	è 🔁 🕯	🖄 赺 😰 🋸 н	lire Diary						
Accounting	Site	Equip							
CRM	Depot	V Filter							
Equipment	Equip No	Make	Model	Serial Number	Site Name 🛆	Equipment Category	Equipment Type	Equipment Subtype	Status
	CGR002	Potterton	GVC 16.33	YB147165	ABC Machine Tools Ltd	Telemetrics	Phase 1	Standard	Sold
	S1005	Potterton	GVC 16.45	7105017	ABC Machine Tools Ltd	Telemetrics	Phase 1	Standard	Sold
	3381	Potterton	BOOM	8312684	ABC Second Depot	Compressor	Low Pressure Blow	Standard	On Hire
የም <del>በ</del> 2	95075	Broomwade	GPM25N	M3750845GEF6041	ABC Second Depot	Compressor	Pressure Booster	Standard	On Hire
Engineers	0989	Mitsubishi	RF750	23534369	ABC Second Depot	Telemetrics	Phase 2	Standard	Customers Own
-	T6789	Miteubiebi	DE750	568557	ABC Second Depot	Telemetrics	Phace 2	Standard	Customers Own
	8356	Mitsubishi	RF750	665465	ABC Second Depot	Telemetrics	Phase 2	Standard	Customers Own
Y	2000	Venierie	200	03103000	Abe becond bepot	All frequencine	reengerane bryer	Standard	customers own
Equipment	0008	TrakGlobal	P200	8768687	ABC Second Depot	Telemetrics	Phase 1	Standard	On Hire
	0021	TrakGlobal	P1000	6585855856	ABC Second Depot	Telemetrics	Standard	Standard	Sold
	7195	Site	Record		ABC Second Depot	Site	Record	Standard	Customers Own

## 2.1.2 Office (cont)

### 2.1.2.2 Equipment List

By default the Equipment List includes a column that displays Condition as a coloured square. This can be added or removed as needed. The list can be sorted (by clicking the column heading above the coloured square) and filtered (click the colour you want to filter by and click the 'Filter' button) by this field.



### 2.1.2.3 Jobs List

-8									Glob	al Enquiry - Jo	bs - 524 recor	ds
🗋 🔎 👸	è 🔁	😂 🤌 🖻 🕵	Site Attended	oard 🔀 Map								
Accounting	Site	Equip										
CRM	Depot	Filter										
Equipment	Job No	Job Type	Site	Make & Model	7 AOO	Curre	Area	Due Date	To D	0	Status	
	17475	Call out	ABC Second Depot	Mitsubishi RF750	1	JPC	Midlar	10/01/2019 16:11			Waiting Ac	ceptanc
0.0	17446	Annual check inc CP12	ABC Second Depot		1	CJM	Midlar	08/06/2003 09:00	Min			
	17442	Call out	ABC Second Depot		1	ΜС	Midlar	06/12/2017 12:26	Che	Field Selector		
(WHO)	17395	Installation	Compton Packaging	TrakGlobal P200	1	rs	North	10/12/2002 11:39	Rep	Last Engi	eer	-
Engineers	17385	Warranty Spares	ABC Second Depot	Mitsubishi RF750	1		Midlar	06/11/2000 15:41	Sup	Last Mete	r Deading	21
	17482	Refurbishment	ABC Machine Tools Ltd	Potterton GVC 16.4			Glasgi		Ref		ate	
digt.	17481	Customer Abuse	ABC Second Depot				Midlar	10/06/2019 16:46	Wo	Logged D     Maint Cor	ate	
1 <b>1</b>	17480	Installation	ABC Machine Tools Ltd				Glasgi	24/01/2019 00:00	Nev	Make & M	odel	
Equipment	17479	Installation	ABC Machine Tools Ltd				Glasgi	24/01/2019 00:00	Nev	Meter De	ading	
Equipment	17478	Call out	ABC Second Depot			NHP	Midlar	23/01/2019 09:48	Call	Next Visit	Date	
	17477	Annual check inc CP12 (Cu:	Business Exhibitions Ltd	Broomwade GPM15		МC	North			Notificatio	Date Date	
71	17476	Hire Breakdown	Business Exhibitions Ltd	Broomwade GPM15		NHP	North	11/01/2019 10:20			in Required	
<b>₩</b> 59	17474	Call out	ABC Machine Tools Ltd			сэм	Glasg			Order No.		
Equipment	17473	Call out	ABC Machine Tools Ltd				Glasg			Druer No	ada.	
Transport	17472	Call out	ABC Machine Tools Ltd			сэм	Glasgi			Ousted D	ate	
<u></u>	17471	Service - Parts only	Business Exhibitions Ltd				North	24/09/2018 15:09		Color Dor	ate	
See 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 19	17469	Customer Abuse	ABC Second Depot			СЭМ	Midlar	05/09/2018 12:17	Air	Serial No.		
Hire Contracts	17468	Call out	ABC Machine Tools Ltd				Glasgi	05/09/2018 12:15	efs	Senarivo		
Contracto	17466	Call out	F G Landscape & Design			rs	East			Site Addr	200	<u> </u>
	17465	Routine inspection	ABC Second Depot			в	Midlar		Car	Site Addin		
	17464	Routine inspection	ABC Machine Tools Ltd			сэм	Glasg		tyu	<u>D</u> efault	<u>O</u> K	<u>C</u> ancel
00	17463	Call out	ABC Machine Tools Ltd			MC	Glasg		Ľ		waiting Ad	ceptanc

