Tekla PowerFab Go 2023

User guide

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1 View and manage information remotely in Tekla PowerFab Go

Tekla PowerFab Go is a web application that allows users to access Tekla PowerFab information remotely using a mobile device. By using Tekla PowerFab Go, you can access status information, drawing files, and inventory information virtually anywhere, as long as there is an internet connection and the Tekla PowerFab Remote Server is running.

In Tekla PowerFab Go, you can:

- View and manage production control job information, such as drawing files, inspection test records, cut lists, and shipping information.
- View materials items and receive them into the inventory.
- Move items within the inventory.
- Add labor time to a production control job.
- Add, modify, and delete general inspection test records.

2 Install Tekla PowerFab Go

For Tekla PowerFab Go installation, you need to install the Tekla PowerFab Remote Server and set up and manage its service settings in the Tekla PowerFab Remote Monitor.

2.1 What is needed to set up a Tekla PowerFab Go website

The Tekla hosts a website for your company. This website connects to your company's Tekla PowerFab server database.

To have a Tekla PowerFab Go website set up, you need the following information:

- The legal name of your company
- The existing domains or websites of your company
- Your company logo (preferably as a vector graphic)
- The address of your company as you want it to appear on the Tekla PowerFab Go website
- The company phone number as you want it to appear on the Tekla PowerFab Go website
- The company fax number or email address as you want it to appear on the Tekla PowerFab Go website
- A connection to your database (a static IP address, an A record, or a DDNS)
- The port that will be used for accessing the database. The default port is 9154.
- The phone number and email address of a contact person for setting up Tekla PowerFab Go and scheduling an eventual training.

2.2 Tekla PowerFab Go minimum browser requirements

Tekla PowerFab Go supported browsers are the following (latest stable version):

- Google Chrome
- Safari
- Microsoft Edge
- Mozilla Firefox
- Opera

2.3 Tekla PowerFab Remote Server

For Tekla PowerFab Go installation, you need to install the Tekla PowerFab Remote Server and set up and manage its service settings in the Tekla PowerFab Remote Monitor.

The Tekla PowerFab Remote Server is a Windows service that is installed on the Tekla PowerFab server. This service listens for and responds to traffic from Tekla PowerFab Go and executes automated events.

The Tekla PowerFab Remote Server allows you to perform Tekla PowerFab actions remotely. In practice, the Tekla PowerFab Remote Server enables running automated events and using the Tekla PowerFab Go mobile application.

The Tekla PowerFab Remote Server is typically only installed on the Tekla PowerFab server computer. To use Tekla PowerFab Go, a TCP port (not TCP/UDP) needs to be forwarded to the computer on which you install the Tekla PowerFab Remote Server.

You can manage Tekla PowerFab Remote Server settings in the **Tekla PowerFab Remote Monitor** dialog box.

See also

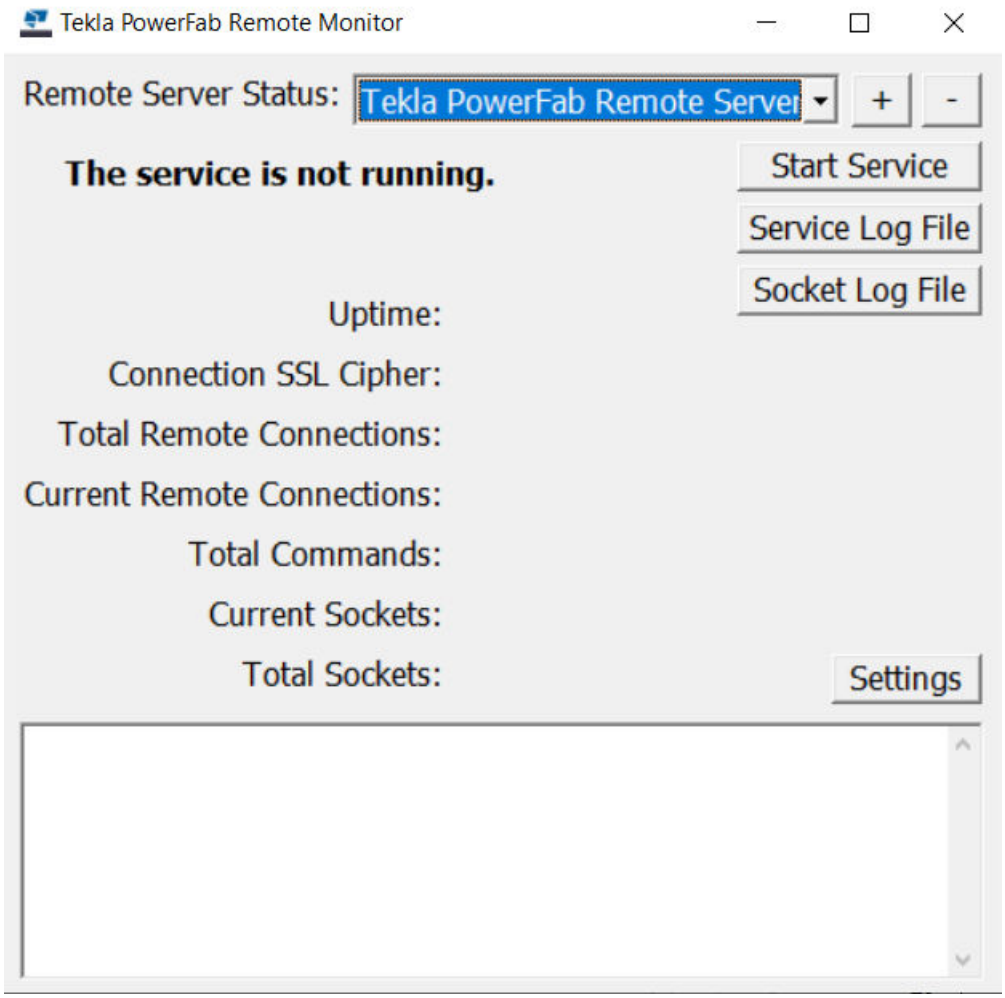
Tekla PowerFab Remote Server settings (page 12)

Install Tekla PowerFab Remote Server (page 10)

Set up and start Tekla PowerFab Remote Server (page 10)

2.4 Tekla PowerFab Remote Monitor

The **Tekla PowerFab Remote Monitor** is a graphical user interface for setting up and managing **Tekla PowerFab Remote Server** service.



Tekla PowerFab Remote Monitor reports the following details in real-time:

Item	Description	Output example
Remote Server Status	The current status of the service. If the service is running, shows the TCP port that the service is listening for connections.	The service is not running. The service is running. Running - Port 9154.
Uptime	The time in hours, minutes, and seconds that the service has been active.	145:35:46
Connection SSL Cipher	Indicates whether **Tekla PowerFab Remote Server** is connected to the MySQL database via	

Item	Description	Output example
	an encrypted connection. If Tekla PowerFab does not use encryption for its ODBC connection, this will be blank.	
Total Remote Connections	The total number of connections that have been made during the time that the service has been active.	154
Current Remote Connections	The count of connections that are currently active.	17
Total Commands	The total number of XML/JSON commands that have transacted during the time that the service has been active.	987
Current Sockets	The number of TCP sockets that are currently active.	4
Total Sockets	The total number of TCP sockets that have been created during the time that the service has been active.	876

Remote Monitor Service Log File

The service log contains information on the Remote Server service, such as connection to the Tekla PowerFab MySQL database and Trimble Identity sign-in.

The service log can be viewed by clicking the **Service Log File** button or by clicking the `RemoteServerError.txt` file in the program installation folder.

Remote Monitor Socket Log File

The socket log file contains information on the traffic transactions over the TCP socket (user connection). This can be logged at varying levels of detail. For further information on the levels and how to change them, see the Socket section of the Tekla PowerFab Remote Server Settings.

The latest socket log can be viewed by clicking the **Socket Log File** button. The latest and historical socket logs can also be found in the `Log` subfolder of the program installation directory. These files have the naming structure of `remote-server-log-<Remote Service name>-<YYYYMMDD>.log`.

See also

Install Tekla PowerFab Go (page 6)

2.5 Install Tekla PowerFab Remote Server

We recommend that you install the Tekla PowerFab Remote Server service during the initial the Tekla PowerFab installation when you select the **Server** configuration. You can also install Tekla PowerFab Remote Server separately.

1. In File Explorer, go to `C:\Users\Public\Documents\Tekla\Tekla PowerFab\Backup`.
2. Double-click the `TeklaPowerFabRemoteServerSetup.exe` file to install the Tekla PowerFab Remote Server.
3. Click **Install**.

   The **Tekla PowerFab Remote Monitor** dialog box opens. A Tekla PowerFab Remote Monitor icon has been created on the desktop.
4. Click **OK** to close the installer.

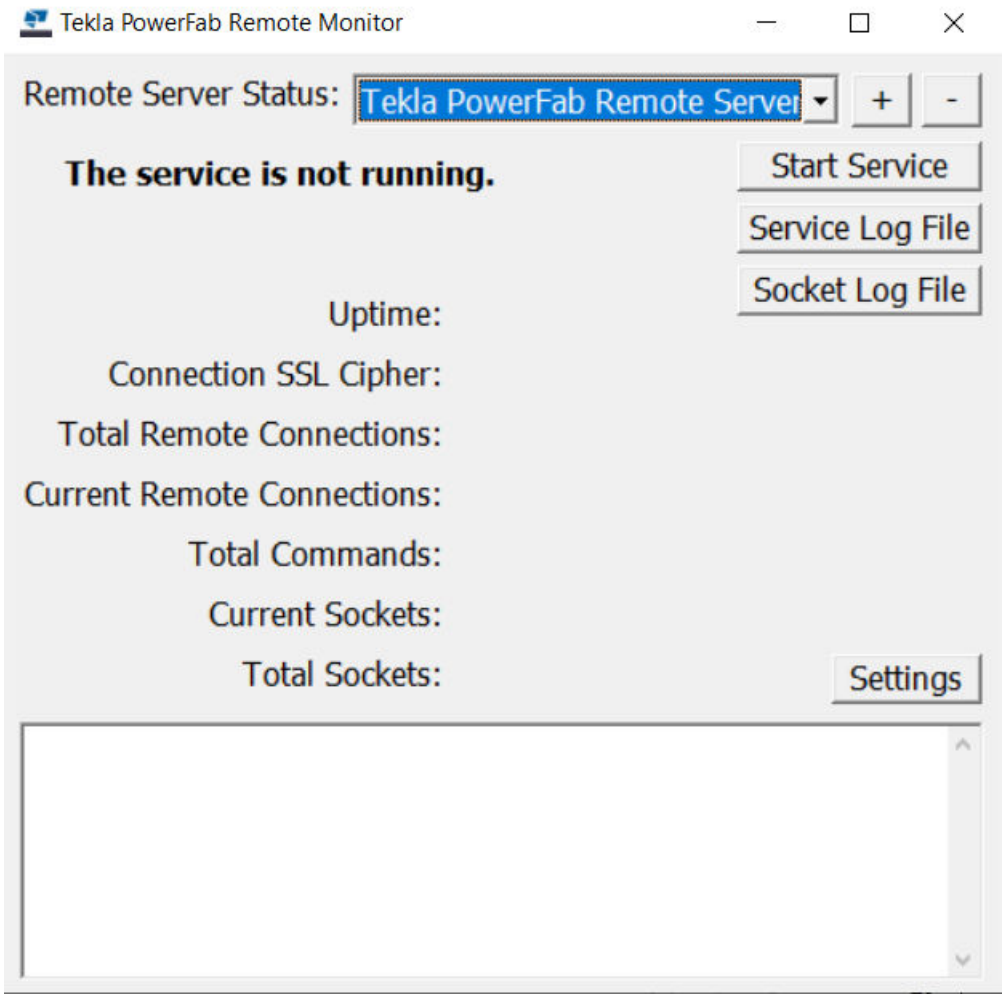
   You are prompted to sign in with **Trimble Identity** to start the service.

The **Tekla PowerFab Remote Monitor** dialog box opens automatically after the installation is finished.

Next, define the Tekla PowerFab Remote Server settings and start the remote server.

2.6 Set up and start Tekla PowerFab Remote Server

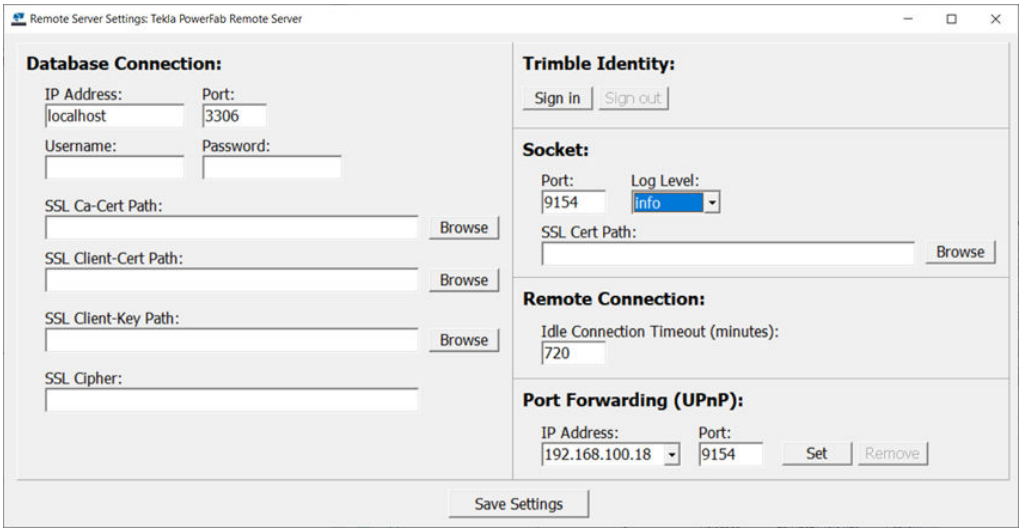
You can set up and manage the **Tekla PowerFab Remote Server** service settings in the **Tekla PowerFab Remote Monitor** dialog box.



