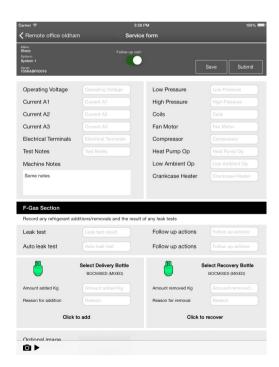
Quick Start User Manual

Overview

RedPoint F-Gas is a product of two parts, a mobile app and a web based software platform. Together they form "RedPoint F-Gas Software", a globally compatible HVAC and F-Gas asset management system.

The iOS App

The RP F-Gas app is an iOS based application that allows single or multiple engineers to perform many tasks required by HVAC engineers during routine maintenance and installation of AC equipment.



RedPoint F-Gas Platform

The cloud based platform offers a complete facilities management solution with a useful functions to simplify the management and tracking of service work, f-gas bottles and f-gas usage across one or many locations.



Getting started

Throughout this manual items in **italic bold** denote the beginning of instructions for important tasks. The words that follow these explain how to perform that task. By looking for these bold phrases you can quickly identify important things and how to do them.

Items in orange block are user tips and give you insight into how to use the platform

Lets keep it simple for now and assume you have just downloaded your app from the app store and have registered for a platform option.

If you have not registered then you must goto http://www.fgas-software.com/register and choose an option that suits you best. If you are not sure yet, then choose options 1. option 1 is a free single engineer account that gives you the chance to get started at no extra cost for now

Connecting your app to the platform

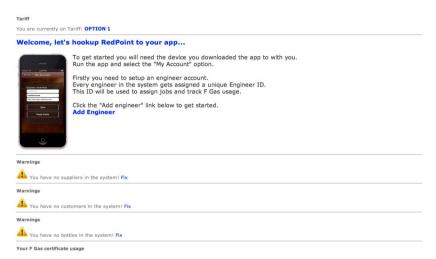
The first thing you are going to need to do is connect your app to the platform. This process is simple and once you have worked through these few steps you will know how to add more apps and engineers, but for now lets just get your app connected.

Goto the login link that was emailed to you when you registered. If you didn't get one then email sales@fgassoftware.com to request support and a re issue of the email. Be sure to check your junk mail or spam folder to see if it has been put in there accidentally by your email provider.

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Login to the platform by entering the email address you registered with and the password you chose when you registered.

You should now see the RedPoint F-Gas dashboard screen which looks something like the picture below



The on screen instructions may vary slightly but you will see a blue link that says **Add Engineer**. Click the link.

You will be presented with the new engineer screen. Fill in the on screen form and finally click "Create".

After pressing the create button you will see an information box with some instructions. Print them off or write down the Engineer ID , password and server address as you will need them shortly to enter into your app.

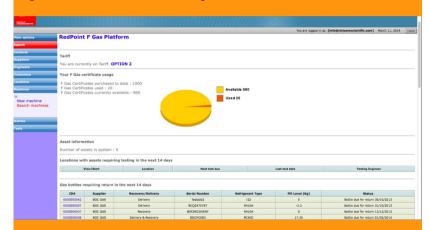
The box typically will contain a RedPoint Engineer ID created by the system, password you chose for the engineer and a server address

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(usually http://www.fgas-software.com)

Tip..

RedPoint F-Gas makes heavy use of ID numbers to identify people, engineers, customers, assets, f-gas bottles and service visits.



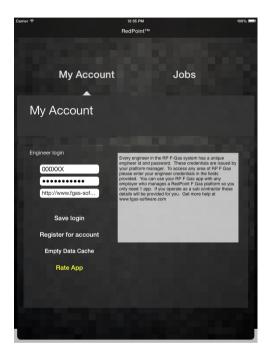
In the picture above you can see a table of f-gas bottles. In the left hand column at the bottom you will see blue ID numbers. Throughout RedPoint these ID numbers are usually clickable and will help you identify assets accurately.

With us so far? Good...

OK, so you have just added your first engineer profile. That profile is personal to each engineer and will be used to send jobs to the engineers app. But how?

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Next open the app on your device and click on the My Account button from the home screen.



The My Account section has three fields that will require completion before you will be able to login. These fields are case sensitive.

Engineer ID

This is a system generated value. In the previous step you created an engineer profile and were given this value on completion.

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Tip..

If you have not written down the value from the previous step then lets learn how to search for and find it.

In the left menu click "Engineers" select "Search Engineers". You should have only only engineer in the system so simply click "Search Now".

The result will be the engineer profile you created in the previous steps. See the blue ID in the left column? This is your Engineer ID. You can click this and enter the engineer editor to see information about the engineer.

Password

The password is the value you entered into the engineer profile form when you created it in the previous step.

Tip..

The password is unique to every engineer and is not the same as the password you chose when you registered for the platform although you can use the same password we recommend you do not for obvious reasons.

Server name

The server name is "http://www.fgas-software.com"

Tip...

If you are connecting to the Visicom "fgas-software.com" service then your server name will be "http://www.fgas-software.com", however RedPoint can be deployed on any server and if your organisation has chosen to host it on its own private cloud the server field will be different. Contact your system administrator for more information.

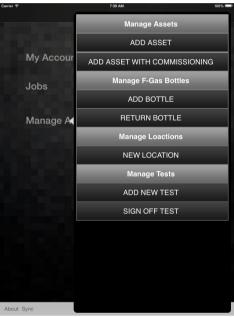
Enter the details into the apps 3 account fields and click Save Login then go back to the apps home screen.

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Tip..

On iPhone versions there is often the ability to swipe left or right to navigate through the app. Try it and see!

OK, Lets test that your app is connected to the platform. From the home screen click "Manage Assets"



Depending on your device you will see a screen similar to the one shown above. Click ADD ASSET. If your app is connected you should be taken to the Asset addition screen. For now just swipe right to go back to the home screen or tap on the home screen if you are on an iPAD to dismiss the Asset Manager.

CONGRATULATIONS YOU HAVE CONNECTED YOUR FIRST APP TO THE CLOUD PLATFORM!

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