

How to use C365 as a Technician (when visiting Bupa onsite)



C365 Facilities Management System

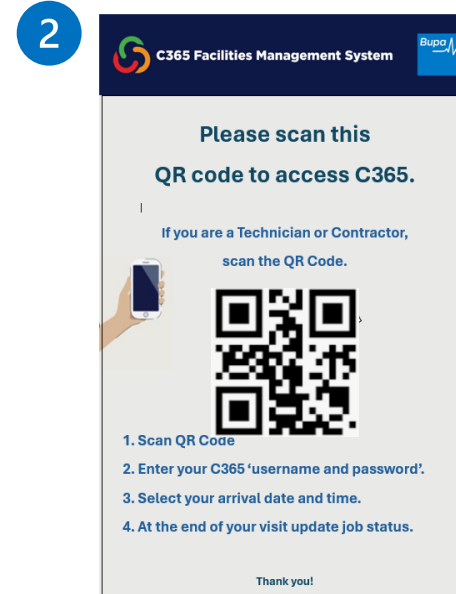


Getting Started on site

1 Open your phone camera.

2 Using the onsite poster located in Reception scan the QR code.

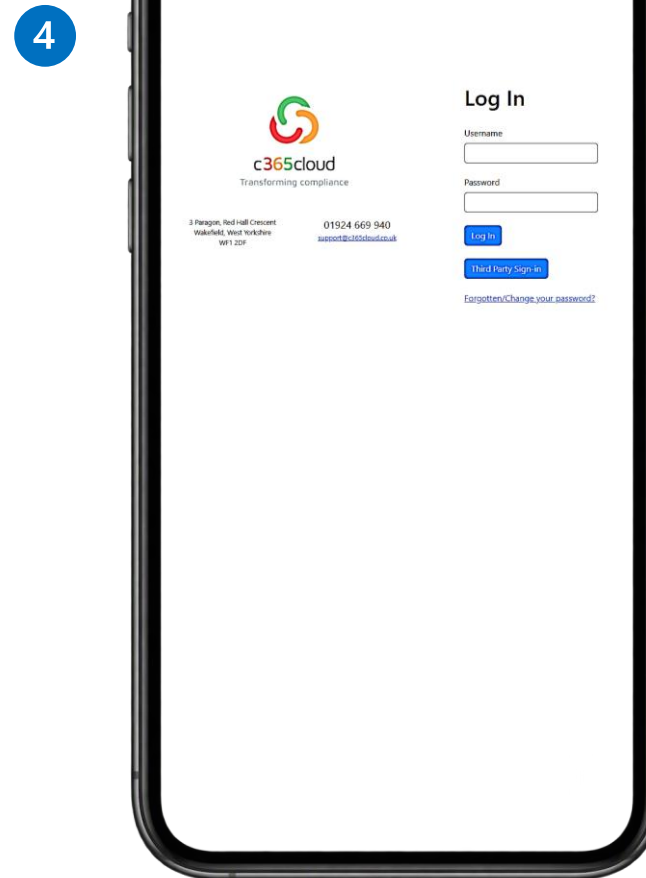
3 Select 'Open - orange camera prompt' to access C365.



Log In Screen

- 4 Enter your technician login details, provided by your administration team.

