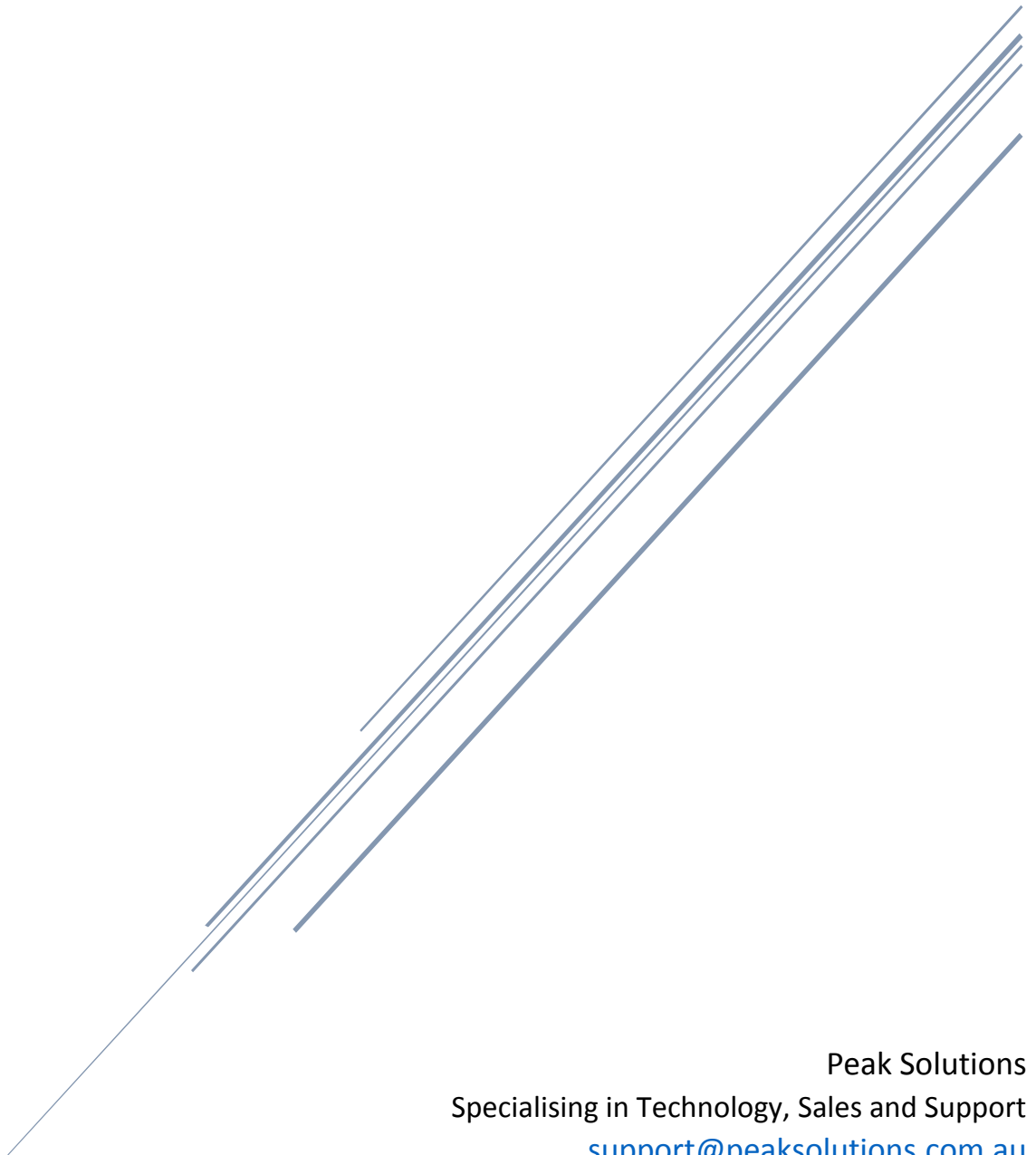


LOCATERS P/L “LEAP” WEB APP HELP DOCUMENT

Managed by Peak Solutions Pty Ltd



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INTRODUCTION

Peak Solutions have redesigned the existing Job Dockets system and developed the Locaters Electronic Admin Program (LEAP) to help manage various aspects of the business. These Include:

- **Expenses** – Recording Tax Invoices for company purchases (e.g. fuel, equipment etc)
- **Equipment** – Allocation/assigning equipment and managing calibration
- **Training** – Viewing within the web app (non-sensitive) training records.
- **Adding/Uploading new records** – Can add records to the central database using the web app in the field, including Equipment Calibration Certificates and Training records like Induction Cards etc.

