



Managing Info Tech Mobile Inspector™ within FieldManager®

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Contents

- Managing Info Tech Mobile Inspector™ with FieldManager®1**
 - 1. Introduction1
 - 2. Assigning Inspector Device IDs1
 - 3. Associating Inspectors to Contracts2

Managing Info Tech Mobile Inspector™ with FieldManager®

1. Introduction

This document describes the Info Tech Mobile Inspector™-specific steps that must be taken in FieldManager® in order to manage Mobile Inspector users. These steps will enable base contract data to be securely routed to the correct Mobile Inspector devices. These steps can be divided into two basic functions: **Assigning Inspector Device IDs** and **Associating Inspectors to Contracts**.

2. Assigning Inspector Device IDs

The Device ID is provided by the Mobile Inspector app and is unique to each instance of Mobile Inspector. In order for a Mobile Inspector device to work with FieldManager, its Device ID must be assigned to the proper user (the Inspector using the mobile device) in FieldManager.

Only a FieldManager **System Administrator**, who has the security access to modify user information, will be able to enter and maintain an Inspector's Device ID in FieldManager. Follow these steps to assign a Device ID to a FieldManager user:

1. Select Maintain Users from the Utilities | System Management sub-menu in FieldManager.
2. Open the Change User Information window for the Inspector as seen in the example below. Add the Inspector if he or she does not exist in FieldManager.

Change User Information (User: John Smith)

User ID: User Initials:

User Name:
(Last Name) (First Name) (Middle Initial)

Phone No:

Device 1 ID:

Device 2 ID:

Device 3 ID:

Password: Re-enter Password:

Security Level: ▼

This user has read/write access to FieldBook functionality and read access to rest of the system except the User Information.

3. Enter the Device ID in the **Device 1 ID** field and select OK. Fields **Device 2 ID** and **Device 3 ID** can be used if the inspector is using more than device. Note that an inspector with multiple devices will not be able to share unsubmitted IDRs between devices.

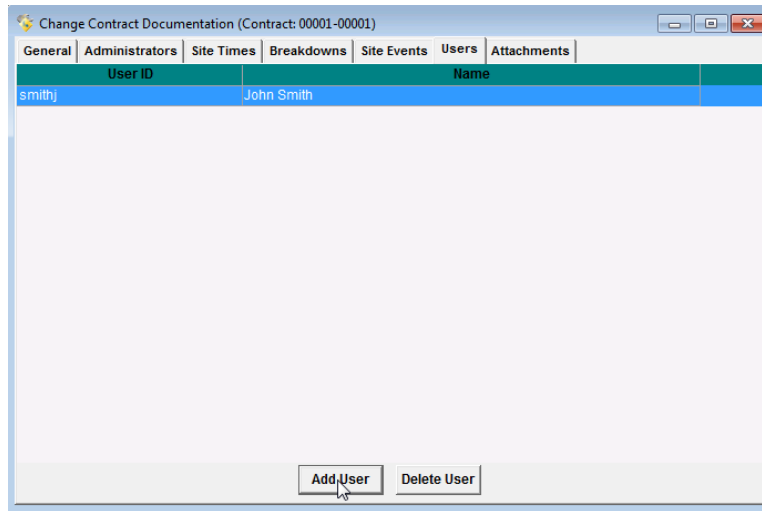
Important notes when assigning Inspector Device IDs:

- Use caution when removing or changing a user’s Device ID. These actions will remove all contracts associated with this FieldManager database instance from that device and any unsubmitted IDR data on that device will be lost.
- A Device ID only needs to be assigned once to a FieldManager user (Inspector) in a FieldManager database instance. When this is complete, the inspector can be associated and disassociated to contracts as described in the next section. Note that a Device ID should not be assigned to multiple users in the same FieldManager database instance.
- A Device ID can be assigned in different FieldManager database instances. This allows the Inspector to use the same device to work with different FieldManager agency offices or organizations.

3. Associating Inspectors to Contracts

An Inspector with a Device ID assigned will receive contracts only if the user is also associated with one or more contracts in FieldManager. A user with a **FieldManager User** security level can follow these steps to associate Inspectors to contracts. This will allow the Inspector to receive contract data and submit new IDRs on that contract using their mobile device.

1. Select the Users tab on the Change Contract Documentation tabbed window for the contract as shown in the following example.



2. Use the **Add User** and **Delete User** buttons to manage the users that are assigned to the contract.
3. Save the Change Contract Documentation tabbed window.
4. Repeat for each contract to be associated.

Important notes when associating Inspectors to contracts:

- Use caution when removing a user from a contract. This action will remove the contract from that user's mobile device(s), and any unsubmitted IDR data on that device for this contract will be lost.
- If the inspector changes devices, such as to replace a device, only the Inspector's Device ID needs to be updated, as the contract associations are tied to the user, rather than the Device ID.