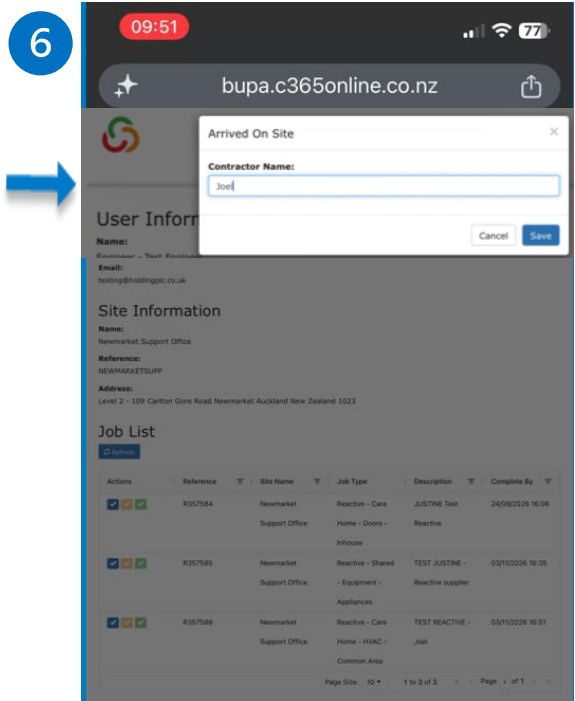
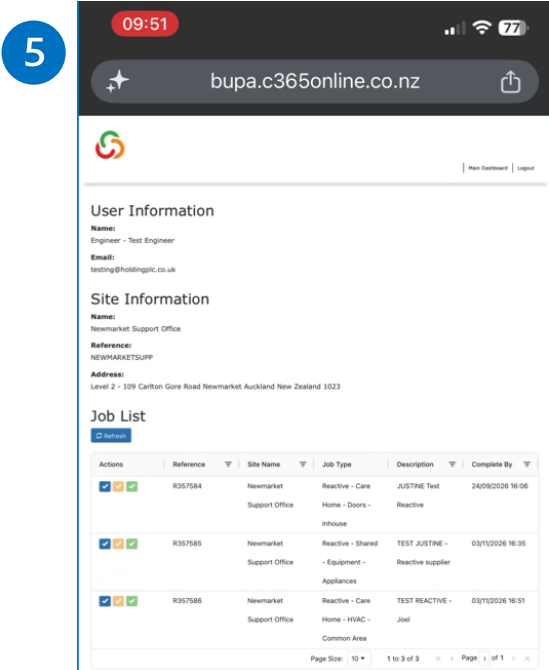
TIP:
If you do complete work at multiple sites, be aware the **QR code** is site-specific.



