GO BEYOND®

SIDERISE®
integrity in all we do

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PowerApps

Powered by Microsoft Power Apps

SIDERISE®
integrity in all we do

Contents

Installing the App

The New Siderise App uses the Microsoft PowerApps platform to give you access to added benefits.

These include:

- Added security protecting you & your data
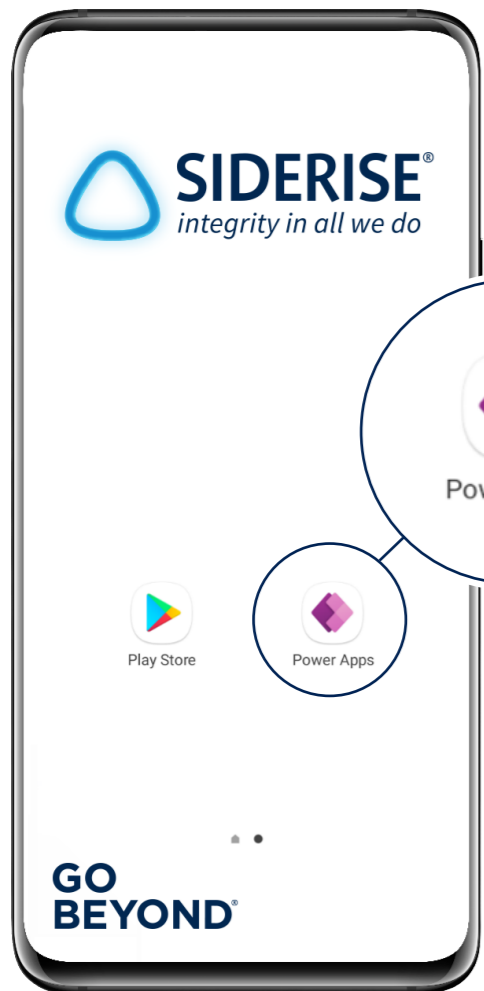- Option to share your projects & inspections with your colleagues accounts

PowerApps

Fig 1.1

Finding the App

You can find and download the Microsoft PowerApps platform on Play Store (Android), App Store (Apple) and Microsoft Store (Windows) or alternatively you can access it through your web browser. Siderise recommend using one of the app platforms rather than the web browser.

Getting Access to the Siderise Inspection App

Please send an e-mail to: **app.requests@Siderise.com** and we will set up your account. You will then receive an e-mail with your username and password advising that your account has been set up. This will be provisioned access until you sign in for the first time.
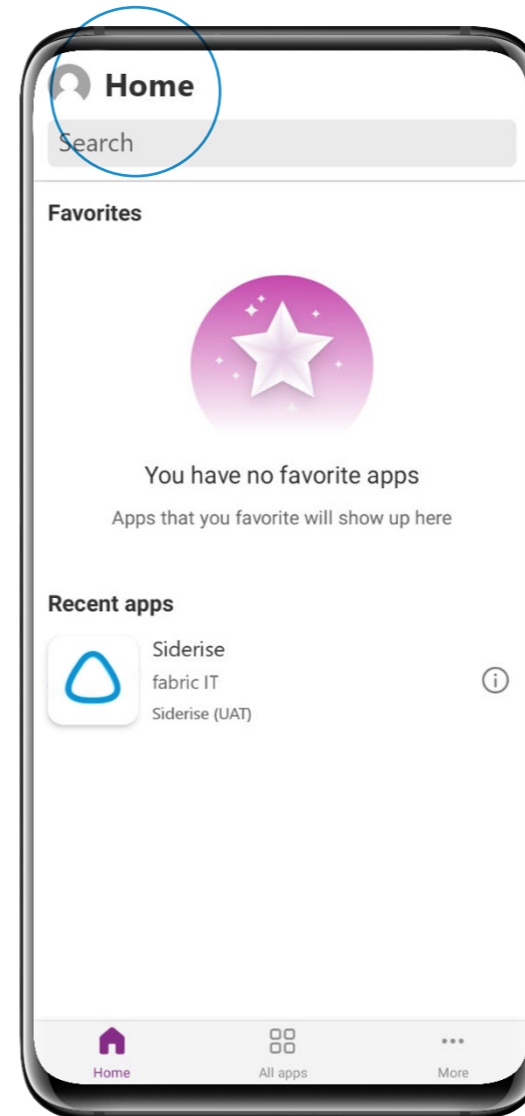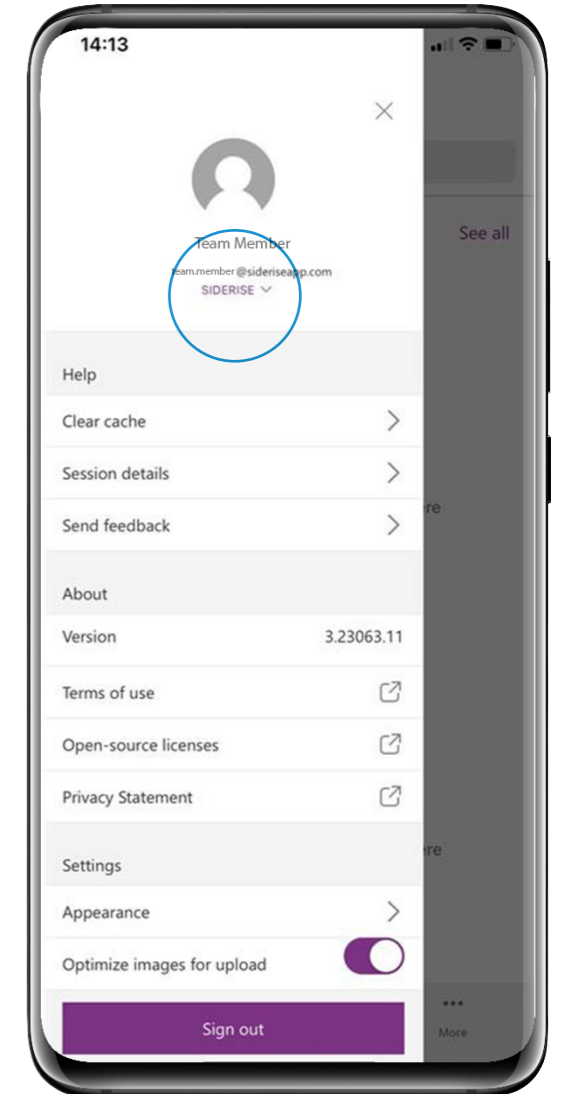

Fig 1.2

Fig 1.3

Starting the Siderise Inspection App

Once your account has been granted access to the Siderise Inspection App, you will receive a confirmation email and it will show up in your PowerApps.

Press the home icon (Fig 1.2). You will then see your user details (Fig 1.3).

Click the drop down under your email address to ensure the directory is set to SIDERISE (Guest) (Fig 1.4).

