



in4mo

USER GUIDE

CRAFTSMAN

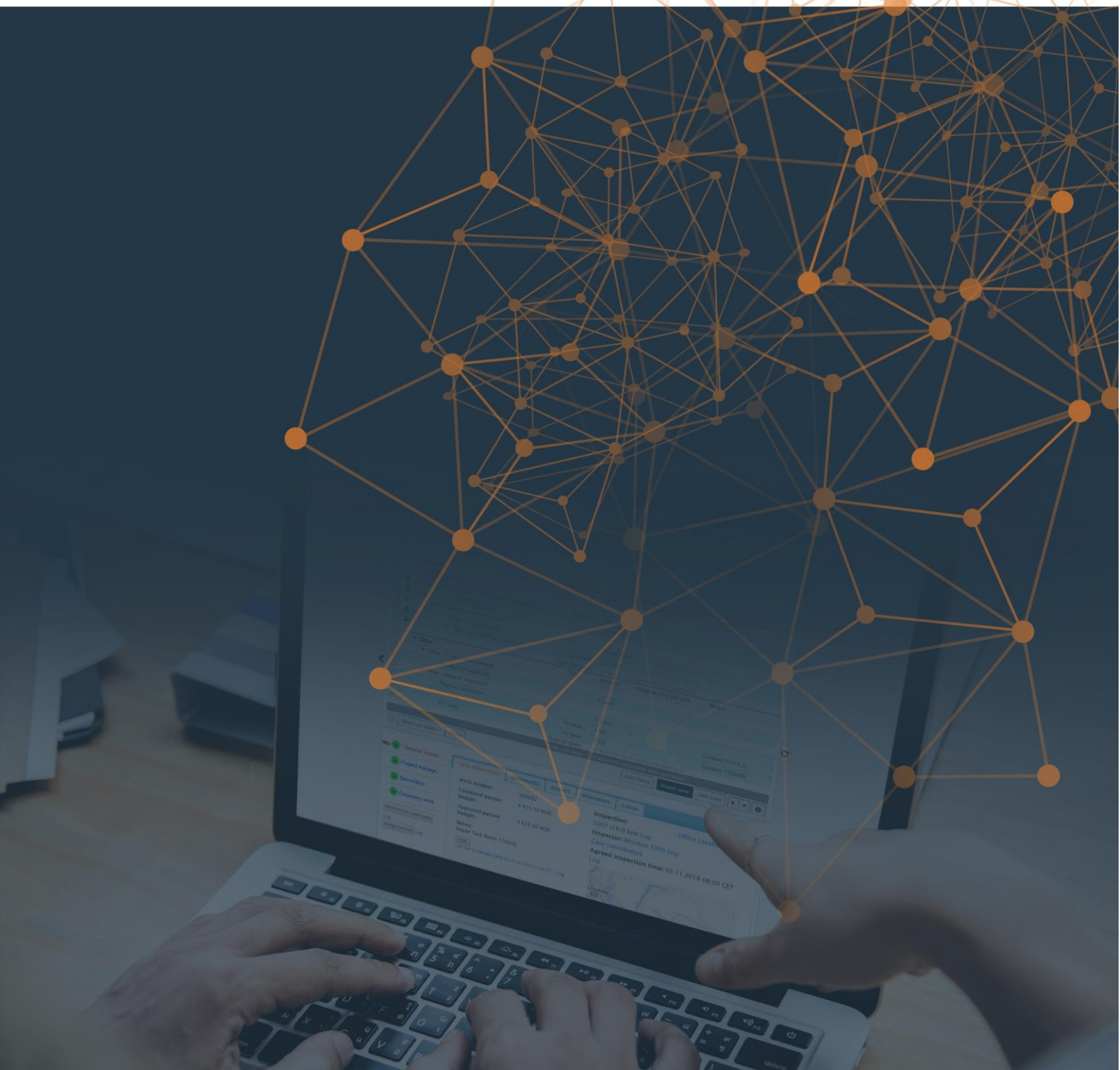


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Adding of a budget to task

If your work does not include counting/adding budgets, please go to page 3.

All other tasks except inspection and first aid can require a budget to be accepted by the insurance company, before the tasks become visible and the reporting can be started from the mobile application.

If a task does not require a budget, it will switch to status B++ directly after the schedule for the task has been set and a responsible person has been assigned for the task.

The company assigned for the task is also responsible for adding of the budget, meaning you can only add budgets to tasks that you have been assigned to.

