# LinkFM

# 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.
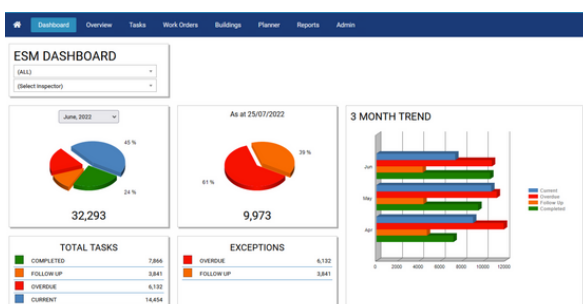


## Your safety control centre

### 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
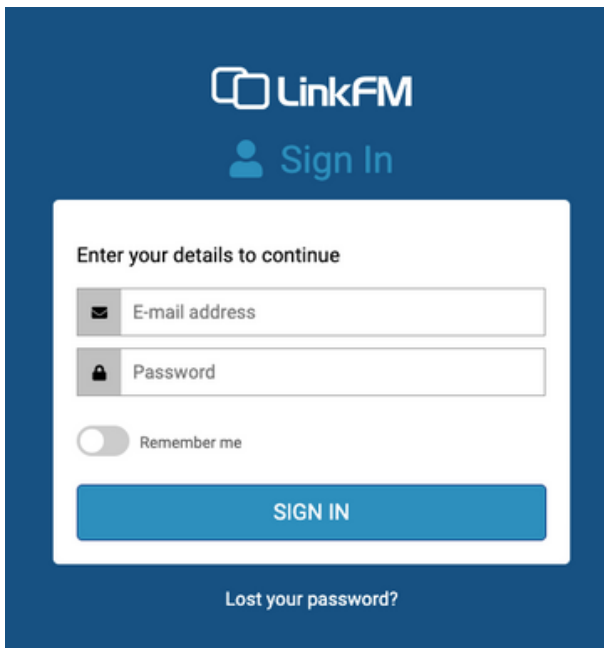9. Add a Note/Photo
10. Close a Task



## 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.



# 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



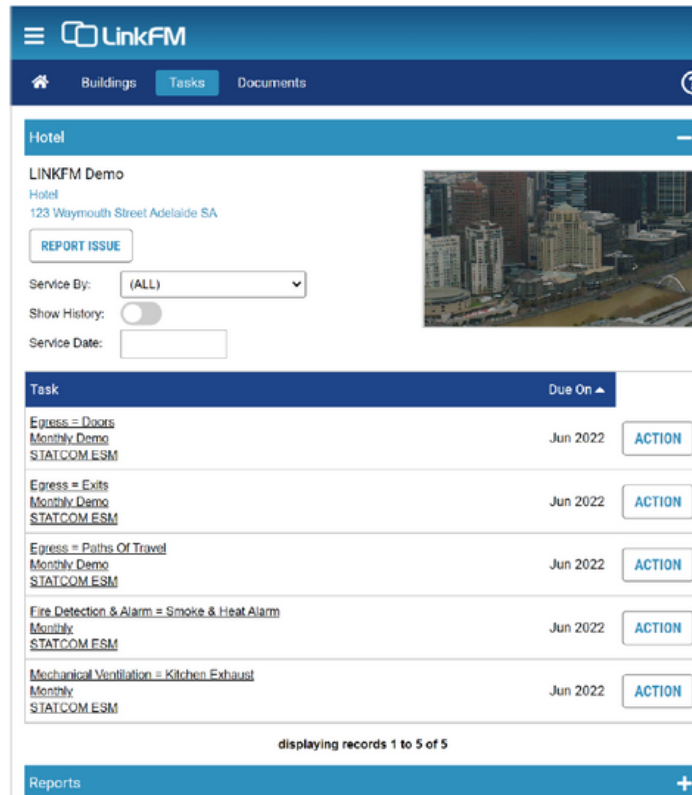2. A list of buildings with your tasks will be displayed