1. If you do not have the **Tekla PowerFab Remote Monitor** dialog box open, do either of the following:
   a. Double-click the **Tekla PowerFab Remote Monitor** icon on the server desktop.
   b. Go to the default installation directory `C:\Program Files (x86)\Tekla\Tekla PowerFab` and double-click ✗`Tekla.PowerFab.Remote.Monitor.exe`.

      Individual installation locations may vary.
2. In the **Tekla PowerFab Remote Monitor** dialog box, click **Settings**

The **Remote Server Settings** dialog box opens. You can see the IP address and port for the database connection.



3. To sign in, click **Sign in** in the upper right-hand section of the dialog box. Sign in with a Trimble Identity that is an administrator for all the Trimble Connect projects of your company.
4. In the **Port** field in the **Socket** section, type any non-standard TCP port (1024–65535) not already in use.

   The default port is 9154. See also Setting up port forwarding.
5. Click **Save Settings**.

If the settings have been defined successfully, the Tekla PowerFab Remote Server starts running.

You can always check in the **Tekla PowerFab Remote Monitor** dialog box if the Tekla PowerFab Remote Server is running .

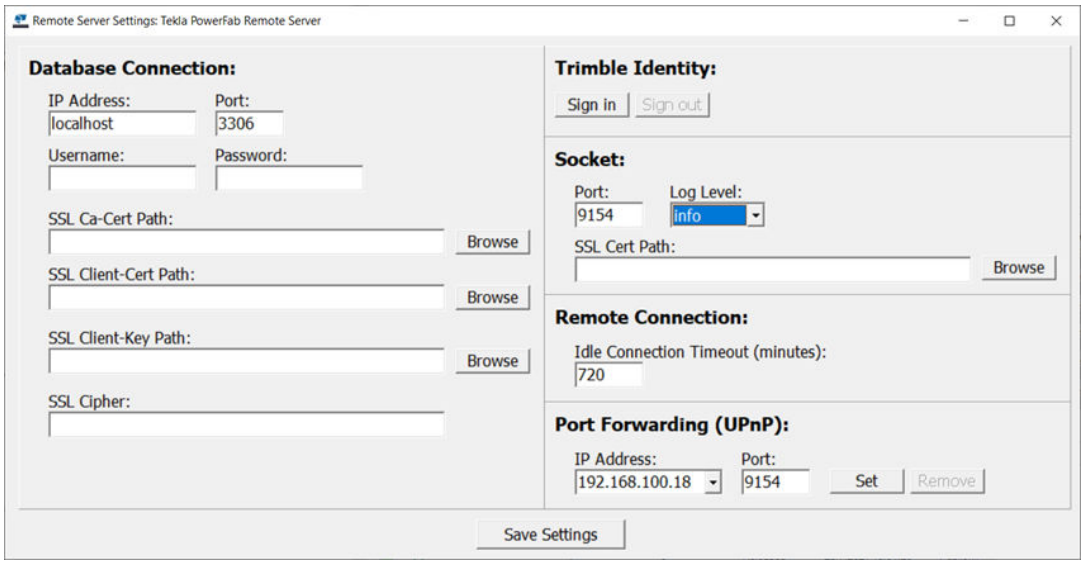
The server installation is complete.

For troubleshooting, see Troubleshoot Tekla PowerFab Remote Server Service (Go and Automated Events) (page 17)

Tekla PowerFab Remote Server settings

The Tekla PowerFab Remote Server is controlled by the settings in the **Settings** dialog box in the Tekla PowerFab Remote Monitor.

NOTE If you change a setting in Tekla PowerFab Remote Monitor, you must stop the service and restart it before the new settings are applied.



Database Connection: Controls how **Tekla PowerFab Remote Server** connects to the MySQL database.

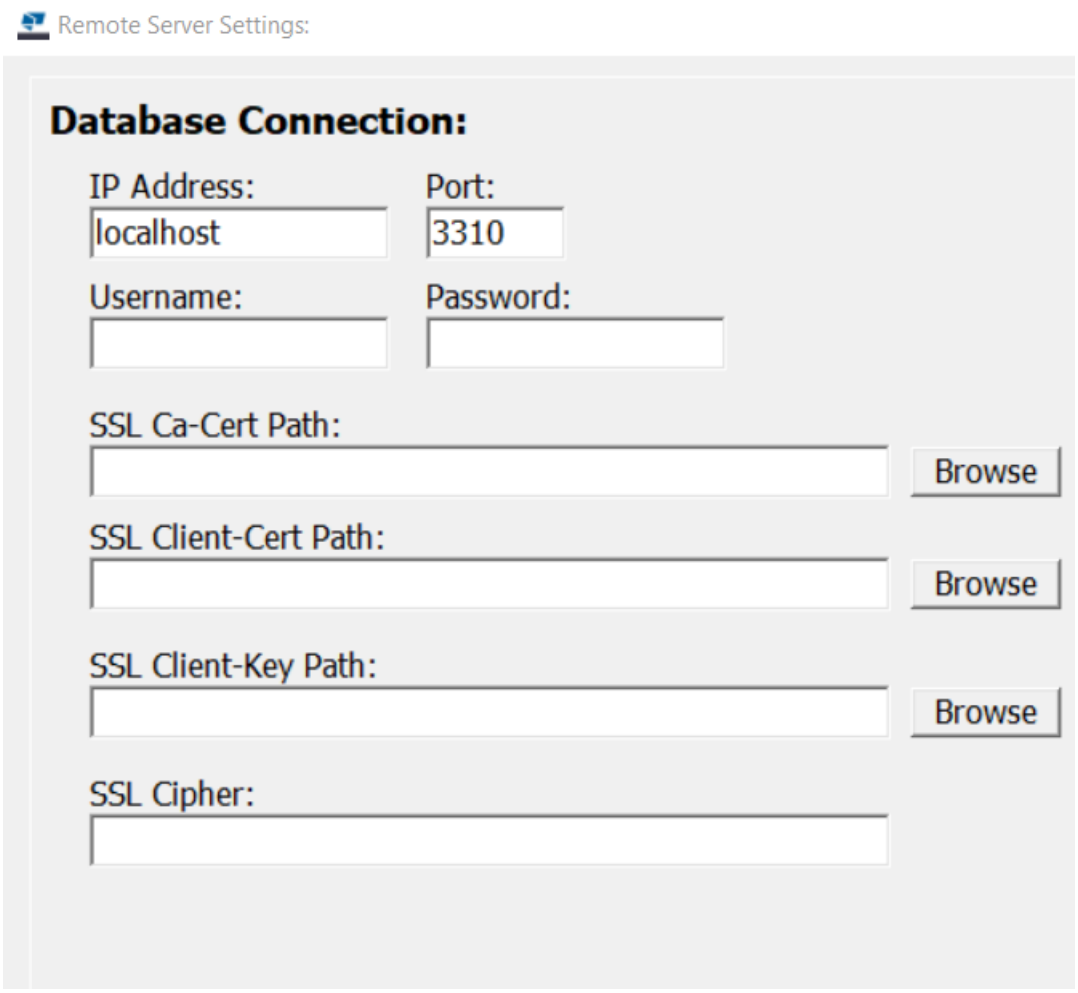
Trimble Identity: If you are using the latest licensing, you must sign in using Trimble Identity.

Socket: Controls the low-level parameters used with the TCP socket that **Tekla PowerFab Remote Server** uses to listen and respond to requests.

NOTE Do not modify this section unless it is absolutely necessary.

Port Forwarding (UPnP): Allows the remote server to attempt to configure your network firewall using Universal Plug and Play (UPnP). We strongly recommend that you do not rely on UPnP for Tekla PowerFab Go. Instead, set up port forwarding on your network router/firewall properly and permanently.

Database connection



IP Address is the hostname or IP address to the computer on your network where the Tekla PowerFab MySQL database resides. If the database resides on the same computer as Tekla PowerFab Remote Service (and Remote Monitor), the value should read either localhost or the IP address of the server.

Port is the TCP port used for MySQL database traffic. The default port is 3306. The value should be the same as the port that Tekla PowerFab uses.

Username and Password should typically be left blank as there is a built in *_fs_rl_user* for this purpose. We recommend you enable the *_fs_rl_user* in Tekla PowerFab Office. There are special security precautions taken to prevent the *_fs_rl_user* from being maliciously used.

TIP You can enable or disable the *_fs_rl_user* in Tekla PowerFab Office. After logging in with an administrator account, go to **File** --> **Administration** and then, in **Administration** --> **Settings** under the **General** tab, ensure that the checkbox next to **_fs_rl_user account enabled** is selected.

If a specific username and password is entered, the password will never be shown and is stored in an encrypted fashion. Note that these values are case sensitive. If the entered username and password is deleted or changed in the desktop application, it must be updated here.

SSL Cert and Key Paths, and SSL Cipher: These fields set the path to the TLS/SSL certificates and keys that are used to encrypt the traffic between **Tekla PowerFab Remote Server** and the MySQL database.

If Tekla PowerFab does not use encryption for its ODBC connection, these fields should be blank.

Trimble Identity

The Trimble Identity with which you sign in needs to have a Tekla PowerFab Go license. If you do not sign in with a Trimble Identity, the Tekla PowerFab Remote Server will fail to start because it does not have the necessary license information.

If a Trimble Identity is signed in, the email address for that identity is listed. If no Trimble Identity is signed in, one must be signed in. If a licensed Trimble Identity is not signed in, the error `Tekla EPM Go has not been activated` is shown when attempting to sign into a Tekla PowerFab Go site.

The Trimble Identity that is signed in must have access to either a named-user (Tekla PowerFab,Tekla PowerFab Office) license or the Tekla PowerFab Go license in the Tekla Online Admin Tool. For organizations with both named-user and Tekla PowerFab Go licenses, the account logged into the Remote Server service must have the Tekla PowerFab Go license assigned.

NOTE If the Trimble Identity cannot access all Trimble Connect projects, the status information of Trimble Connect projects cannot be synced.

Socket

Port: This is the TCP port that the service uses to communicate with the web server where Tekla PowerFab Go resides.

Log Level : Traffic transacting over the TCP socket can be logged at varying levels of detail:

- **info**: Logs connection time, connection source, success or failure, and errors.
- **debug**: Logs info level plus XML or JSON of request and response. Passwords are never logged. If you are xperiencing problems with Tekla PowerFab Go, this would be changed to debug to increase the detail in the socket log file.

SSL Cert Path: The path to the SSL certificates and ciphers that are used to encrypt traffic between Tekla PowerFab Go and **Tekla PowerFab Remote Server** service over the TCP Socket. This cert is installed during the main program installation.

All traffic between the website application and the local network is encrypted.

The value should point to the SSL subfolder in the Tekla PowerFab installation folder.

2.7 Connection options to your Tekla PowerFab database

To allow us to connect to your system or network, select one of the options listed here.

- **A dynamic DNS, or DDNS**

  A dynamic DNS is a service that provides you with a domain name or web address that stores and points to the public IP address of your system. This is useful if the network where your Tekla PowerFab server resides does not have a static public IP address.

  A script is installed on your computer or server that updates the public IP address on a regular interval. This way, if the public IP address changes for any reason, the web address still always points to the correct public IP address.

  There are several free sites that provide this service. Your internet service provider or website hosting provider may also include this already in their services.

- **An A record**

  If you manage your own website, you can create an A record or web address to which you can manually assign your IP address.

  If your public IP address changes, you need to manually change the A record to reflect the change in the IP address.

- **A static IP address**

  Note that if you use a static IP address:

  - Your internet service provider may want to charge you additional fees.
  - Trimble is not responsible for the down time due to changes in your IP address and cannot guarantee a response time to fix this issue.

Incoming connection restrictions (optional)

NOTE The management of your system firewalls is extremely important, and the system firewall settings are solely your responsibility. Trimble is not responsible for any changes to these systems and cannot change the system firewall settings for you.

If you want to improve the security and protection for the connection to your Tekla PowerFab database, you can restrict the connection to the port to the following IP addresses:

- 100.25.80.52
- 23.20.111.82
- 100.24.217.156
- 18.223.67.252
- 54.241.216.243

Do not set the restriction until we have initially tested the connection.

2.8 Direct the connection to the Tekla PowerFab server installation

You need to direct the connection to your system or network router to the server installation of Tekla PowerFab. To do so, set up TCP port forwarding. For more information on port forwarding, see Setting up port forwarding.

Port 9154 is the default that is used for TCP port forwarding, but you can select any port.

NOTE It is helpful for the Tekla PowerFab support staff if you use the default port whenever you call for help.

Although it is unusual, there may be multiple layers within your system, and the port used may have to be forwarded all the way to the server installation.

If there is a firewall on the computer used for the Tekla PowerFab server installation, you may need to create an inbound rule allowing the TCP port connection. The Tekla PowerFab Remote Server needs to be running on the server installation computer simultaneously.

2.9 Troubleshoot Tekla PowerFab Remote Server Service (Go and Automated Events)

When you are having issues with Tekla PowerFab Go, check a few initial items listed here before you take any actions on the server.

Is the Tekla PowerFab Remote Server service running?

If the Tekla PowerFab Remote Server service is not running, Tekla PowerFab Go is not be able to connect to the database for access credentials or any data.

Ensure that the Tekla PowerFab Remote Server service is running on the server. We recommend using the Tekla PowerFab Remote Monitor. See Tekla PowerFab Remote Monitor (page 7). You can also check this using the Windows Services or Task Manager applications.

