Mobile Livening Application User Guide

The following document is for registered Orion Network Connection Agents and describes how to perform final network connection/livening tasks using the Orion Mobile Livening application.

What you will need

1. A smart device (phone or tablet) preferably an Android or Apple iOS device equipped with GPS and camera.
2. An email address that you can access from your device, you will need this to login.

Who to call for support

Please contact the Orion service desk on: servicedesk@oriongroup.co.nz or 0800 363 9898.

How to proceed

You will receive an email with an invitation to sign-up for the Fulcrum cloud service. If you cannot find this email, please check the spam folder of your mailbox before calling for support. If you still cannot find it, please call the support desk.

1. Click on the link in the email and follow the instructions.

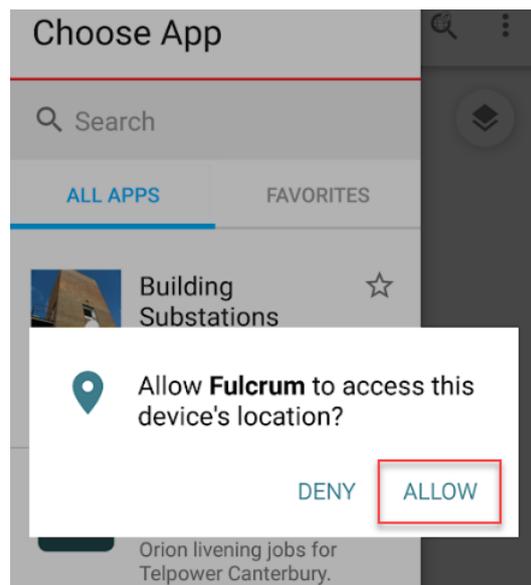2. Sign into Fulcrum, and follow the instructions.

3. Go to the app store for your device and download the Fulcrum app.
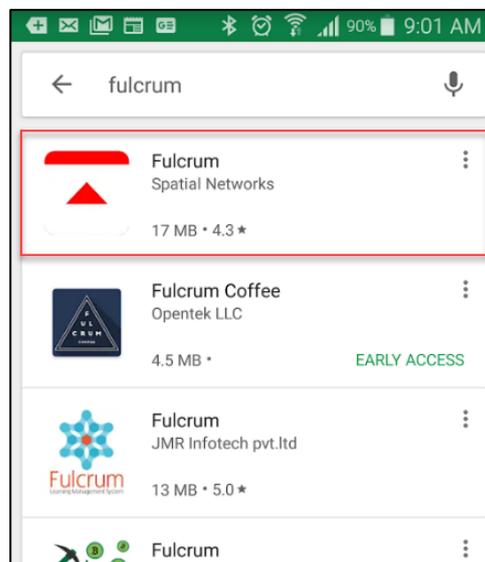
4. Open the Fulcrum app and login using the username and password from step 2.

5. If the app asks for access to the device location, select Allow.

6. A map of Canterbury will be displayed. Each pin on the map represents a premise that requires livening.

Click the icon in the top right corner of the map to change to satellite view. If you prefer the map view, use this icon to go back.

The different coloured pins represent different statuses for livening jobs.

🔴 **Pending** – ready to be livened.

🟢 **Livened** – livening completed.