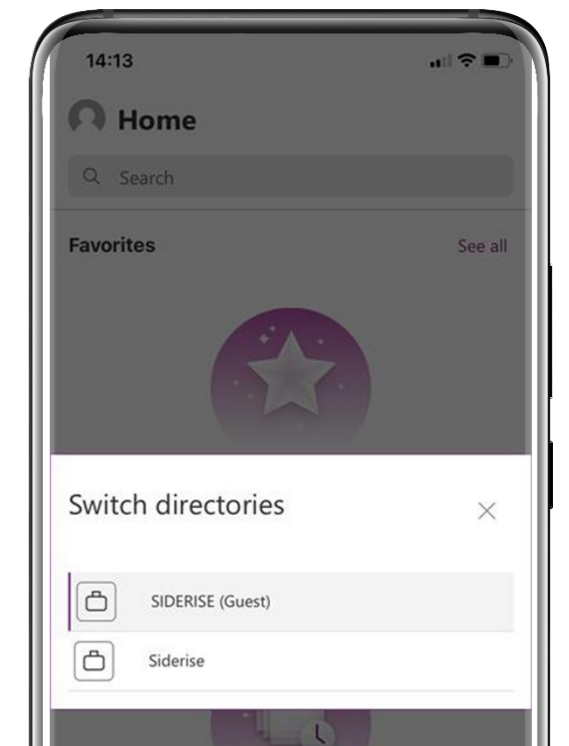Press the Siderise logo to launch the Siderise Inspection App.
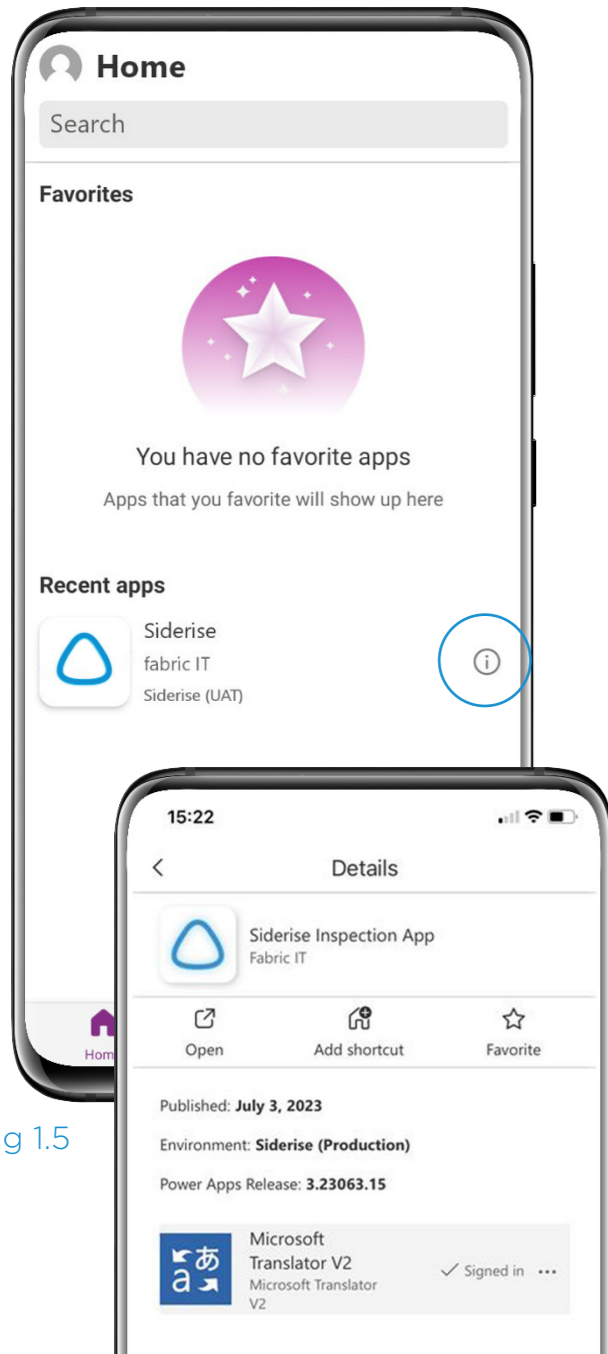

Fig 1.4

Fig 1.5

The Info button (Fig 1.5) will give you the full app details.

Fig 1.6

Quick access to the Siderise Inspection App

On the info screen it presents you with the option to "Pin to Home" (Fig 1.7), by pressing this it will load a Siderise App button on your home screen (Fig 1.6).

Fig 1.7

General Navigation

The New Siderise Inspection App has been designed to make finding your way around even easier. Below shows the App home screen which shows once the app is opened.

Projects
How to create and find a Project record

Catalogue
How to navigate the Catalogue section

Profile
Check your Profile details

Guide
Find out how to use the Siderise Inspection App

Support
How to access support for the Siderise Inspection App

Settings
Language settings and offline mode

Fig 2.1

Navigation Bar

The Navigation Bar appears at the bottom of the screen, it shows buttons to the different areas of the App and also a Home button to go back to the above screen.
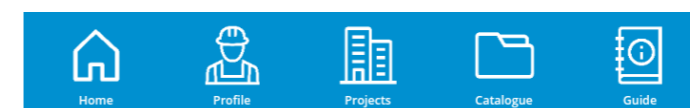

Back & Save Buttons

The back or save button appears at the top of the screen which takes you back to the previous screen.
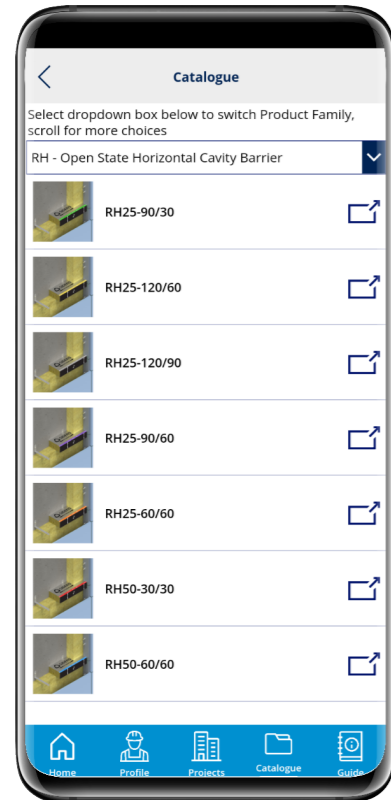

Fig 2.2

Catalogue

Fig 3.1

Fig 3.2

The Catalogue is the area in the Siderise Inspection App where you can find more information about Siderise products.

The first screen that will appear will show a list of the products in categories (Fig 3.1). By pressing on the dropdown you can scroll through the different product types to find the product you want to look up. Selecting it will expand the list of the product variants.
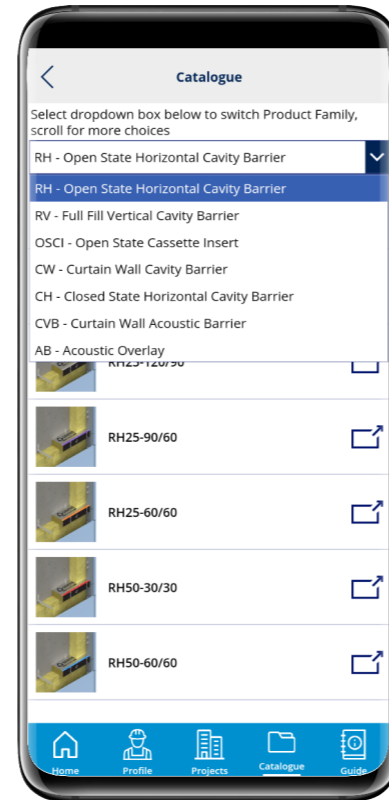
Pressing on the product takes you to the relevant webpage on **www.siderise.com**.
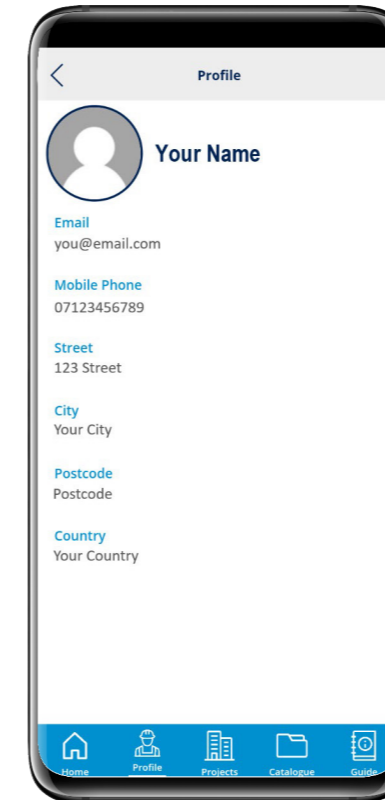
Profile

Fig 4.1

This area shows the account details registered for using the Siderise Inspection App.

It is important to check that these details are correct as they are the details which will be used to contact you including forwarding the reviewed reports.

These details will also be used to start filling out the inspections you create to save you time from having to re-enter them every time.