Managing a job onsite

5 Locate the job you are starting.

6 Select the blue tick icon.
Type in your name.

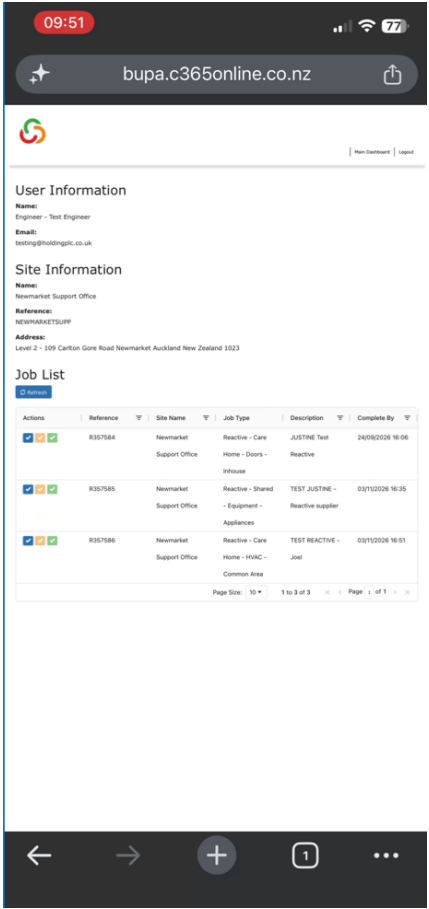


Managing a job onsite

7 Complete the task.

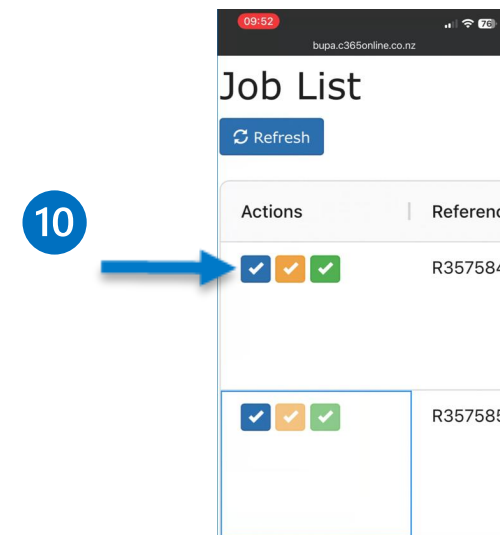
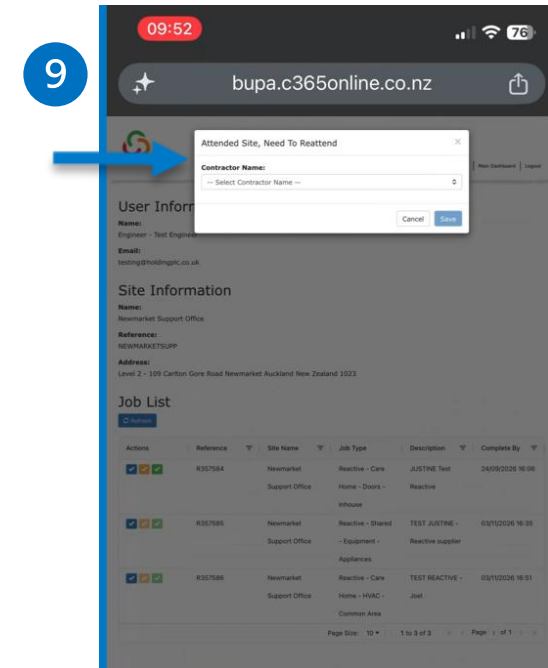
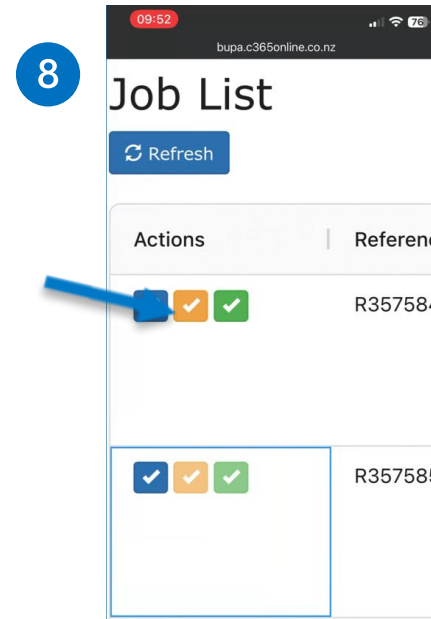
Use your companies current process to capture materials, job notes, photos etc.

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Managing a job onsite

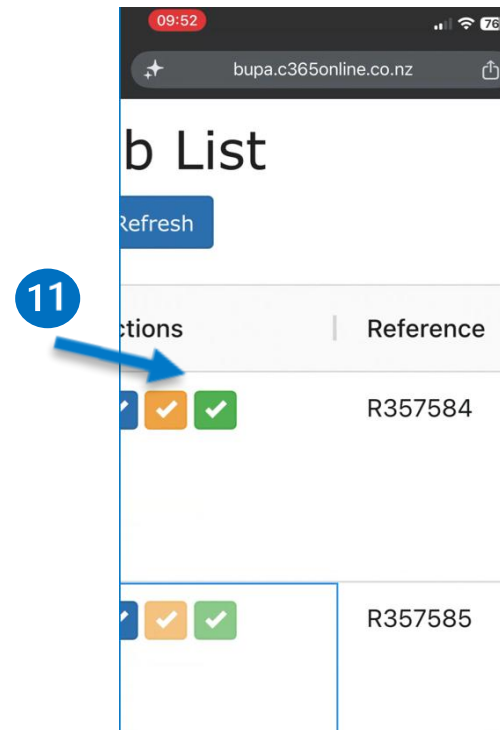
- 8 If you need to reattend with parts or because the job is ongoing, please select the yellow tick icon,
- 9 Select your name, this will pause the job.
- 10 When reattending, simply select the blue tick icon again.



Managing a job onsite

11 Once the job is complete, select the green tick icon select your name, this signals the completion of your time.

12 If you have more jobs to complete on site, repeat the steps for the next job.



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