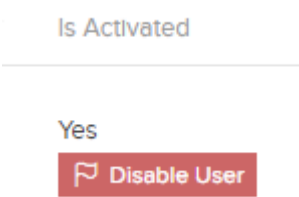


Resource App Manager

The *Resource App Manager* area is where you can view and manage all resources that have been set up for the Resource app, and create new app users.

You can view the contact details of the resource, type of resource, and determine if the user is activated. You have the option to disable the user which will prevent them logging in on the next attempt:

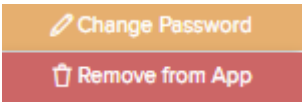


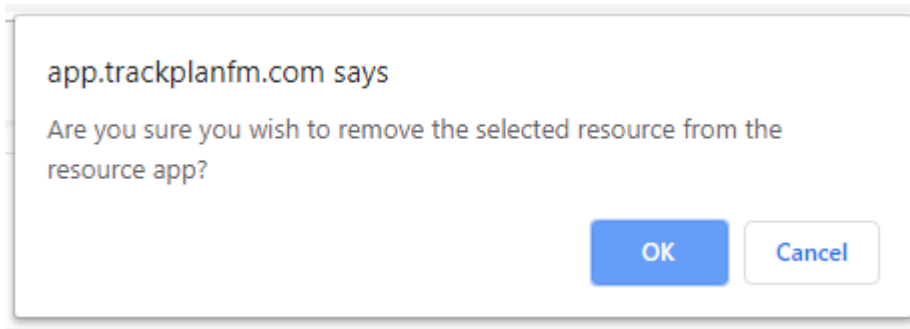
The list also displays the *Current Job* and *Last Action* for this user:

<div> <div></div> <div>Current Job</div> <div>↓</div> </div>	<div> <div></div> <div>Last Action</div> </div>
<div>2278-001</div> <div>2278</div> <div>Reset</div>	Start Task
<div>2170-001</div> <div>2170</div> <div>Reset</div>	Left Task

By selecting *Reset* the job is removed from that resource.

The *Resource App Manager* area provides the option to change the password for any resource, and/or to remove the user from the App. Once selected, a pop-up appears:





Resource App - Users

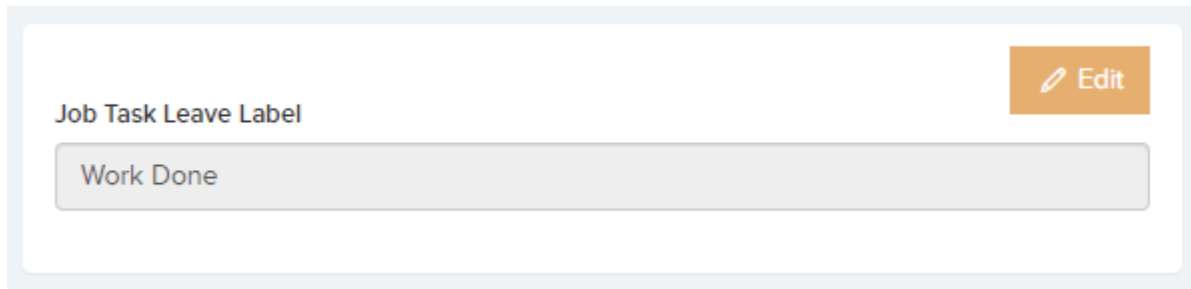
App Configuration

The *App Configuration* tab on the *Resource App Manager* page allows you to set up “job task – more work required” options. These options can be used with the offline app, and allow the contractor to state if there is more work required, and of what kind / why.