To request any changes to your personal details, please email: **app.support@siderise.com.**
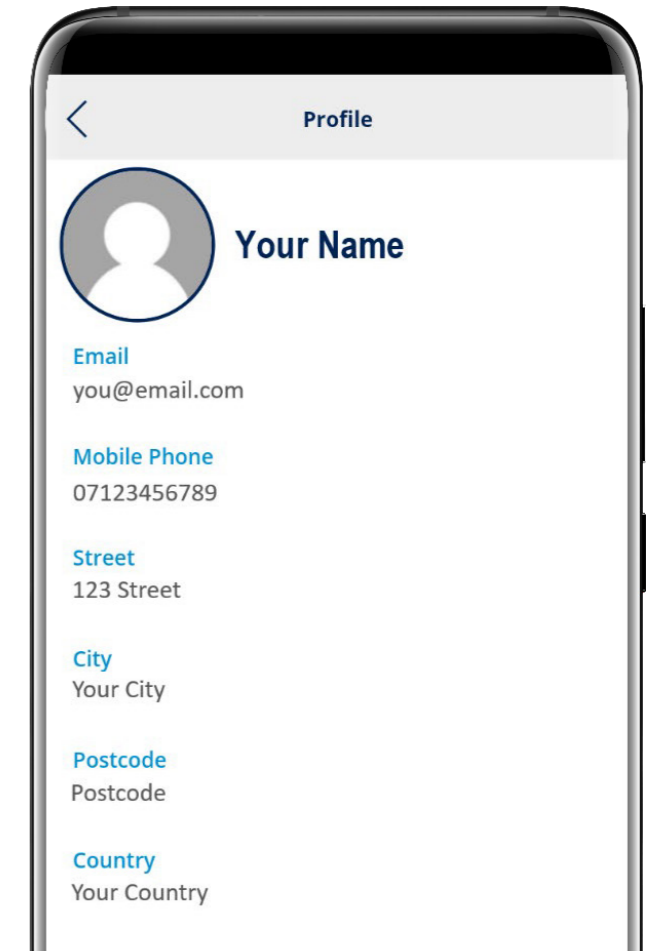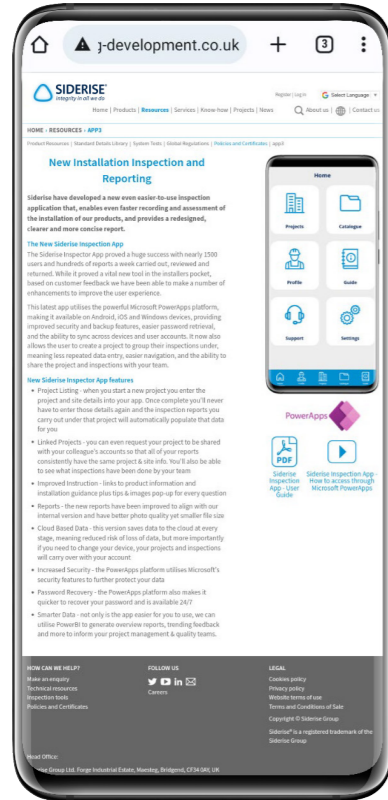
Guide

Fig 5.1

This button will take you to our App webpage which provides links and a copy of this guide for easy access.

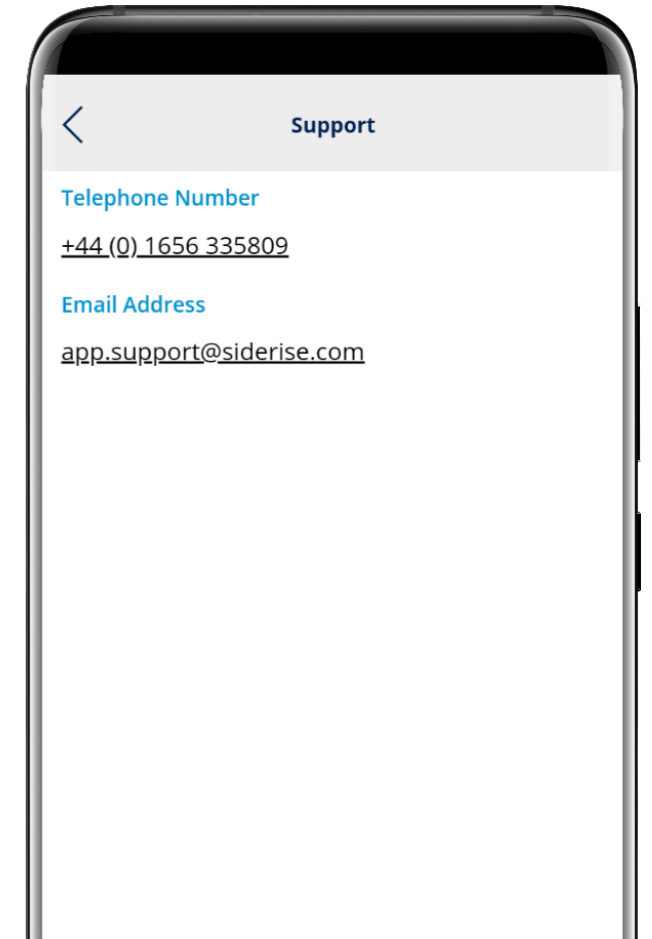It will open this page in your devices default web browser.

Support

Fig 6.1

This button will take you to our contact details for support on your account, using the app or any other queries relating to the Siderise Inspection App.

By pressing or holding the number, it should automatically open with the number ready to call, pressing on the email address should create a new email addressed to us in your devices default email application.
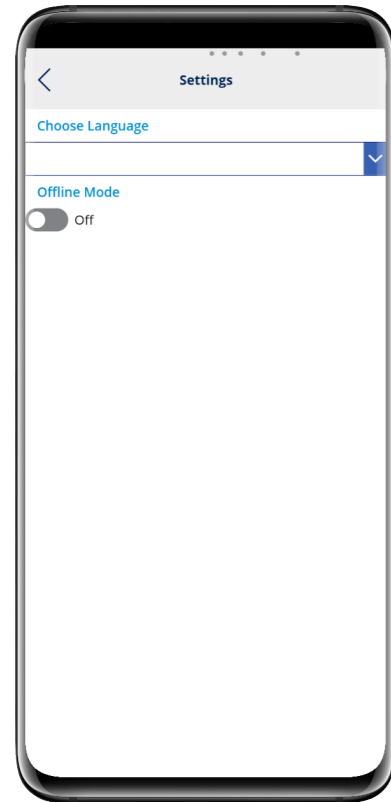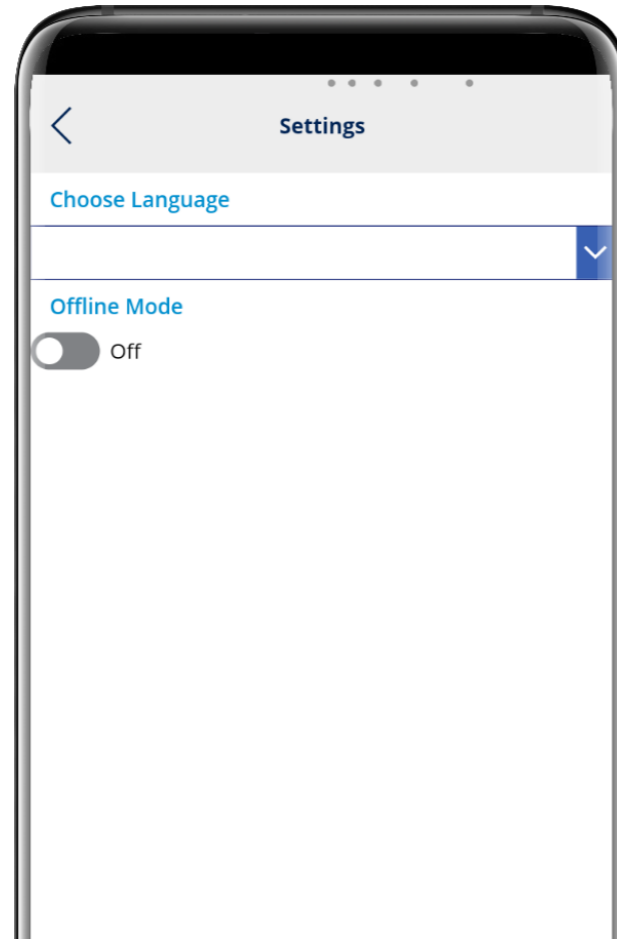
Settings

Fig 7.1

This button will take you to the Siderise Inspection App settings.