Budget can only be added when the task is in status **2**

To add a budget for a task, there are two different options to do so:

A) Go to *Task information* of a task and choose *Add budget to task(s)*

OR

B) Click the *Budget* tab and choose *Add budget for task(s)*

Add a short description for the budget and upload a calculation file. Add also the total amount excluding VAT. Material costs can also be specified if needed.

Choose the tasks that are related to the budget.

Click *Send for approval* when finished. The status for the task will then switch to **B**

The screenshot shows the in4mo web application interface. The 'Task information' tab is selected for the task 'Demolition: in4mo Training - Oslo (1.7 km)'. The 'Add budget for task(s)' dialog box is open, allowing the user to input budget details. The dialog box includes fields for a short description, budget amounts, a calculation file, office selection, task selection (Demolition and Drying are checked), and a comment field. The 'Send for approval' button is located at the bottom right of the dialog box.

Updating budgets

If the budget needs to be edited, go to *Budget* and choose *Edit* to the right of the task.

Note that a budget can be edited only when a budget has been rejected or approved.

When a budget has been approved the status will switch to **B+** and the WI-description field will be **green**.

When the status for a task is B++ the reporting from the mobile application is available.


If a budget is rejected the status switches back to **2** and the WI-description field will be **red**. When this happens, go to *Edit*, update the information and send the budget in again for approval.

When a budget is updated in an ongoing task (in status 3) the status switches to **3-**. This means that the work can continue, but only the original budget is approved.



The task cannot be marked as completed in the mobile application until the budget is approved and the status is back in 3.

Budgets cannot be edited when the task has reached status 4.

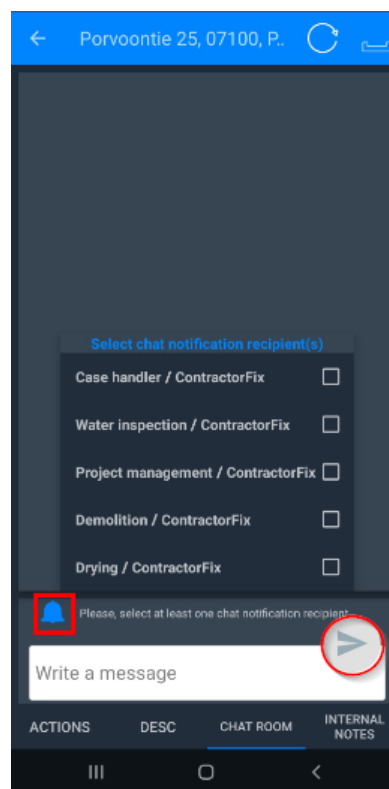
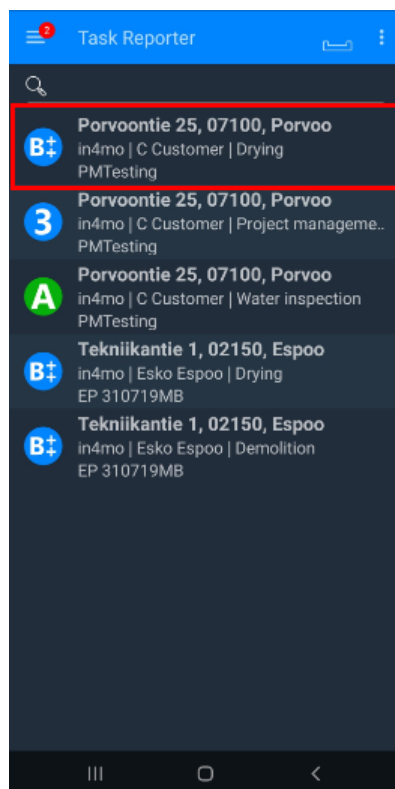
Reporting with the mobile application using a smartphone

When the sent budget has been approved by the insurance company for the craftsman task the assigned employee will see the task in the mobile application task list with status . A task is only shown in the mobile application when the status is in



The reporting for craftsman task(s) can only be started when the status is in  for the task(s) and when the **Main Inspection task** has gotten a **approved compensation decision** and is in status .