You can access Tekla PowerFab Remote Monitor by double-clicking the icon on the desktop of the on the Tekla PowerFab server. If the shortcut is not present, you can access it by double-clicking the `Tekla.EPM.Remote.Monitor.exe` application in the installation directory. For details, see Set up and start Tekla PowerFab Remote Server (page 10).

Is a Trimble Identity signed in?

A Trimble Identity is required to be signed in to license the Tekla PowerFab Go site.

If a Trimble Identity is signed in, the email address for that identity is listed. If no Trimble Identity is signed in, one must be signed in. If a licensed Trimble Identity is not signed in, the error `Tekla EPM Go has not been activated` is shown when attempting to sign into a Tekla PowerFab Go site.

See also Tekla PowerFab Remote Server settings (page 12).

Does the signed-in Trimble Identity have the appropriate license?

The Trimble Identity that is signed in must have access to either a named-user (Tekla PowerFab,Tekla PowerFab Office) license or the Tekla PowerFab Go license in the Tekla Online Admin Tool. For organizations with both named-user and Tekla PowerFab Go licenses, the account logged into the Remote Server service must have the Tekla PowerFab Go license assigned.

Is something blocking the connection?

Tekla software products must be able to connect directly to Trimble online services for certain features, such as Tekla PowerFab Go.

Verify that the Tekla PowerFab Remote Server service has been whitelisted through all firewalls and antivirus applications, and network devices.

Ensure that the following IP addresses have access to the port (default 9154) where the Tekla PowerFab Remote Server service is running:

- 100.25.80.52
- 23.20.111.82
- 100.24.217.156
- 18.223.67.252
- 54.241.216.243

Ensure also that all the Requirements for connecting to Tekla Online services are followed.

Is the connection information correct and up to date?

Tekla PowerFab Go uses the Tekla PowerFab Remote Server service to connect to your Tekla PowerFab MySQL database.

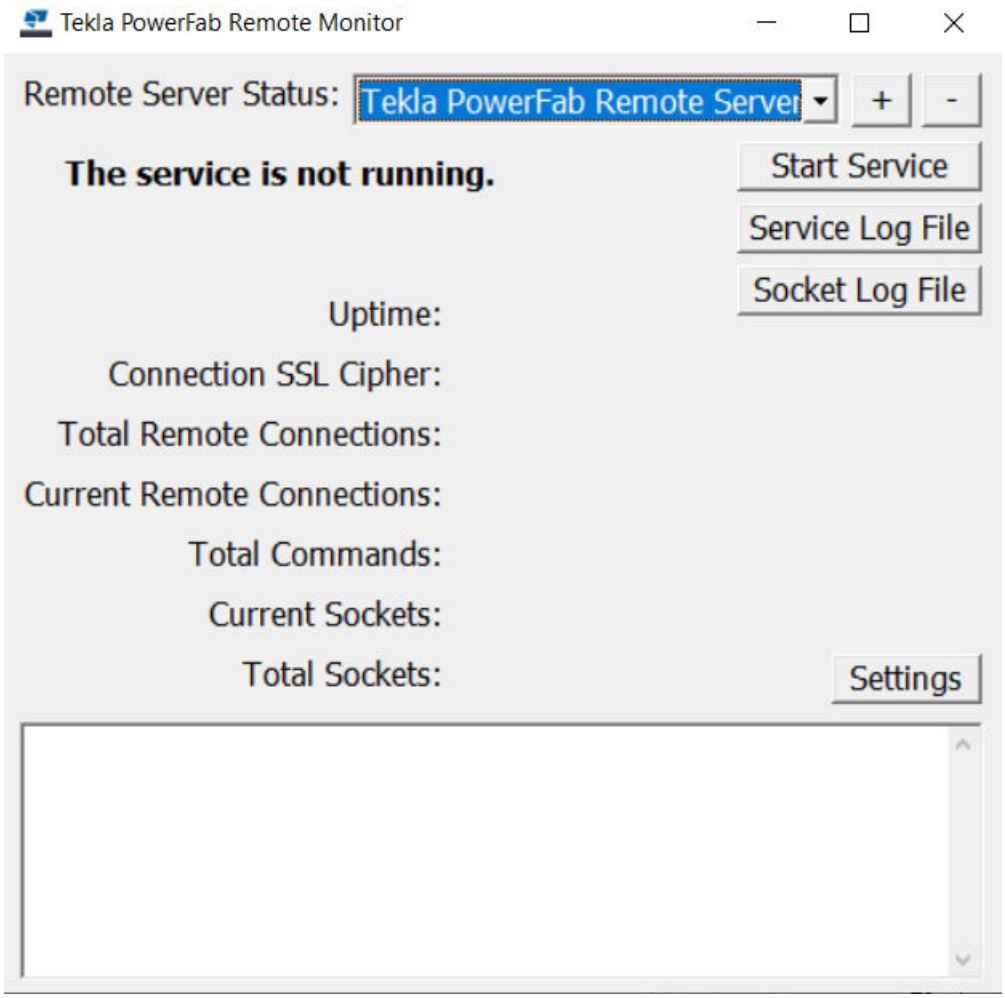
For more information see What is needed to set up a Tekla PowerFab Go website in Install Tekla PowerFab Go (page 6).

NOTE If the connection information ever changes, notify the local support team immediately.

TIP Establishing (and providing) an A record allows you to manage the connection information without a need to contact your local support. For additional information, see Connection options to your Tekla PowerFab database (page 16).

Troubleshooting next steps

After you have ensured that the initial items are correct, you can continue troubleshooting by performing some actions on the server in Tekla PowerFab Remote Monitor.



1. Restart the Tekla PowerFab Remote Server service.
2. Refresh the Trimble Identity:
   a. To stop the service, click **Stop service**.
   b. To open the settings, click **Settings**.
   c. In **Trimble Identity**, click **Sign out**.
   d. Wait at least 30 seconds.
   e. In **Trimble Identity**, click **Sign in** and follow the sign-in instructions on the page.
   f. Click **Save Settings**.
   g. To start the service, click **Start Service**.
3. Remove and recreate the Tekla PowerFab Remote Server service.
4. Start the new service.

3 Sign in to Tekla PowerFab Go

To sign in to Tekla PowerFab Go, you can use either your Tekla PowerFab user name and password or your Trimble Identity to sign in.

In order to sign in to Tekla PowerFab Go, you need to:

- Be added to your company's users as a Tekla PowerFab user or an external Tekla PowerFab user.

  We recommend that any Tekla PowerFab Go users within your company are added as Tekla PowerFab users and not external users, because external Tekla PowerFab users cannot see or select the most commonly used options in the lists available in Tekla PowerFab Go.
- Have the **Allow Tekla PowerFab Login** option enabled by your administrator if you are an internal Tekla PowerFab user.
- Have at least the **Allow Remote Login** option enabled by your administrator. Any other remote permissions allow you to perform actions in Tekla PowerFab Go.

  Note that the **admin** user that is created in Tekla PowerFab by default cannot have any remote permissions enabled, so you cannot sign in to Tekla PowerFab Go with that username.
- Have a password with of at least three characters set in Tekla PowerFab. You cannot sign in to Tekla PowerFab Go with a blank password.

If you are not sure if you have all the correct permissions, contact your administrator.

1. On your device, open Tekla PowerFab Remote Monitor and ensure that you have the Tekla PowerFab Remote Server running.

   See Set up and start Tekla PowerFab Remote Server (page 10).
2. Open a browser and go to the Tekla PowerFab Go site of your company.

   The web address form is typically https://<company name>-teklapowerfab.net.

   The Tekla PowerFab Go sign-in page opens.

You can save the Tekla PowerFab Go page of your company as a book mark.

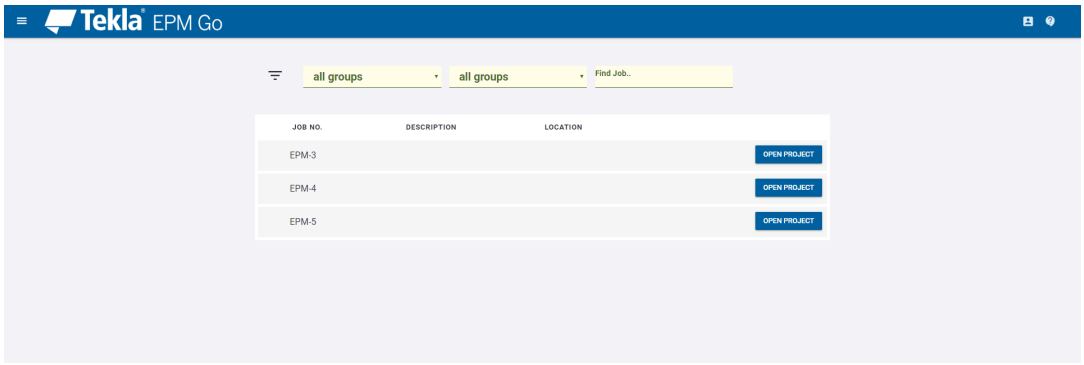
NOTE Do not save the Tekla PowerFab Go page as an application on your device. Saving Tekla PowerFab Go as an application stores the session ID. The session ID expires the next time you sign in to Tekla PowerFab Go, and in consequence, the application stops working.

3. Ensure that the language of Tekla PowerFab Go is set correctly, check and select a language in the list.

4. Do any of the following:

To	Do this
Sign in with your Tekla PowerFab username and password	a. Type your Tekla PowerFab username and password in the available fields. b. Tap **Log in**.
Sign in with your Trimble Identity	Note that you need to have a Trimble Identity associated with your Tekla PowerFab user account in order to sign in with your Trimble Identity. a. Tap the **Trimble Identity Sign In** button. b. On the sign-in page, type your email address and password in the available fields. c. If you want to stay signed in with your Trimble Identity, select the **Stay signed in** checkbox. d. Tap **Sign in**.

The home page of Tekla PowerFab Go opens. You can see all the production control jobs that you have a remote permission to access.



3.1 Sign out from Tekla PowerFab Go

To sign out from Tekla PowerFab Go:

1. In the upper-right corner of the Tekla PowerFab Go website, tap the **Account** button.
2. In the menu, select **Logout**.

You are signed out from Tekla PowerFab Go, and you return to the sign-in page.

4 Manage the production dashboard

Tekla PowerFab Go allows you to have a quick overview of your workshop operations as a high-level dashboard. You can view the overall production and shipping status, select which information is shown, and filter the information based on different criteria.

To access the production dashboards:

1. Tap the file menu icon ( ), and on the menu, select **Dashboard**.

The production dashboard opens.

In the **Productivity** list in the left-hand pane, you can select if you want to see dashboards related to your shop floor production, or shipping.

You can set filters to adjust which information is shown in the dashboards. For instructions, see Set and clear filters (page 28).

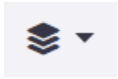
To otherwise manage which information is shown and how the information is shown, see the following instructions.

4.1 Select which data sets are shown in the dashboards

1. Tap above the dashboards.
2. Tap the checkboxes next to the data sets that you want to show.

   Note that you can only select 3 data sets at a time. You might need to tap the selected checkboxes to clear them.
3. To select whether the data set will be shown as a bar or a line, tap the desired style.
4. To update the dashboards, tap **Apply**.

4.2 See more details in a chart

1. Above the chart, tap  .
2. In the list, select the details that you want to show in the chart.

   Note that you can only select one option.

The chart is updated to show the selected details.

4.3 Change the chart type

1. In the upper-right corner of a dashboard, tap one of the following options:

   - shows the information as a pie chart.
   - shows the information as a bar chart.

4.4 Change the time frame

- Do any of the following:

To	Do this
Set the time frame by week, month, quarter, or year	• Tap the **quick setup** list above the dashboards, and select the time frame that you want to see.
Set the time frame by start and end dates	1. Tap the start date field above the dashboards, and either type the start date, or select the date in the calendar. 2. Tap the end date field above the dashboards, and either type the end date, or select the date in the calendar.

To	Do this
Change the time units of the chart	• Tap the **Day/Week/Month/Year** list above the dashboards, and select the desired time unit.

The time frame of all charts is updated.

4.5 View and export the chart data as a table

1. To open the table of dashboard information, tap above the chart.
2. In the **Chart Data** dialog box, view the information in a table format.
3. To export the chart data as a table, tap **Export** in the upper-right corner of the **Chart Data** dialog box, and select the export format.

The table is downloaded onto your device in the selected format. Note that to open the table, you need to have a compatible application on your device.

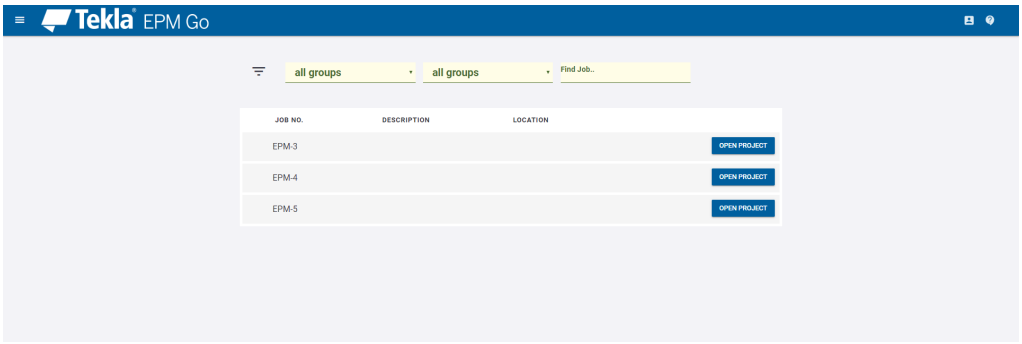
4.6 Expand or shrink charts

- To expand a chart, tap above the chart.
- To shrink a chart, tap above the chart.

