



The Zaptic App

www.zaptic.com

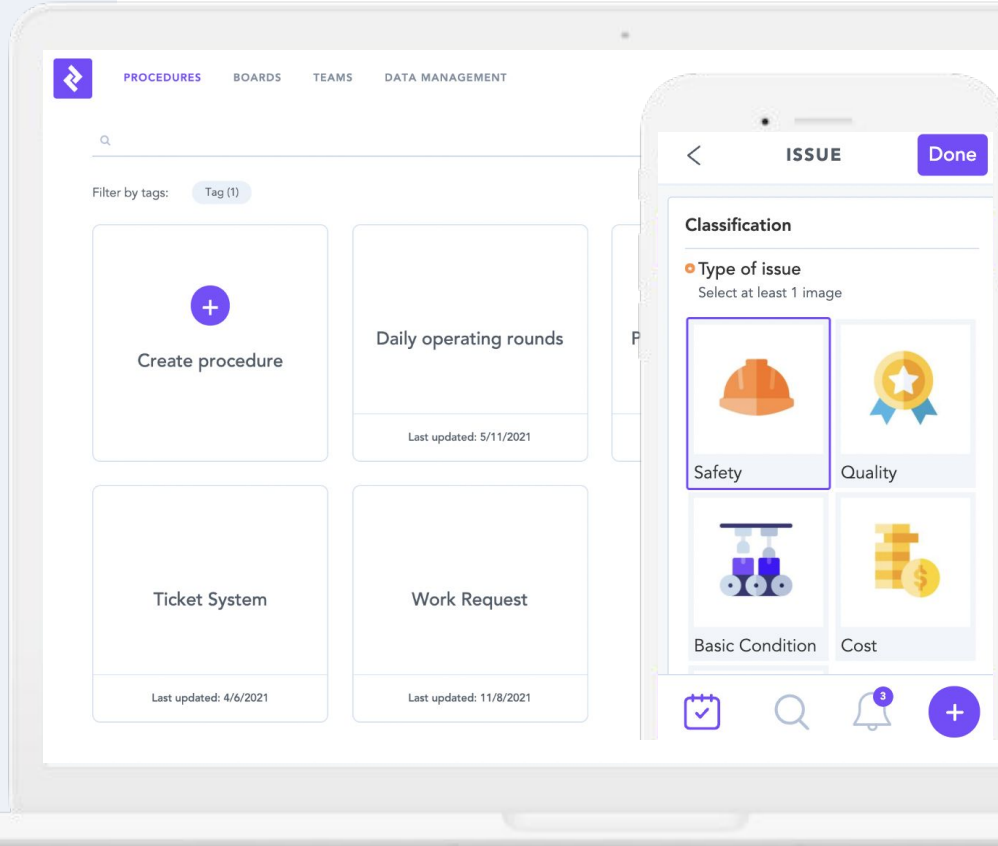
Understanding the difference between the portal and the app

The Zaptic platform is made up of 2 parts:

1. The Portal
2. The app

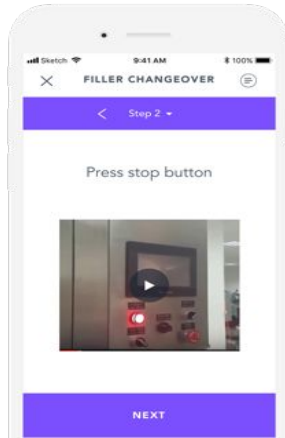
The **Portal** is the back end/admin area. This is where SMEs will create procedures, review and manage data and admin teams and users. It's also where the execution of each task/training is tracked.

The **App** is where users view and execute their scheduled tasks, actions and training modules, as well as get a read only view of procedure content assigned to the teams they are in.