A new column has been added to the choice of columns on the Jobs List. To add the OOA column simply right-click the list and select OOA from the choices available. The OOA column will be added. The Jobs List can be sorted or filtered as normal by this field. The column displays the number of equipment on that job that have been marked as OOA.

### 2.1.2.4 Single Equipment Jobs

On a single equipment job the equipment details appear in the top left-hand corner of the screen. We have added the equipment condition indicator to this area so users can see the condition of this item of equipment. This takes the form of the usual coloured square, with red indicating the item is 'Out of Action'.



## 2.1.2 Office (cont)

## 2.1.2.5 Multi Equipment Jobs

On the Equipment tab of the Job the condition indicator has been added to the equipment information.

-8	Job - 17483 — ×										
Equipment	Site	2		Custom	er	Job					
Multiple Equipment	A00301	🤍	A0003	•••	. 🔍	Contact Name:	Fred Jones	V 🔍 🕂	No:	17483	Charge
	ABC Second Depot		ABC Ma	chine Tools Lto	ł	Contact Phone:	01132 666 44	44 🧭	Type:	Call out	$\sim$
	Grove Lane Smethwick		53, Cots	swold Drive		Contact Email:	fredjones@ab	c.co.uk 🛛 🗹			
	Birmingham		Coventr	у		Order No:			Priority:	Low 🗸	
Single Equipment	B66 2SL		CV3 6EZ	2		Authority:			Status:	Entry	
Main Equipment Labor	ur Parts Misc	Attributes In	nvoicing	Summary							
Equip No	Make/Model	Serial No	D	Location	Service Gr	oup Serv	лісе Туре	Target Hrs	Charge	Status	5
4 Mts	ubishi/RF750	5457		Factory			$\sim$	0	£0.00	Outstanding	$\sim$
5 Mts	ubishi/RF750	5458		Sales Office			$\sim$	0	£0.00	Outstanding	$\sim$
► T6789 Mts	ubishi/RF750	568557		Warehouse			$\sim$	0	£0.00	Outstanding	$\sim$
							$\sim$				$\sim$

### 2.1.3 Engineer Mobile App

The Equipment Condition is also displayed on the mobile app for Engineers so that they are aware. This condition can be updated at the end of the job if appropriate that in turn will update the condition flag in the system & on the web portal so that customers know when an item has been returned to service.

### 2.1.3.1 Single Equipment Jobs

When engineers receive a single equipment job featuring an item that is 'Out of Action' it is indicated in the Jobs List as shown below:



The words 'Out of Action' are displayed under the equipment number.

When the job is ready for completion the engineer can either go into the equipment details tab and manually set the condition to 'Operational', or go ahead and complete the job as normal and on entering the 'sign off' stage the app will ask if the condition should be updated.



## 2.1.3 Engineer Mobile App (cont)

### 2.1.3.1 Multi Equipment Jobs

When engineers receive a multi-equipment job that has equipment flagged as 'Out of Action' it is indicated on the Jobs List on the mobile app:



When viewing the job details the engineer can see the list of equipment with the condition clearly indicated.



Here we can see that there are 2 Out of Action (Red) items and 1 Needs Work (Yellow) and 1 Operational (White). When the engineer has worked on an item of Equipment that is Red or Yellow & sets the equipment visit status to 'Done' the system will ask if the condition should be changed back to 'Operational'. This can also be done manually on the Equipment Details screen if needed or preferred.