5 View and manage production control job information

When you log in to Tekla PowerFab Go, the homepage that opens shows the list of production control jobs whose information you can view and manage. To view and filter the projects, do the following:

1. To open the projects view, tap the file menu icon ( ) and select **Projects**.



2. To find the desired project, do any of the following:
   - To filter the projects according to job groups set in the Tekla PowerFab desktop application, tap the arrows on the right side of the **all groups** lists, and select the primary and secondary job groups in the lists.

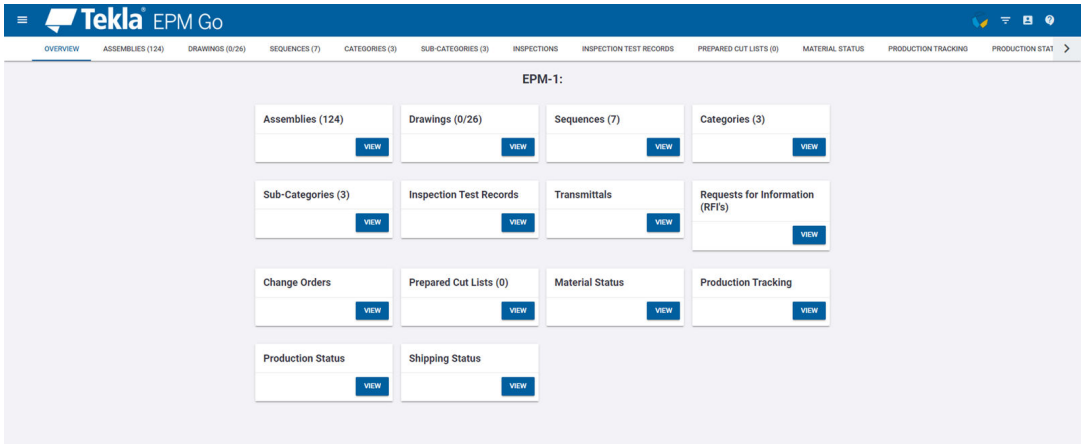
     The leftmost **all groups** list contains the primary job groups, whereas the rightmost **all groups** list contains the secondary job groups.
   - To search for a job, type the job number in the **Find Job** field.

   Note that only projects whose job status is set to **Open** in the Tekla PowerFab desktop application are available in Tekla PowerFab Go.
3. To view and manage the project details, tap **Open Project**.

5.1 Set and clear filters

When you are viewing a job, you can sort the information that is shown by applying filters. You can filter job information by main mark, drawing number, sequence, lot number, and item category or sub-category. You can also modify the applied filters, set multiple filters, and clear the filters to view all job information again.

Set filters



1. In the job view, tap the **Filters** ( ) button in the upper-right corner.

   Any currently applied filters are shown.

2. Do any of the following:

   - To set the filtering criteria by selecting checkboxes, tap the **Checkboxes** button on the right side of the **Filters** dialog box.
   - To set the filtering criteria by selecting options in lists, tap the **Select** button on the right side of the **Filters** dialog box.

3. Tap the arrow on the right side of the **Select Filter** list, and select the filter that you want to apply.

4. Select the values that you want to use for filtering.

   For example, if you want to filter the job information according to the drawing number, select the desired drawing numbers.

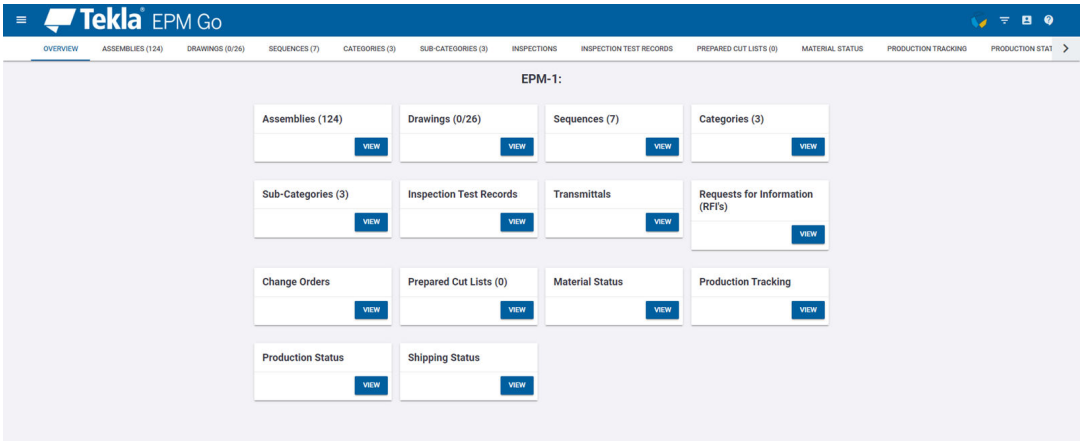
   You can select multiple values.

5. Tap **Apply Filters**.

   Only information that matches the filters that you applied is shown.

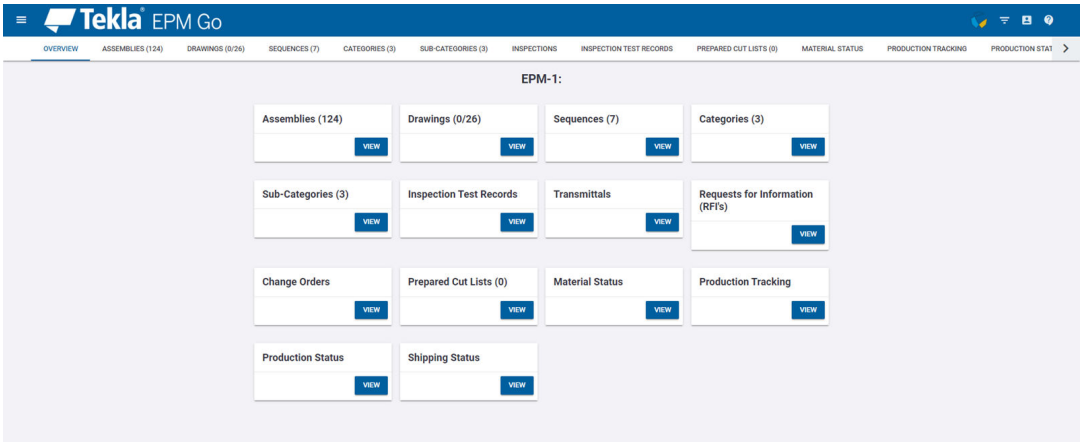
   To apply more filters, repeat steps 1 to 4.

Modify filters



1. In the job view, tap the **Filters** ( ) button in the upper-right corner.
   The currently applied filters are shown.
2. Tap **Edit** under the filter that you want to modify.
3. Select or add new values that you want to use for filtering.
4. Tap **Apply Filters**.
   Only information that matches the filters that you applied is shown.

Clear filters



1. In the job view, tap the **Filters** ( ) button in the upper-right corner.
   The currently applied filters are shown.
2. Do one of the following:
   - To clear one filter, tap **Clear** below the filter that you want to clear.

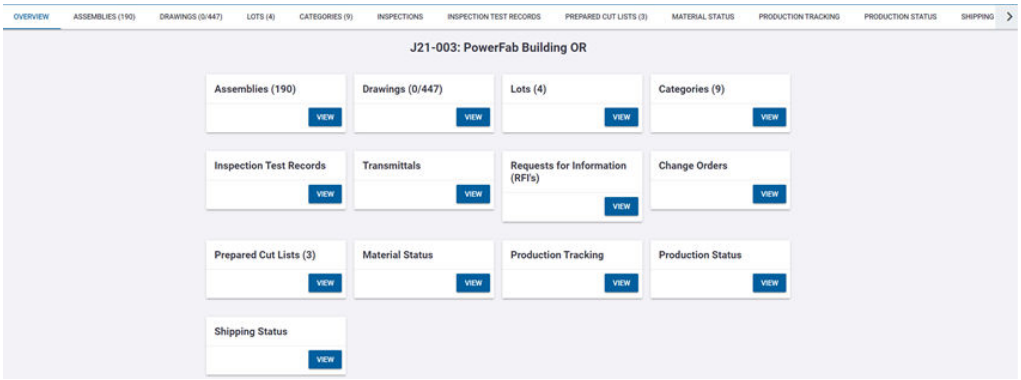
- To clear all filters, tap **Remove Filters**.

5.2 Find and view assemblies

You can view assemblies, their properties, and the items within the assemblies in Tekla PowerFab Go. If the job has been linked to Trimble Connect and an IFC model has been attached to the Trimble Connect project, you can also view the assembly in the IFC model.

1. On the homepage, scroll to the job whose assemblies you want to view.
2. Tap **Open Project**.

   The job information view opens.



3. Do any of the following:
   - At the top of the page, tap **Assemblies**.
   - In the **Assemblies** section, tap **View**.

   The assemblies in the current job are shown.
4. To find the assembly that you want to view, do any of the following:
   - Scroll to find the assembly.
   - Type the main mark number in the **Find Assembly** field.
   - Set a filter that only shows the desired assemblies.

     For more information on filters, see Set and clear filters (page 28).
5. To view the details of the assembly, do any of the following:
   - To view the properties of the assembly, tap the number in the **Main Mark** column.
   - To view the assembly and the items that belong to it, tap the icon.
   - To view the assembly in the attached IFC model using Trimble Connect, tap the icon.

Note that if the job is not connected to a Trimble Connect project, the icon is not visible.

- View the number of inspection tests completed on assemblies in the inspection test columns.

  The names of the columns depend on the inspection tests that have been performed. If no inspection tests have been completed for the assemblies, no inspection test columns is not visible.

6. To view all assemblies again, tap the **Filters** icon ( ) in the upper-right corner, and tap **Clear**.

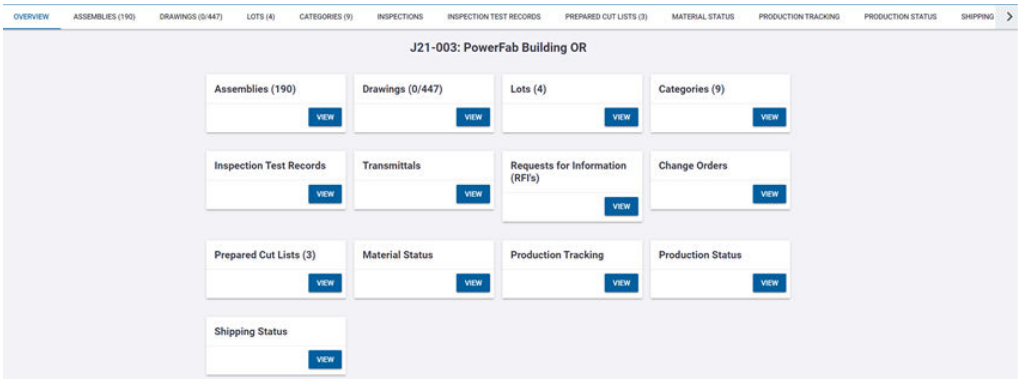
5.3 View and manage drawings

You can view and manage the drawings added to a job in Tekla PowerFab Go. You can also manage drawing logs, filter drawings, and modify drawing properties and revisions.

To start managing drawings:

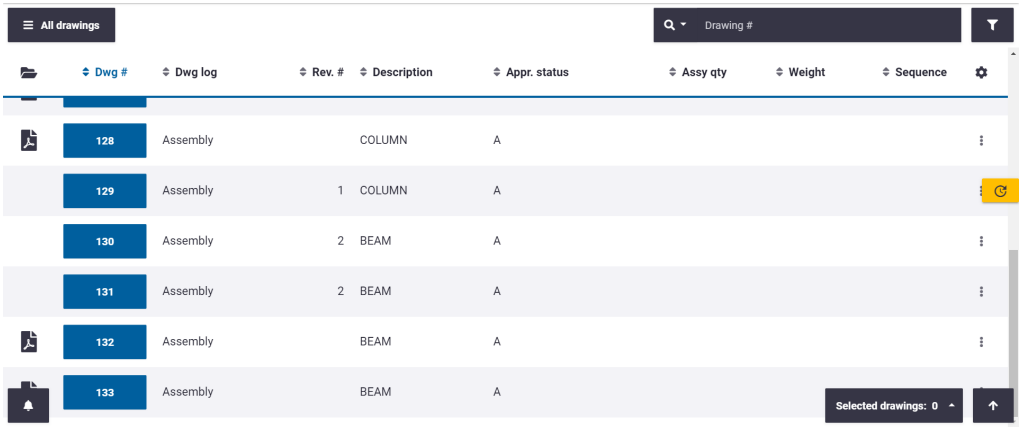
1. On the Tekla PowerFab Go homepage, scroll to the job whose drawings you want to view.
2. Tap **Open Project**.

   The job information view opens.



3. Do any of the following:
   - At the top of the page, tap **Drawings**.
   - In the **Drawings** section, tap **View**.

The drawing list opens and displays all drawings in the current job.



Note that:

- Tapping the **Switch** button on the right side of the drawing list allows you to switch between the drawing list view and the old drawing view. However, these instructions have been written for the drawing list view.

- Tapping the **Notifications** button in the lower-left corner of the drawing list view shows all changes made to drawings in any project by any user. A yellow dot is shown on the **Notifications** button whenever new changes have been made.

