



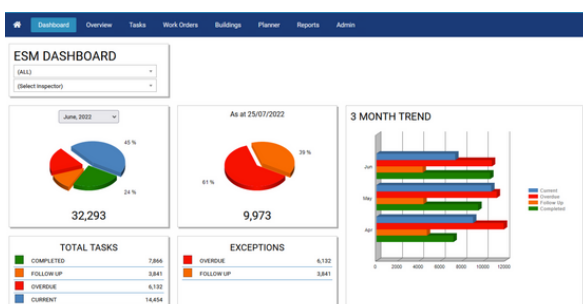
Quick Guide for Service Tech's

Updated 25 July, 2022



LinkFM gives you easy access to all your facility's building records and other important information, helping to make it simpler to keep our facilities safer.

LinkFM includes a schedule of tasks that need to be completed for the month and any tasks that have not been previously completed so you can keep track of the safety and health of your facility.



Your safety control centre

Everything in one place

- ✓ Keep track of your facility maintenance from anywhere, 24/7
- ✓ Easily create audit and compliance reports
- ✓ Manage unlimited essential services, tasks and facilities
- ✓ Check whether a task is completed, needs follow-up or is overdue
- ✓ Use on any computer or device



You will learn how to:

1. Register
2. Login
3. Navigate your Home Screen
4. Review your Building List
5. Review your Building Task List
6. Action a Task
7. Report a Defect
8. Add a Service Record
9. Add a Note/Photo
10. Close a Task



www.linkfm.com.au

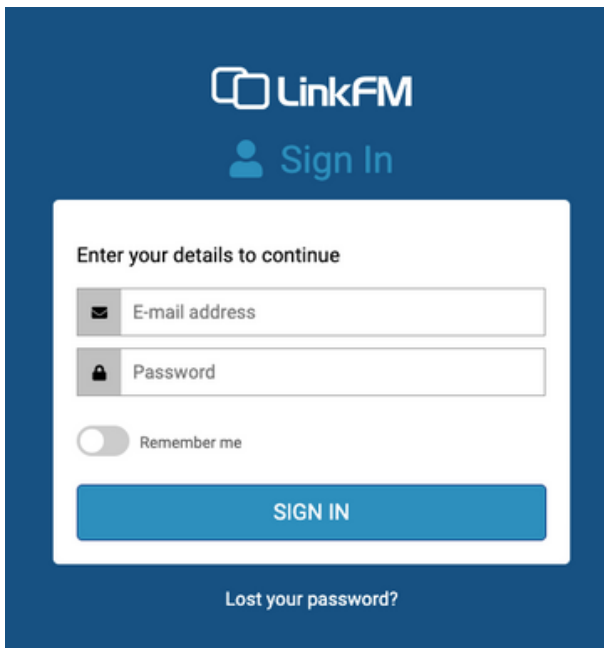
1. How to Register

In order to use LinkFM you first need to register your email. It is important that you register with an email address that matches the email address used in the LinkFM system. If you are not sure, please ask your supervisor or a LinkFM administrator.

1. Go to www.linkfm.com.au
2. Click on **Register**.
3. Enter your email address to check if your email is eligible to register.
4. Click **Check**.
5. If your email is eligible, click **Continue**
6. You will receive an email to the address you registered with. If you cannot find the email, be sure to check junk mail.
7. Follow the prompts from the email to complete registration.



The screenshot shows the LinkFM Registration page. At the top, there is a blue header with the LinkFM logo. Below the header, there is a blue icon of a person with a plus sign, followed by the word "Registration" in bold. Underneath, it says "Welcome to LinkFM Registration". A small text prompt reads: "Firstly, please enter your e-mail address so we can check to see if you are eligible to register." There is a text input field with an envelope icon and the placeholder text "E-mail address". Below the input field is a blue button labeled "Check".



The screenshot shows the LinkFM Sign In page. At the top, there is a blue header with the LinkFM logo and the text "Sign In" next to a person icon. Below the header, there is a white box with the text "Enter your details to continue". Inside this box, there are two text input fields: one with an envelope icon and the placeholder text "E-mail address", and another with a lock icon and the placeholder text "Password". Below these fields is a toggle switch labeled "Remember me". At the bottom of the white box is a blue button labeled "SIGN IN". Below the white box, there is a link that says "Lost your password?".

