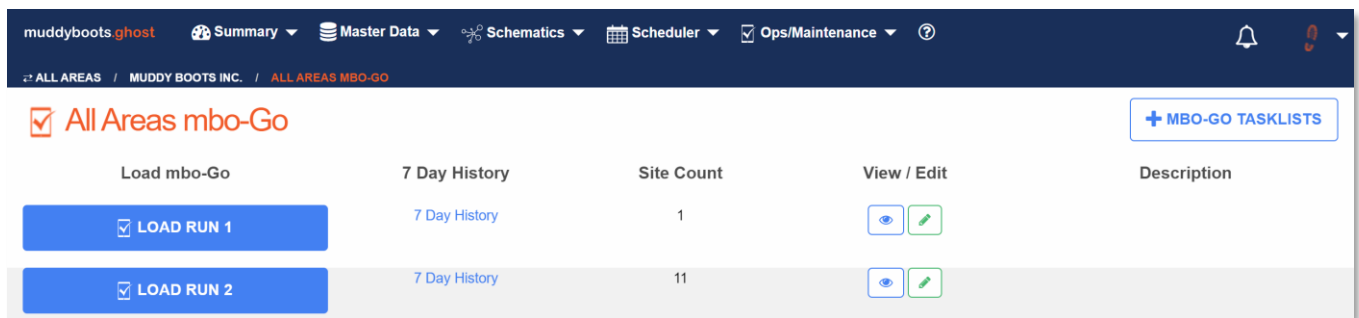## Recording Activities on the go

There are two ways to record activities in MBO on the go: **mbo-Go** and our legacy **Runsheet**.
These applications allow loading and recording of reporting activities without the requirement of a network connection once they have been opened. This is optimal for operators and technicians to complete scheduled tasks and activities as it does not require the user to return to the office to enter the information a second time.
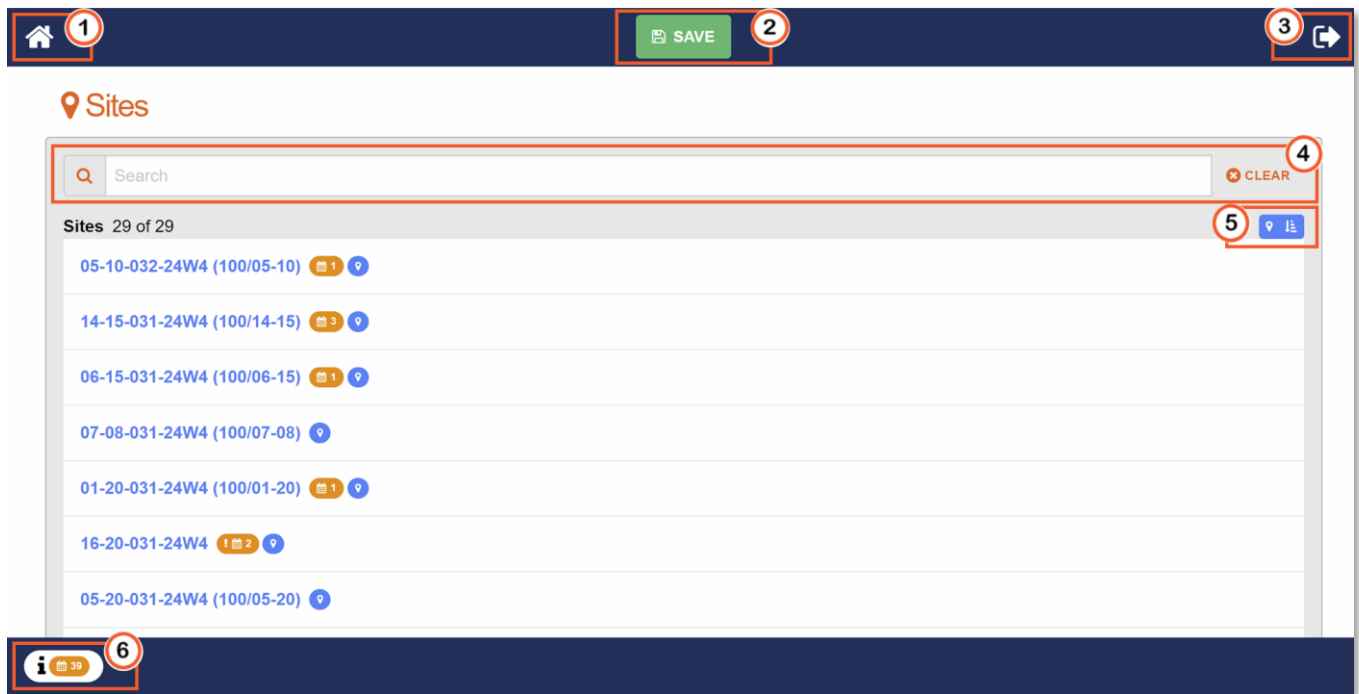
1)   Recording Activities on mbo-Go

MBO-go is designed for recording scheduled and unscheduled activities online or offline while on the go in the field. To access mbo-Go, navigate to the **Ops/Maintenance** dropdown across the top of the page and select **mbo-Go**.