# 5. Building Task List

1. From the Buildings Screen, click on a building

2. The building details with your tasks will be displayed
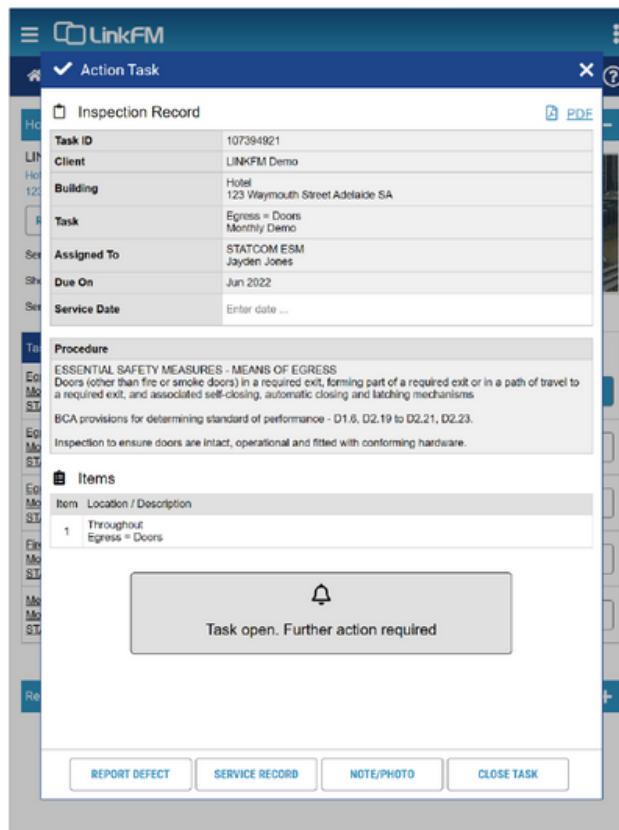
# 6. Action a Task

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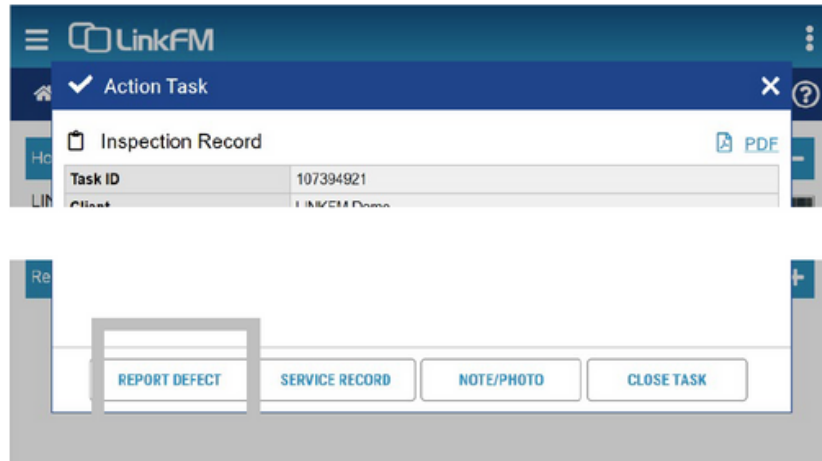