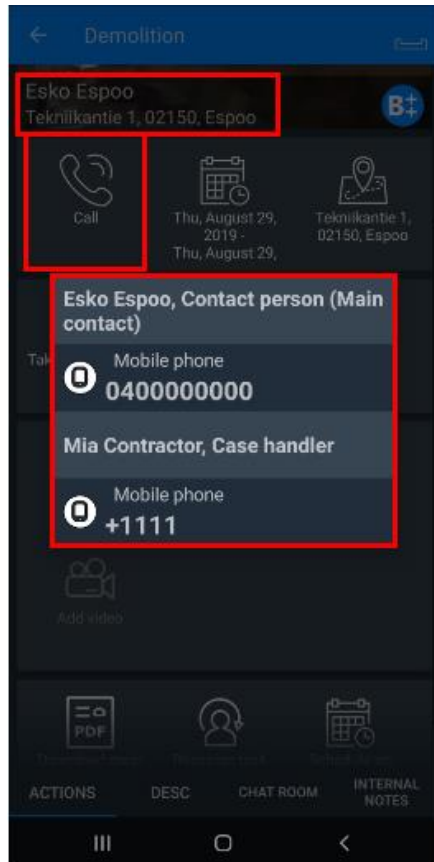
Please make sure that you click on the correct task so that the information you fill in ends up in the correct case in the web portal.



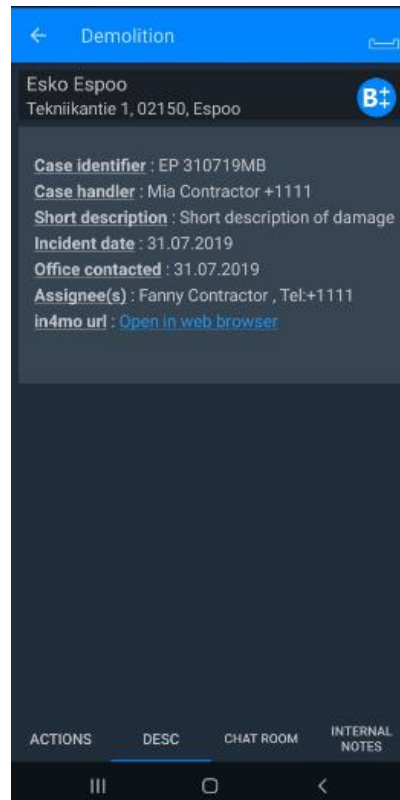
There can be important information about the case, written in the chat room. To navigate to those messages, select *CHAT ROOM* at the bottom in the task.

If you wish to write a new message, write it in the text field and click the blue bell icon to select who will get a notification of the chat message. When text is written in the text field, the grey arrow to the right switches to blue – enabling the sending of the message. In other words, you cannot send an empty message in the chat room.

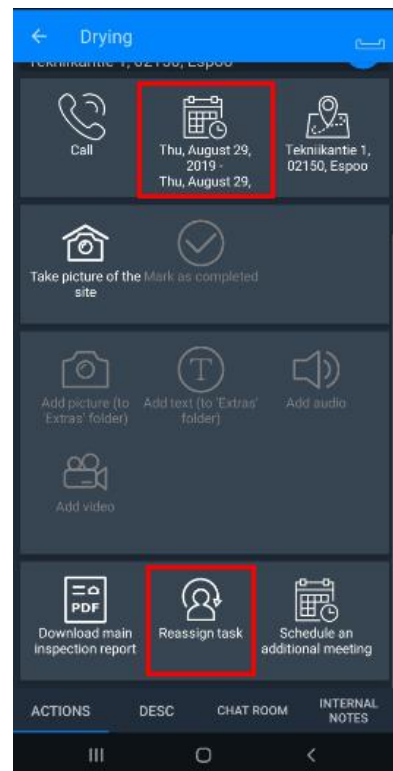
Task information and description



In the task's **ACTIONS** view, you can see all the actions that can be taken for the task in question, in addition to the site address and the customer/contact person's name. Phone number for the case handler and contact person(s), can be found by clicking the phone icon *Call*



By navigating to the **DESC** view, you will see more information about the case and the task. The project manager can also have described here, how to complete the task.

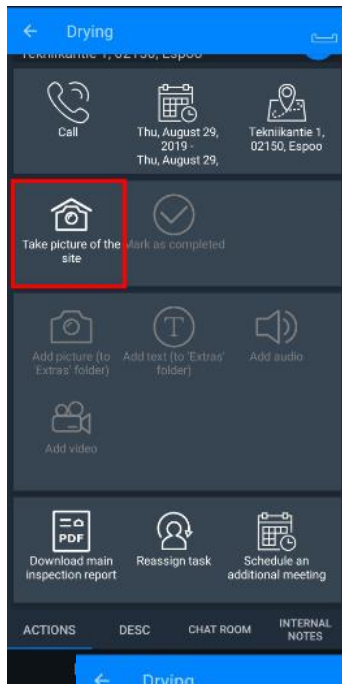


If the start/end time needs to be changed for the task, click on the calendar icon next to the phone icon. A calendar opens, where you can select the new times. Note, when changing the start/end times for the task, you need to specify a reason for changing the times. If the status of the task is in **1**, it means that the start and end times must be set.