The language option allows you to choose your preferred language within the App. Please note, some text may not translate into other languages.

If you don't have a sufficient connectivity you can choose to activate 'offline' mode using the toggle button. Note that you must use or create an existing project with the inspection element(s) already created. When you switch to offline mode it will ask you to select which project you would like to work on.

As soon as you regain connectivity you can switch 'offline' mode off and then you will be able to submit your report.
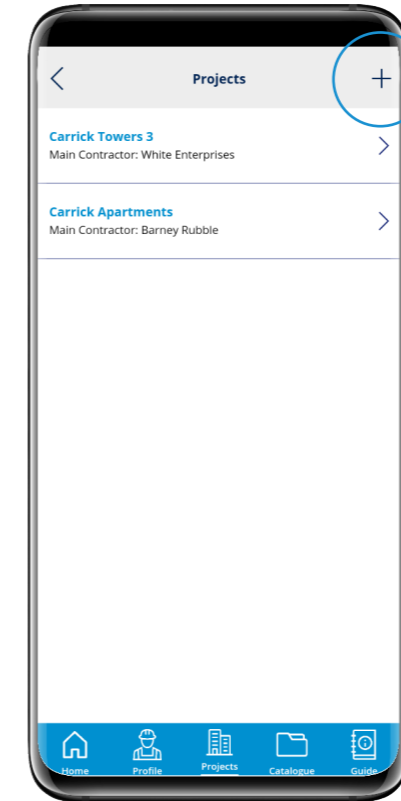
Projects

Fig 8.1

Fig 8.2

This button will take you to your Projects area. Here you will find a list of any Projects you have created or have been shared to you.

To create a new Project you can press the "Plus" button at the top of the screen (Fig 8.1).

Once the Project Details page (Fig 8.2) opens, you will find all the information entry fields which need to be populated.
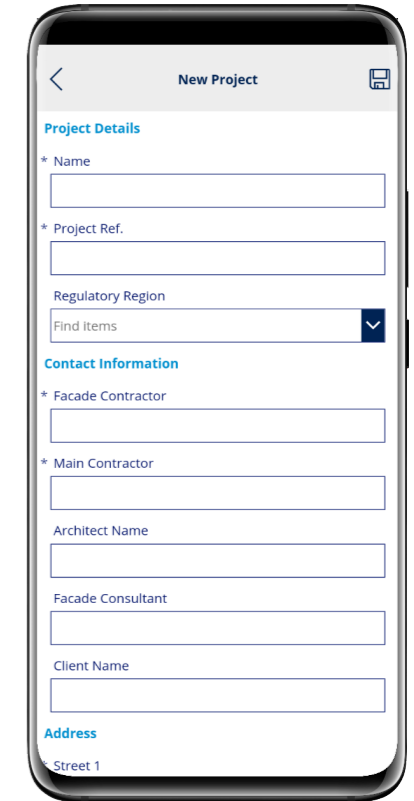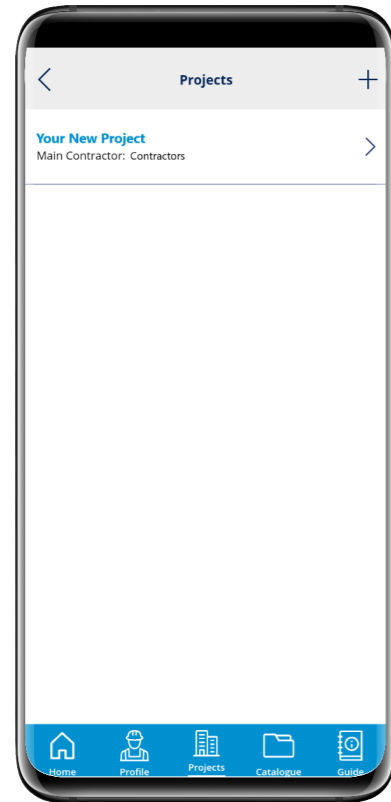
Inspections

Fig 8.3

Fig 8.4

Fig 9.1

Fig 9.2

Once you have filled in all of the fields and press save, the app will return to the Projects page.

This time you will find your project added to the list (Fig 8.3).

When you click on the project it will launch the project details (Fig 8.4) where you can check that they are all correct and edit if required.

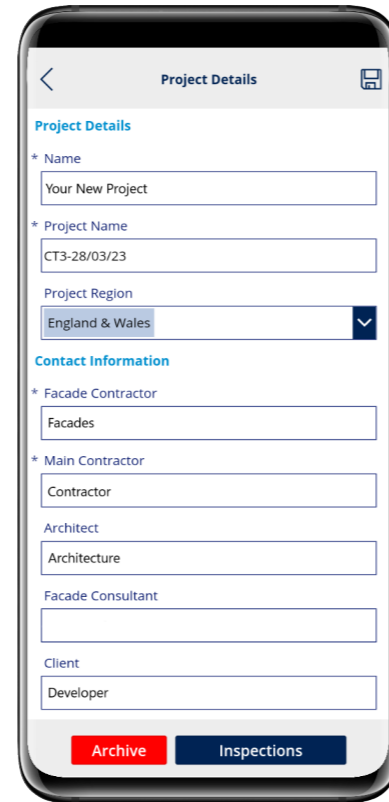You can also Archive the project if it is completed and you no longer need to use that template.

If you later require access to an archived project, contact our support team to reinstate.

By clicking on the ‹Inspections› button at the bottom of the screen you will be able to create an inspection.
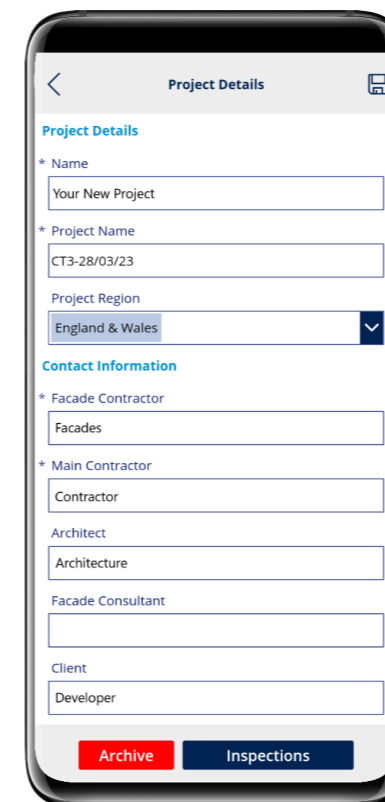
If you wish to share your project with anyone so that all of your inspections can be listed together contact our support team.