# 2.2 Web Portal - User Accounts

### 2.2.1 Moving Web Portal Log In to Contact Level

In order to improve the security & flexibility of web portal logins we have moved them from Site level to Contact level. This means that users can set up multiple log ins per Customer or Site, particularly useful in a help desk setting or when you need to know which individual has logged a job for example. It also means if an individual leaves users can simply remove their access without affecting the other logins at that company or having to change the password to prevent unlawful logins.

Previously the web portal login details were created & held at Customer or Site level. These have now been moved to a new 'Portal Access' tab on the Contact form:

-8	Customer Contact - Fred Smith		_	$\times$
Details Portal Acces	s Memo			
Allow Security Profile: User Name: Show data after:	CWI v fredsmith@abc.co.uk	•		
Create Password	View Password			
1 🕹 😒 📓	I II	asks CRM <u>H</u> istory	/ <u>C</u> lo	se

To set up a web portal log in against a contact :

- 1. Tick the 'Allow' box in the top left-hand corner to enable the web portal options.
- 2. Select a security profile from the drop-down list. This controls what this individual will be able to do on the web portal. New security profiles can be created in 'System/Security/Security Roles on the main menu.
- 3. Enter a user name. We recommend that this is their email address if available. It must be unique.
- 4. Select a date after which the data on the portal will be shown. You can use this feature to limit access to old data that you may not want to share with customers.
- 5. Finally, generate a password. The system will create a unique, high security password for this Contact but you can overtype it with one of your own if you prefer.

### 2.2.2. Web Portal Changes

When your customers got to log into the portal there are some small changes related to moving the log ins to the Contact record. The system now asks for a User Name and on successful log in the customer is given a personalised greeting:

					protean
Welcome to	the HVAC L	td Customer I	nformation S	Service	
	Please e	nter your user name and	password to log in		
	User Name	fredsmith@abc.co.uk			
	Password				
		Log In			
					protoen
Home	Enquiries	Reports	Requests	Log Off	Protean

# Welcome, Fred (ABC Machine Tools Ltd)

Please select an option from the dashboard below or from the menu bar above

Jobs	Equipment	Maintenance Contracts
18 open callouts & 8 open services	7 down / 6 up	You have 4 active contracts
17483 28/06/2019 Logged		1011 08/12/2017
17482 27/06/2019 Quoted		1006 06/11/2000 656565
17481 10/06/2019 Logged		1005 07/09/2000 090090
17480 24/01/2019 Logged		999 23/02/2000 654654
17479 24/01/2019 Logged		

### 2.2.3 What will happen when I upgrade to FR6?

When you upgrade to FR6 any web portal logins in existence will be migrated to a Contact record. Currently you can select a Contact to be used as an admin contact for the web portal with that Customer. Protean will add the log in details to that Contact record where possible, using the Contacts email address, if available. This means that you will need to let your customers know that the logins have changed and what other log ins they need and the Contacts to go with them.

If there is no email address on the Contact record them the user name will remain empty. If there is no Contact record selected against the web portal then Protean will attempt to use the Equipment Contact email address if valid. If not the system will not attempt to automatically move the log in details. In this situation you will need to set the log ins up by hand as detailed above.

### 2.3 Web Portal - Filtering Jobs by Order No

A new feature has been added to the Jobs list on the web portal. Users can now filter by Order No.

To filter enter the value you do know in the 'Order No' field in the filter boxes at the top of the list and click the 'Filter' button.