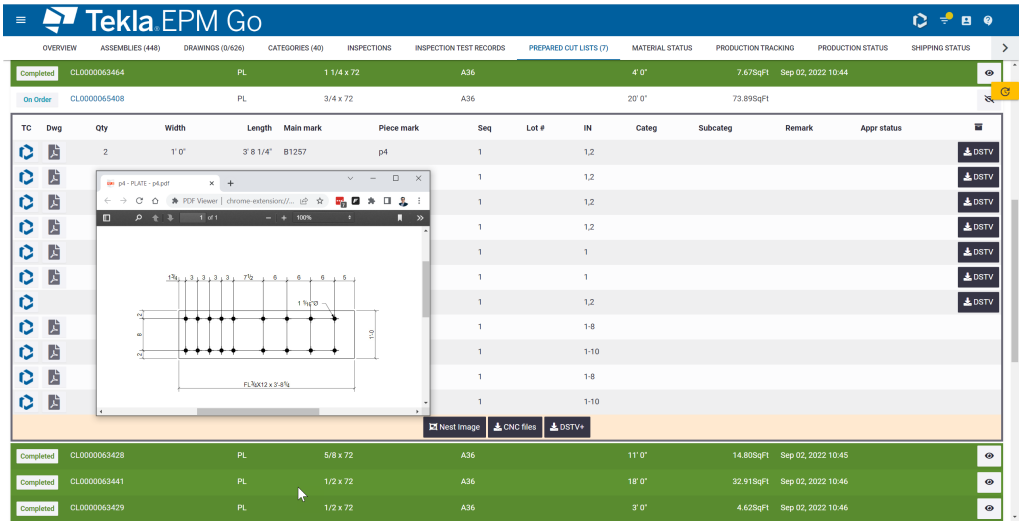
  You can clear the notifications one by one by tapping **X** next to each notification, or clear all notifications at once by tapping **Clear all notifications**.

View part drawings from cut list

You can view drawings of parts in Tekla PowerFab Go cut lists. If the part drawing is not available, Tekla PowerFab Go displays the assembly drawing instead. This allows shop workers access to the right information at the right time.

1. To open a job, select **OPEN PROJECT**.
2. Select **Prepared Cut Lists** --> **View**.
3. Select a cut list.
4. To view the cut list details, select the view icon .

5. To open a drawing, click the PDF icon in the **Dwg** colum. The drawing opens.

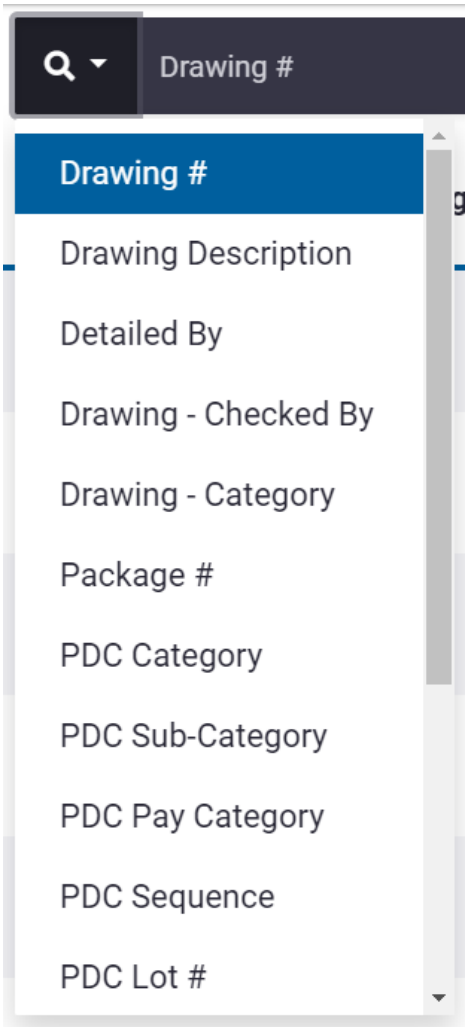


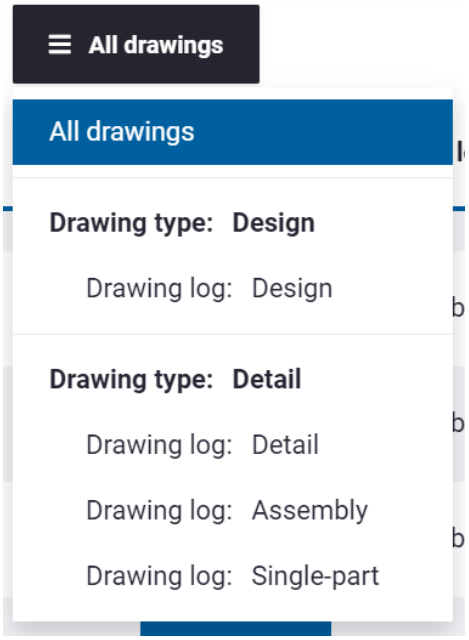
If the single part drawing is not available, selecting the PDF icon opens the relevant assembly drawing.

Filter and search for drawings

- Do any of the following:

To	Do this
Search for a drawing	1. In the upper-right corner of the drawing list, type the search term in the search field. Note that the current search criterion is shown in the search field. The default search criterion is drawing number. The drawing list is updated to only show drawings that match the search term. To show all drawings again, tap **X** on the right side of the search field.

To	Do this
Change search criteria for drawing	1. In the upper-right corner of the drawing list, tap the arrow on the right side of the search icon.  2. Select a search criterion in the list.
Show only drawings with a particular drawing type in a particular drawing log	1. In the upper-left corner of the drawing list, tap .

To	Do this
	 2. In the menu, select the drawing type, or the drawing log whose drawings you want to show. The drawing list view is updated to match your selection.
Set a filter for drawings	1. In the upper-right corner of the drawing list, tap the **Filter** button. 2. In the **Select field** list, select the field that you want to use for filtering. 3. Type the desired value in the selected field. Repeat steps 2 to 3 to set all necessary filters. 4. To apply the filter settings, tap **Apply settings**. The drawing list view is updated to match your filters.

Customize the columns shown in the drawing list

1. Tap **Settings** in the upper-right corner of the drawing list.
2. Select **Field settings**.
3. In the **Field settings** dialog box, select the checkboxes that represent the columns that you want to see in the drawing list.
4. To re-arrange the columns, scroll down in the **Field settings** dialog box, and drag and drop the columns to a new order.
5. Tap **Apply settings**.

View and download an attached drawing file

1. Find the drawing whose attached file you want to view.

   If a drawing file has been added for the drawing, you can see the file icon in the column.

   Note that the Tekla PowerFab Go site uses the settings defined on the Tekla PowerFab server to search for the drawings in the **Drawing** default folder. The path to the **Drawing** default folder is set in the Tekla PowerFab desktop application. If the default folder is not set properly, or if there are no drawing files, the column is not visible.

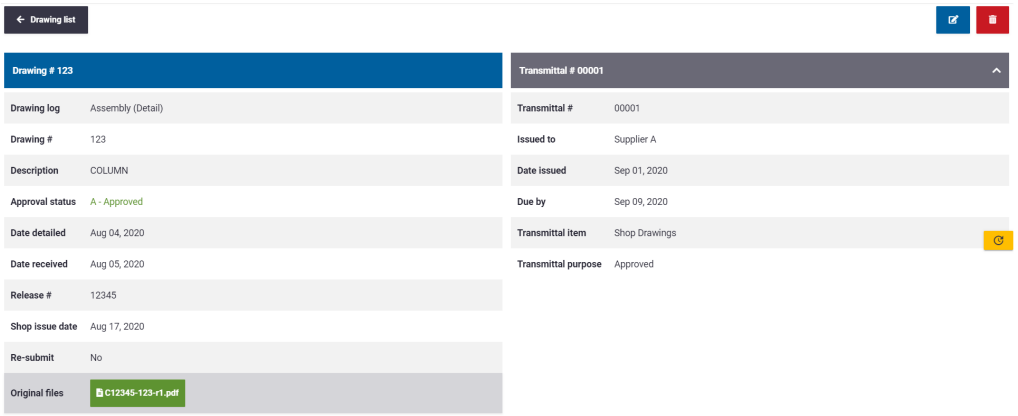
2. In the column, tap the drawing file to open it.

The drawing file is downloaded onto your device.

In order to view the drawing file, you need to have an appropriate application for opening drawing files on your device. For example, a PDF reader is needed for opening attached PDF files.

Modify the properties and revisions of an individual drawing

1. Find the drawing whose properties you want to modify.
2. To open the drawing information view, tap the drawing number in the **Dwg #** column.



You can see the drawing information, such as the drawing log where the drawing is stored, the approval status, and the transmittals to which the drawing has been attached.

3. To modify the drawing properties and revisions, tap .
4. Do any of the following:

To	Do this
Modify the drawing properties	a. On the left side of the drawing information view, type or select new values for any drawing properties. b. Tap **Update**.
Add drawing revisions	a. On the right side of the drawing information view, tap **+ Add new revision**. b. Type a number for the revision. c. Type and select the remaining revision information using the available fields and lists. d. Tap **Add revision**.
Modify drawing revisions	a. On the right side of the drawing information view, select a revision. b. Type or select new values using the available fields and lists. c. To save the changes, tap **Update**.
Delete drawing revisions	a. On the right side of the drawing information view, select the revision that you want to delete.

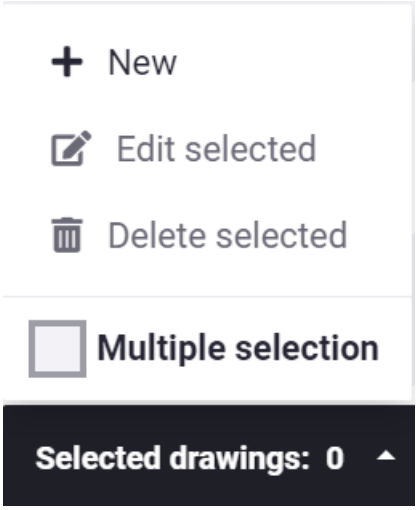
To	Do this
	b. Below the revision information, tap **Delete**. c. To confirm deleting the revision, tap **Yes, delete**.

A green message appears, informing you that the changes have been made successfully.

To return to the drawing list view, tap **Drawing list** in the upper-left corner of the drawing information view.

Modify the properties of multiple drawings

1. Tap the list in the lower-right corner of the drawing list.



2. Select **Multiple selection**.
3. Tap the drawings whose properties you want to modify.

   The list in the lower-right corner shows the number of selected drawings.
4. Tap the list in the lower-right corner, and select **Edit selected**.
5. In the **Edit selected drawings** dialog box, do any of the following:

To	Do this
Modify the drawing properties	a. On the **Drawing details** tab, type or select new values for the available properties. b. Tap **Save**.
Add revisions for the selected drawings	a. On the **Add revisions** tab, select one of the following:

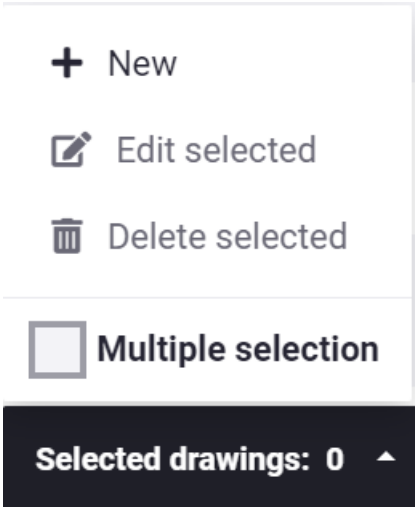
To	Do this
	• **Auto-assign** assigns the next available revision numbers for the new revisions automatically. • **Revision #** allows you to enter the revision number manually. If you select this option, type the revision number in the **Revision #** field. b. Type and select other necessary revision information in the available fields and lists. c. Tap **Save**.
Modify the revisions of the selected drawings	a. On the **Edit revisions** tab, select one of the following: • **Latest** updates the changes to the latest revisions. • **Revision #** allows you to select which revisions you want to modify. If you select this option, type the revision number in the **Revision #** field. b. Select the checkboxes next to the revision properties that you want to modify. c. Modify the revision properties according to your needs. d. Tap **Save**.
Delete revisions from the selected drawings	a. On the **Delete revisions** tab, select one of the following: • **Latest** deletes the latest revisions. • **Revision #** allows you to select which revisions you want to delete. If you select this option, type the revision number in the **Revision #** field. b. Tap **Delete**.

To	Do this
	c. To confirm deleting the revisions, tap **Yes, delete**.

A green message appears, informing you that the changes have been made successfully.

Delete multiple drawings

1. Tap the list in the lower-right corner of the drawing list.



2. To delete multiple drawings, select **Multiple selection**.
3. Tap the drawings that you want to delete.

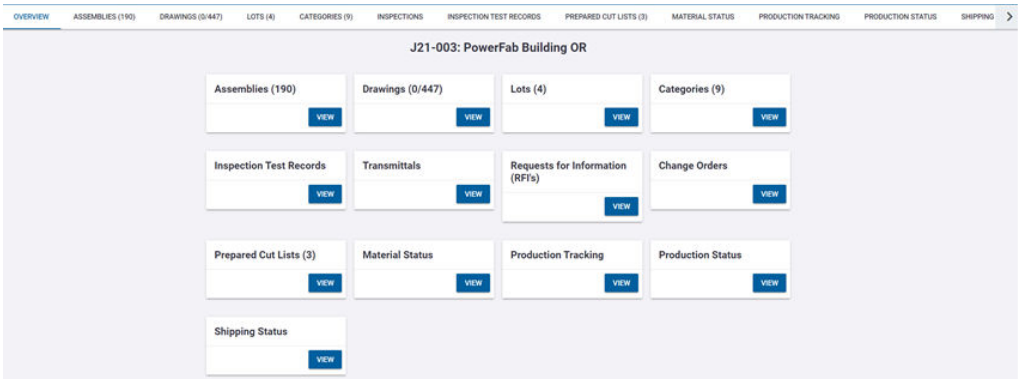
   The list in the lower-right corner shows the number of selected drawings.
4. Tap the list in the lower-right corner, and select **Delete selected**.
5. To confirm deleting the selected drawings, tap **Yes, delete all**.

5.4 View sequences

You can view the list of sequences in a job in the Tekla PowerFab Go. The list shows the number of assemblies and items in the sequence, the weight of he sequence, and the number of inspected items in the sequence.