2. How do I Login?

1. Go to www.linkfm.com.au
2. Click on **Login**.
3. Enter your email address and password.
4. Click **Sign In**.

3. Home Screen

1. After you have logged in to LinkFM you will be taken to a homepage that will look something like this:



LinkFM Home Screen

4. Building List

1. From the Home Screen, click on the **Building Task View** button



2. A list of buildings with your tasks will be displayed



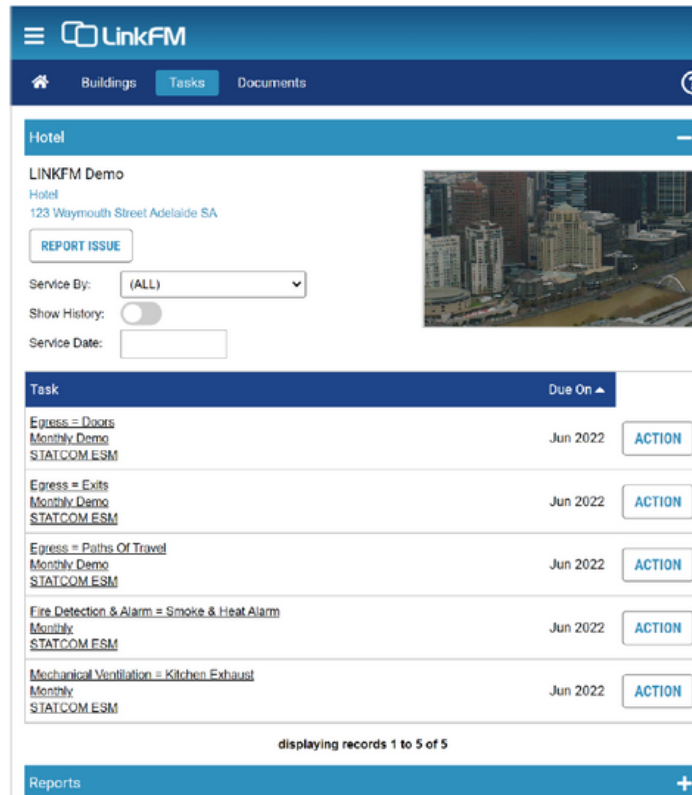
Client	Building	Tasks	Defects
LINKFM Demo	Health Care Building	19	
LINKFM Demo	Aged Care Building	10	
LINKFM Demo	School	9	
LINKFM Demo	Office Building	6	
LINKFM Demo	Hotel	5	
LINKFM Demo	Supermarket	5	

5. Building Task List

1. From the Buildings Screen, click on a building



2. The building details with your tasks will be displayed



The screenshot shows the LinkFM mobile application interface. At the top, there is a navigation bar with the LinkFM logo and a menu icon. Below the navigation bar, there are tabs for 'Buildings', 'Tasks', and 'Documents'. The main content area displays details for a 'Hotel' building, including the address '123 Waymouth Street Adelaide SA' and a 'REPORT ISSUE' button. There are also filters for 'Service By' (set to '(ALL)'), 'Show History' (toggle), and 'Service Date'. Below this, a table lists tasks with their due dates and 'ACTION' buttons.

Task	Due On	Action
Egress = Doors Monthly Demo STATCOM.ESM	Jun 2022	ACTION
Egress = Exits Monthly Demo STATCOM.ESM	Jun 2022	ACTION
Egress = Paths Of Travel Monthly Demo STATCOM.ESM	Jun 2022	ACTION
Fire Detection & Alarm = Smoke & Heat Alarm Monthly STATCOM.ESM	Jun 2022	ACTION
Mechanical Ventilation = Kitchen Exhaust Monthly STATCOM.ESM	Jun 2022	ACTION