This will mean that all of your combined inspections will be listed here on this screen, to assist you from duplicating inspections or make it easier to share areas covered already by your team.
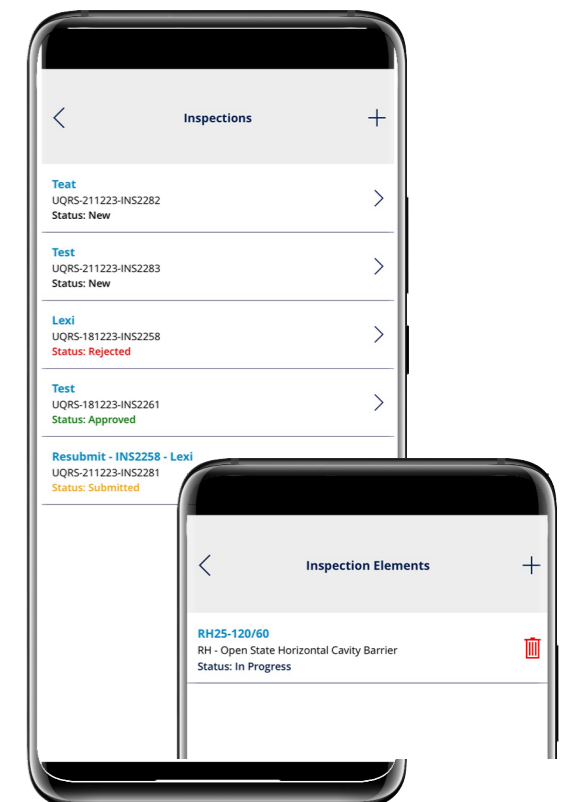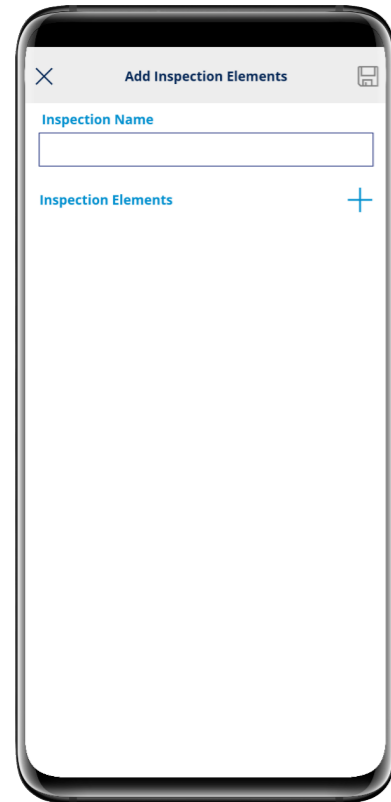
Fig 9.3

Fig 9.4

Fig 9.5

Fig 9.6

Press the plus symbol to start a new inspection. The first part you will be presented with is the inspection set-up (Fig 9.3).

First is the Inspection name. You can enter any name here but we would recommend using something descriptive as this is the name that will be visible in the inspections list. For example "Project Name – Mast 1"
Next you need to add the products you want to inspect by pressing the plus symbol by elements.
This will open a list of the products, select

the product type from the drop-down box and it will open the product grades.
Using the plus and minus symbols you can select up to 4 products.

Press the save icon at the top left corner to save your choices. This must be done first if planning to use the offline mode, elements can be removed but not added when in offline mode.
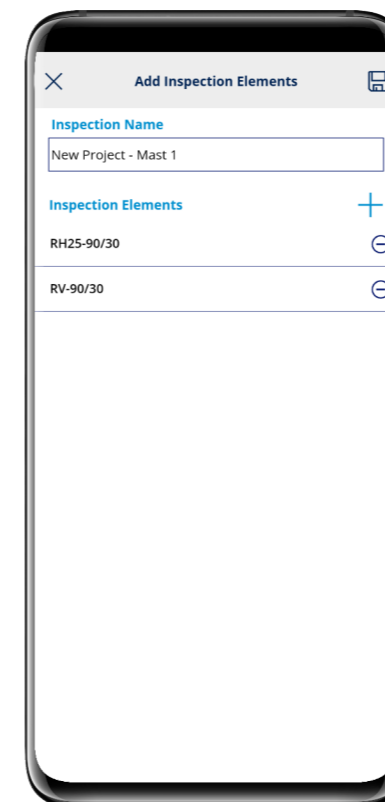
The screen will then show the elements you have selected in a list.

Elements can be removed by pressing the minus button next to the product.

If you are ready to proceed, press the save icon on the top right and the inspection will be generated.

You will get a loading screen as shown in Fig 9.6 which can take a few moments depending on the products and amount you have entered.
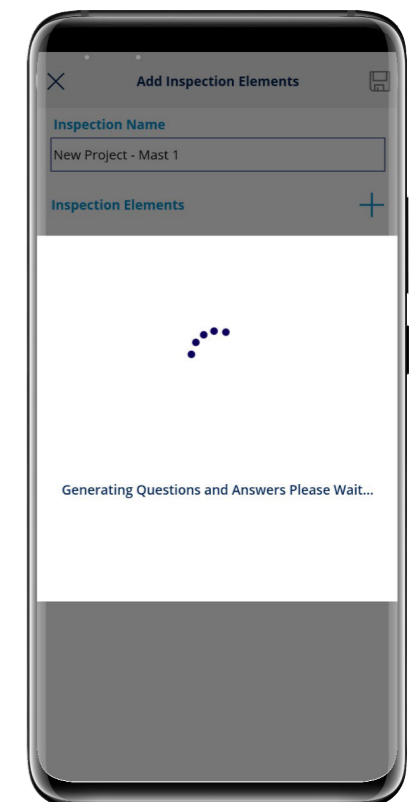
Once saved this will be synced to the cloud, you can exit the app or go to other areas of the app.

You can come back to complete it at any time.
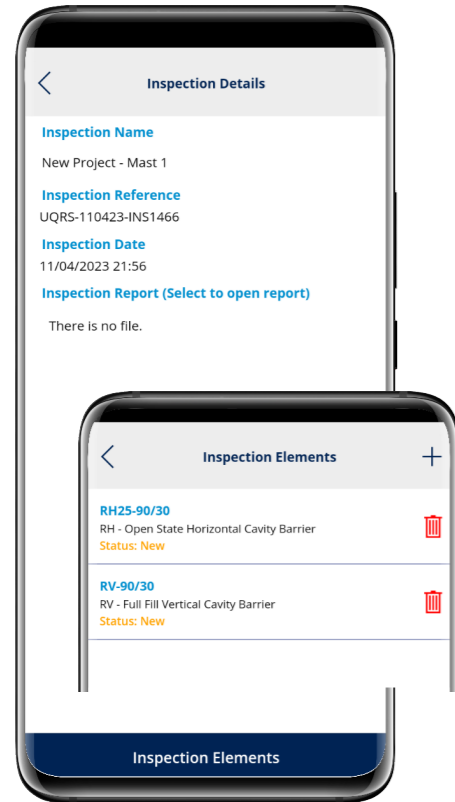
Fig 9.7

Fig 9.8

Fig 9.9

Fig 9.10

When you're ready to commence the inspection press on the Inspection Elements button then the element with the "New" Status.

First you will be asked a couple of questions relating to the location of the inspection element and if the installation team that carried out the works here have been trained by Siderise.
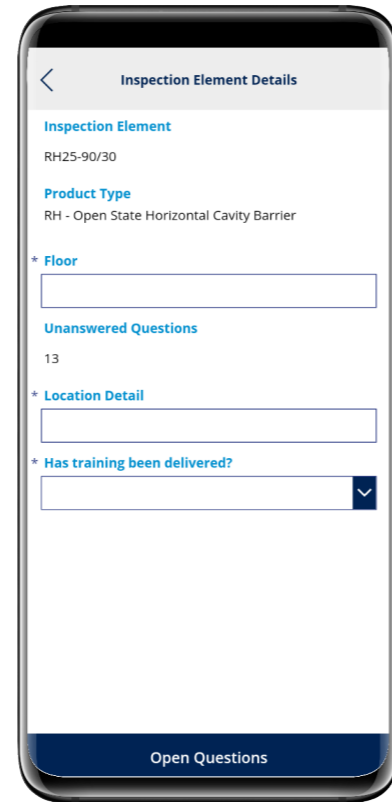
Press open questions to start answering the questions for this element.

You will need to repeat this for each Inspection Element.

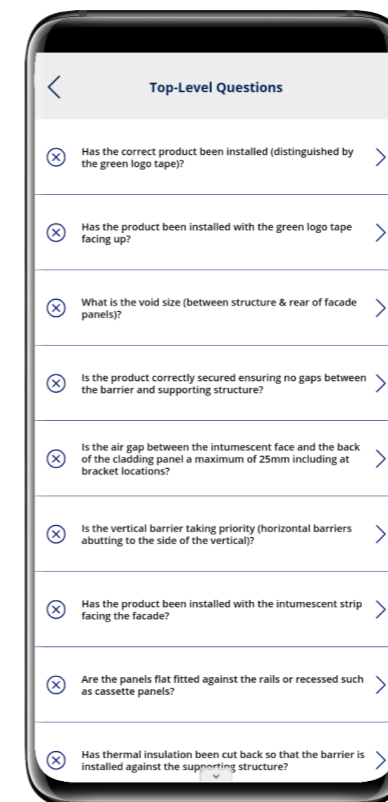You may get a short loading screen (Fig 9.6) again, this is normal.