- Select the desired route from the mbo-Go tasklist page to load.
    - Once mbo-Go has loaded it is safe to disconnect the device from the internet, move into an area with poor cellular service, or turn off cellular data entirely.

Note: It may take some time to load mbo-Go. This is normal as the system is configuring the route and populating the specific details required for offline functionality.
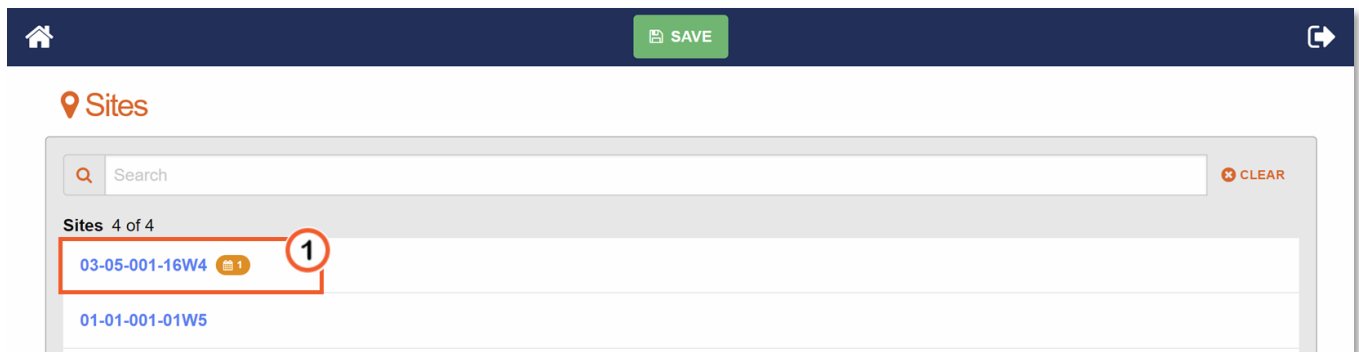
a)   mbo-Go General Navigation

- ① **Home**: Home button always available within mbo-Go to allow navigation back to the primary landing location page view.
- ② **Save**: When entering reporting data, click Save to store that data for upload .
    - ▪ **Note:** MBO advises saving after each activity has been completed.
- ③ **Exit**: Exits mbo-Go.
    - ▪ **Note:** A warning will be presented if there is data that has been Saved but not yet loaded back to the server.
        - If a network connection is not currently available, the warning will be presented and will remain until a connection is re-established and all records are uploaded to the cloud.
- 4. **Search**: Search is available throughout mbo-Go. Start keying information to filter.
- 5. **Sort by Location**: If latitude and longitude locations have been added to the sites in the MBO system, click to sort the site list by closest location based on the user's current location.
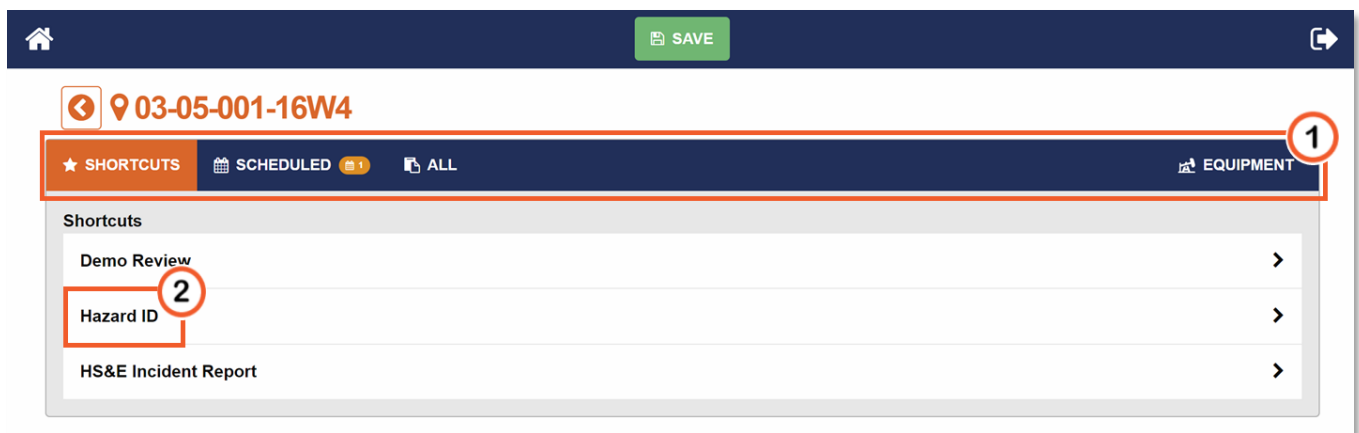