displaying records 1 to 5 of 5

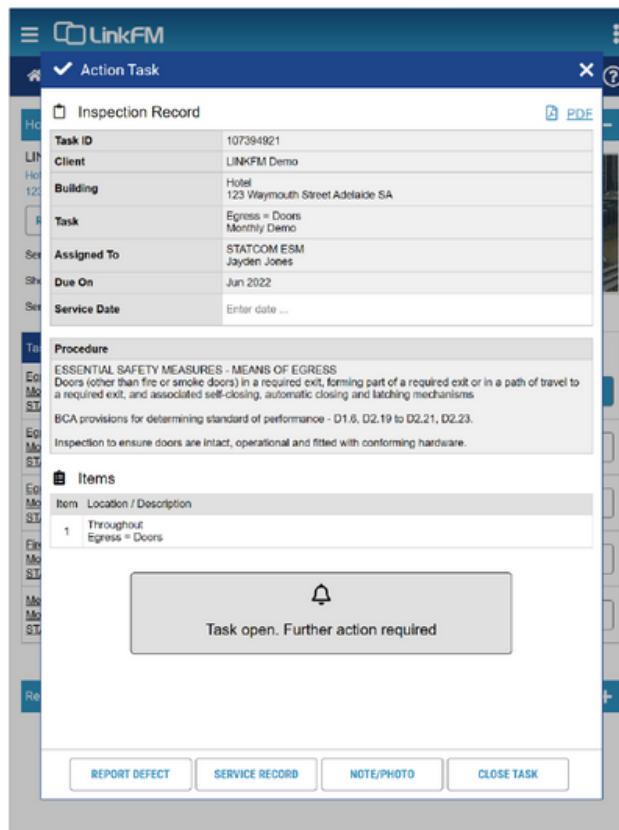
Reports +

6. Action a Task

1. Click on Action for the task you want to update

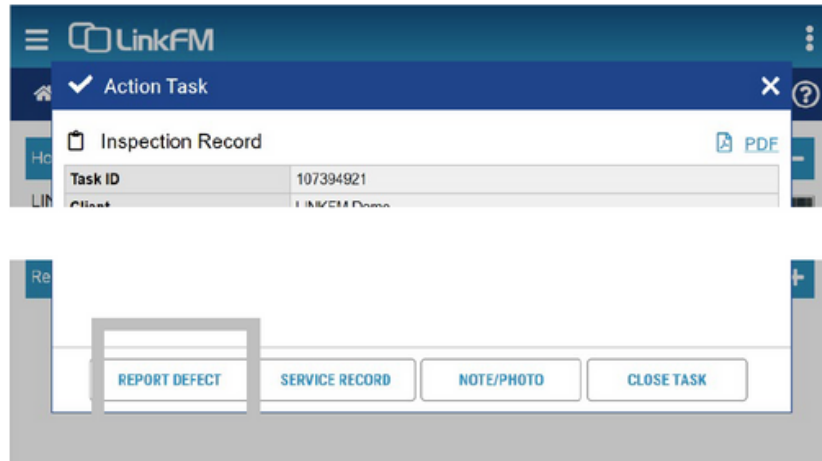


2. The Action Task screen will open



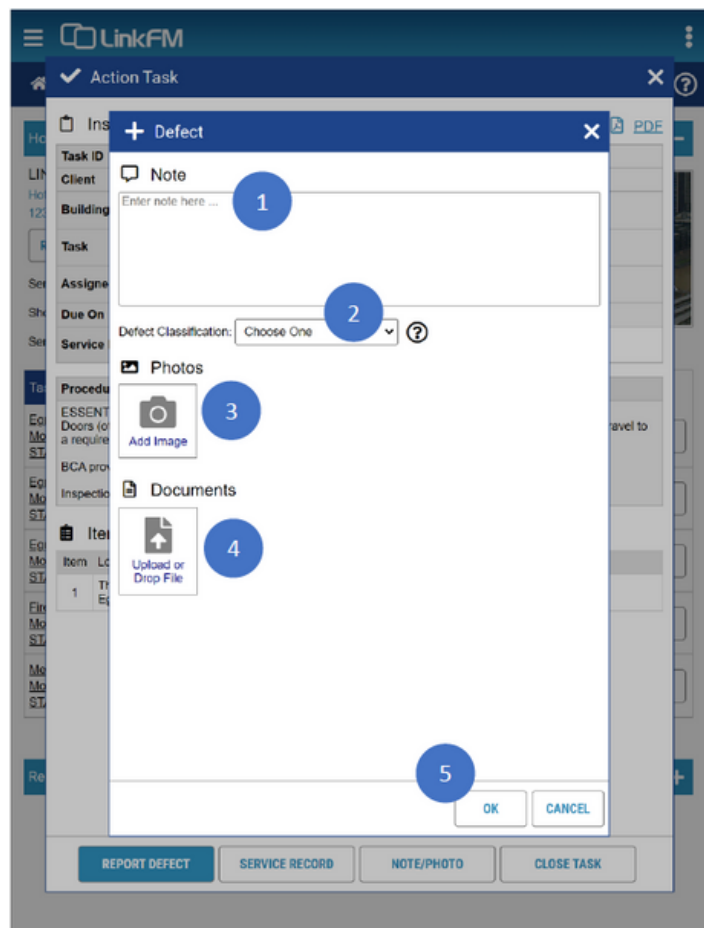
7. Report Defect

1. From the Action Task screen, click on **Report Defect**



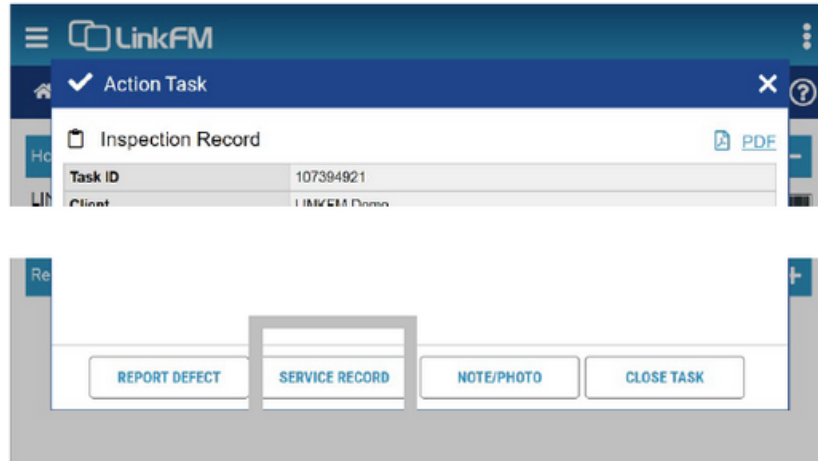
2. To Report Defect

1. Add notes
2. Select Defect Classification (optional)
3. Add Photos (optional)
4. Add Documents (optional)
5. Click **OK**



