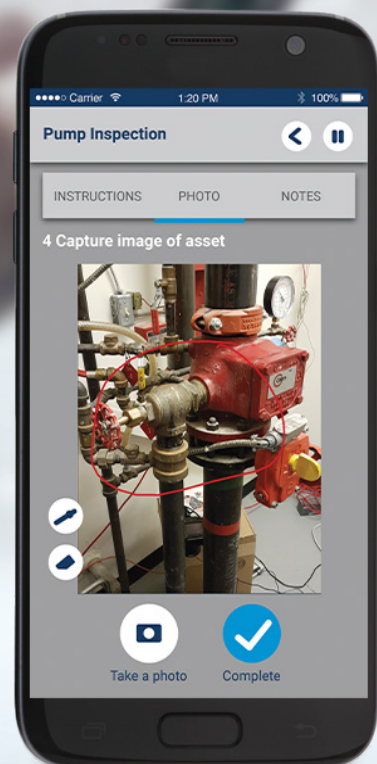


ON SIGHT
FLOW
USER GUIDE



Librestream
Onsight Flow User Guide
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Name of Librestream Software Onsight Flow

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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.

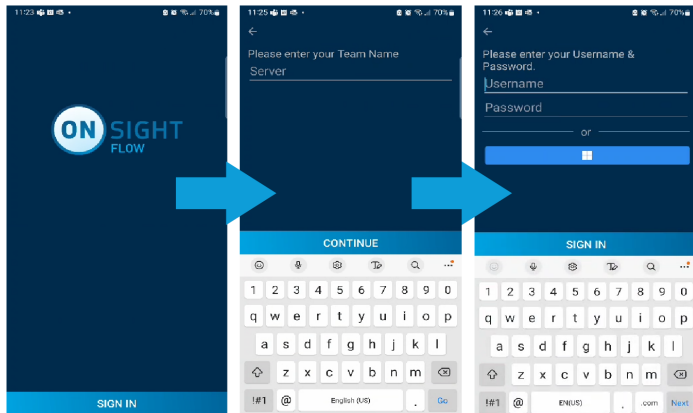
- A **Workflow** is a set of instructions on how to complete a job. A workflow can be used multiple times to perform a job. Workflows are created and managed by your Team administrator.
- A **Job** is the execution of a workflow. The user performs the job to collect data and complete tasks. A Job can be assigned to you by a team leader. You can also start a Job from a workflow or by scanning a Quick Response (QR) code.

INSTALL

Onsight Flow is available for download from the App Store and Google Play.

WELCOME EMAIL & SIGN IN

You will receive a welcome email with your Team Name, User Name and Password. Enter these credentials and click **Sign In**.



If you do not know your credentials or have not received the Welcome email, contact your internal Onsight system administrator.

After the first login, you will automatically login whenever you restart the app.

Note: Accept all permission and message prompts that appear.


USER INTERFACE

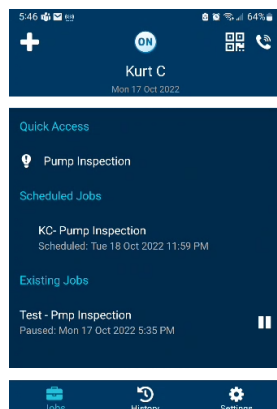
The user interface is comprised of three main sections:

- Top Menu bar
- Middle Links section
- Bottom Navigation bar

Top Menu Bar

The top menu bar contains:

1. Add **New Job**  (Plus) — Click to start a new job.
2. Your **Name** and **Date**
3. QR code reader — Start a Job by taking a picture.



4. Click the **Call**  icon to **Launch Onsight Connect** and call a remote expert.

Links

A list of accessible links organized within the **Quick Access**, **Scheduled Jobs**, and **Existing Jobs** categories.

Bottom Navigation Bar

The bottom menu bar contains:

- Jobs 
- History 
- Settings 

Tip: Jobs is activated by default when you login.

JOBS

Jobs are accessible from within the **Quick Access** and **Scheduled Jobs** link sections:

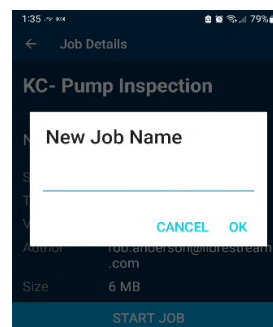
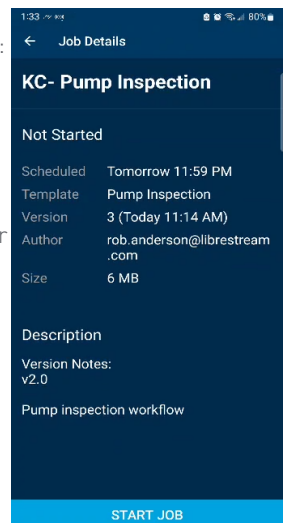
1. Locate and select a job to review the **Job Details**.
2. Press **START JOB** or **RESUME JOB**, as necessary.