- 6. **Summary pop-up menu**: Displays: Current scheduled task count for the entire route, Number of unsaved records, and the Number of saved records.
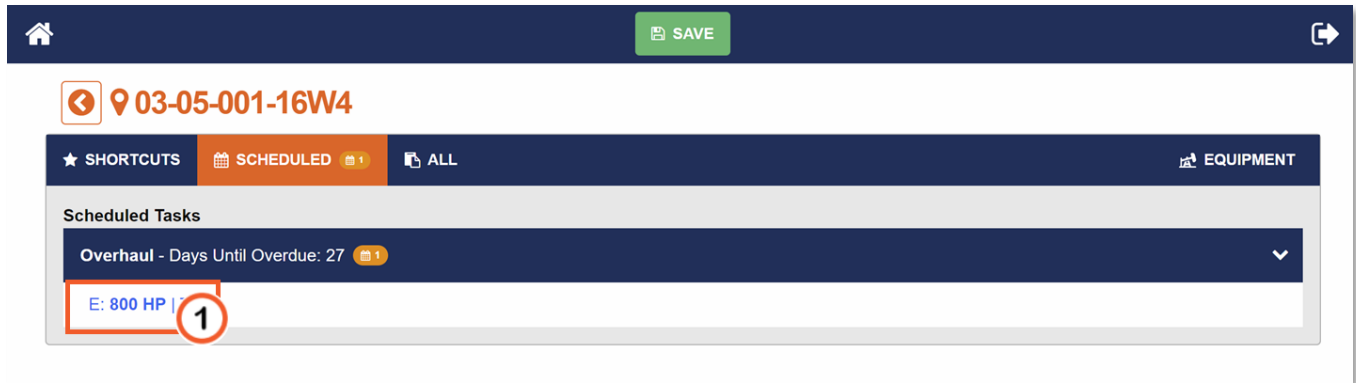
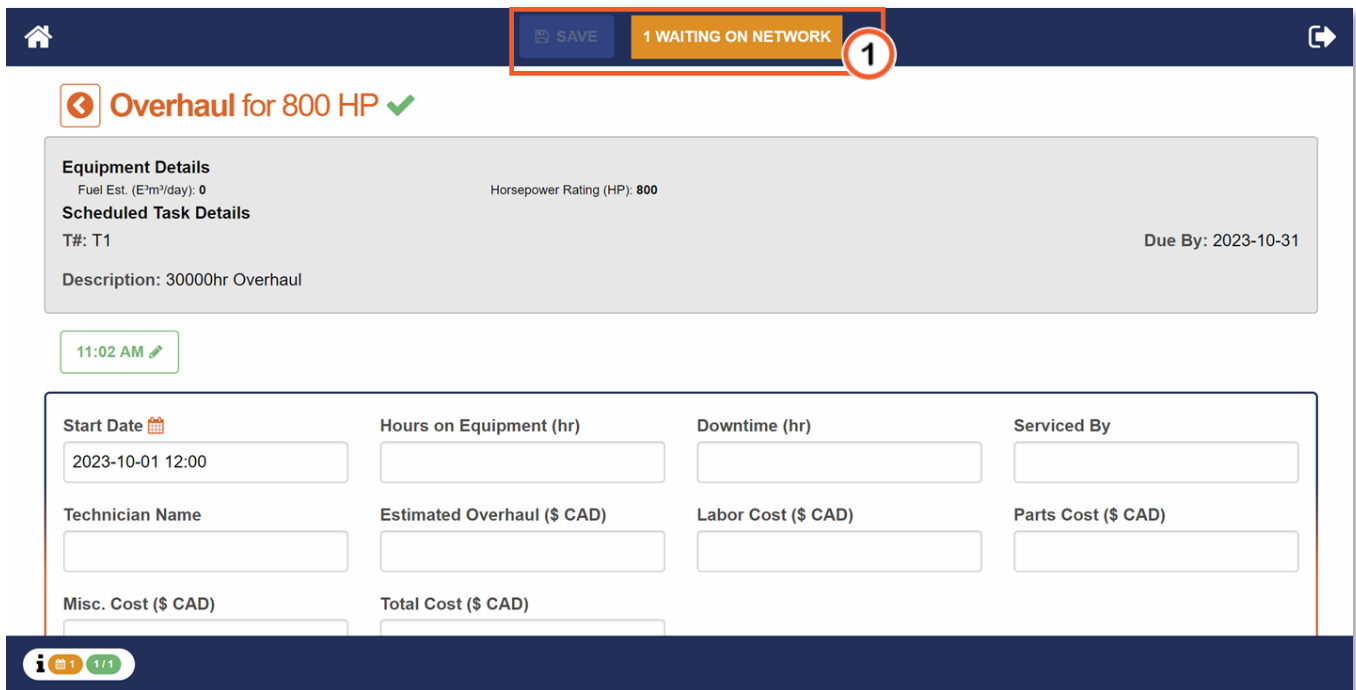b)   Completing mbo-Go Scheduled Tasks and Activities