Zaptic Platforms - Access

The App



Web App



iOS

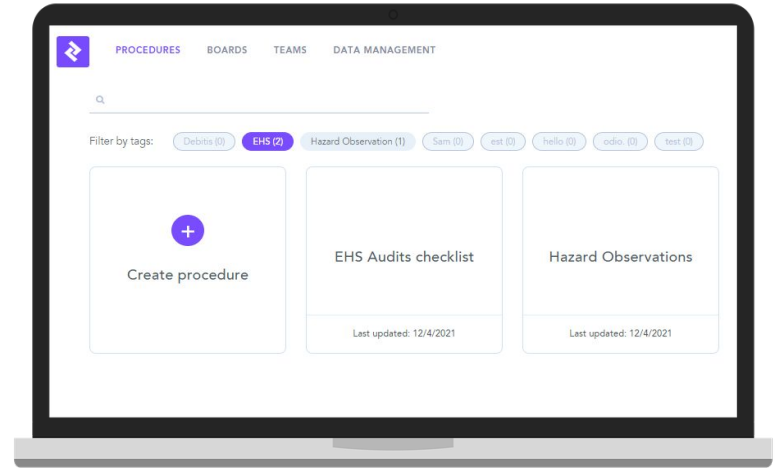


Android

app.zaptic.com

*Google Chrome is the preferred browser

The Portal



*Google Chrome is the preferred browser

<https://my.zaptic.com>





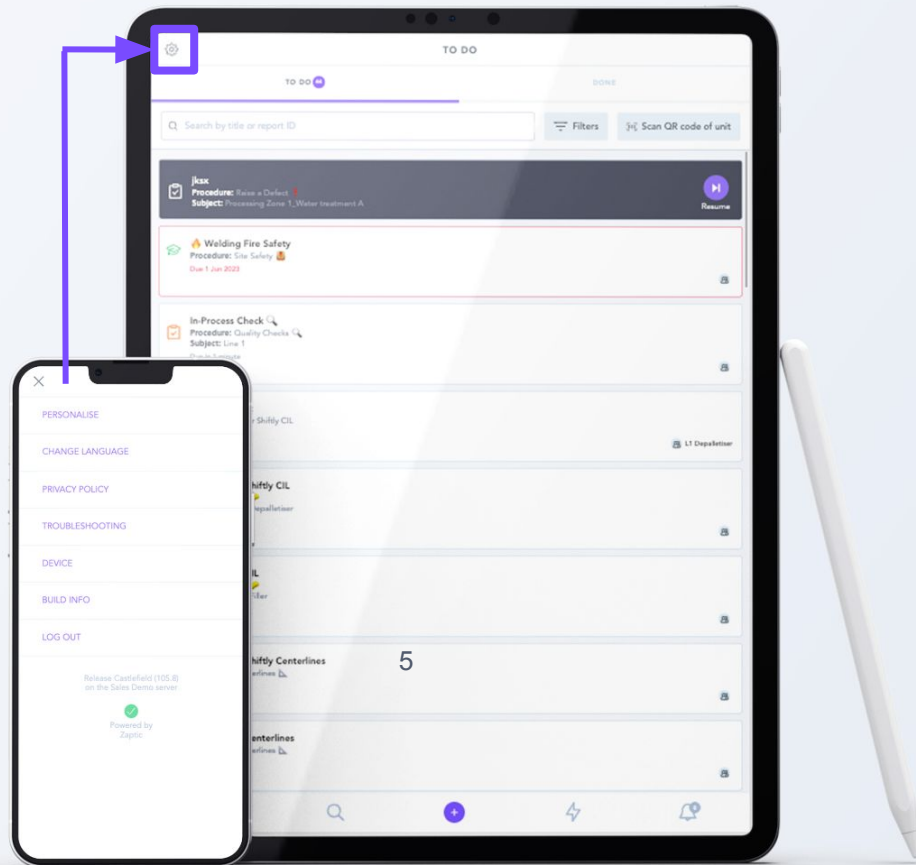
The Zaptic App

- App Functions
- To Do / Done / Ad-Hoc and Reports
- Unit Search Page
- The Ad-Hoc Actions Page
- Notifications
- Settings

