PestPac Mobile 3.x IPM Mobile App Usage

The Integrated Pest Management (IPM) module allows technicians to complete detailed inspection information, including area-specific material applications, device inspections, and deficiency conditions and actions. The inspection information for each area will then be noted for reporting and tracking purposes.

Please be sure to complete the desktop setup outlined in the *PestPac Mobile App 3.x IPM Setup* document.
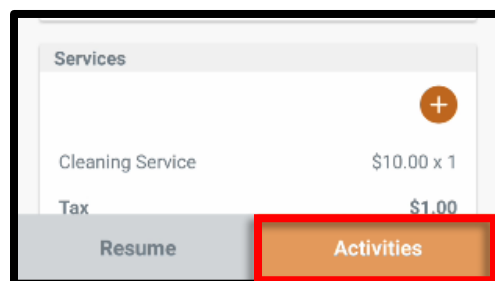
This document covers the following:

- Activities in IPM
- Areas and Devices
- Materials
- Pests Findings
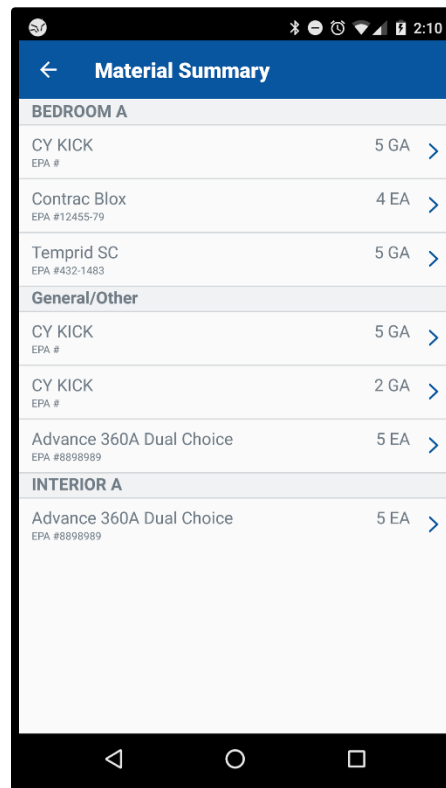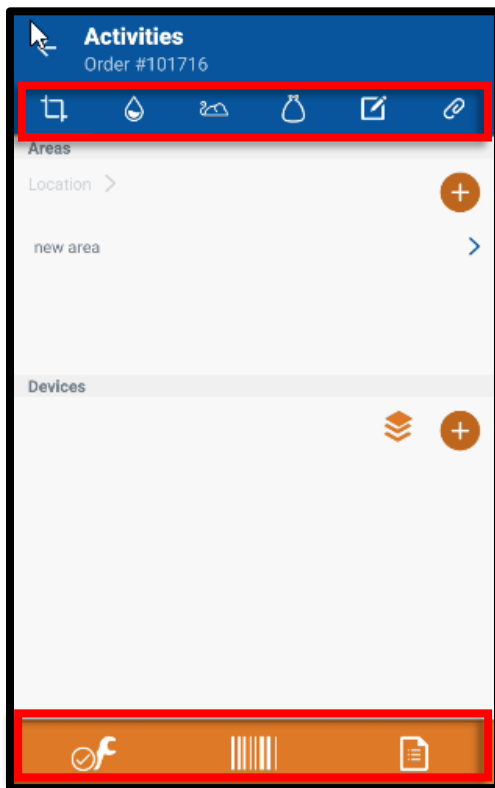- Conditions
- Tech Comments
- Attachments

Activities in IPM

You will notice that some of the icons differ with the IPM module on your mobile app. Once you have started an order, you will use the *Activities* button at the bottom of the screen to access all the IPM features.

Tapping the *Activities* button allows you to access Areas and Devices, Materials, Pest Activity, Conditions, Comments, and Attachments, respectively.

At the bottom of the screen, there are three icons for completing the work order, opening the barcode scanner, and bringing up the summary of activities (e.g., Material Summary).
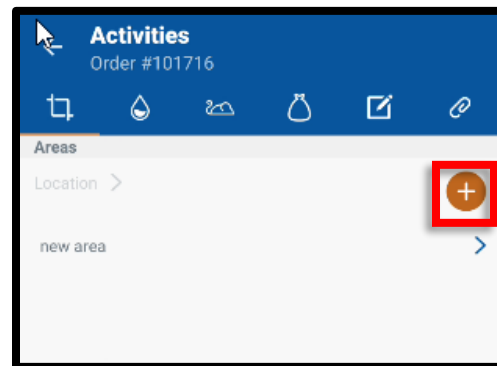
Areas and Devices

Areas

Areas can be added at the top-right of the screen.