The system includes a web app for users to view, edit, and add data. Unlike the previous iOS app, this web app runs natively in your device's browser and is compatible with any mobile device, including iPhones, Android phones, iPads, and other tablets. An internet connection is required to access the web app.

The LEAP PC software is installed on the Locaters remote desktop computer. For the web app to work, the PC software needs to be left open so the data can always be syncing.

Most common syncing issues arise when the PC software has been closed accidentally or the internet at the remote desktop location is not working. Generally, most of the App syncing issues can be resolved if the PC software is reopened or the internet issue is resolved.

REVISION SCHEDULE/CHANGE LOG

Revision	Details	Details
1	5/10/21	ORIGINAL
2	10/10/21	UPDATED 'ADD IMAGE' FUNCTIONALITY

TABLE OF CONTENTS

[Click/tap on the title of the page you wish to view:](#)

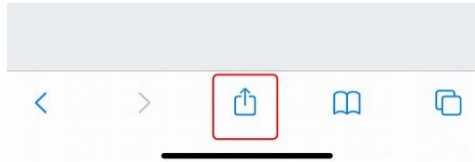
INTRODUCTION	1
REVISION SCHEDULE/CHANGE LOG	1
INSTALLATION	3
UPDATES.....	4
Clearing Device Cache	4
LOGIN	4
Missing Name	4
Change Current User	4
Change Password	5
ADD EXPENSE	5
Submit a New Expense.....	5
MANAGE RECORDS	5
Viewing Existing Records	5
Adding Compliance Images.....	6
Missing Records.....	6
Adding New Equipment, Vehicles or Training Records.....	6
ASSIGN EQUIPMENT	7
Assigning a Single Record.....	7
Assigning All Equipment to New Owner	7
Missing Records.....	7
TROUBLE SHOOTING.....	7
Internet Issues	7
Error Messages	8
Getting Extra Assistance	8

INSTALLATION

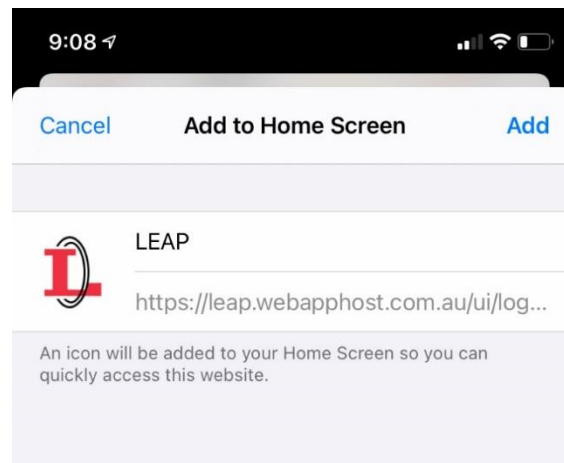
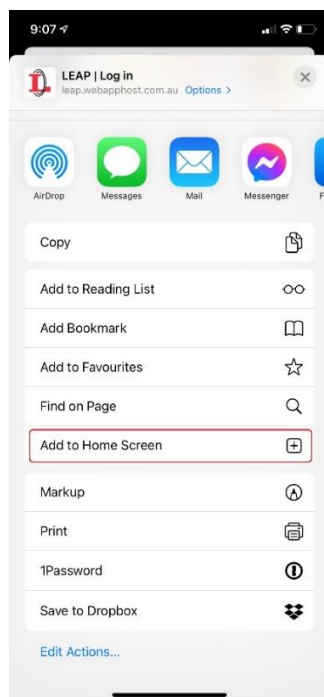
The LEAP web app can be accessed on your mobile device at the following link:

<https://leap.webapphost.com.au>

You can add the web app to your device's home screen to make it easier to access. On iOS devices (iPhones & iPads), use the Safari app to open the link above, then tap the **share** icon (circled below).



Tap **Add to Home Screen** and **Add**.



The web app will be added to your home screen and appear alongside the other apps installed on your device.



The web app can be saved to the home screen of an Android device using a similar process in the device's default web browser app.