The questions will appear as a list with greyed check marks on the left. Click on each question to open it (Fig 9.9).

On this screen is the question, a basic image illustrating the installation method and the multiple choice answers (Fig 9.10).

When selecting an answer it may open a further list of relevant sub questions, answer these using this same process.

Camera icons shown in red require a photo as mandatory, to add photos press the camera icon and the add image screen will open (Fig 9.11).
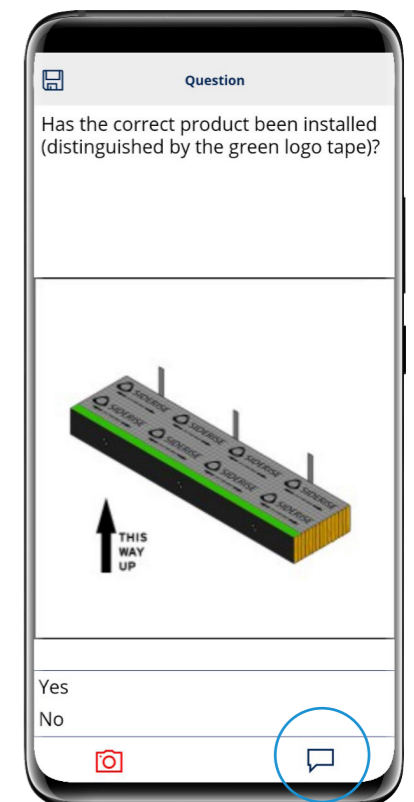
You can also add any relevant comments by clicking on the speech icon on the bottom right (Fig 9.10).
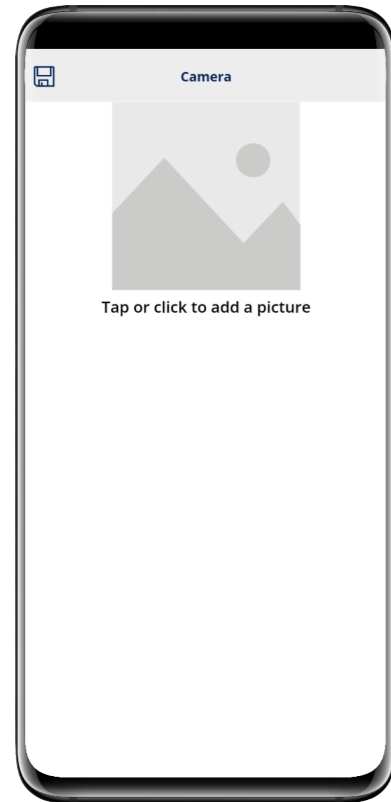
Fig 9.11

Fig 9.12

Fig 9.13

Fig 9.14

Press the "...add a picture" text, it will give you the option to take a photo or add photo from your devices gallery.

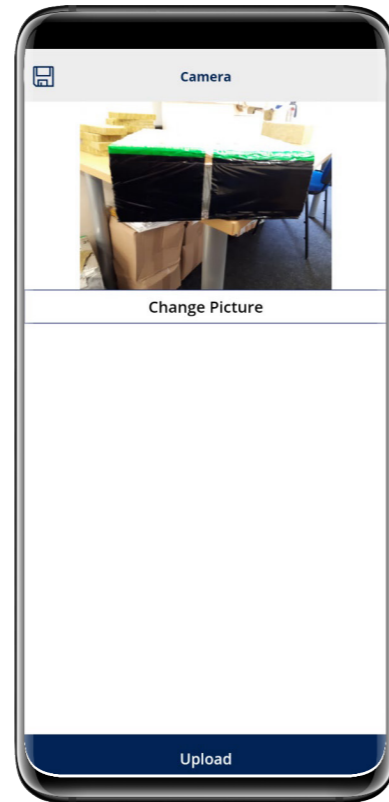Once you have taken or added a photo it will appear for upload (Fig 9.12).

Press the upload button to add it to the inspection. To add another photo, repeat this process pressing upload after each one. The photos you have uploaded will show as thumbnails on this screen. You can delete them using the bin icon if necessary. Press the save button at the top left of the screen when finished.
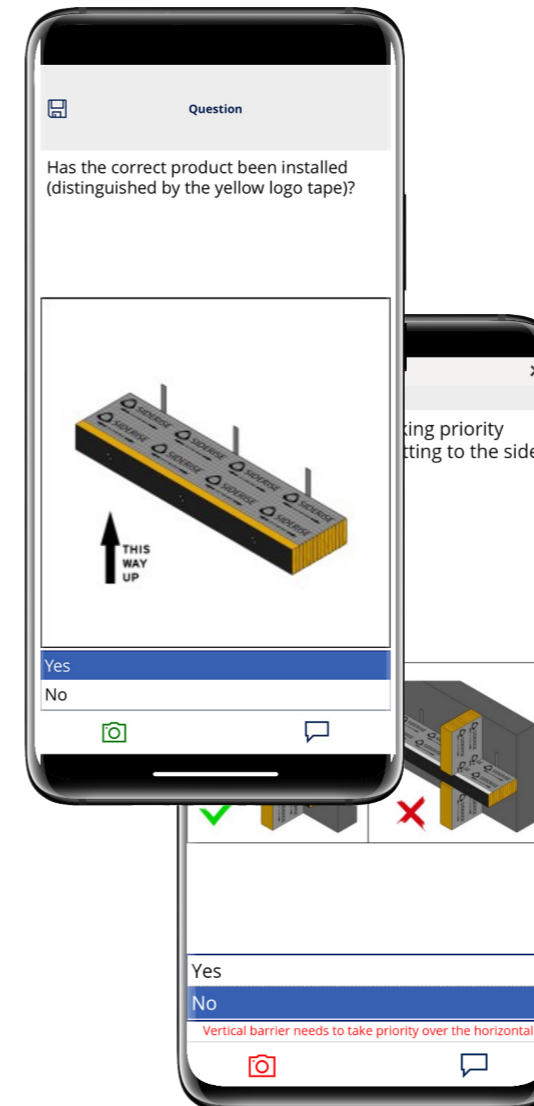
The camera icon will show green indicating that photos have successfully been saved.

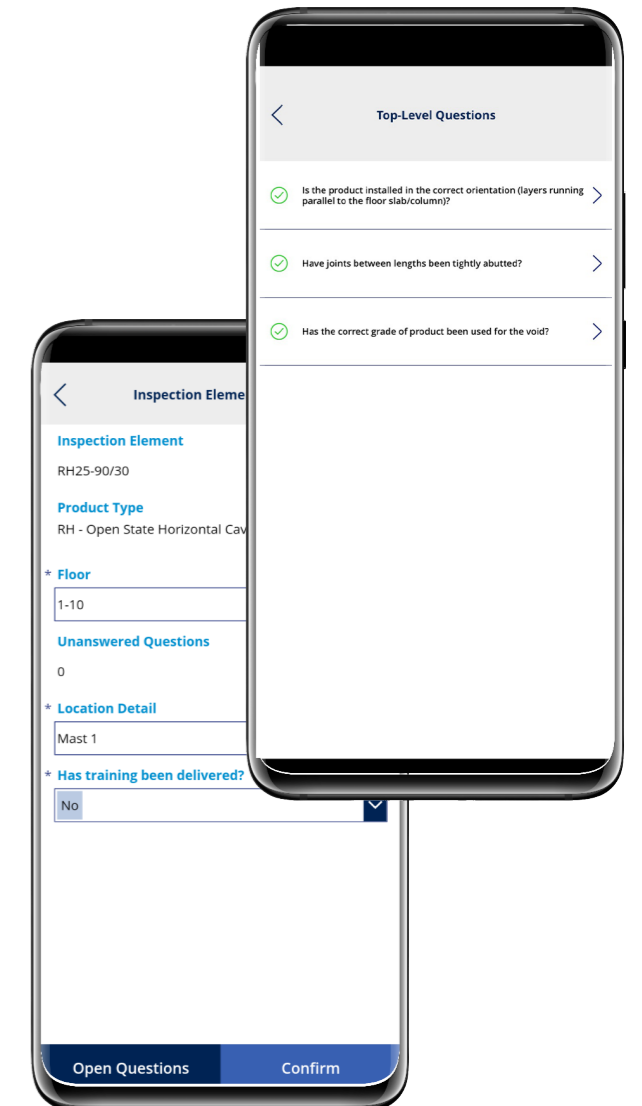Advisory notes may appear in red when answering questions (Fig 9.13).