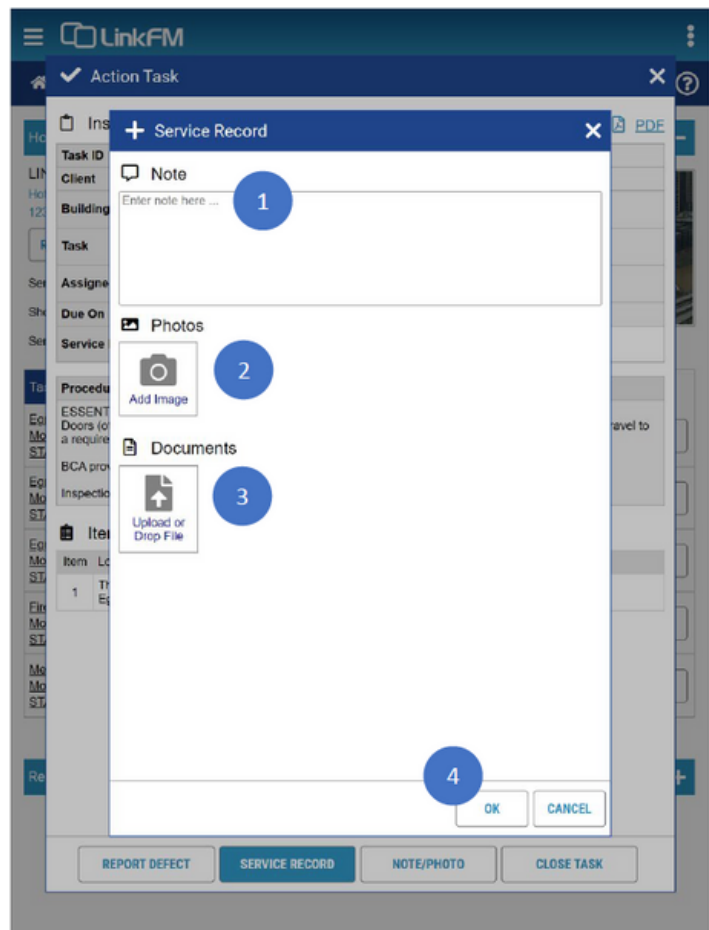
8. Add Service Record

1. From the Action Task screen, click on **Service Record**



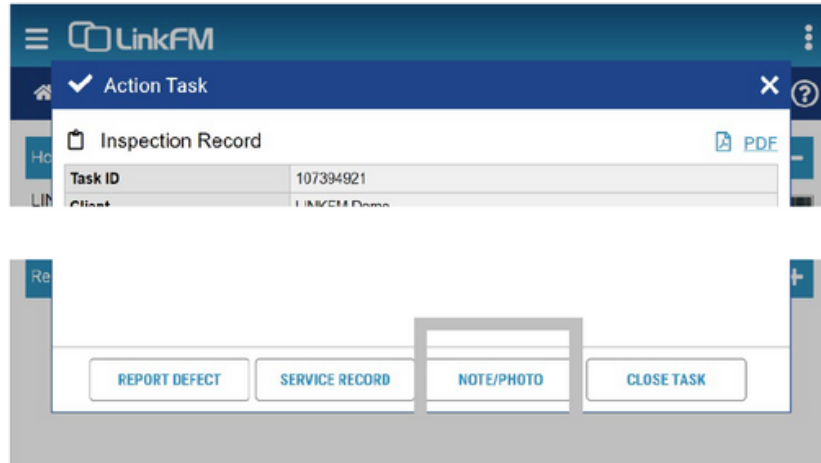
2. To add Service Record

1. Add notes
2. Add Service Record Photos (optional)
3. Add Service Record Documents (optional)
4. Click **OK**



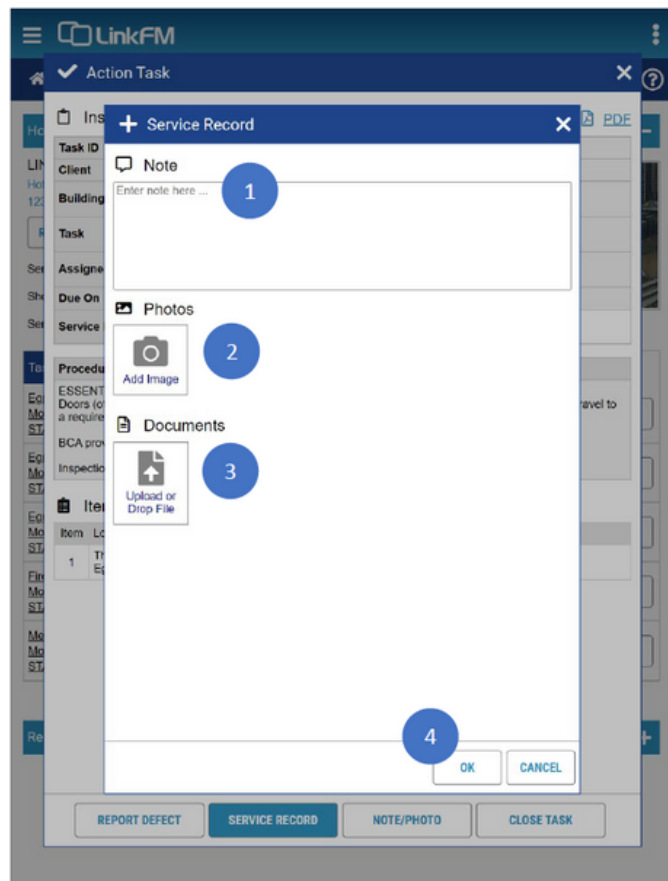
9. Add Note/Photo

