

RMSGOV Utility App Instructions

How to use your Android device with RMS

How to Pair your Android device to RMS

Before you can begin to use your device with RMS you must first pair the device.

Go to your RMS Desktop application and click on Import Export in the menu option.

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Description <i>Enter award description and funding sources. Contract location should be entered.</i>		Contract Status <i>Enter status/delay codes. Update Issues and Photo.</i>		Contract Personnel <i>Assign PDT and view User Roles.</i>		Contract Documents <i>Legacy Documents prior to PCF interface. Use Contract File for current documents.</i>	
Contract File <i>Identify and send documents to PCF.</i>		Contract Setup <i>Determine how contract is to be managed by QA and QC staff. Setup submittal register.</i>		P2 Projects <i>Link RMS Contract to P2 Project.</i>		Correspondence <i>Create, edit, and view, Letters and Memos.</i>	
Request for Information <i>Respond to RFI's from Contractor.</i>		Contract User Entries <i>Insert data for District generated macros for reporting.</i>		Prime Contractor <i>Identify Contractor for payment purposes and view Contractor Staffing.</i>		Subcontractors <i>Identify Subcontractors, POC's, and Trades.</i>	
Contractor Insurance <i>Track General, Auto, and Workman's Comp Insurances.</i>		Contractor Payrolls <i>Enter or Review Contractor Payrolls for Department of Labor reporting purposes.</i>		Labor Interviews <i>Conduct Labor Standard Interviews for Davis-Bacon Compliance.</i>		Action Item Control <i>Control selection, severity and responsible parties for contract action items.</i>	
Contract Notification Control <i>Control which notifications you will receive for this contract.</i>							

Next Choose Pair Mobile Device

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Import P2 <i>Point for importing P2 Project data into the RMS Contract.</i>		Import QA Deficiencies <i>Import QA Deficiencies generated from an Excel worksheet.</i>		Import Submittals <i>Submittal items can be imported from an Excel Template.</i>		Import Real Property <i>Use Excel to export or import Real Property items.</i>	
Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>		Export Mods List <i>Create Text File to copy into MILCON CWE Calculation/Funds Request Form.</i>		Import SpecsIntact <i>Import SpecsIntact.</i>		NAS (SDEF) <i>Import SDEF schedule.</i>	
Document Package Export <i>Mass export documents from selected modules contained in document package.</i>		Pair Mobile Device <i>Pair a mobile device, and view a list of paired devices.</i>		Import Mobile Images <i>Import pictures from a mobile device.</i>		Import QA Deficiencies <i>Import QA Deficiencies from a mobile device.</i>	
Import Mobile Media <i>Import media files from a mobile device.</i>							

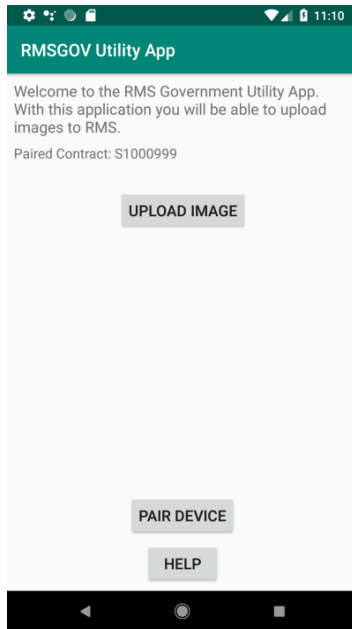
Click on the generate code button and a new code will appear in the window.

Pair Mobile Device

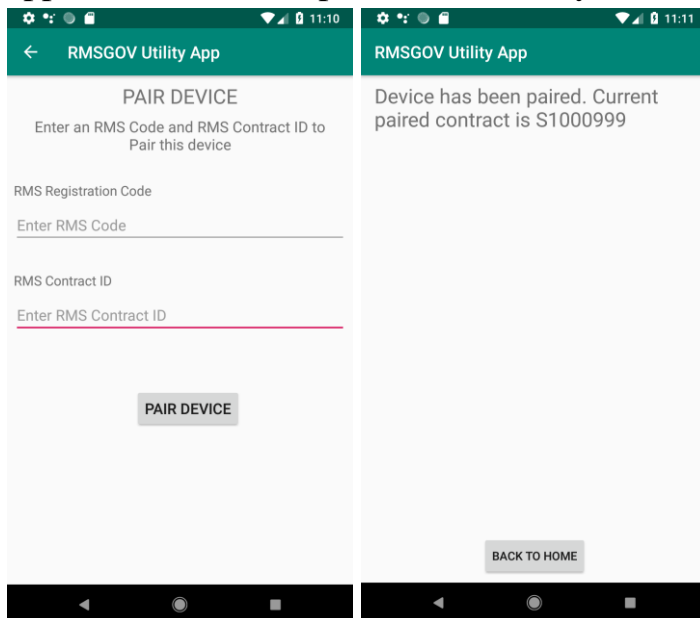
Mobile Registration Code	Contract ID
<input type="text"/>	L1000583
<input type="button" value="Generate Code"/>	