A task can also be reassigned to another colleague by clicking the icon at the bottom *Reassign task*.

Actions view

Actions view is the default view in the mobile application of the smartphone, when opening a task.

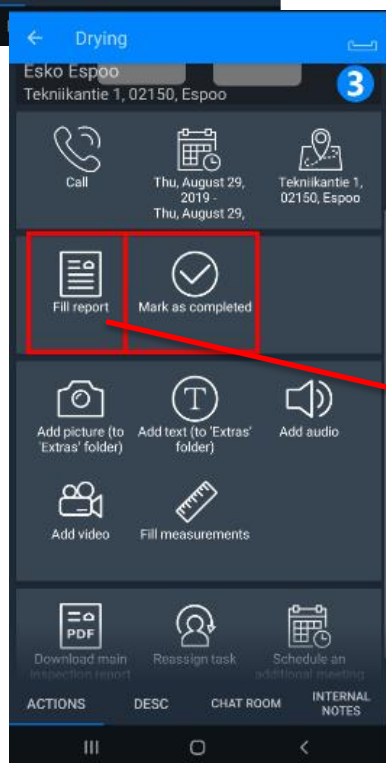


When you wish to start reporting, start by taking a picture of the site. The first picture should be taken before the work begins, to show what it looked like when arriving at the site. To take the picture, click on the icon *Take picture of the site*.

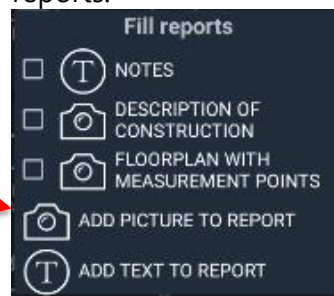
When the first picture has been taken, the status of the task will switch to **3**

Please make sure that the quality of the report items is good, to provide the best possible information to others involved in the case.

When you have taken the first picture at the site, the other reporting functions will become available. The additional pictures you send forward will not be visible on the mobile application – but only in the web portal.



If the task has a report, the *Fill report* icon is visible. It shows a few options such as notes and the possibility to add texts and pictures to the task report. The report is more extensive on a tablet so tablets are recommended for tasks with reports.