To add Areas, complete the following steps:

1. Tap the ⊕ button at the top-right of the Areas screen to add a New Area.

2. Add a title, scan or enter a barcode, and select

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the Parent Area for the new Area.

a. The barcode scanning option is located at the bottom of the screen. Barcode scanning will respect access right options.

b. Parent Areas are automatically auto-filled from the original selection on the Area screen.

You can change or add parent areas by tapping the ⊕ button to the right of Parent Area.

3. Tap *Save* at the top-right of the screen to save the Area.

Now, the Area tree at the top of the screen shows the current selected area and its Parent Area(s).

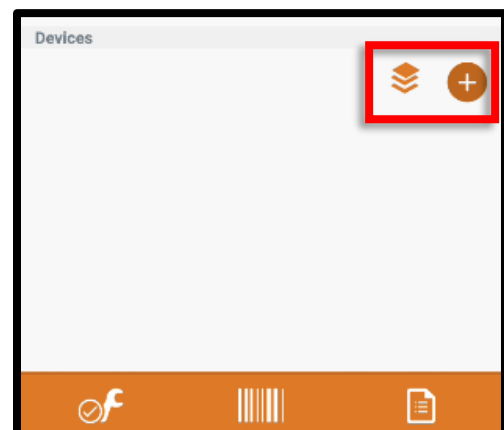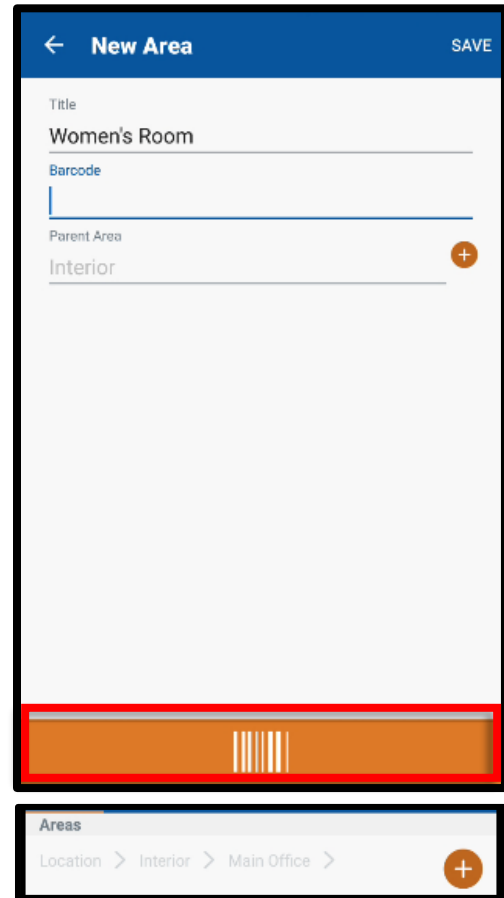The ⬙ button allows you to filter Areas by Due Today, Not Inspected, and Skipped.

Note that a selected Area carries over into the Materials, Pest Findings, and Conditions screens.

Devices

Devices display based on the area selected. To add Devices, complete the following steps:

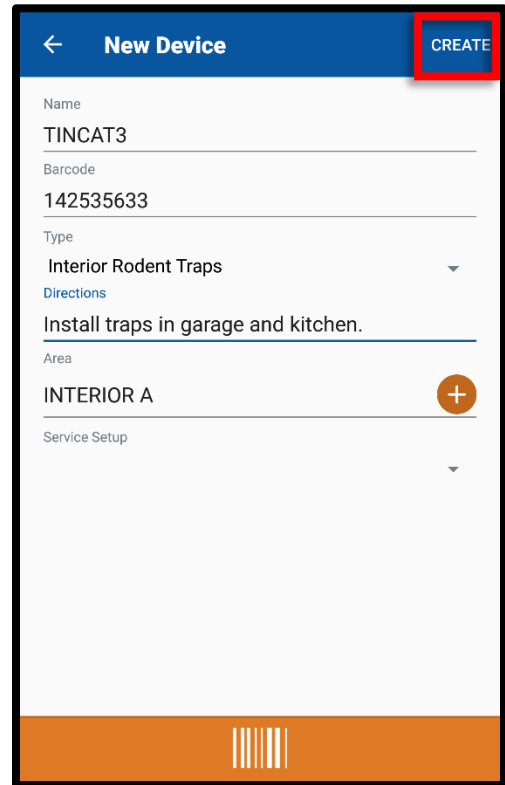1. Tap the ⊕ button next to Devices to bring up the menu to add a New Device.