Please have mobile device enter the Registration Code and Contract ID displayed

Choose Pair on your android device



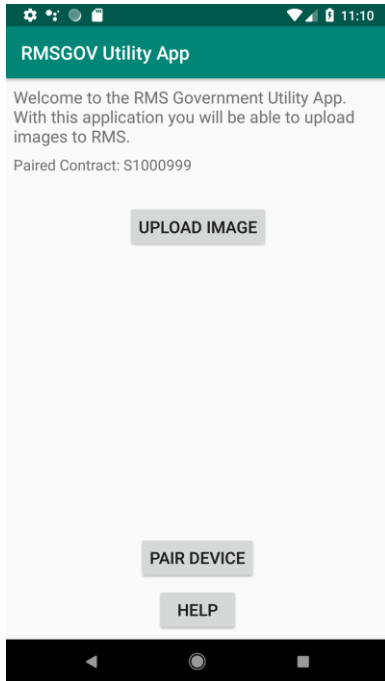
Enter the Mobile Registration code and Contract ID from the RMS Desktop application to the respective fields on your android device. Then tap Pair Device.



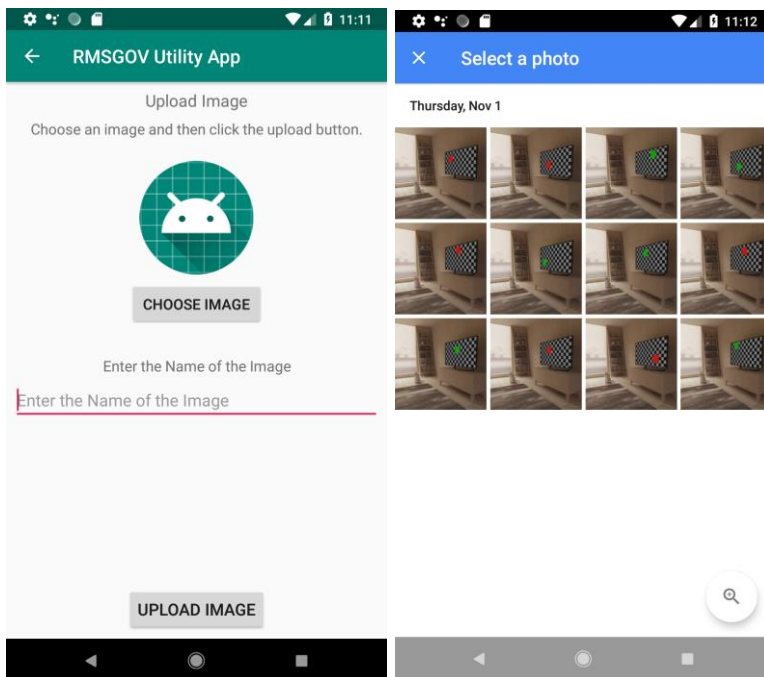
This process pairs your device to a contract so that whatever images are uploaded will go to the proper contract.

How to upload an image with your Android device to RMS

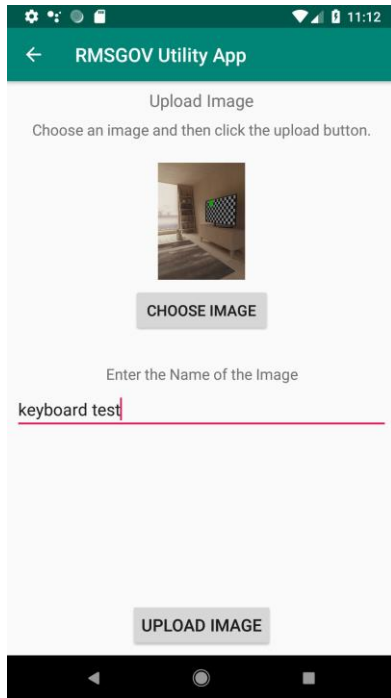
Tap on Upload Image.