UPDATES

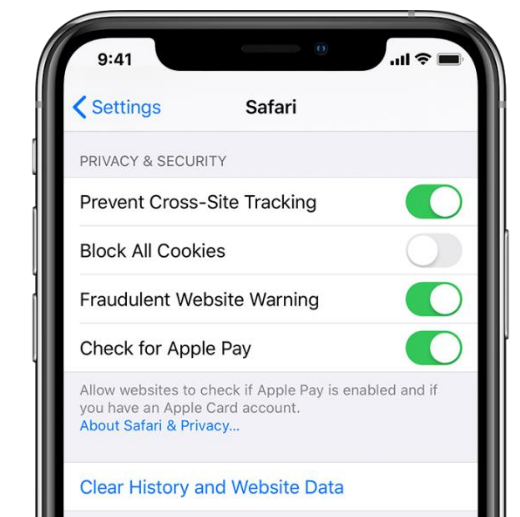
Due to the way the web app is designed, every device automatically accesses the most recent version of the system. There is no need to download new updates. However, as modern browsers cache important files to reduce loading times, there may be some versions which require the user to manually clear their cache. When this is the case, Peak Solutions staff will advise Locaters staff, and the steps below can be followed.

Clearing Device Cache

Clearing your cache will remove locally stored copies of particular LEAP files and force your device to download the latest versions of those files. It is a useful troubleshooting step if the LEAP web app starts to display or behave unusually, or when directed to do so by Peak Solutions to enable new features in successive updates.

The following guide is based on clearing the cache of the Safari browser on an iOS device (iPhone/iPad) however the steps are similar for Android and other devices. To find a guide suited specifically to your device, google '*<device name> clear cache*'.

From the Home Screen of your iOS device, go to the **Settings** app, then scroll down and navigate to **Safari**. Scroll down and tap the **Clear History and Website Data** option. This will delete all cookies and cached files.



LOGIN

Missing Name

The LEAP Web App reads data from the LEAP PC software. If your name is missing from the web app, contact an admin user and confirm it has been entered into the PC software.

Change Current User

You can change user by clicking the **Logout** button in the top menu bar on any page, or in the side menu.

Change Password

To request a password reset, contact an admin user, who will change your password remotely.

ADD EXPENSE

The Add Expense page allows you to submit a new expense and include a photo of the receipt.

Submit a New Expense

From the Main Menu, tap on the **New Expense** button.

Enter the details of the expense as required.

The tax amount will automatically calculate based on the current tax rate, but it is important to double check this against the receipt, as some items may not incur GST. You can override the tax amount if required.

Ensure the 'Paid using' field is set correctly. If you used a personal credit card/cash and require reimbursement, select 'Personal Money'.

Tap the blue 'Upload your own' box to add a photo of the receipt. You will have the option to either take a new photo using your device's camera, or to select an existing photo from your camera roll. If the wrong photo has been selected, you may tap on the set photo to replace it.

Save your expense by tapping the blue **Save** button. Once an expense has been saved, there is no way to edit it on the web app, so ensure you are happy with your entries before you do so.

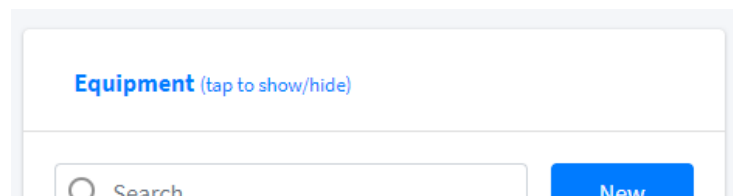
Tapping the **Cancel** button will discard your changes.

MANAGE RECORDS

Viewing Existing Records

From the Main Menu, navigate to **Manage Records**.

The Manage Records page displays each record type in its own table, with the Equipment table displayed by default. To hide Equipment, tap the blue title bar, then tap the title bar of the record type you wish to view.



Use the search bar as required to find the equipment, vehicle, training record, or staff member you wish to view. Tap on any equipment, vehicle or training record to open that record and view additional information (this is not implemented for staff member records). You will also be able to view compliance images associated with that record.

Tapping the 'Highlight your assigned <record type>' option will highlight records in that table which have been assigned to your user account, to make them easier to find.

Adding Compliance Images

Images can be added to any Equipment, Vehicle, and Training Record. Navigate to the record you wish to add an image to by selecting the record from the **Manage Records** page. Scroll down to the **Associated Files** table and tap the **Add New File** button.