The ⬙ button allows you to filter Devices by Due Today, Not Inspected, and Skipped.

2. Add a name, scan or enter a barcode, enter directions, and select the device's area, type, and service setup.
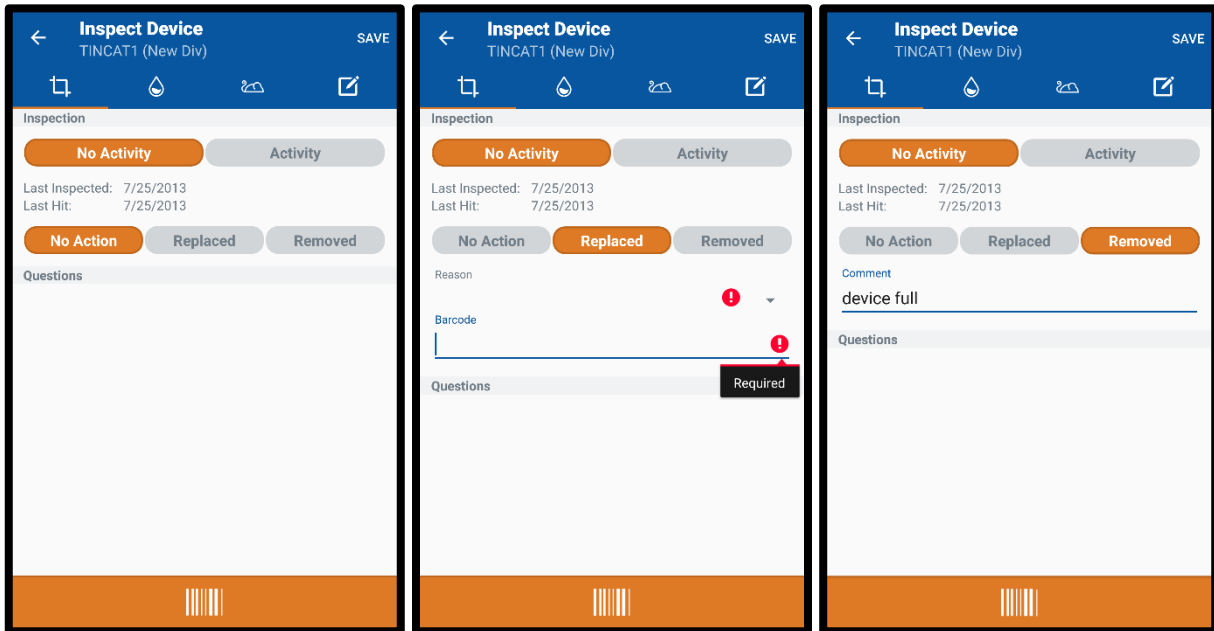
   a. The barcode scanning option is located at the bottom of the screen. Barcode scanning will respect access right options.

   b. The Area defaults from the currently selected Area but can be changed by clicking the ⊕ button to the right of the Area selection.

3. Tap *Create* at the top-right of the screen to save the area.

To inspect Devices, complete the following steps:

1. Tap a Device to open the Inspect Device screen. Inspect Device brings up Inspection Options, Materials, Pest Findings, and Tech Comments related to the selected Device. The Inspection screen also shows any questions related to the device.