1. On the homepage, scroll to the job whose sequences you want to view.
2. Tap **Open Project**.

The job information view opens.



NOTE If the job does not have multiple sequences applied to it, all material items within the job are considered a single sequence. In this case, the **Sequences** and **Lots** tabs and the **Sequences** and **Lots** sections are not visible in the job information view.

3. Do one of the following:
   - At the top of the page, tap **Sequences**.
   - In the **Sequences** section, tap **View**.

The sequences that match the currently set filters are displayed.

The **Sequence** column shows the name of the sequence. Clicking the button in the **Sequence** column sets the selected sequence as a filter for the job information. To modify the filters, see Set and clear filters (page 28).

The **Assy Qty** column shows the number of assemblies in the sequence.

The **Total Qty** column shows the total number of items in the sequence.

The **Weight** column shows the total weight of the items in the sequence.

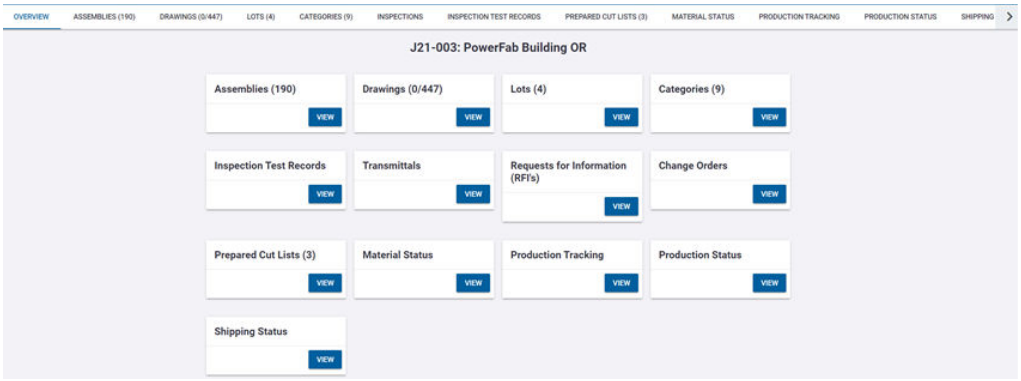
The different inspection columns shows the number of inspected items in the sequence.

5.5 View inspection test records

You can view the inspection test records added for a job in Tekla PowerFab Go. You can also view the details of the records and any PDF files attached to the records.

1. On the homepage, scroll to the job whose inspection test records you want to view.
2. Tap **Open Project**.

The job information view opens.



3. Do one of the following:
   - At the top of the page, tap **Inspection Test Records**.
   - In the **Inspection Test Records** section, tap **View**.

   A summary of the records for the completed inspection tests are shown.

   The **Test Results** column shows the percentage of failed test records.

   Note that only test records that match the currently set filters are shown. To modify the filters, see Set and clear filters (page 28).
4. To view individual records, scroll to find the desired test, and tap the magnifying glass ( ) in the **View** column.

The individual inspection test records are shown. Do any of the following according to your needs:

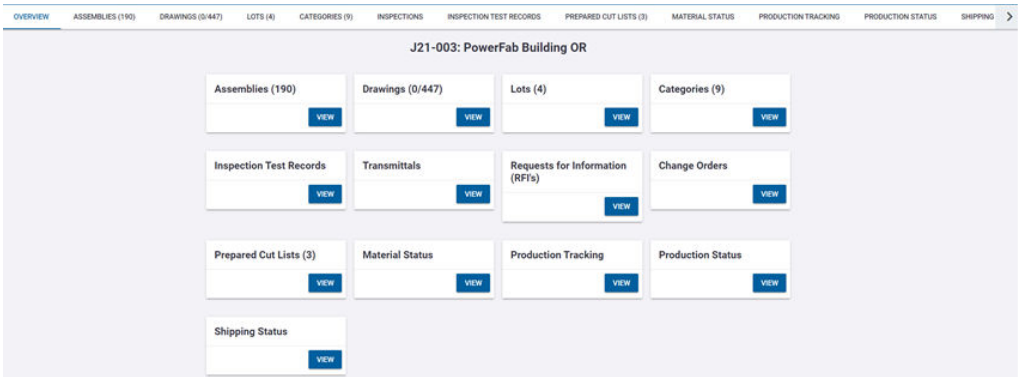
- To show the values in the inspection test fields, click the **Show Field Details** button. To hide the field values again, click the **Hide Field Details** button.
- To view and modify the details of an individual record, create a report of the record, or delete the record, click the button in the **Rec #** column.
- If a PDF file has been attached to the record, you can view the file.

Add job-specific inspection test records

You can add inspection test records, or testing information for a job, in Tekla PowerFab Go. You can add records to the initial test, and attach re-test record PDF files or other record PDF files to the test records.

1. On the homepage, scroll to the job to which you want to add inspection records.
2. Tap **Open Project**.

The job information view opens.

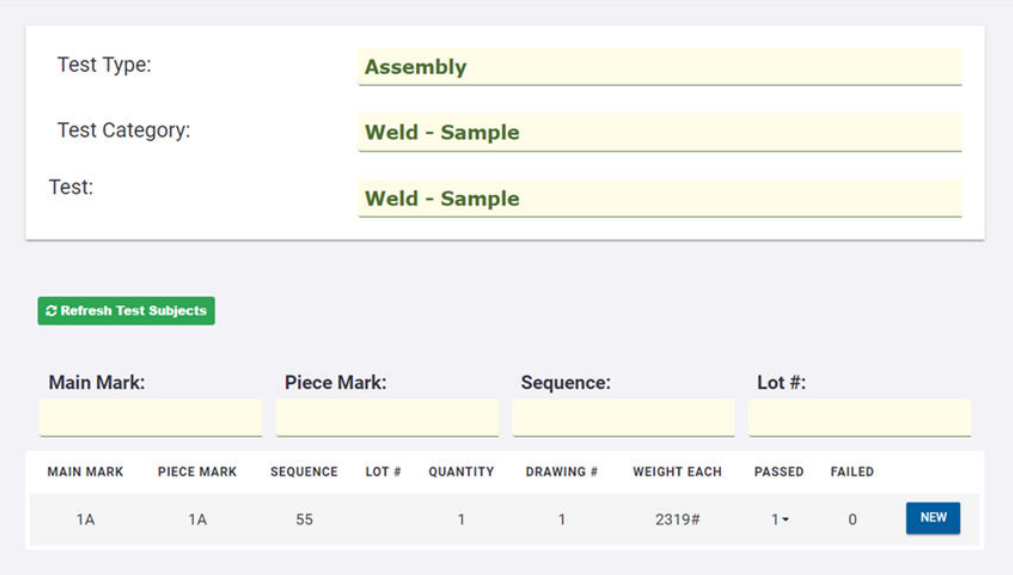


3. At the top of the page, tap **Inspections**.
4. Tap the available lists to select the test type, test category, and test that you want to run.

   The test types, categories, and test names need to be created in the Tekla PowerFab desktop application.

   Note that if you have not yet set a filter, you need to set one to proceed. For more information on setting filters, see Set and clear filters (page 28).

   After you have selected the test type, category, and test and set a filter, you can see the inspection test records in the current job that match the filter.



5. Do any of the following:

To	Do this
Add a new test record	a. Tap **New** on the right side of a test record.

To	Do this
	b. Tap the **Create as a follow-up to the failed test record #** list and select the **None, add as new test record** option.
Add a follow-up test record	Adding a follow-up test record allows you to change the test status from failed to passed without losing the original failed test record. a. Scroll to find a failed test record and tap the arrow in the **Failed** column. b. Tap the green record number. c. Tap the **Run Follow-up Test** at the bottom of the inspection test record view.

6. Do one of the following:
   - Tap the lists to select the inspection location and inspector. Then, define the test hours, and add any other information in the available fields.

     The available and mandatory fields are set in the inspection test properties in the Tekla PowerFab desktop application.
   - To use the properties of the latest record, tap **Restore last**.

     Note that the **Restore last** option is only available if you have added another record with the same test category in the same job right before adding the current record.
7. To attach a file to the record, do the following:
   a. Tap **ADD FILE**.
   b. Browse to find the file that you want to attach and select it.
   c. Tap **Open**.
   d. Type a description for the file.

   To add more files, repeat steps a to d.
8. When you are ready to submit the record, tap **Submit Now** or **Submit**.
9. Tap **Confirm!**

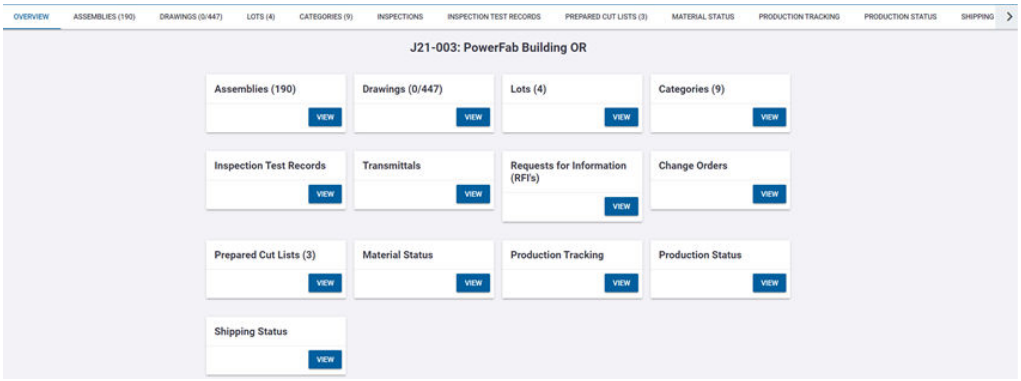
The inspection test record is added.

5.6 View cut lists and process items

In Tekla PowerFab Go, you can both view the cut lists saved for a job in Tekla PowerFab , swap cut list items, and cut the items that have not yet been processed.

1. On the homepage, scroll to the job whose cut lists you want to view and modify.
2. Tap **Open Project**.

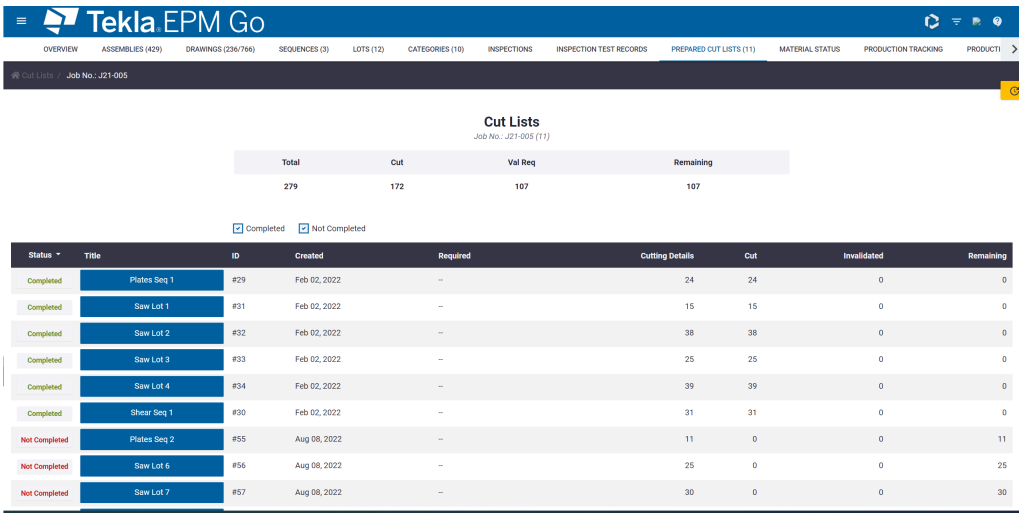
   The job information view opens.



3. To view cut lists, do either of the following:
   - At the top of the page, tap **Prepared Cut Lists**.
   - In the **Prepared Cut Lists** section, tap **View**.

   The **Cut Lists** view opens.

NOTE You can see only cut lists that have been saved for the current job in the Tekla PowerFab desktop application.



You can select to view only the cut lists that are not completed by selecting the **Not Completed** box.

The **Invalidated** column shows the number of items whose cutting pattern has changed. Any items that have `0` in the **Invalidated** column can be cut.

If the desired cut lists are not shown, tap the **Filters** button ( ) in the upper-right corner and set the filters so that you can see the desired items. For more information, see Set and clear filters (page 28).

4. To view the details of a particular cut list, tap the cut list name in the **Title** column.

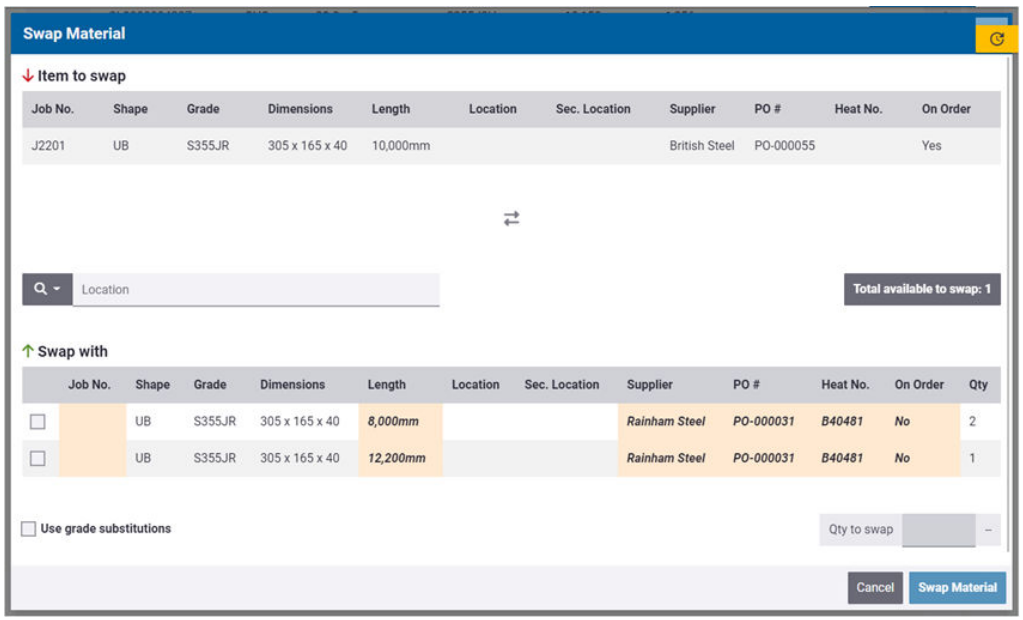
Swap a cut list item

Before cutting a cut list item, it is possible to select an alternative from the inventory, if the original item is not available.