🔵 **Pending approx** – ready to be livened, but Orion could not locate the job precisely. You will need to confirm the location by address.
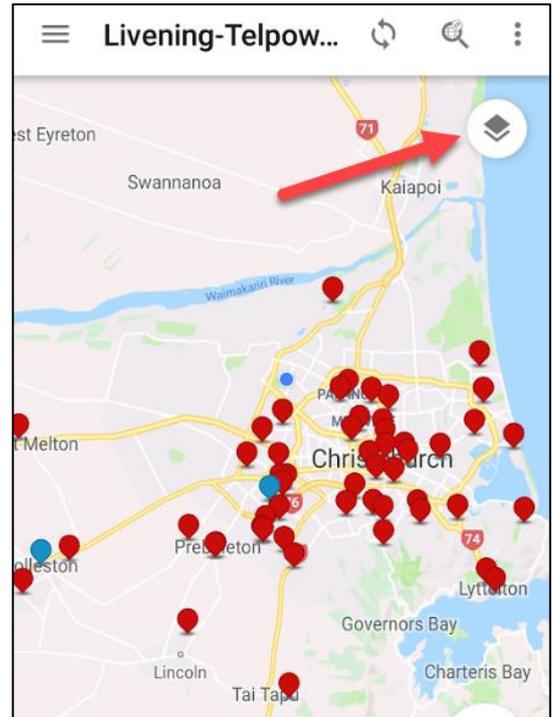
7. You can view the jobs as a list by clicking the button in the top right corner, and selecting **List View**.
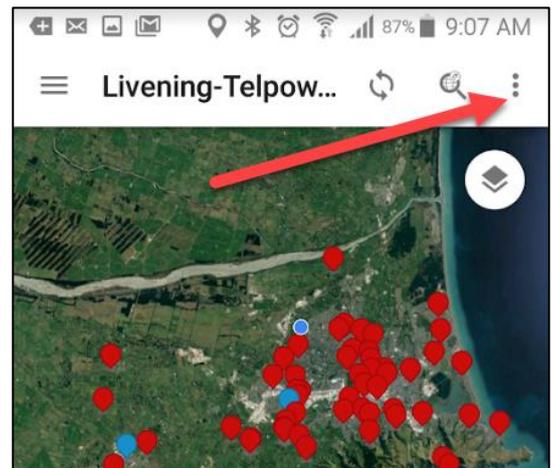
8. To filter the list of jobs to display only those assigned to you, click the button in the top right corner of the screen, and click **Record Filter**.
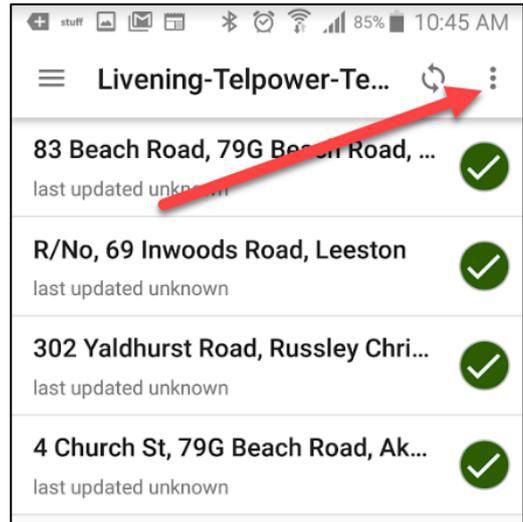
9. Select *your name* from the **Projects** list and click done. The list of livening jobs should now display only those jobs assigned to you.

If your name does not appear in this list, please let us know, so we can fix this. servicedesk@oriongroup.co.nz
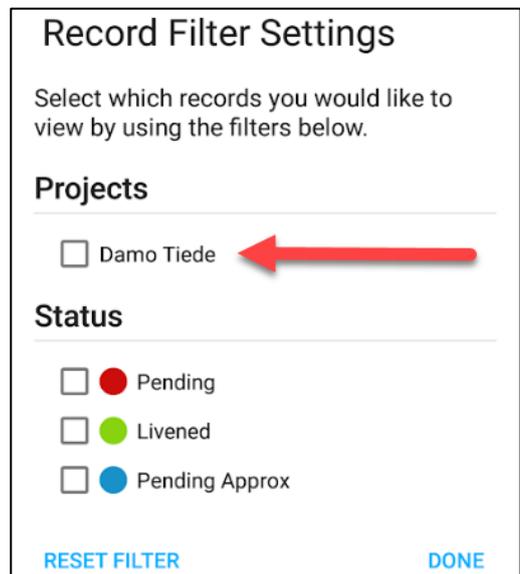
10. Select the first item in the list to open the livening job form. You will need to confirm that the site is safe before continuing.

Once you have confirmed and clicked **YES**, the rest of the form will be revealed.

11. Fill in the details for the livening job.

Required fields are marked with an asterisk.

If you would like to notify Orion immediately about a particular livening job, put a descriptive comment in the **Notes** field, then select **YES** for the **Alert Orion immediately** prompt.

When you have finished filling in the form, and taking appropriate photographic documentation, click the tick sign on the top of the form to submit.

12. When you have completed a livening form, you will be able to see that its status has changed to livened (green), but it has not been synced to the Fulcrum cloud (the grey circle to the right).

To sync the data and complete the livening job, press the sync icon on the top of the screen. When the grey circle turns into a green tick, the job is complete.