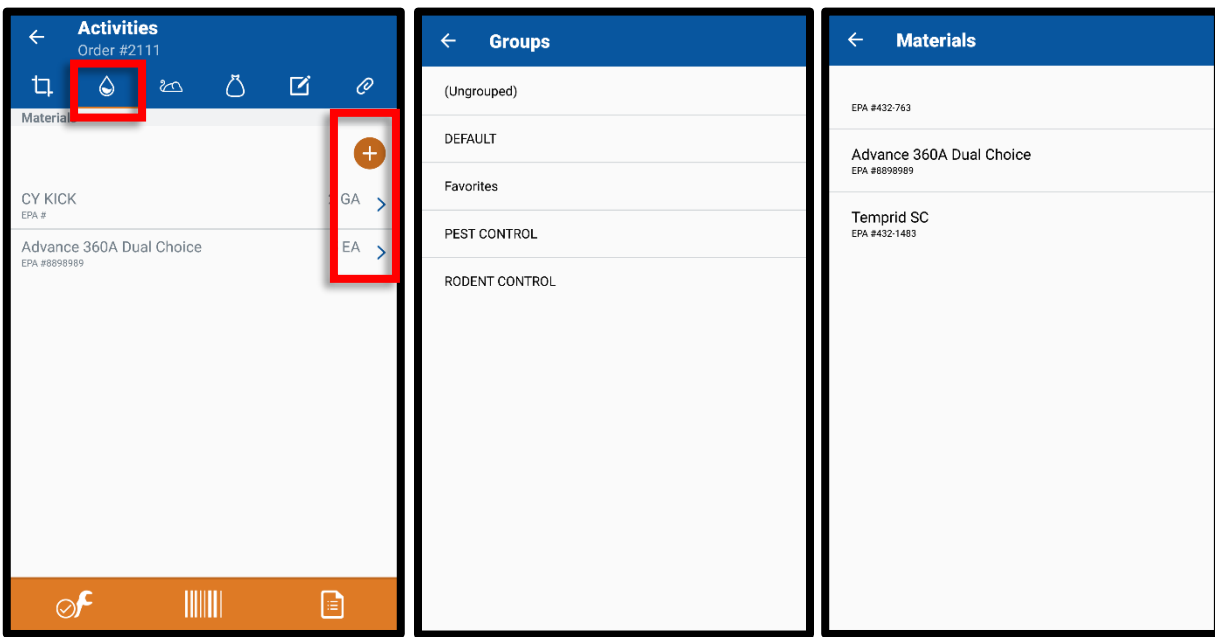2. You can replace or remove a Device; you can also enter or scan a barcode for the replacement device.

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Note that barcode scanning will respect access right options.

3. Remember to tap *Save* at the top-right of the screen to save any changes.

Materials

Materials can be added at the top of the screen. To add Materials, complete the following steps:

1. Tap the *Materials* icon to bring up the menu to add a New Material based on the currently-selected Area.

2. Tap the ⊕ button to bring up the menu to add a new Material.

3. Materials are listed by groups and can be selected within those groups by tapping the one you want to select.

4. Tapping the > button next to a Material will bring up the Edit screen for the selected Material.

   a. New Material categories include: Material Application, Application Info, Application Details, and Weather Conditions.

   b. Quantity and Concentration are required fields when adding a Material.

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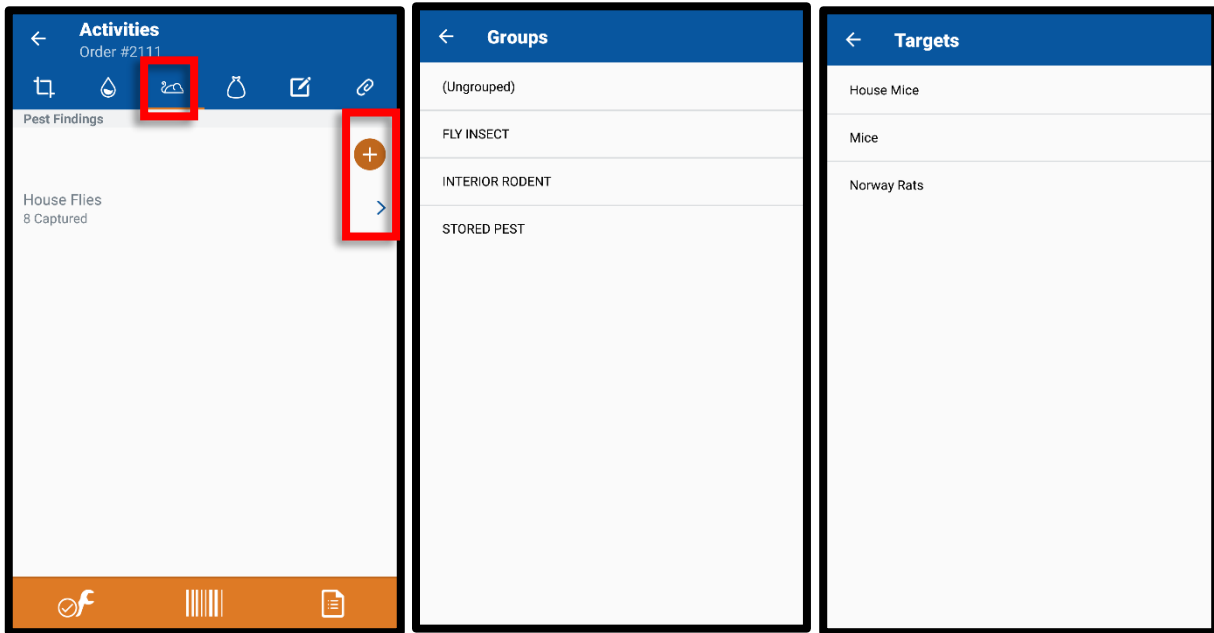
5. Tap *Save* at the top-right of the screen to save the Material.