Completed questions will have a green tick next to them in the list. Once all are complete press the back button at the top left and it will return to the element page which should now show 0 by unanswered questions (Fig 9.14).

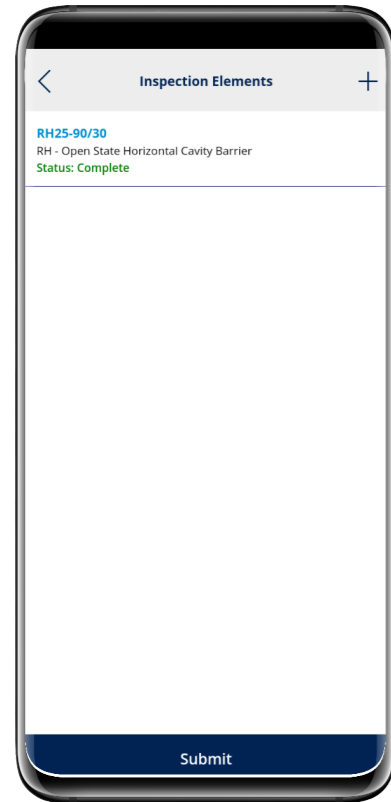Press the confirm button to close the element.

Fig 9.15

Fig 9.16

Fig 9.17

Fig 9.18

This element will now show as completed. Once all of the elements are complete the submit button will appear at the bottom of the screen (Fig 9.15).

The other status's you may see are "New" - inspection not started, "In Progress" inspection not started or completed, «Submitted» if it is with our Site Service Team, «Approved» when the report has been approved and «Rejected» if remedials are required.

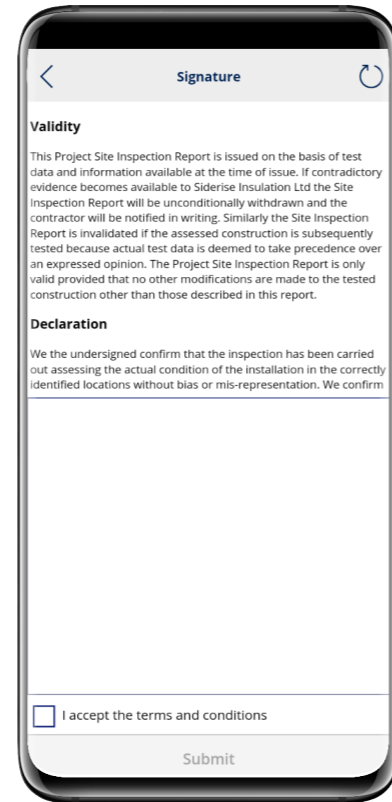If you are finished with the inspection press the submit button.

This will open a signature screen (Fig. 9.16). You will need to sign in the box, accept the terms & conditions and then press the submit button. The inspection will then be submitted to the system for our Internal Site Services team to review.

When going back to the Inspections page under your Project it will now show your Inspection Status as Submitted (Fig 9.2, page 15).
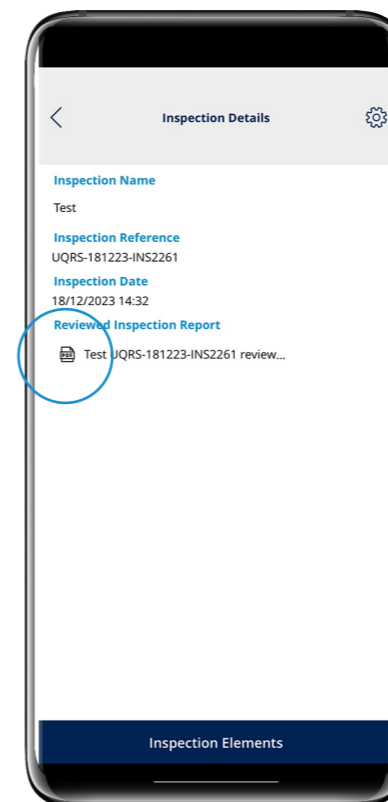
Once reviewed by the team your report will appear in the inspection ready for download. Click on the pdf icon to open and save the report.
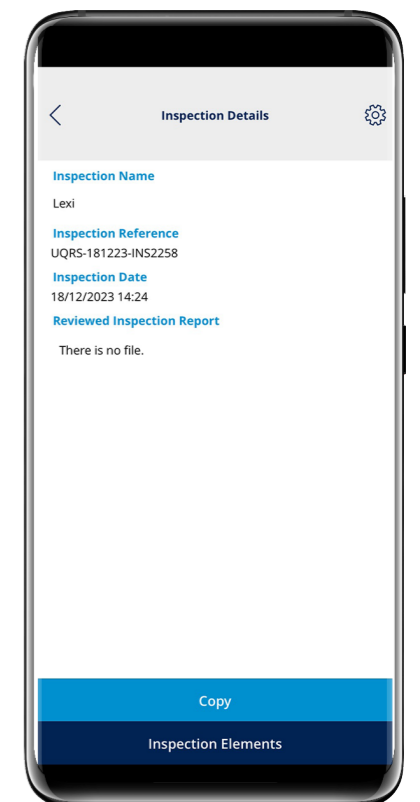
If your inspection has been rejected and requires remedial action you will have the option to copy the original and edit as required.

When opening a rejected report there will be a copy button at the bottom of the screen, pressing this will generate a copy of the original with "resubmit" in the name of title.
All questions, photos and comments will be editable allowing you to remove and replace as required. The new report will be submitted in the same way as any other.