Zaptic App Functions

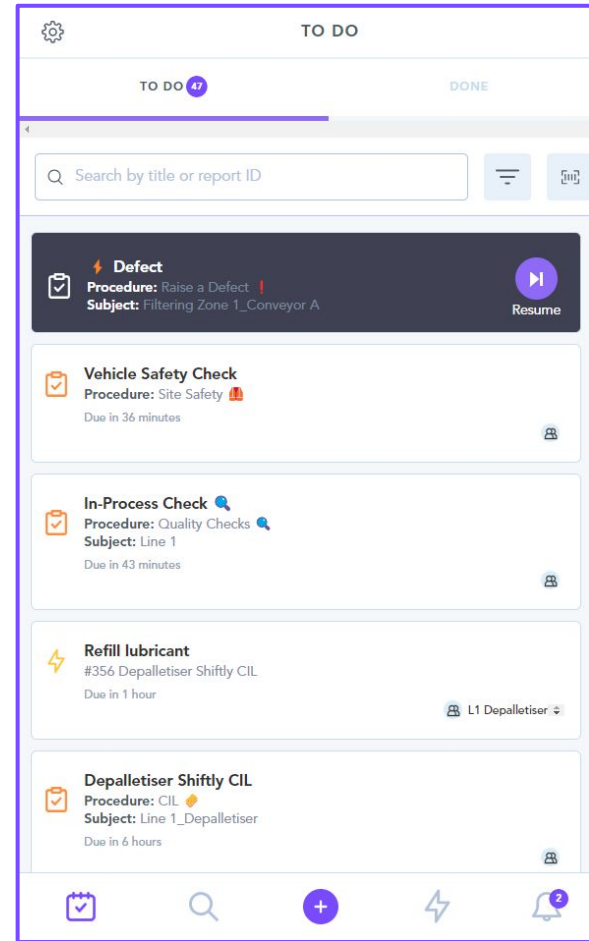
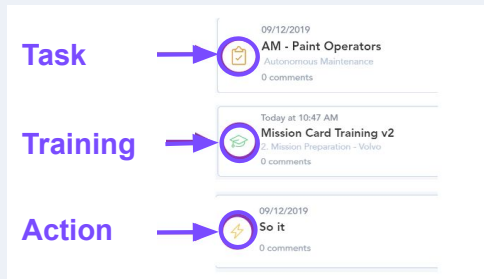
The app has 5 main screens:

1. To Do List (To Do and Done tab)
which can be filtered and searched
2. Unit search page
3. Ad hoc + button menu
4. Notifications menu
5. Settings cog



1a. App – The To Do Tab

- Interface containing all scheduled tasks, training and actions assigned to the user/team which user is part of ordered by due date.
- This tab is filterable and searchable allowing the user to review a specific area/machine.
- The user starts a task/training by clicking on the item in the To Do list.
- There are 3 types of items:

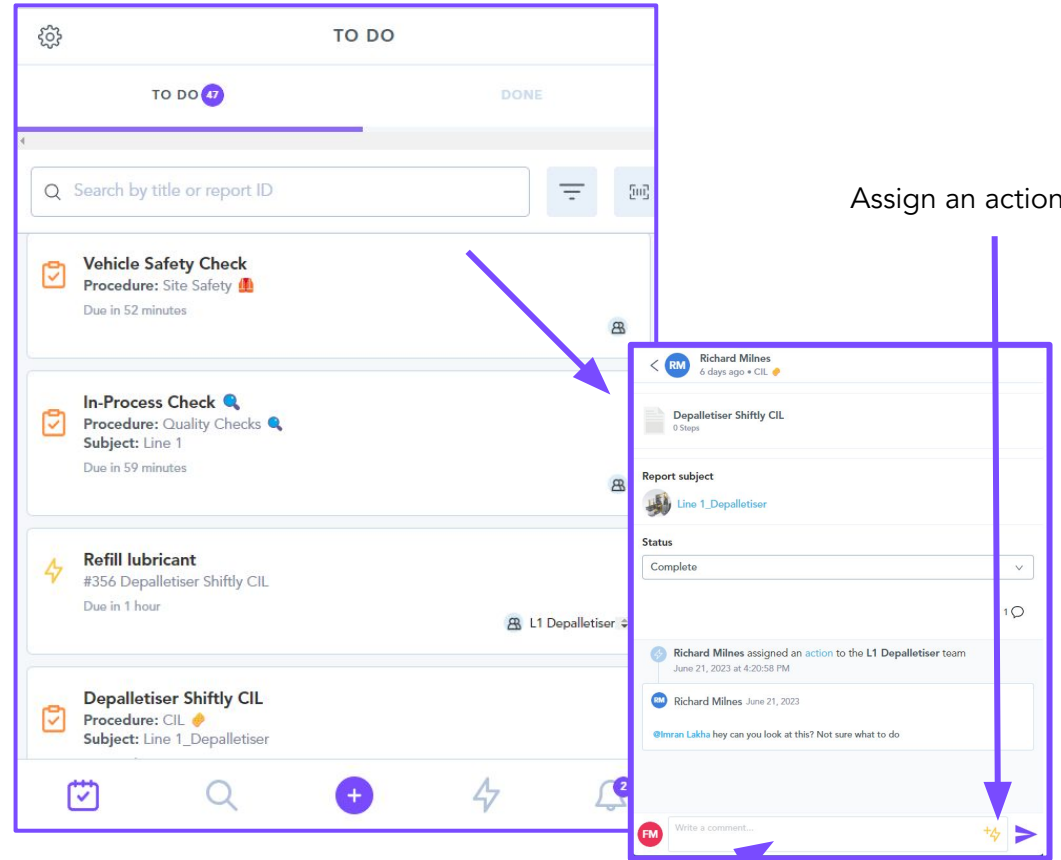


1b. App - Done Tab

A list of completed tasks trainings and actions completed by the user/user's team.

Users can:

- View the report data
- Add a comment
- Assign an action
- Tag another user in a comment



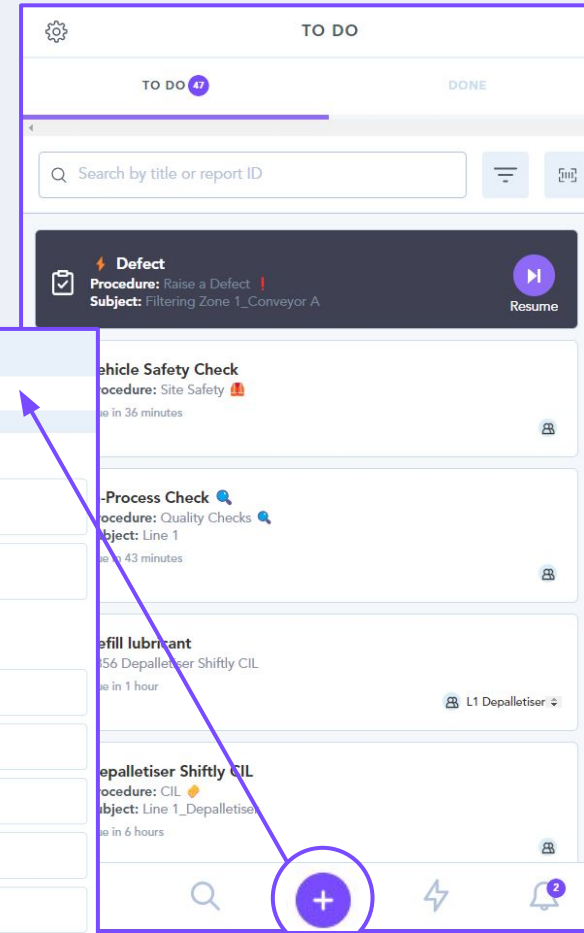
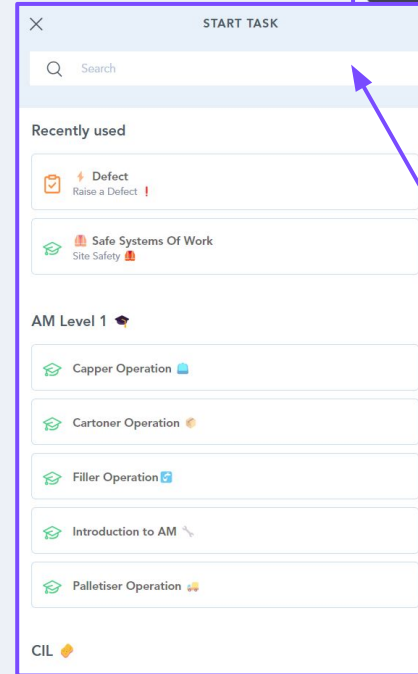
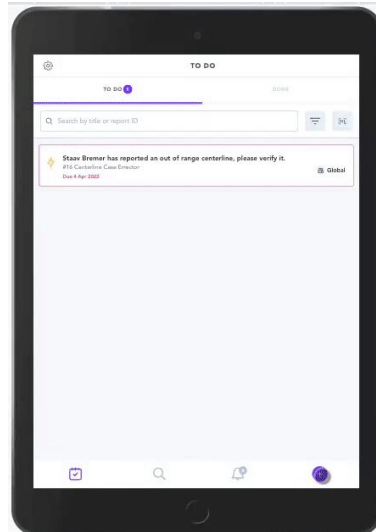
Add a comment