Note that you can remove Materials by long-pressing and tapping *Yes* in the popup screen.

Pest Findings

Pest Findings can be added at the top of the screen. To add Pest Findings, complete the following steps:

1. Tap the *Pest Findings* icon to bring up the menu to add a New Pest Finding based on the currently-selected Area.

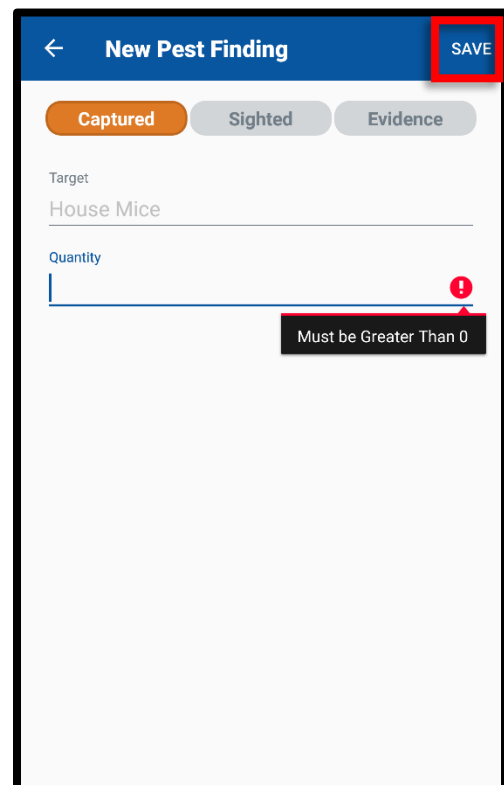2. Tap the ⊕ button to bring up the menu to add a new Pest Finding.

3. Pest Findings are listed by groups and can be selected within those groups by tapping the one you want to select.

4. Tapping the ❯ button next to a Pest Finding will bring up the Edit screen for the selected Pest Finding.

   a. Pest Finding details include: Captured, Sighted, and Evidence.

   b. Quantity is a required field.

   c. New Pest Findings will be added to the specific Area originally selected and will only display if that Area Is selected in the app.