- (1) Navigate to the appropriate location by clicking on the location of choice from the home page.

- (1) Select the menu to find your desired Activity:
    - **Shortcuts / Readings:** These are the activities that are pinned to the task list, typically non-scheduled safety or site visit types
    - **Scheduled:** This table contains the list of available Scheduled Tasks for the location selected
    - **All:** This table will be the list of all available Activities for the location selected
    - **Equipment:** List of all equipment on the location with available Activities. Search bar enabled to quickly navigate to desired asset for reporting.
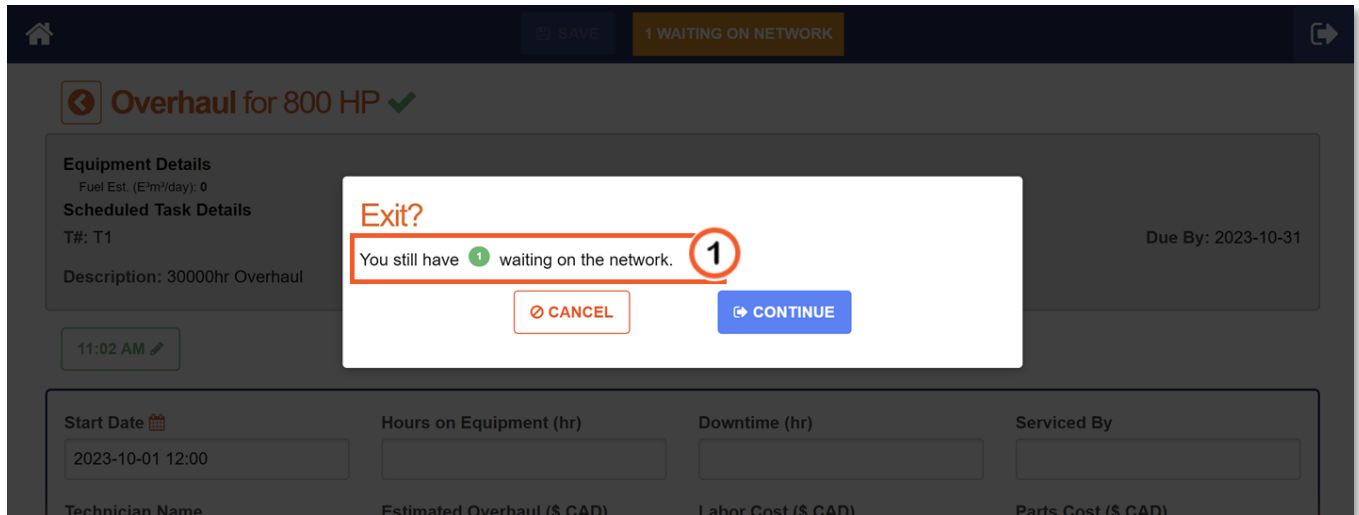- (2) Click on the desired Activity to open and record.

- ① Once the Activity has been selected, the list of available assets for that Activity will expand and the desired asset can be chosen to record against.
- Click the appropriate Asset to open the activity.

- Enter the appropriate data to complete the activity.
- ① Once the Activity has been completed click **SAVE**.
    - ▪ If there is network availability data will be saved to the cloud.
    - ▪ If a network connection is not currently available, the warning 'Waiting on Network' will be presented and will remain until a connection is re-established and all records are uploaded to the cloud.
- ◄ / ⌂ Now that the Activity has been saved, you can return to the previous page or click the home button to begin navigation to the next record.

c) Exiting mbo-Go

- Click Exit to navigate back to the main application

- If there are unsaved records, a warning will be presented.
  NOTE: If a user exits mbo-Go with unsaved records, this information will be lost.
    - **Warning:** To ensure all records are saved Cancel exiting mbo-Go, connect the device to a network, click Save, and wait for all records to be uploaded. Once complete, click Exit again.
- Once there are no errors (all data has been uploaded), Click Continue to leave mbo-Go.