Items with no combining details of different lengths are available along with all inventory items that are the same length. Items of different length that have combining details are not available for selection. Once you have chosen, the new bar length is displayed as the material to cut in Tekla PowerFab and Tekla PowerFab Go.

1. In the **Cut Lists** view, select the item that you want to replace.
2. Click **Swap Material**.

The **Swap Material** view opens.



Item to swap: The allocated bar on the cut list

: Search field for narrowing down the list of suitable alternatives

Swap with: List of all suitable alternatives

Use grade substitutions: When selected, the list of suitable alternatives also includes items of a higher grade, defined in **Maintenance** --> **Shapes/Grades/Sizes** for the given shape.

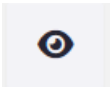
3. Select the item to swap with.

   Check the quantity to swap in **Qty to swap**.

4. Click **Swap Material**.

   You return to the **Cut Lists** view, which shows the new bar or sheet.

TIP You can also start a swap in the **Pick List** view by clicking the eye icon.



Cut items

Note that items that are on order and have not yet been received cannot be cut.

1. In the **View** column of an uncut item, tap the button.
2. Tap the **Process** button.

   The details of the cut list are shown.

3. Modify the quantity of pieces to be cut, the drop length, and the inventory locations according to your needs.
4. If necessary, tap the **Drop must be reserved for project** list and select the job for which you want to reserve the drop material.

   Depending on the company standard settings set by your administrator, you might or might not be able to select another job in the **Drop must be reserved for project** list.

5. Tap **Cut it!**
6. To confirm cutting the item, tap **Confirm!**

When the item is cut, the background of the item turns green in the cut list view. The status and cutting date and time are updated.

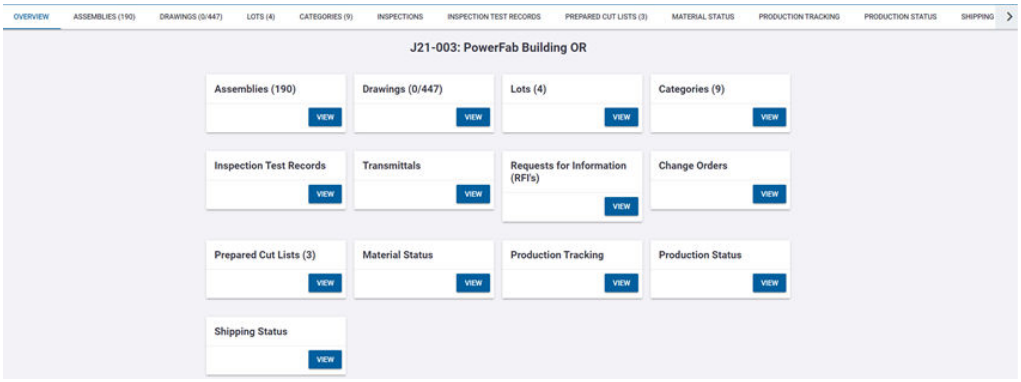
You can continue cutting other items according to your needs.

5.7 View material statuses

You can view the material statuses of items in Tekla PowerFab Go. You can also view further details about the items that have been taken from stock and cut.

1. On the homepage, scroll to the job whose material statuses you want to view.
2. Tap **Open Project**.

   The job information view opens.



3. Do any of the following:
   - At the top of the page, tap **Material Status**.
   - In the **Material Status** section, tap **View**.

   The material statuses of items in the current job are shown.

   You can view the quantity and weight of items that are:
   - taken from stock
   - in stock
   - on a purchase order
   - on a requisition
   - not allocated (have not yet been sent to **Purchasing**)

   You can filter the material status information according to your needs. For more information, see Set and clear filters (page 28).
4. To view further details about materials that have been taken from stock and cut, tap the button on the left side of **TFS**.

See also

View cut lists and process items (page 44)

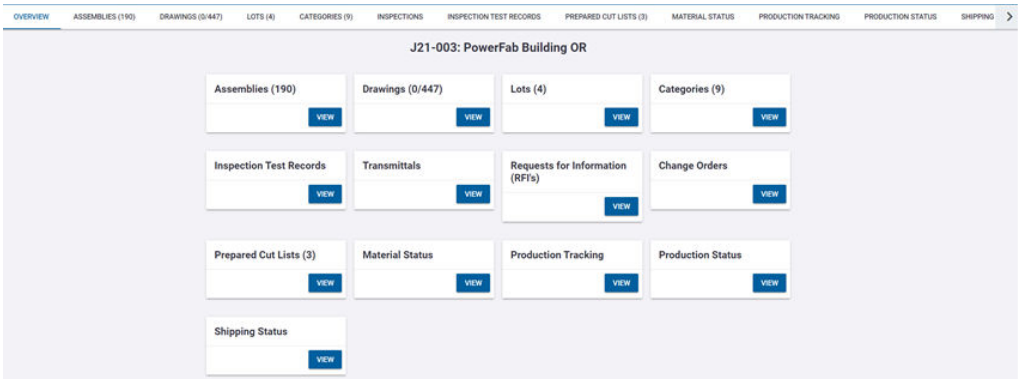
5.8 View and modify production tracking statuses

You can view the production statuses of items in production control jobs in Tekla PowerFab Go. You can also add new production tracking records for material items in the selected production control job, or delete incorrectly added items from existing records. You can also use a timer for piece tracking.

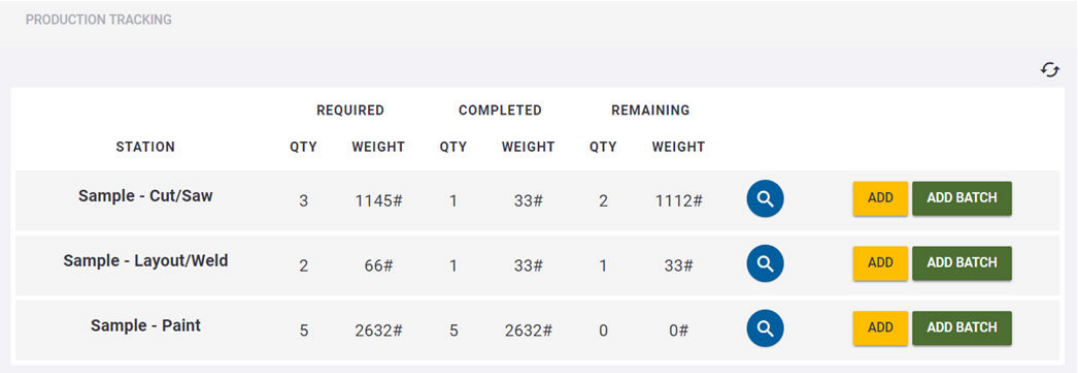
To view the production statuses, do the following:

1. On the homepage, scroll to the job whose production statuses you want to view or modify.
2. Tap **Open Project**.

   The job information view opens.



3. Do any of the following:
   - At the top of the page, tap **Production Tracking**.
   - In the **Production Tracking** section, tap **View**.



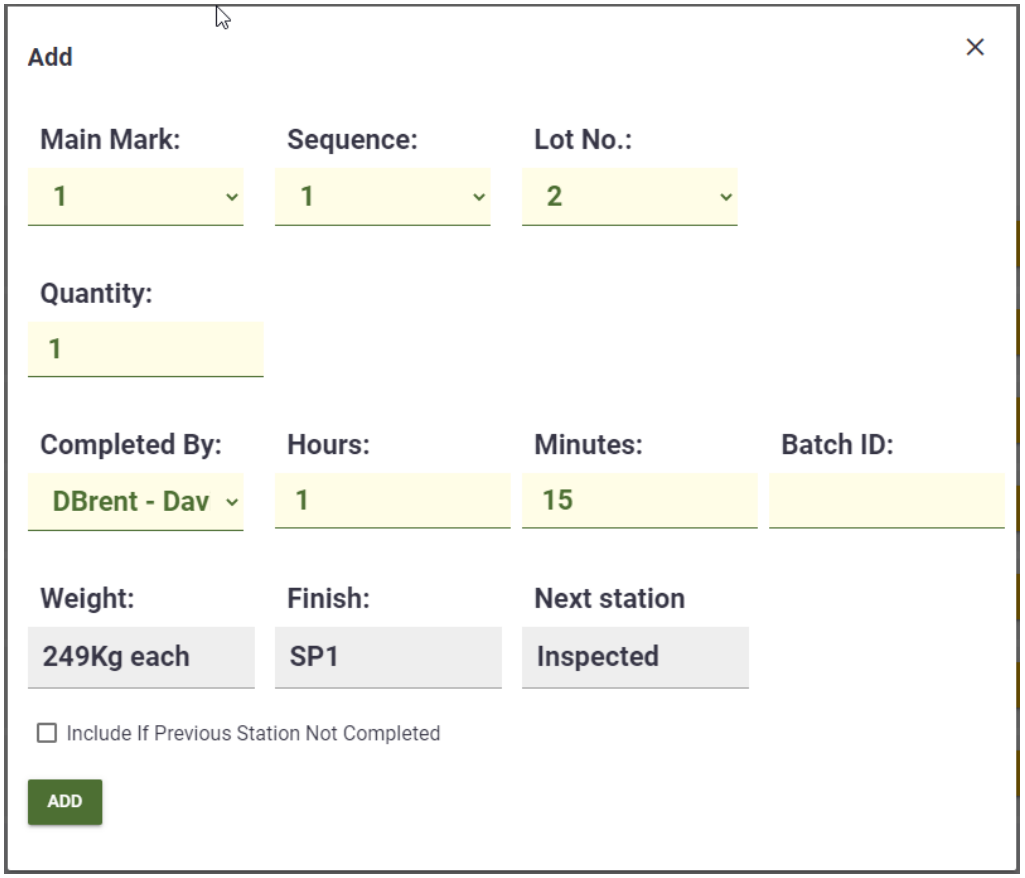
The list of stations in the selected job is shown. You can view the total number and weight of items that are required to complete the station, that have already completed the station, and that are still remaining and have not yet completed the station.

If you want to view further details about a station, you can tap the button on the right side of the station.

Add a single production tracking record

1. Tap the **Add** button on the right side of the station to which you want to add a record.

   The **Add** view opens.



2. Tap the **Main Mark** list and either select or type the main mark of the items that have completed the selected station.
3. Type the quantity of pieces that have completed the selected station.

   The gray number in the **Quantity** field shows the maximum number of items that can be processed.
4. If necessary, type the instance number in the available field.

   The gray number in the field shows the maximum number of items that can be processed.
5. If necessary, add the labor time in hours and minutes and the batch ID.

   The labor time added for the production tracking record can be viewed in the production schedule or project schedule, if necessary.

   The batch ID can be any identification associated with the item, such as the shift or work order number.

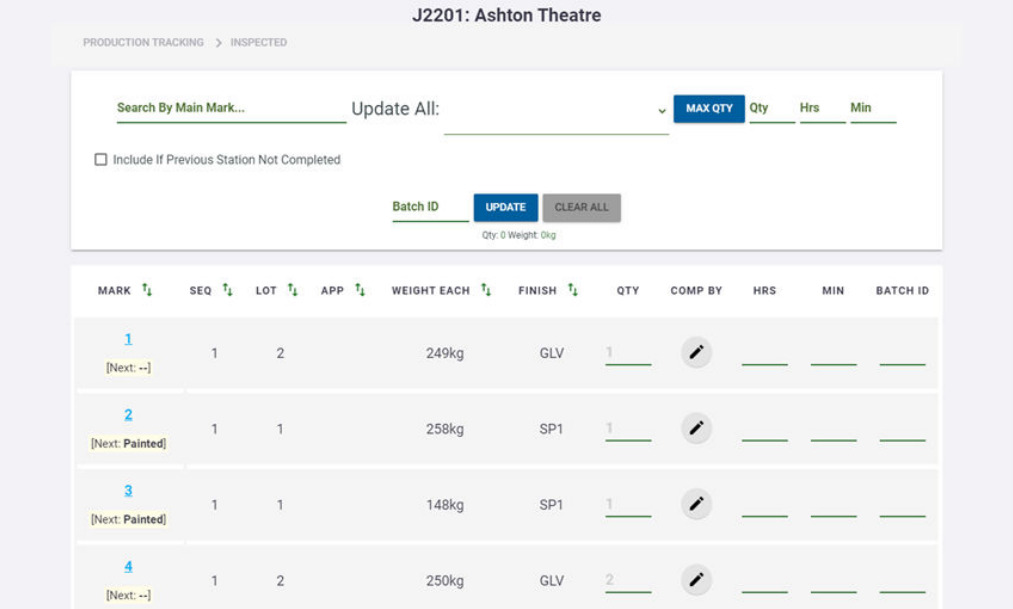
6. Tap the **Completed By** list and select the Tekla PowerFab user that has completed the item.
7. Tap **Add**.
8. To confirm adding the record, tap **Confirm**.