1. From the Action Task screen, click on **Service Record**



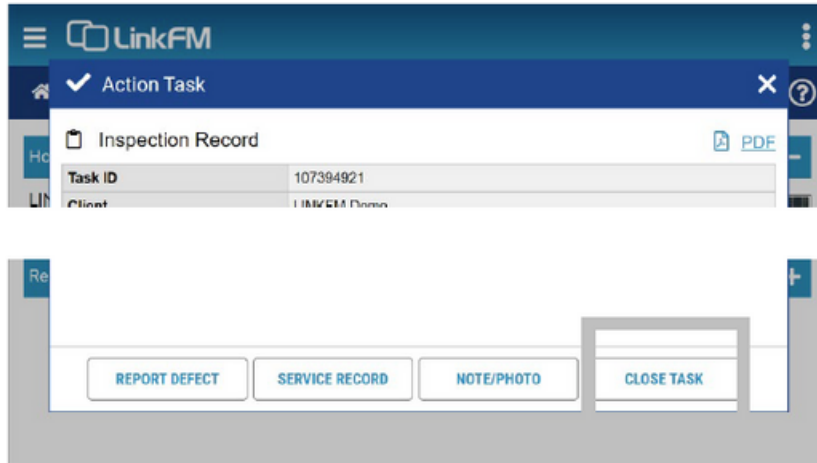
2. To add Note/Photo

1. Add notes
2. Add Service Record Photos (optional)
3. Add Service Record Documents (optional)
4. Click **OK**



10. Close Task

1. From the Action Task screen, click on **Close Task**



2. To Close Task
 1. Add Service Date
 2. Click **Close Task**
 3. Click **Yes** to confirm