Sharing Projects

Removing shared access from a project
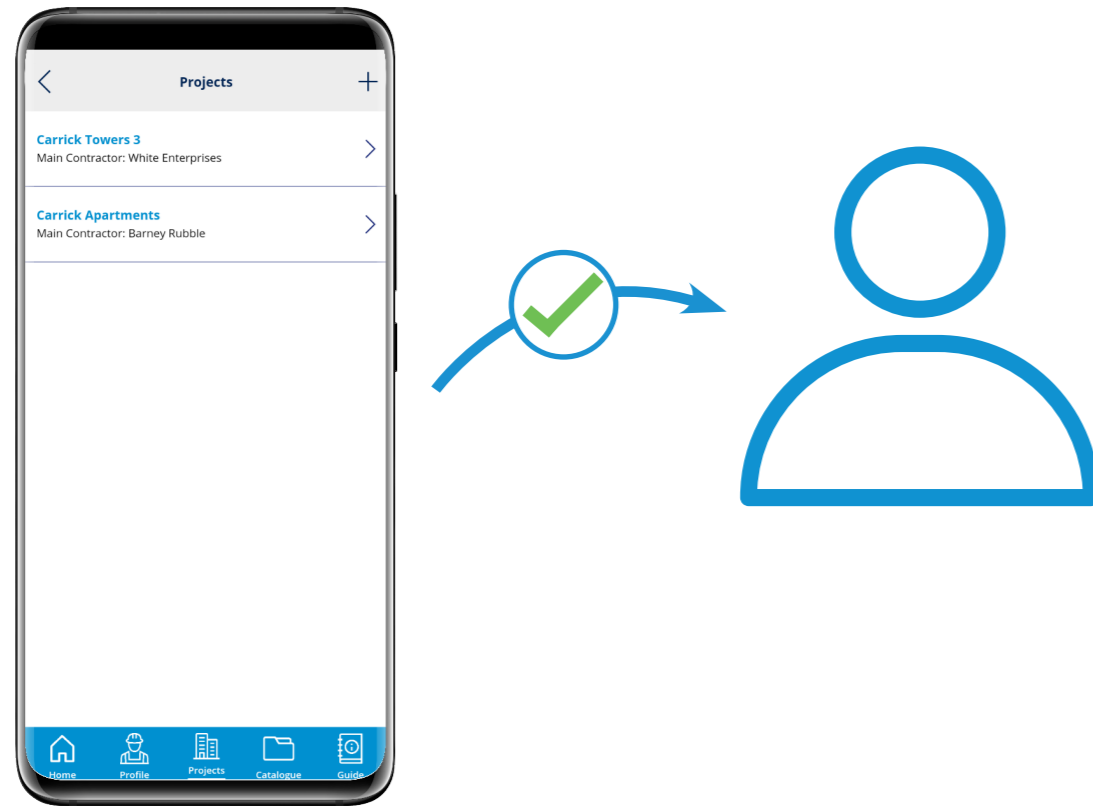
A feature of the Siderise Inspection App which is new to this version is the ability to share a project and its associated inspections with colleagues.
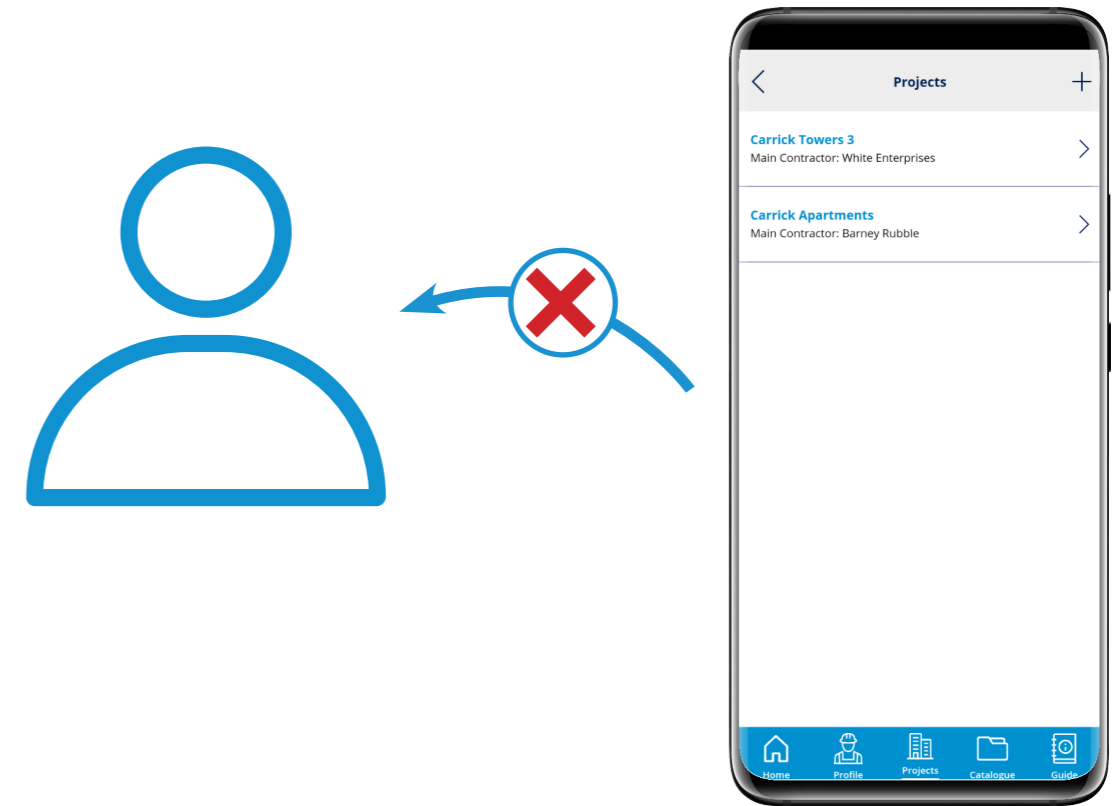
Note that the project needs to have been created by one user before it can be shared.

Once configured as shared each member of the named group can see and contribute to a project.

To have this configured for a project all that is required is for the owner/creator to send an email to:
app.requests@siderise.com
with the following:

- Subject: Project Sharing in Inspection App
- The name of the project to be shared
- A list of the people who you wish to share the project with, including yourself. Don't forget to include their email addresses.

If you wish to remove someone from a project share; a sub-contractor or employee who is no longer involved with the project, please send an email to the same address requesting that the person have the shared access removed with the following:
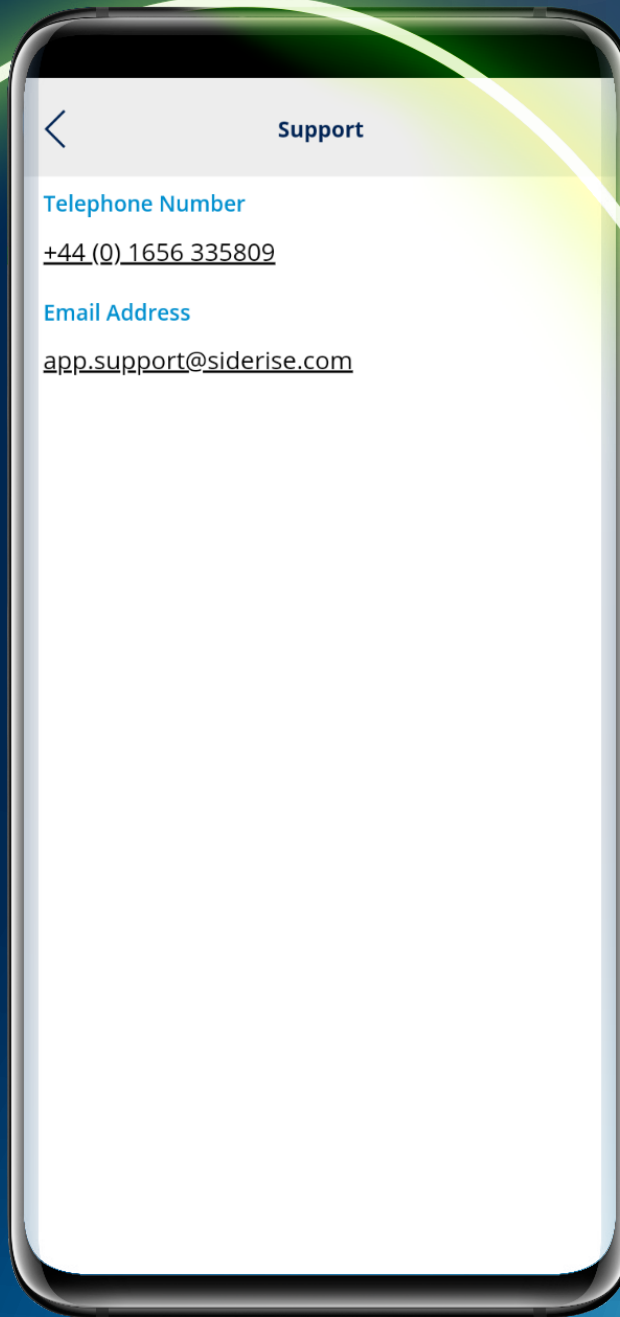
- Subject: Project Share removal in Inspection App
- The name of the project
- The name of the individual for whom access is to be revoked

Please note that the list of members must have already previously signed up for access to the Siderise Inspection App. They should send an email to:
app.requests@siderise.com stating their full name and the company they work for.

Please note that projects can be shared with anyone who has access to the Siderise Inspection App, not just employees at the same company.

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Support

Telephone Number

+44 (0) 1656 335809

Email Address

app.support@siderise.com

PowerApps

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