2. The Action Task screen will open
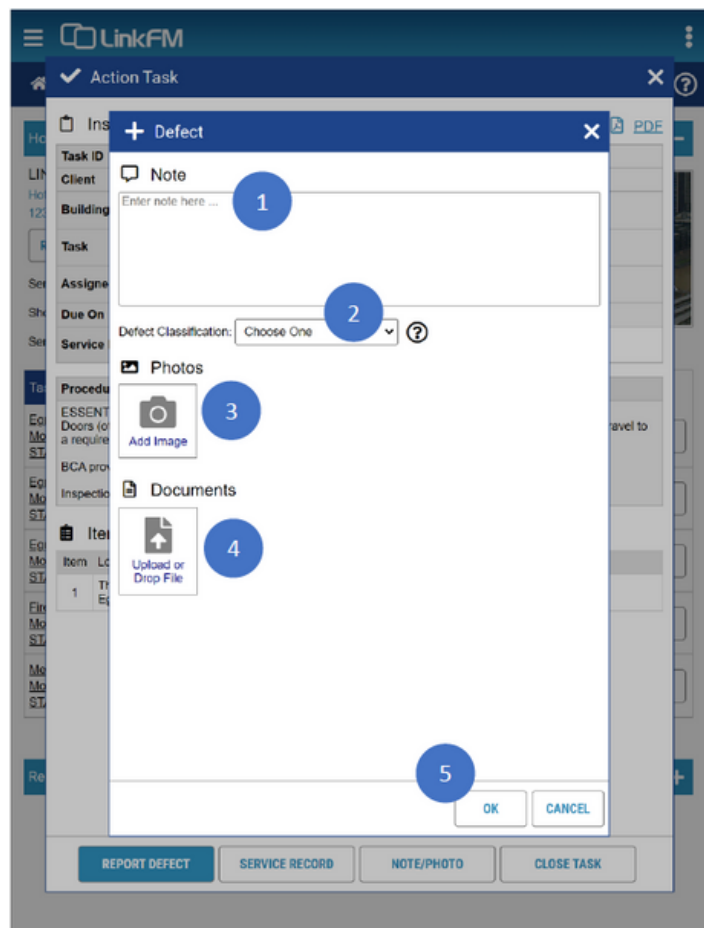
![LinkFM]

# 7. Report Defect

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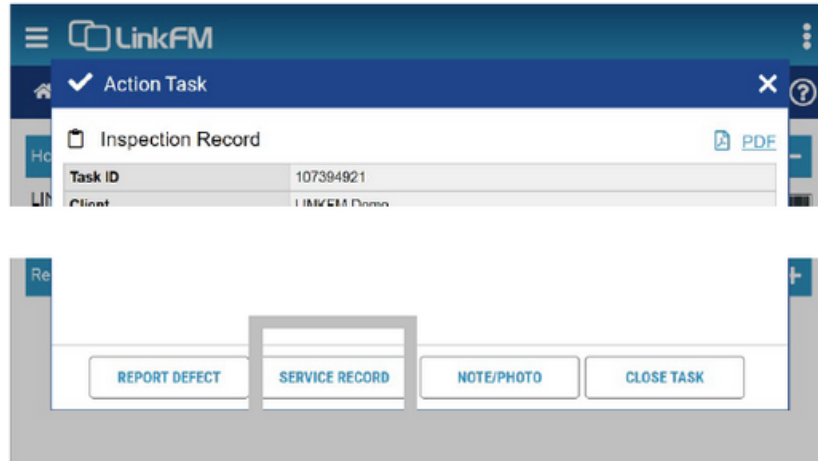


2. To Report Defect

   1. Add notes

   2. Select Defect Classification (optional)

   3. Add Photos (optional)

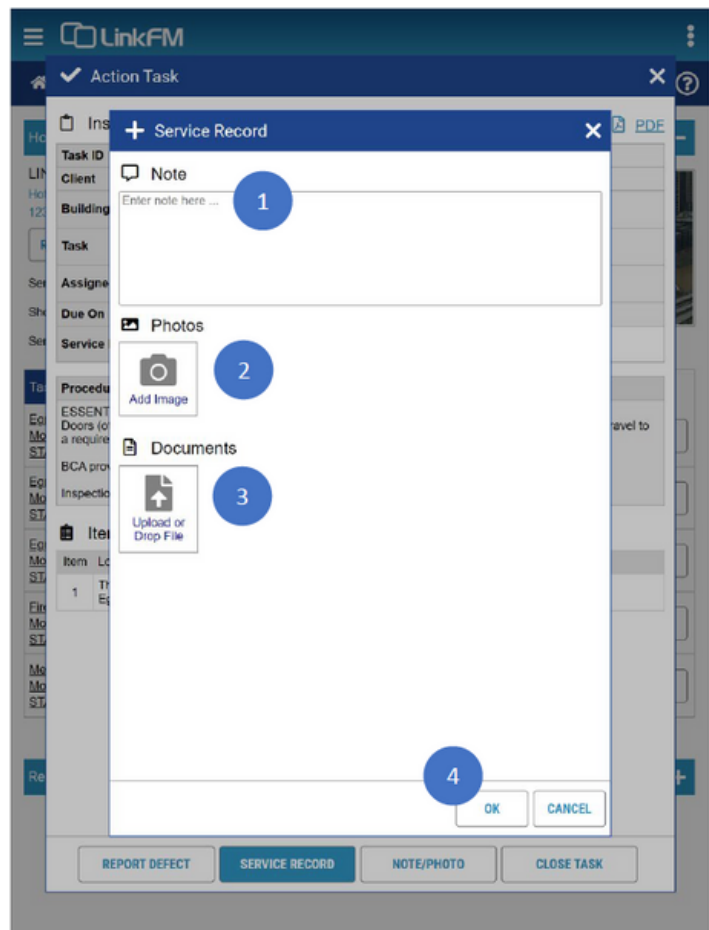   4. Add Documents (optional)