Note: Access the **More Actions**  icon for **Job Details** within the Top Menu bar to:

- Transfer Job to another user
- Abandon Job (Exit)

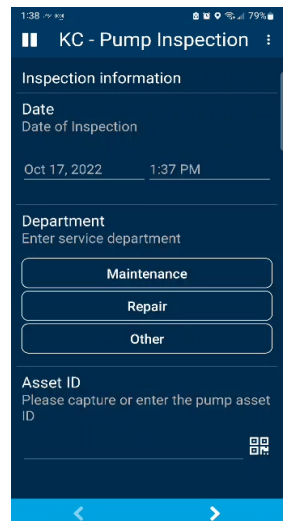
Once you have started a Job:

1. Enter the **New Job Name**, e.g., Inspection Site #32 and click **OK**.




2. Follow the onscreen instructions for each step, entering and capturing data as needed.
3. Click the **Right Arrow**  (Bottom [Navigation Bar]) to advance forward to the next step.
4. Once you have completed the tasks for each step, press the **Complete** button.

Tip: Use your device's **Left Arrow** button to pause a job during a workflow.



More Actions

At any time during a job, you can press the **More Actions**  icon to access:

- Notes
- Request Help — Call a remote expert
- Enable Speech On/Off — Enables titles to be read aloud by your Android device.

Note: Speech On/Off is not available for HMT and iOS devices.

Scheduled Jobs

Scheduled Jobs are assigned to you by your team leader. Within the dashboard, locate the **Scheduled Jobs** section.

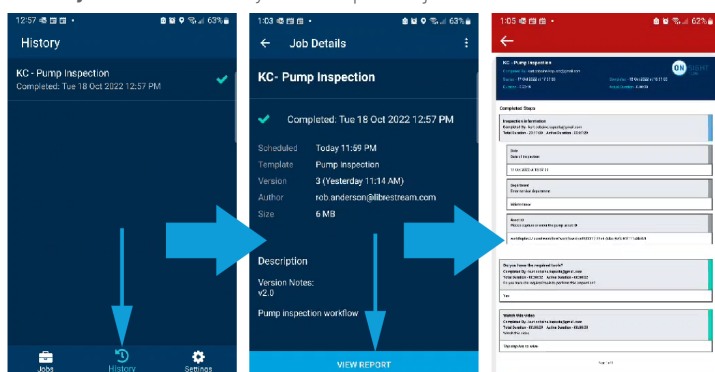
Note: When you are assigned a job, you will receive an email notification.

1. On the dashboard locate the **Scheduled Jobs** section.
2. Select the job name.
3. Press **START JOB** or **RESUME JOB** to begin.

Tip: You will receive a notification on your smartphone when the Scheduled Job is due to start.

HISTORY

Within the dashboard, locate the Bottom Navigation bar and press **History** to view a list of your completed jobs.



1. Select a completed job to view **Job Details**.
2. Click **VIEW REPORT** within the Bottom Navigation bar to review the generated report as a Portable Document Format (PDF).
3. Open the report with one of your applications.

STEP TYPES

The following types of steps can be included in a job:

- Instructions
- Inputs
- Decisions
- Forms

Instructions

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

Inputs

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

The inputs can include:

- a. Text
- b. Numeric
- c. Barcode
- d. Photo
- e. Video
- f. Date/Time
- g. Signature
- h. Selection
- i. File

Decisions

A decision step requires a user to make a decision which will determine which step they will go to next.

Forms

A **Form View** displays all steps in a list view and the user has to complete all of the steps to continue. The user can choose any order sequence to complete the steps. **Loop Mode** enables the user to answer a form view set of questions, submit, and repeat an infinite number of times.

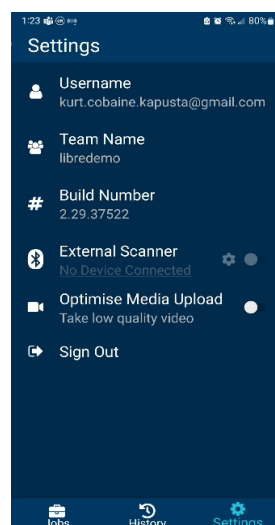
Note: **Form View** and **Loop Mode** can only contain instruction and input steps. **Loop Mode** is only available on Android devices.

SETTINGS

Click **Settings** to access and review:

- Username
- Team Name
- (Onsight Flow software) Build Number
- External Scanner (Device name if connected)
- Optimize Media Upload — Enable this setting to take lower quality video to improve app and call performance
- Sign Out — Exit the application

Note: As a security precaution, exiting the application will delete any locally downloaded workflows and any unsynchronized data.



CONTACT SUPPORT

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