You can add a new option by selecting the *Add New More Required Option* button at the top of the grid (see below). You can also edit or delete existing options by selecting either the *Edit* or *Delete* buttons:

+ ADD NEW MORE REQUIRED OPTION			
Description	Code	Follow Up Question	
Have to go home	123	why?	<div>EDIT</div> <div>DELETE</div>
Need more parts		Why do you need more parts and who are they for. Please tell me much more than this please	<div>EDIT</div> <div>DELETE</div>

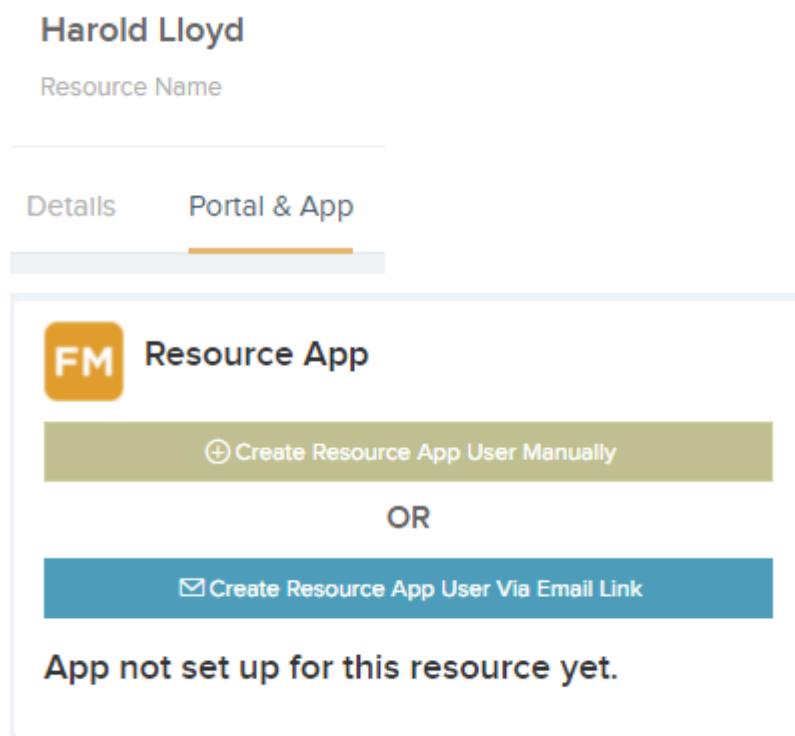
Another option on this tab is the *Job Task Leave Label* which can be edited at any time:



A screenshot of a web form titled "Job Task Leave Label". In the top right corner, there is an orange button with a pencil icon and the text "Edit". Below the title, there is a light gray rectangular input field containing the text "Work Done".

Steps For Setting Up A Resource On the Resource App:

1. Create a new resource in the *Resource* area
2. Set up a new Resource App login:
3. You can do so from the *Portal & App* tab on the *Resource Details* page by selecting the *Create Resource App User* button:



A screenshot of the "Resource App" setup interface. At the top, the name "Harold Lloyd" is displayed in blue, with "Resource Name" in smaller gray text below it. Below the name are two tabs: "Details" and "Portal & App", with "Portal & App" being the active tab. The main content area has a header with an orange "FM" icon and the text "Resource App". Below this header are two buttons: a green button with a plus icon and the text "Create Resource App User Manually", and a blue button with an envelope icon and the text "Create Resource App User Via Email Link". Between these two buttons is the word "OR". At the bottom of the section, the text "App not set up for this resource yet." is displayed in bold.

4. Or, from the *Resource App Manager* page, select the *Add Resource*
5. This will prompt a pop-up to appear where you can select from existing resources. Once you select a resource, you will be asked to provide a password for this user:
6. Using a web browser on your device (phone or tablet or even laptop) go to <https://resource.trackplanfm.com>

7. If from a phone or tablet, wait a moment for a pop-up option that will allow you to add the app to your home screen.
8. Once completed, the TrackplanFM Contractor icon will appear on your home screen:

Please note: It is important to ensure you are using the Chrome browser on mobile Android devices, and the Safari browser on mobile Apple devices for this to work properly. Users must already be set up for either the Resource or Manager app in order to log-in.

After the user has saved the app, and logged in, they will see an option to *Sync App Data*. Selecting this button will ensure the data will be synced and you will be sent a notification once it is completed:

A rectangular button with an orange background. On the left, there is a circular arrow icon. To the right of the icon, the text "Sync App Data" is written in a white, sans-serif font.