1c. App - Ad hoc menu

The (+) button allows users to:

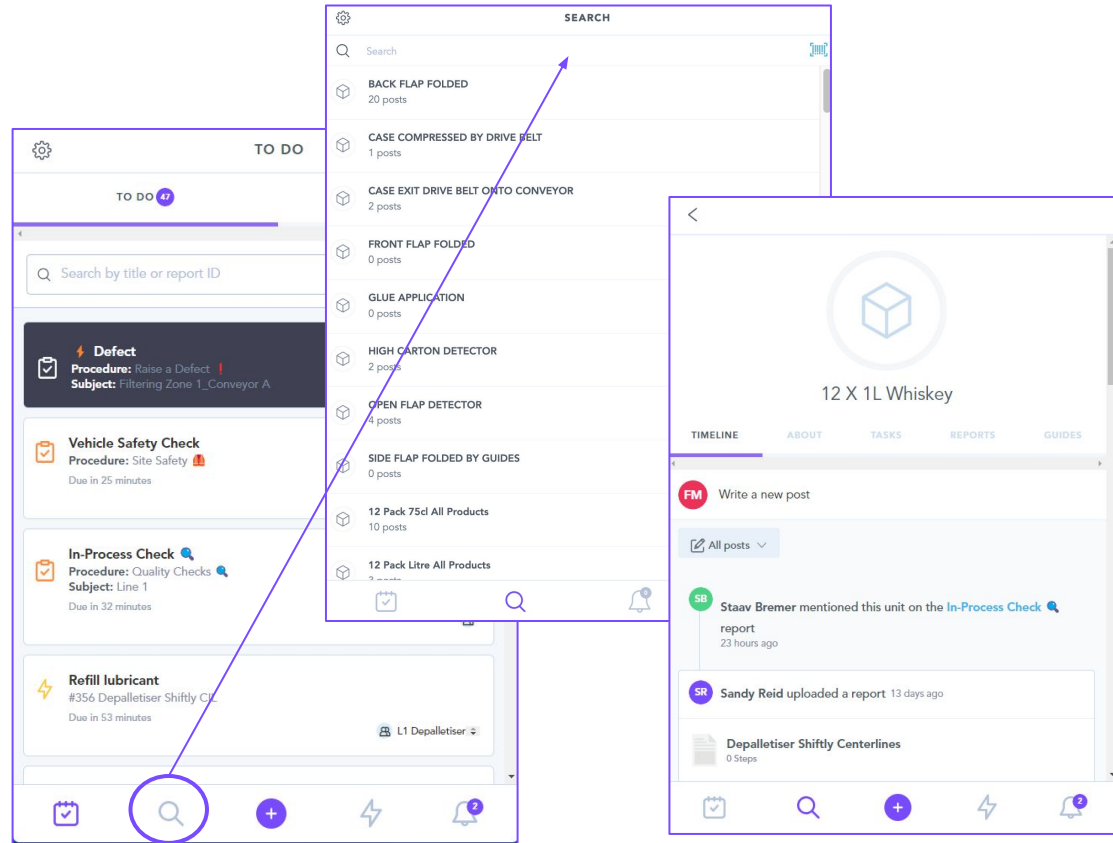
- Start recently used tasks or trainings
- OR
- Search for a task or training and begin them ad-hoc