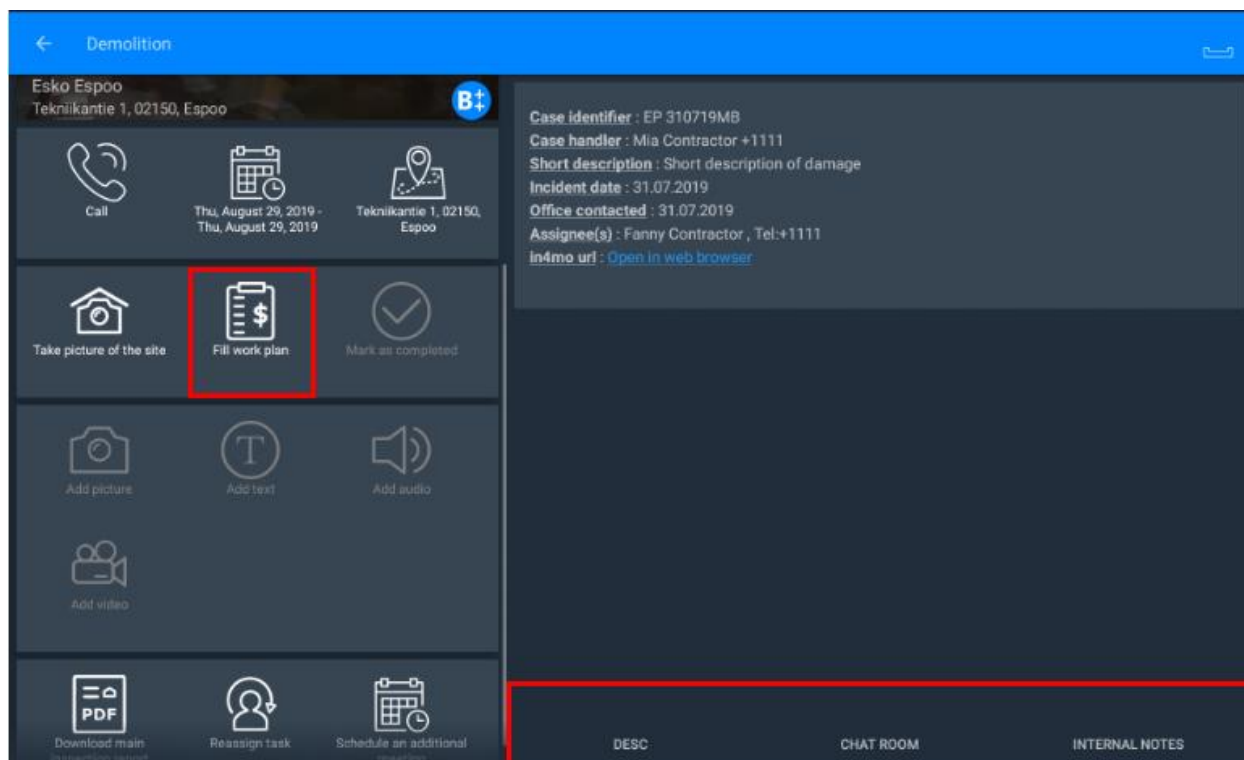


When the reporting of the task is ready, click on the icon *Mark as completed* - the status for the task switches then to

4

Note! Do not mark the task as completed before you are sure that the task is really finished. When the task has been marked as completed, it will disappear from your task list.

Reporting with the mobile application using a tablet



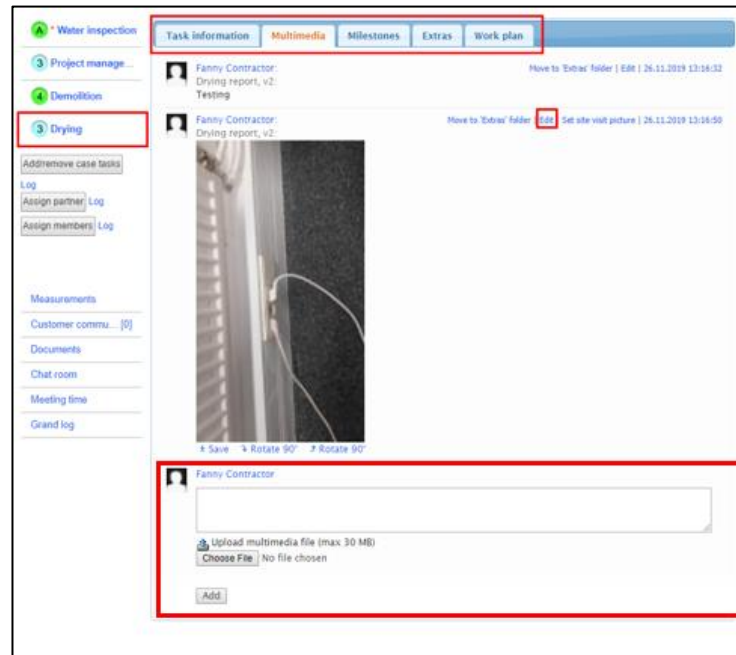
Reporting a craftsman task with the tablet, differs a little when using a smartphone. When using a tablet, you have the possibility to fill out a work plan (if the in4mo Cost Calculation feature is in use) – which does not work when using a smartphone. How to fill out and make a work plan is described in more detail in a separate iCC -guide.

The default view when opening a task on a tablet is the *DESC* view, where you see the information about the case and task in question, whilst reporting the task. There is no separate *ACTIONS* view, that you must navigate to like on the smartphone. Other functions to navigate to, like on the smartphone is the *CHAT ROOM* and *INTERNAL NOTES*.

Information about the task(s) in the web portal

All the reported items that have been sent from the mobile application are available in the web portal.

Choose the task you want to view the information of by clicking on the name of the task from the task list on the left.



Under *Task Information*, you will find the basic information about the task, the same as in *DESC* view in the mobile application.

You can view the reported items under *Multimedia* where the pictures can be enlarged by clicking on them. If you want to add text to the pictures, click on *Edit* on the right side of the picture. This opens a text field to the right of the picture, where you can fill in the text.

There is the possibility to upload pictures on the web. Scroll down to the end of the *Multimedia* tab and click *Choose File* – this opens another view where you can select the file from your computer.

Milestones helps you follow the progress of the task and what the statuses represent.

The items sent to *Extras* are viewable under that tab and if ICC is in use for the case, you will see the task's work plan under the *Work Plan* tab.