	Home	E	Enquiries	Reports	Re	equests	Log Off	protean
Jobs								
Logged	between		i and	E E	uip No			Filter
	Site </td <td>All&gt;</td> <td></td> <td>▼ Or</td> <td>der No</td> <td>ype <all></all></td> <td>•</td> <td>Reset</td>	All>		▼ Or	der No	ype <all></all>	•	Reset
			-					
Job No	Туре	Order No	Site	Equip No	Status	Logged	Completed	OOA
17461	Abuse	gfchgvvh	ABC Second Depot	(5 items)	Site Attended	27/06/2018 16:29		(1 items)
17382	Call Outs	654654	ABC Second Depot	8356	Completed	06/11/2000 11:04	07/11/2000 12:00	(1 item)
17383	Call Outs	646565	ABC Machine Tools Ltd	0021	Completed	06/11/2000 11:18	27/11/2000 19:00	
17424	Installation	5446	ABC Machine Tools Ltd		Site Attended	12/01/2012 17:57		
17398	Call Outs	346555	ABC Machine Tools Ltd	0021	Completed	08/04/2003 14:30	09/04/2003 13:00	
17442	Call Outs	345678	ABC Second Depot	(4 items)	Site Attended	06/12/2017 10:26		(1 items)
17378	Workshop	336543	ABC Second Depot	T6789	Completed	07/09/2000 23:32	09/09/2000 12:00	
17386	Service	123	ABC Second Depot	95075	Site Attended	06/11/2000 12:09		
17483	Call Outs		ABC Second Depot	(3 items)	Logged	28/06/2019 16:00		(1 items)
17482	Workshop		ABC Machine Tools Ltd	S1005	Quoted	27/06/2019 15:13		
17481	Abuse		ABC Second Depot	(1 item)	Logged	10/06/2019 14:46		
17480	Installation		ABC Machine Tools Ltd		Logged	24/01/2019 16:14		
17479	Installation		ABC Machine Tools Ltd		Logged	24/01/2019 16:14		
17478	Call Outs		ABC Second Depot	(1 item)	Scheduled	22/01/2019 15:48		
17475	Call Outs		ABC Second Depot	8356	Scheduled	10/01/2019 12:11		(1 item)
17474	Call Outs		ABC Machine Tools Ltd		Scheduled	09/11/2018 10:42		
17473	Call Outs		ABC Machine Tools Ltd		Logged	01/11/2018 17:21		
47470	0.000		and a second second second		AL 11.	A 144 10040 47 00		

# 2.4 Sales App Licence Control

This release of Protean includes the licence control for the new mobile sales app, a browser-based app for sales staff incorporating all of the CRM functionality in Protean. In order to allow access to the app you will need a new licence key and to set up the licence records within Protean, and then invite the potential sales users to access the app.

### Settings

1. As part of setting up access to the Sales App you first need to ensure the setting 'Email Server SMTP Address' has been populated in *System / General / Settings*. You might need to check with your IT dept what this address is.

Linai Server Fort	
Email Server SMTP Address	192.168.0.45

#### **Employee Record**

- 1. Go to System / General / Employees
- 2. Find the Sales Person you want to give access to the Sales App (or create a new one).
- 3. Make sure you tick the 'Sales' box to flag this user as a sales person.
- 4. On the 'login' tab select 'Sales' from the drop-down list labelled 'Mobile App' and populate the email address box on the right. This will be used to send the invitation out to the new user that will allow them to access the sales app.
- 5. Create a User Name & Password for the sales person. This will be sent to them as part of their invitation to the app.

# 2.4 Sales App Licence Control (cont)

		Emp	loyee - Bill Sm	ith		$\times$
Seneral Login	Engineer	Attributes	Purchasing	Messaging	Other	
User Type:	Full	~				
Mobile App:	Sales	V Ser	nd Invite To:	bill.smith@abc	co.uk	
Login name:	Bill					
Set password						
Advanced user:		Demo mod	le:			
Role performed by	y this employe	e				
Admin	~	/				
Admin Mobile Device;	~	-	~			
Admin Mobile Device;		/	~			
Admin Mobile Device;		•	~			
Admin Mobile Device:			~			
Admin Mobile Device;						
Admin Mobile Device:			v			

#### Licence Manager

- 1. Obtain a new licence key from Protean Software by contacting your account manager or calling us on 02476710300. For existing users with a full licence access to the sales app is free of charge. For pricing enquiries please contact your account manager.
- 2. Enter the new licence key in System / Security / License Manager
- 3. On the right-hand side of the screen select the 'Sales App Users' section and click 'Add New' at the bottom. A list appears containing the sales people you have already configured to have access to the sales app. Select the first name you want to add and click 'OK'
- 2. The sales person selected will receive an two emails. The first containing their user name and a link to the app and the second containing their password.

😑 License Mana	iger				×
General Serial No: Licenses: Type: Expiry Date: User Types Full CRM Mobile Engineer Sales App	Licens 4 6 2	10002 12 Concurrent ovember 2019 Add Sales App User Please select the user	name of the Sale	License Allocations	
Modules Customer Web A Equipment Hire Job Maintenance Cor Stock	ntracts	Bill Smith Neil Plumbley		Add	Remove
Enter New Licens	se Key				Close