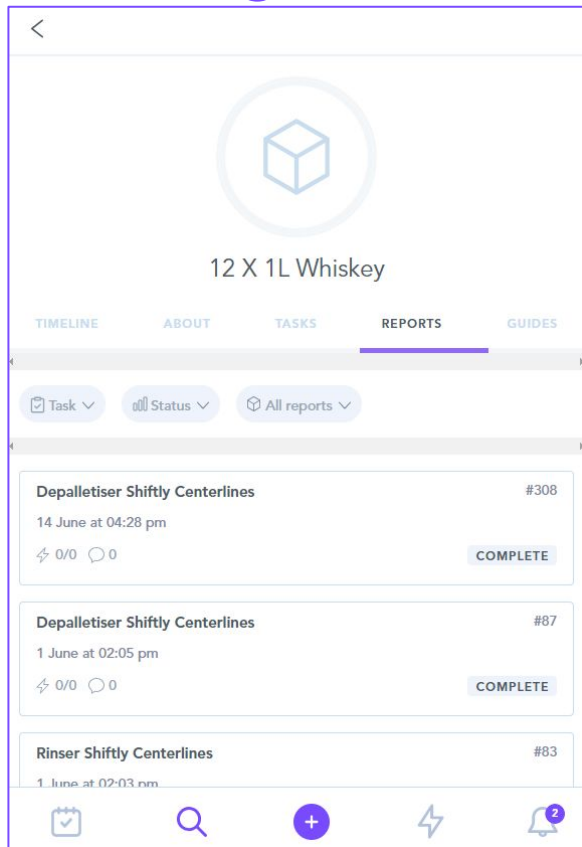
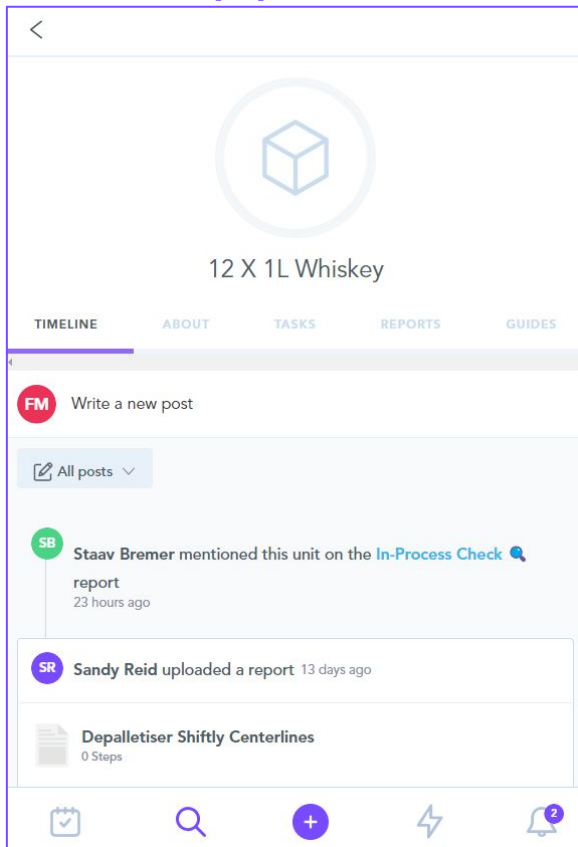
1d. App - Unit Search

On this tab the user can:

- Search / barcode scan specific units
- View unit timelines, attributes and other unit specific content/media.
- Start tasks from the unit page.



1d. App - Unit Content Page



The Unit Content Page contains dedicated sections for:

- **Reports** - User is able to review all purports previously submitted for the selected unit.

The user can review previously submitted reports/defects for the unit he is now working on.

- **Guides** - User is able to review all documentation created/provided for the selected unit.

This feature can include OPLs and documents to help show "what good looks like"

1e. App - Actions Page



The 'New action' modal is shown, allowing users to create a new action. It includes fields for 'Assign To' (Adele Rodgers), 'Due date' (29/06/2023), 'Add description' (Please complete this Capper Operation Flow by the end of your working day on Thursday), 'Ask to complete workflow' (toggleed on), and 'Add workflow' (Capper Operation AM Level 1). The modal has 'Cancel' and 'Create' buttons at the bottom.