Tap the blue 'Upload your own' box to add a photo. You will have the option to either take a new photo using your device's camera, or to select an existing photo from your camera roll. If the wrong photo has been selected, you may tap on the set photo to replace it.

Type the image name in the **Image Name** textbox. Make this short and succinct, but descriptive. The image name does *not* need to include the file type (e.g. .jpg or .png).

You may update the Calibration Expiry Date and Checking Date Due fields for certain records by entering the applicable dates in the boxes which appear above the image. This is optional, if you do not wish to change them, leave them blank. This is useful if the image you are uploading is related to the recalibration of a piece of equipment, for example.

If the image contains sensitive data, tick the 'Image contains sensitive data' checkbox. This will prevent it from being accessible on the LEAP web app. Sensitive images are still downloaded and stored by the LEAP PC software.

Save your image by tapping the blue **Save** button. Tapping the **Cancel** button will discard your changes.

Missing Records

Some records are deemed 'sensitive' and are not synced to the web app. This is controlled by the LEAP PC software. If you can't find a record you are expecting to see in the web app, first try searching for it using the applicable search bar. If it is still not showing up, contact a system admin and they will see if it is present in the LEAP PC software.

Adding New Equipment, Vehicles or Training Records

It is possible to add new equipment, vehicles and training records from the LEAP web app by using the **New** buttons next to the search bar of that record type.

Complete as much of the associated form as possible. If you miss any required fields, these will be flagged when you try to save the record.

The **Sync with App** field (bottom of the form) determines whether the created record will be visible on the LEAP web app. In most cases, you will want the record to sync, so that others can view the record and interact with it. If the record is particularly sensitive, you may wish to untick this. Records which do not sync with the web app are still saved on the LEAP PC software.

You may add an image to the record at the same time by ticking the **Add Image to Record** checkbox and filling out the applicable fields. For more detail, see 'Adding Compliance Images' above.

Tap the blue **Save** button to save your changes, or **Cancel** to discard them.

ASSIGN EQUIPMENT

Equipment items can be assigned to new vehicles or owners, to keep track of their current location. This can be done for an individual record, or for all records belonging to a vehicle/person.

From the Main Menu, navigate to **Assign Equipment**.

Assigning a Single Record

The Assign Equipment page will open the 'Single Record' option by default.

Select the equipment item you wish to assign from the 'Equipment' drop down list. You may use the search bar to help find the item if required.

Select the vehicle, office, or person you wish to assign this equipment to by tapping on them in the 'Vehicle/Office/Person' drop down list.

Tap the blue **Assign** button to complete the assignment. You can verify the assignment by viewing the equipment item in **Manage Records**. Use the **Clear** button to discard your changes.

Assigning All Equipment to New Owner

Tap the blue **All Equipment to New Owner** title to expand that section of the page.

Select the equipment holder (which may be a vehicle, office, or person) which currently owns the equipment in the 'Current Owner' drop down list.

Select the equipment holder you wish to transfer the equipment to in the 'New Owner' list.

Tap the blue **Assign** button to transfer all equipment from the current owner to the new owner. Tap the **Clear** button to discard your changes.

Missing Records

Any records which have been created in the web app will not appear in the Assign Equipment screen until they have been synced and processed by the LEAP PC software. If you are trying to assign an equipment record which was recently created and can't find the record, give the system some time to sync and try again.

TROUBLE SHOOTING

Internet Issues

If you experience longer than normal loading times, your internet connection is probably weak. The web app requires a constant internet connection to access each page. If the internet drops out, the current page will continue to display unless the web app is closed and reopened.

When operating on a weak internet connection, be careful not to repeatedly tap buttons, as this may cause the function to be executed multiple times and save duplicate data entries.

Error Messages

It is recommended that you screenshot any error messages you receive while using the web app, to help troubleshoot the issue. If possible, also make a detailed note of what you were doing at the time and how you made the error message appear (e.g. what page you were on, what record you were interacting with, what button you had clicked, etc.). The more information you can provide, the better.

Most error messages will describe the impact that the error will have and whether your changes will be saved or not. If in doubt, contact a system admin who can check the LEAP PC software and see if the data was synced correctly.

Most error messages can be resolved by ensuring you have a strong internet connection and then closing & reopening the web app.

Getting Extra Assistance

If you require extra assistance, make a detailed note about the issue and what caused it to occur, screenshot any relevant error messages, and contact a system admin.