   5. Click **OK**

# 8. Add Service Record

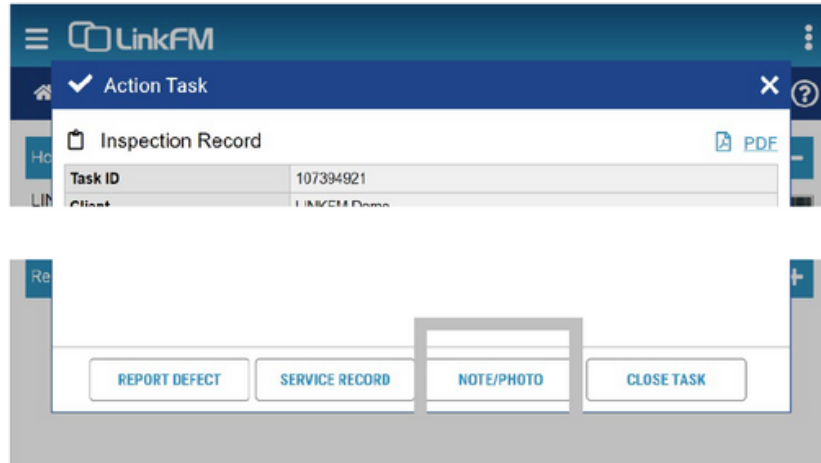1.  From the Action Task screen, click on **Service Record**



2.  To add Service Record

   1. Add notes

   2. Add Service Record Photos (optional)

   3. Add Service Record Documents (optional)
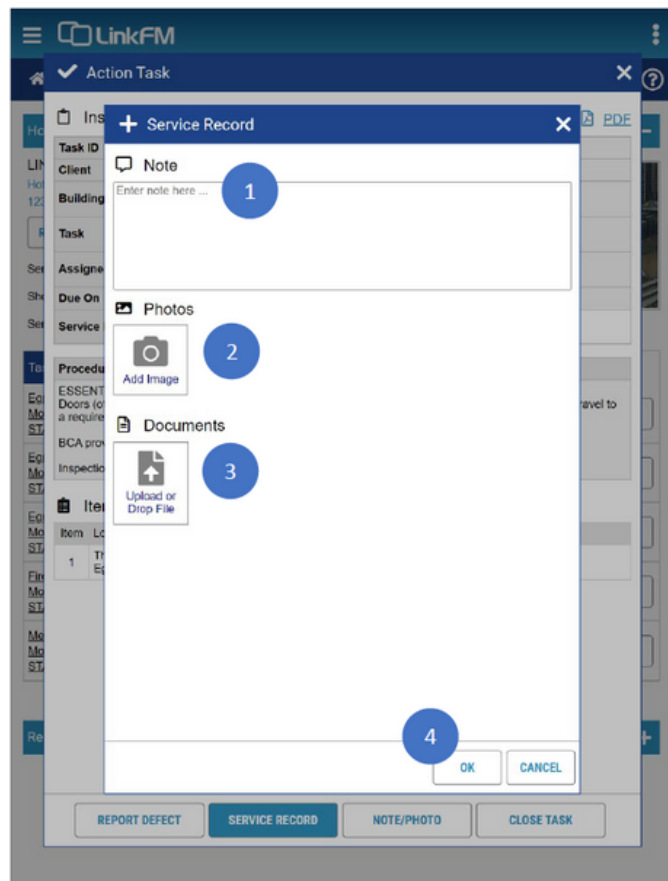
   4. Click **OK**

# 9. Add Note/Photo

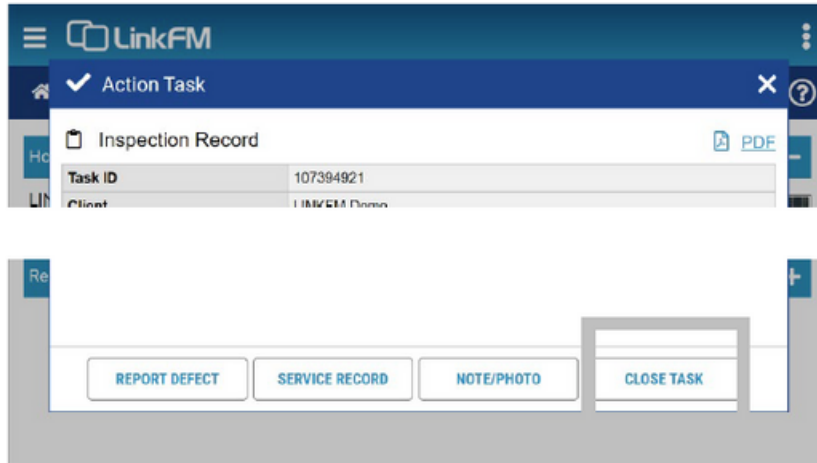1. From the Action Task screen, click on **Service Record**



2. To add Note/Photo
   1. Add notes
   2. Add Service Record Photos (optional)
   3. Add Service Record Documents (optional)
   4. Click **OK**

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# 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