One of the most used functionalities in Zaptic is the ability to create actions against reports. This is really useful for use-cases such as defect management as it allows you to create follow-up actions in a way where everyone assigned can clearly see the originating issue.

- From within this App page, actions will be created and assigned to **individuals** or **teams** completely standalone.
- This page also shows you a view of all actions which you have created for others, making it easier for you to track and see their progress.

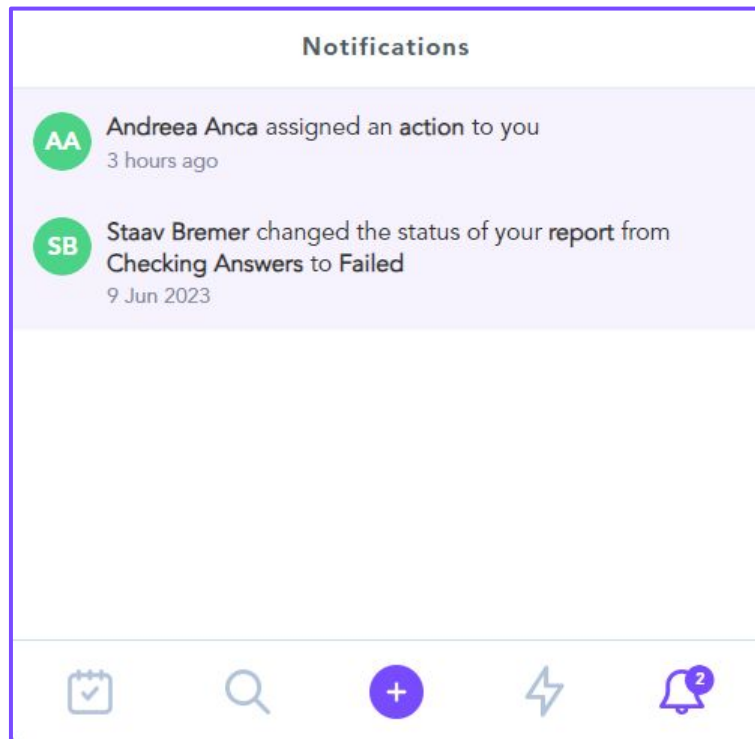
*When a new action is raised, the assigned party will then be notified of the new action, which will also appear on their To Do list.

1e. App - Notifications

The bell icon takes the user to the notifications page.

Notification types :

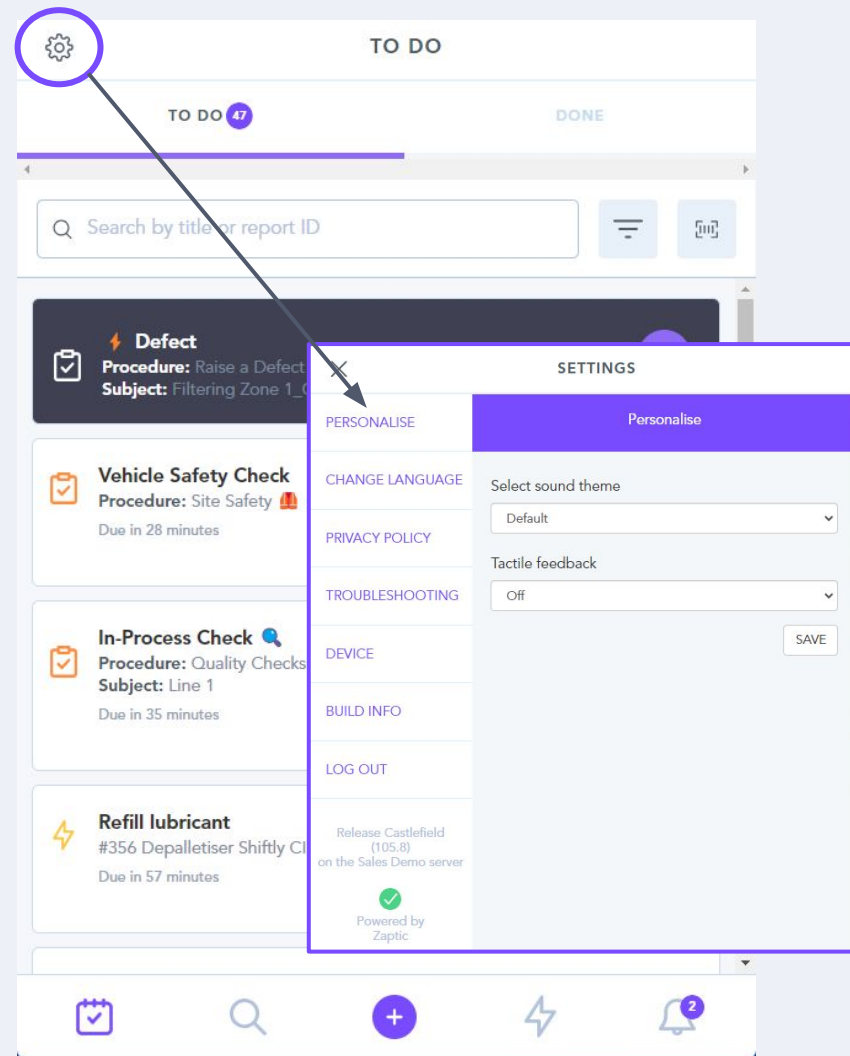
- Tagged in a comment
- Assigned an action
- Completed action created by user
- Comment on a post followed by user
- Status change on report created by user