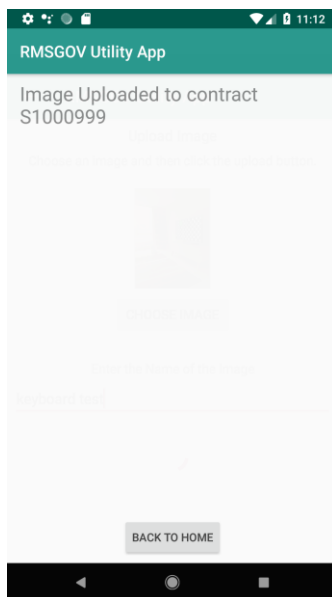
Tap on choose to select a photo from your Image Library or from your Photo Gallery.



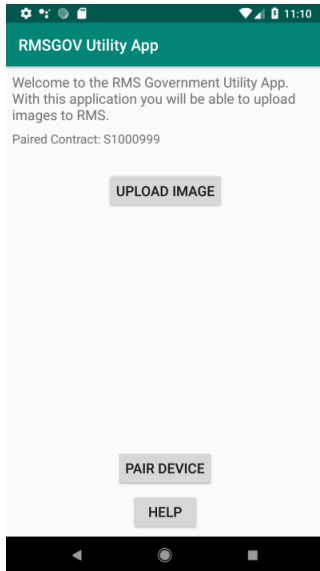
Once you have chosen your image enter a title for the image.



Tap on upload and you will see an animation progress of the image upload. After the upload has completed you will then see a confirmation message.



Click on the Back to Home button to be taken back to the RMSGOV Utility app home screen.



You can repeat the process to upload another image.

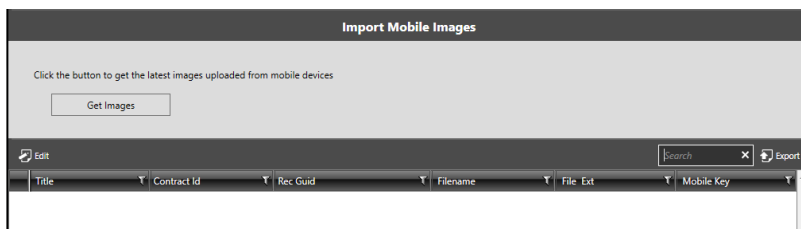
How to view your image uploads from within RMS

Once your image has been uploaded you can then view your image in RMS.

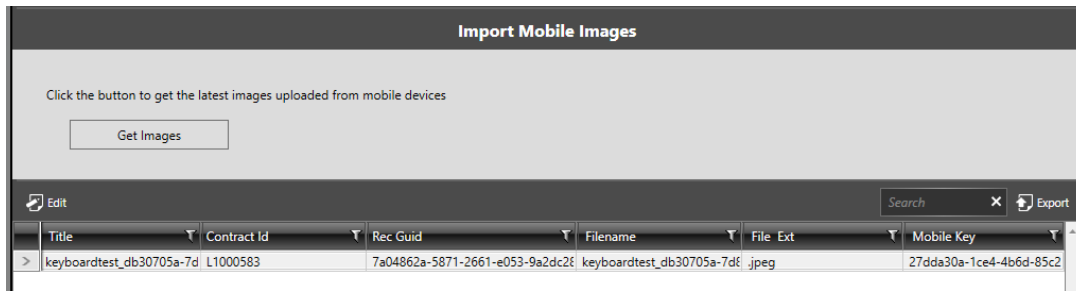
Go to Import/Export and click on the Import Mobile Images menu option.

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
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Import From Another Contract <i>Copy selected options from an existing Contract into your current contract.</i>	Export Mods List <i>Create Text File to copy into MILCON CWE Calculator/Funds Request Form.</i>	Import SpecsIntact <i>Import SpecsIntact.</i>	NAS (SDEF) <i>Import SDEF schedule.</i>				
Document Package Export <i>Mass export documents from selected modules contained in document package.</i>	Pair Mobile Device <i>Pair a mobile device, and view a list of paired devices.</i>	Import Mobile Images <i>Import pictures from a mobile device.</i>	Import QA Deficiencies <i>Import QA Deficiencies from a mobile device.</i>				
Import Mobile Media <i>Import media files from a mobile device.</i>							

Click on Get images



A list of uploaded images for your contract will appear in the list. Double clicking on a record in the list will open it for viewing. You may then choose to save it as a contract status photo.



The screenshot displays a web interface titled "Import Mobile Images". At the top, there is a grey instruction box that says "Click the button to get the latest images uploaded from mobile devices" with a "Get Images" button below it. Below this is a table with columns for Title, Contract Id, Rec Guid, Filename, File Ext, and Mobile Key. The table contains one row of data.

Title	Contract Id	Rec Guid	Filename	File Ext	Mobile Key
keyboardtest_db30705a-7d	L1000583	7a04862a-5871-2661-e053-9a2dc26	keyboardtest_db30705a-7d	.jpeg	27dda30a-1ce4-4b6d-85c2