ON SIGHT

ONSIGHT HOW TO:

ONSIGHT FLOW USER CLIENT - OVERVIEW

Onsight Flow helps you transform your paper-based processes into digital work instructions for wearables, smartphones, or tablets. You can follow step-by-step instructions or digital forms that include access to relevant content, simplified data capture, and digital sign off procedures.

Onsight Flow uses Workflows to complete Jobs.

- A **Workflow** is a set of instructions to complete a job. It can be used multiple times to perform a job. Workflows are created and managed by your Team administrator.

- A **Job** is the execution of a Workflow. The user performs the job to collect data and complete tasks. A Job can be assigned to you by a team leader. You can also start a Job from a Workflow or by scanning a QR code.
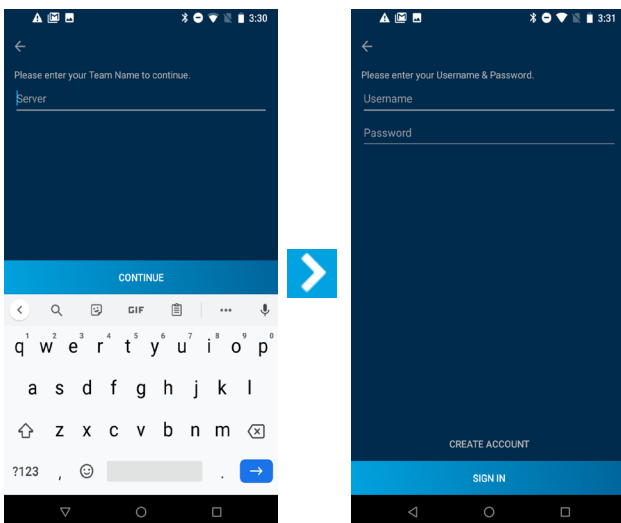
Step 1 - Download and Install

Onsight Flow is available for download from the Apple App Store and Google Play. Search for: **Onsight Flow.**
For the HMT go to: librestream.com/onsight-support. Scroll down to **RealWear HMT** to download the latest **APK** file.

Step 2 - Sign In

You will receive a welcome email with your Team Name, User Name and Password. Enter these credentials to Sign In.
If you do not know your credentials or have not received the Welcome email, contact your internal Onsight System Administrator. You will auto-login whenever you restart the app.
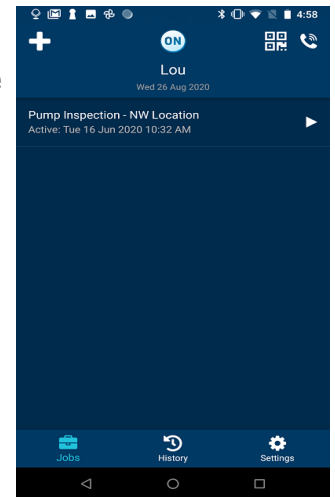
Step 3 - Dashboard

The Dashboard displays your name at the top.

The dashboard will display Jobs at various stages, e.g., paused.

Press the **+** button on the upper left to see your downloaded workflows or to download more.

Tap ← to return to the Dashboard.

Once a workflow is started, it is then called a **Job**.

Step 4 - Jobs

To start a Job:
1. On the **Dashboard**, press the + button.
   a. Search for the workflow to start by using your index finger or stylus and then tap the workflow.
   b. Tap **START JOB**.

Once you have started the Job:
1. Enter the name for the Job, e.g,. Inspection Site #32, then tap **OK**.
2. Follow the onscreen instructions for each step, entering and capturing data as needed.
3. Once you have completed the tasks for each step, press the **Complete** button.

TIP: A job can be Paused at any point during the workflow and Resumed, Aborted or Assigned to another team member if necessary.

Launch Onsight Connect

At anytime during a job or inside Onsight Flow, you can tap either the 📞 or ⋮ button located at the top-right to request help and launch Onsight Connect and call a remote expert.

Step 5 - Active Jobs

You can view and resume Active Jobs displayed in the Dashboard with a ▶ .

Press the **Active** Job, then tap the **RESUME JOB** button.

Step 6 - Completed Jobs

On the dashboard, tap CONTINUE to view your list of finished jobs.

1. Tap **History**, then tap a completed job.
2. Tap **View Report** at the bottom to see the generated report from the completed job .
3. View the Job details.
4. Tap the ⋮ botton to either **Send file, Open, Download, Print, or Report a bug**.

    Tap ← to return to the **Dashboard**.

TYPE OF STEPS

The following types of steps may be included in a job:
1. Instructions
2. Approvals
3. Inputs
4. Decisions
5. Forms

Instructions

Instruction steps do not require the User to enter any input. The step simply displays information and can include attachments and warning notes.

Approvals

Approval steps require the User to request an approval before they can continue with the Job.The User cannot proceed until approval is granted or declined. If approved, the user continues on. If declined, the User has the opportunity to take corrective action and submit for approval again.

Inputs

Input steps require the User to enter a value which will be saved and sent to the server. On screen instructions direct the User as to which type of input is required.

The inputs could include:
a. Text
b. Numeric
c. Barcode
d. Photo
e. Video
f. Date/Time
g. Signature **(Not Supported on an HMT device)**
h. Selection

Decisions

A decision step requires a User to make a decision which determines the next step.

Forms

A form displays all of the steps in list view and the User completes all of the steps to continue. The User can choose the order of the steps. A **looped form** allows the user to complete a form, submit it, and complete it again if needed.

NOTE: Form Views are not supported on an HMT device.

Step 7 - Settings

Tap Settings ⚙ to see the Username, Team Name, Build Number, External Scanner, Optimise Media Upload and Sign out.

Step 8 - Sign Out

Go to **Settings** to **Sign Out** of the application.

NOTE: If there are pending sync items, you are warned about it and given an option to cancel or proceed with sign-out. If there are no items pending sync, then you will be signed out of the app.

Contact Support

If you need assistance, please contact support@librestream.com or call 1.800.849.5507 or +1.204.487.0612.