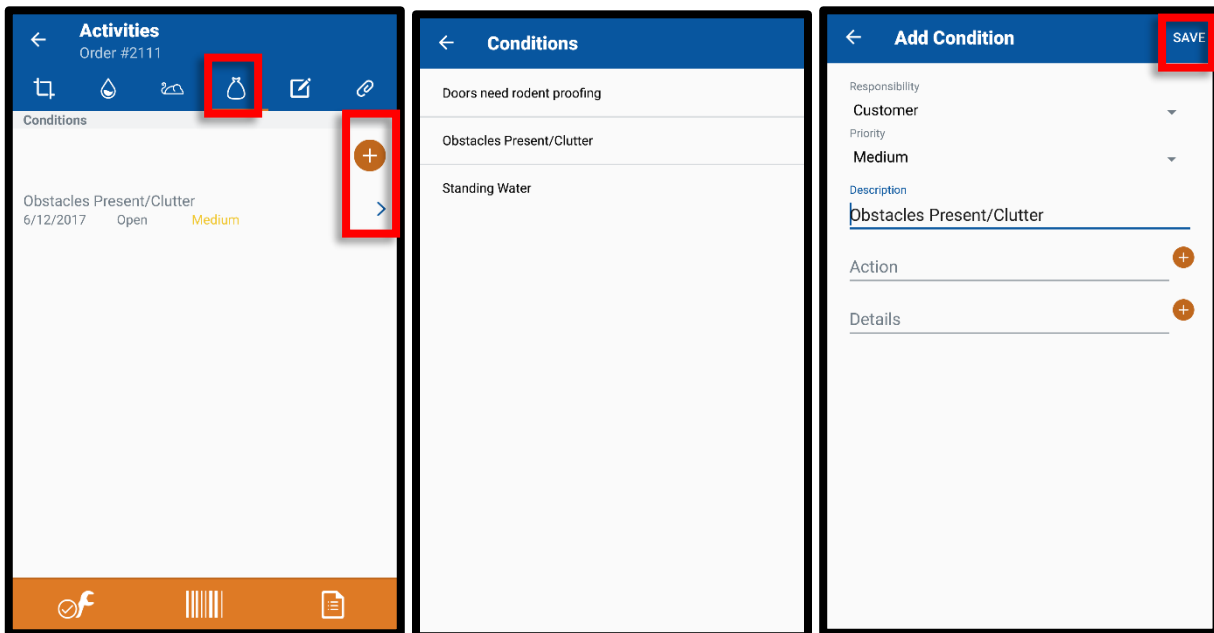5. Tap *Save* at the top-right of the screen to save the Material.

Note that you can remove Pest Findings by long-pressing and tapping *Yes* in the popup screen.

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Conditions

Conditions can be added at the top of the screen. To add Conditions, complete the following steps:

1. Tap the *Conditions* icon to bring up the menu to add a Condition based on the currently-selected Area.

2. Tap the ➕ button to bring up the menu to add a new Condition.
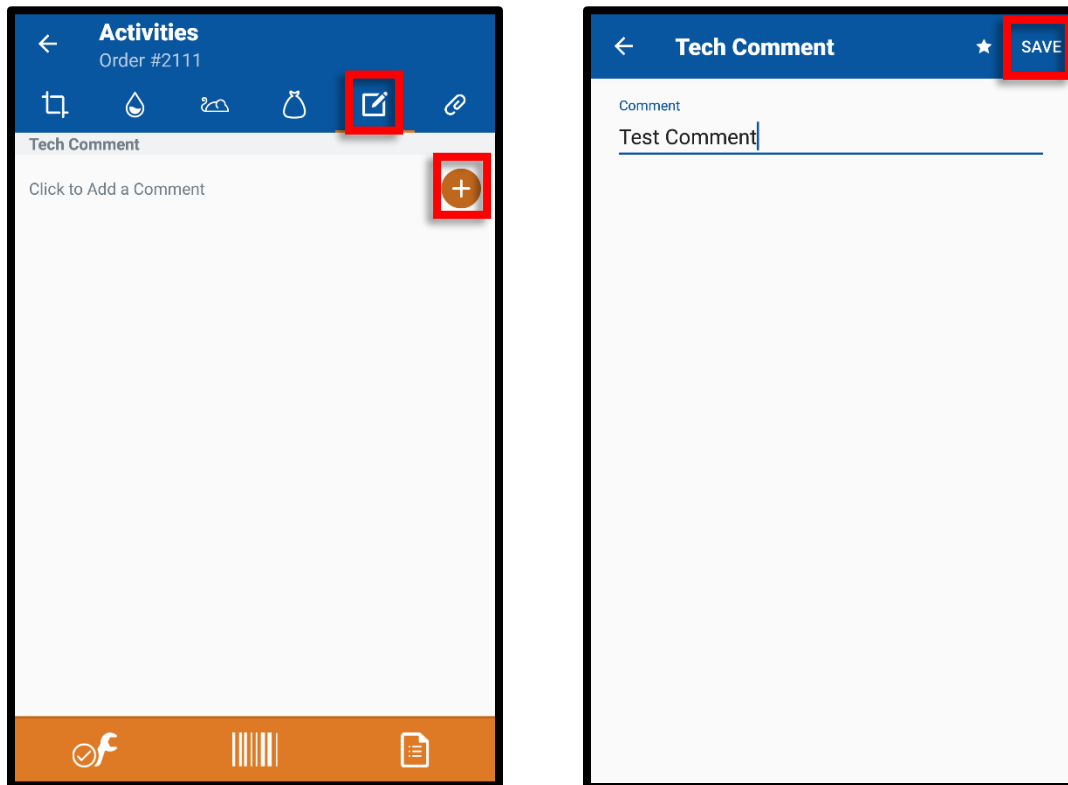

3. Conditions are listed by groups and can be selected within those groups by tapping the one you want to select.

4. Tapping the 〉 button next to a Condition will bring up the Edit screen for the selected Condition.

   a. Condition details include: Responsibility, Priority, Description, Action, and Details. Note that these fields come from the Conditions Lookup Tables in PestPac.

5. Tap *Save* at the top-right of the screen to save the Condition.

Tech Comments

Tech Comments can be added at the top of the screen. To add a Comment, complete the following steps:

1. Tap the *Tech Comments* icon to bring up the menu to add a Comment based on the currently-selected Area.

2. Tap the ⊕ button to bring up the menu to add a new Comment.
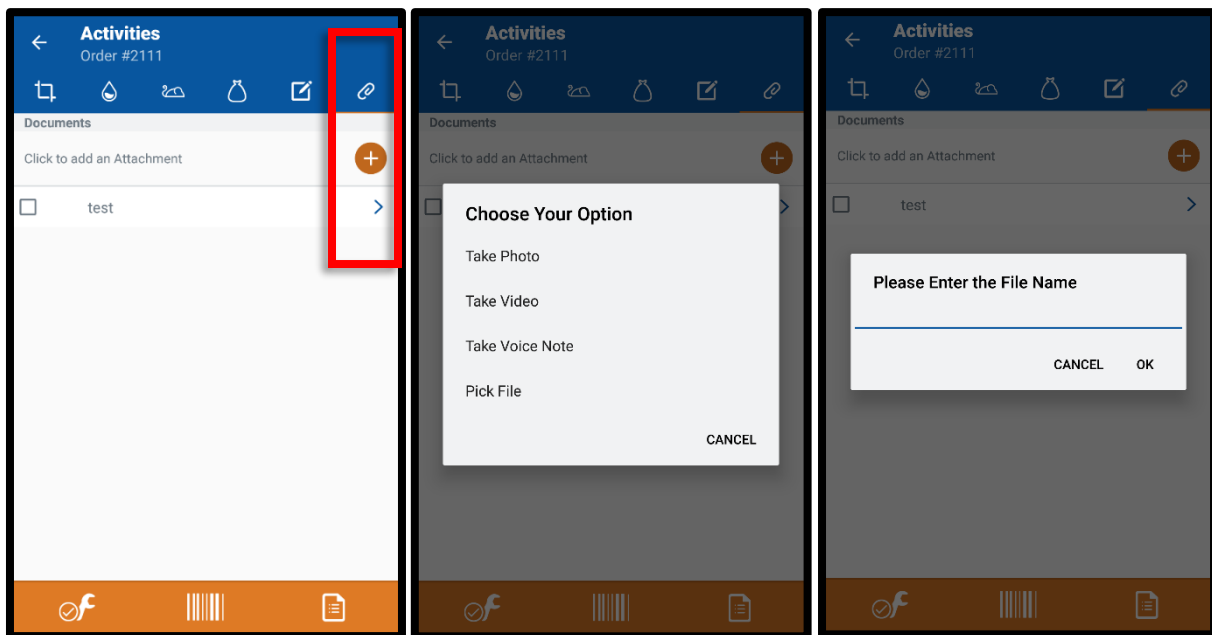

3. Tap the line and type your comments.

4. Tap *Save* at the top-right of the screen to save the Comment.

Note that you can remove Comments by long-pressing, removing the text, and saving.

Attachments

Attachments can be added at the top of the screen. To add an Attachment, complete the following steps:

1. Tap the *Attachments* icon to bring up the menu to add an Attachment based on the currently-selected Area.

2. Tap the ⊕ button to bring up the menu to add a new Attachment.

3. Tap one of the options: Take Photo, Take Video, Take Voice Note, or Pick File.

4. Enter a File Name, and click *OK.*

Note that you can remove Attachments by long-pressing and tapping *Yes* in the popup.

REMEMBER: For additional setup, training, and usage resources for FREE, including live webinars and a robust video library, please visit PestPac University.