1f. App - Settings

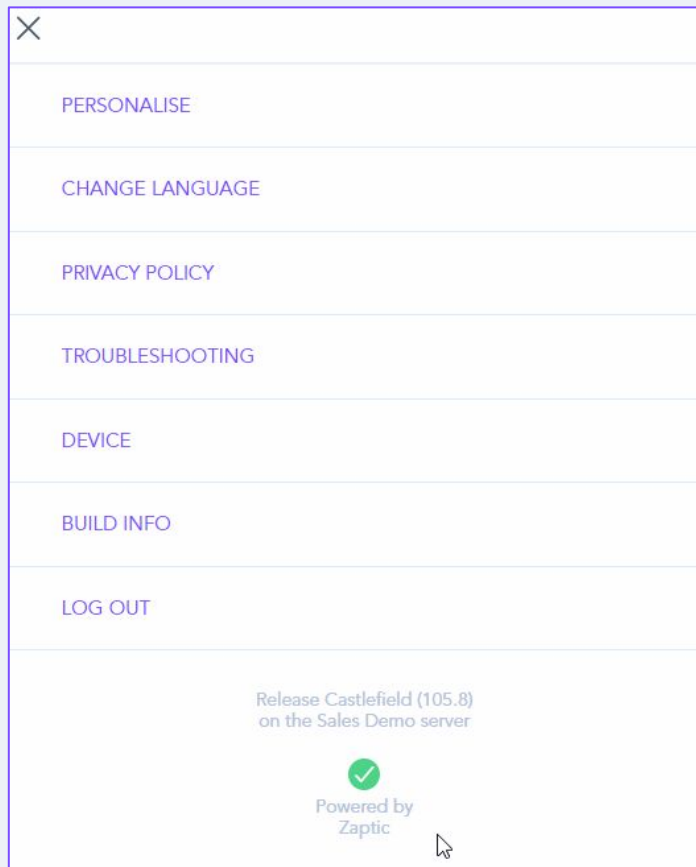
In the settings page the user can:

- Change name/job title
- Personalize sounds/vibrations in app
- Change password
- Change default language of app
- Troubleshoot / review unsynced data
- Set automatic log out for device
- Log out
- View app version



App Version

- You can access the App Version by going to the icon, and scrolling to the bottom.
- You'll see the Release number (in this example "Castlefield 105.8) and the server. The Support team may ask you for this information.



Objective

This course covered the Zaptic App Pages.



What this course covered

1. App Functions
2. To Do / Done / Ad-Hoc and Reports
3. Unit Search Page
4. The Ad-Hoc Actions Page
5. Notifications
6. Settings



Thank You