The quantity and weight of items that have completed the selected station is updated.

Add a batch of production tracking records

1. Tap the **Add Batch** button on the right side of the station to which you want to add a batch of records.

   You can see a list of the items that have not yet completed the station below the **Update All** section at the top of the page. The next station **[Next:]** shows below each item.



2. If necessary, set filters, so that only the items that you want to add to the record are shown.

   For example, you can filter the view so that only items with particular main marks are shown. For more information on filters, see Set and clear filters (page 28).

3. Do either of the following:

To	Do this
Enter the same information for all items	a. In the **Update All** section at the top of the page, tap the list and select the Tekla PowerFab user who has completed the item.

To	Do this
	b. To define the quantity of pieces that are added to the record, do any of the following: • To add the maximum quantities of all items in the record, tap the **Max Qty** button, and tap **OK**. • Type the desired quantity in the **Qty** field. If the quantity equals or is less than the quantity of pieces within an item, the item is highlighted with green. If the quantity exceeds the quantity of pieces within an item, the item is highlighted with red. c. If necessary, type the instance number in the available field. The gray number in the field shows the maximum number of items that can be processed. d. If necessary, type the labor time per piece in hours and minutes, and the batch ID in the available fields. The batch ID can be any identification associated with the item, such as the shift or work order number.
Modify items individually	a. In the list of the available items, tap the button on the right side of the item that you want to modify. b. Type the desired quantity in the **Qty** field. The gray number in the **Qty** field shows the maximum number of items that can be processed. c. Tap the **Comp By** list and select the Tekla PowerFab user that has completed the item. d. If necessary, change the instance number. The gray number in the field shows the maximum number of items that can be processed.

To	Do this
	e. If necessary, modify the labor time per piece and the batch ID. The batch ID can be any identification associated with the item, such as the shift or work order number.

4. To save the record, tap **Update**.

Tekla PowerFab Go notifies you that the items have been successfully updated. After that, the updated items disappear from the view.

If necessary, clear the current filter and set a new one. For more information on filters, see Set and clear filters (page 28).

Delete items from a production tracking record

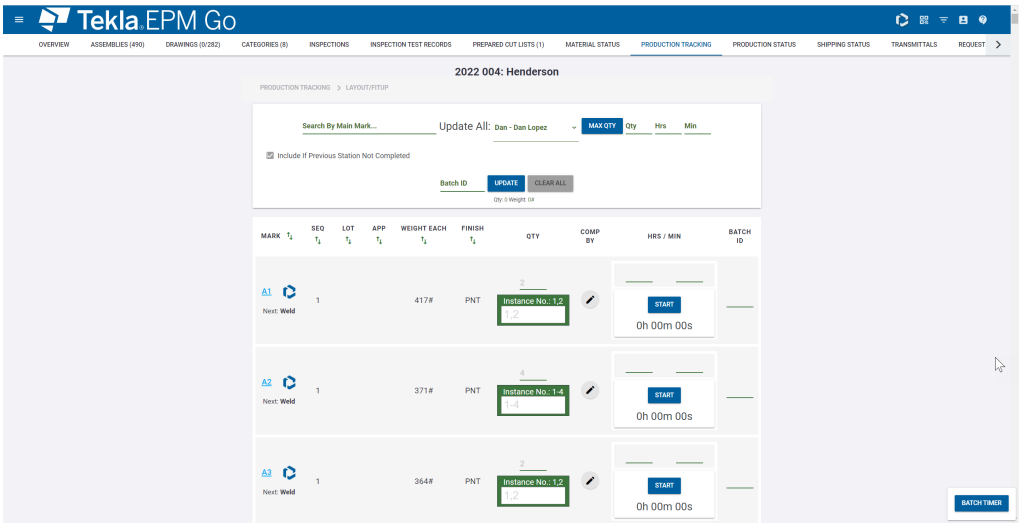
Deleting items from production tracking records is permanent and cannot be undone. The items that are deleted from the record are returned to the list of items that remain to be completed.

1. Tap the button on the right side of the desired station.
2. Scroll to the record from which you want to delete items.
3. Tap the button on the right side of the record.
4. Type the quantity of pieces that you want to delete from the record.
5. To permanently delete the pieces from the record, tap **Confirm**.

Use a timer for piece tracking

You can use a timer for piece tracking. When you use the timer, you do not have to record or remember a start time for each assembly. The timer is helpful also when you have to take a pauses, as you can just log off and resume the timer when you log in again.

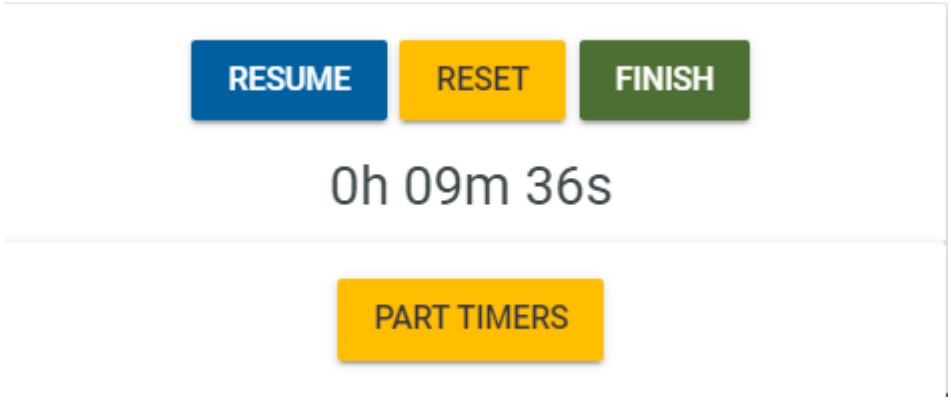
1. In **Production Tracking**, tap **Add** or **Add Batch**.



2. To start the time, tap **Start**.

   When selecting a batch, you can start the time either for the entire batch or for individual items separately.

3. Select one of the following options:



- To stop the timer, tap **Stop** and **Finish**.

  If you are using the batch timer, select the assemblies that were fabricated, and then tap **Finish**. This divides the time equally between the assemblies.

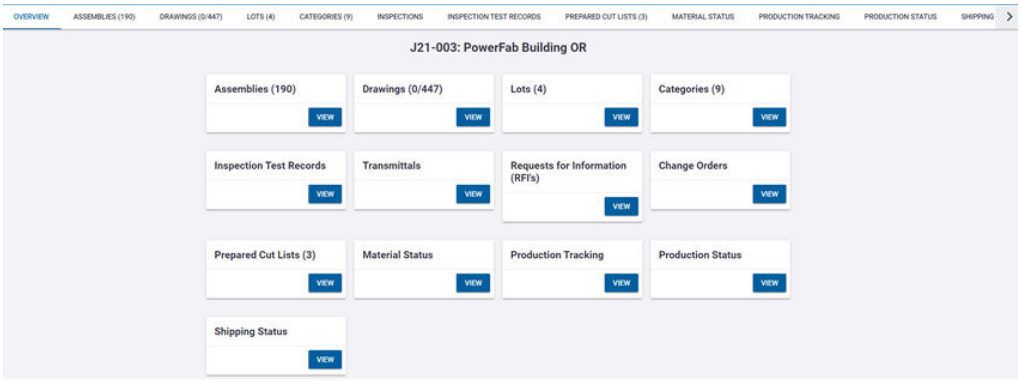
- To pause the timer, tap **Stop** and to continue tap **Resume**.
- To reset the timer, tap **Reset**.

5.9 View production statuses

You can view the production statuses of items in the currently selected job. You can also adjust the details that are shown in the production status view, so that you can focus on the item details that are relevant to you.

1. On the homepage, scroll to the job whose material statuses you want to view.
2. Tap **Open Project**.

   The job information view opens.



3. Do any of the following:
   - At the top of the page, tap **Production Status**.
   - In the **Production Status** section, tap **View**.

   The production statuses of items in the current job are shown.

   By default, the production status view shows the sequence, main mark, overall production status, and overall shipping status of items.
4. To change the details that are shown, tap at the upper-right corner.
5. In the **Summary Fields** section, select checkboxes next to the details that you want to show.

   For example, you can show the shipping route of the items or the status of the items on individual production stations. If the selected details are not applicable to some of the items, those items will be hidden.

   You can also select if you want to show or hide accessory items without piece tracking or load tracking information. To show these accessory items, clear the **Exclude Accessories without Piece/Load Tracking** checkbox.
6. Tap **Submit**.

The production status view updates to show the details that you selected.

You can also tap at the upper-right corner to refresh the currently shown production status information.

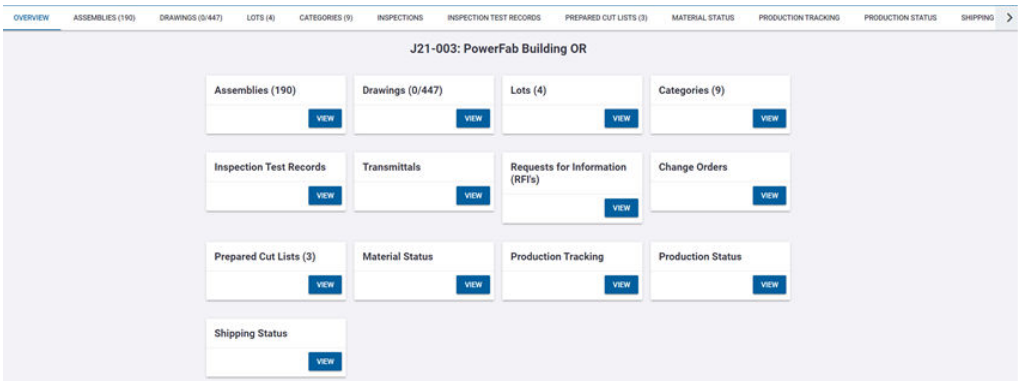
5.10 View item categories and sub-categories

You can view the categories and sub-categories of items in the job in Tekla PowerFab Go. Categories are keywords that you can use to sort items. For example, categories can be based on material types. Sub-categories are used to further sort the items within a category.

Note that to view the categories and sub-categories in a job, the job has to use categories and sub-categories.

1. On the homepage, scroll to the job whose categories or sub-categories you want to view.
2. Tap **Open Project**.

   The job information view opens.



NOTE If the job does not have multiple sequences applied to it, all material items within the job are considered a single sequence. In this case, the **Categories** and **Sub-Categories** tabs and the **Categories** and **Sub-Categories** sections are not visible in the job information view.

3. Do one of the following:
   - At the top of the page, tap **Categories** or **Sub-Categories**.
   - In the **Categories** box or the **Sub-Categories** box, tap **View**.

   The item categories or sub-categories in the job are displayed.

   The **Category** or **Sub-Category** column shows the name of the category or sub-category. Clicking the button in the **Category** or **Sub-Category** column sets the selected category or sub-category as a filter for the job information. To modify the filters, see Set and clear filters (page 28).

   The **Main Pc Quantity** column shows the number of main pieces in the category or sub-category.

The **Total Qty** column shows the total number of items in the category or sub-category.

The **Weight** column shows the total weight of the items in the category or sub-category.

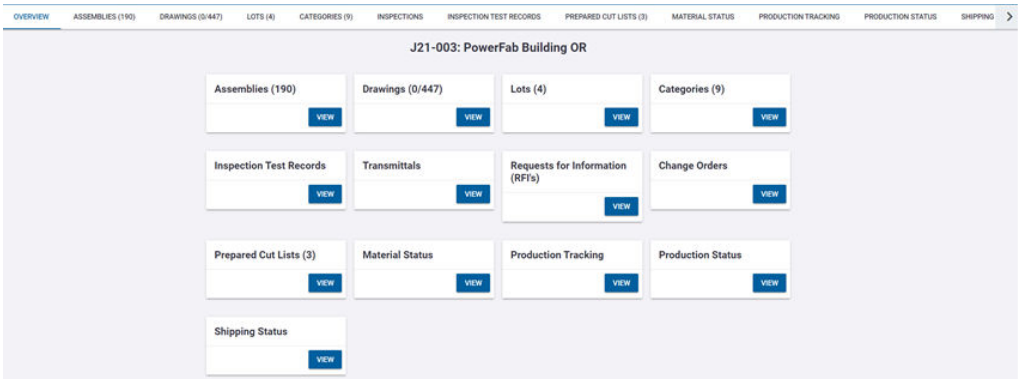
4. To only view job information about the material items in a category or sub-category, tap the name of the desired category or sub-category.

5.11 View and modify shipping information

In Tekla PowerFab Go, you can view the shipped and unshipped loads in a job, add loads, modify the material items on loads, create and view bill of lading reports, ship loads, and return shipped items.

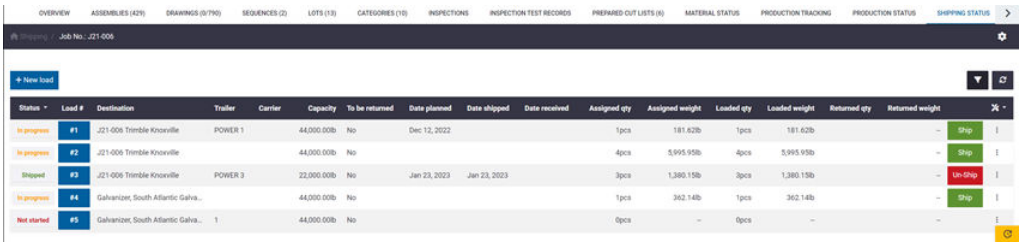
1. On the homepage, scroll to the job whose shipping information you want to view and modify.
2. Tap **Open Project**.

   The job information view opens.



3. Do any of the following:
   - At the top of the page, tap **Shipping Status**.
   - In the **Shipping Status** box, tap **View**.

   The load list opens showing all loads and their statuses.



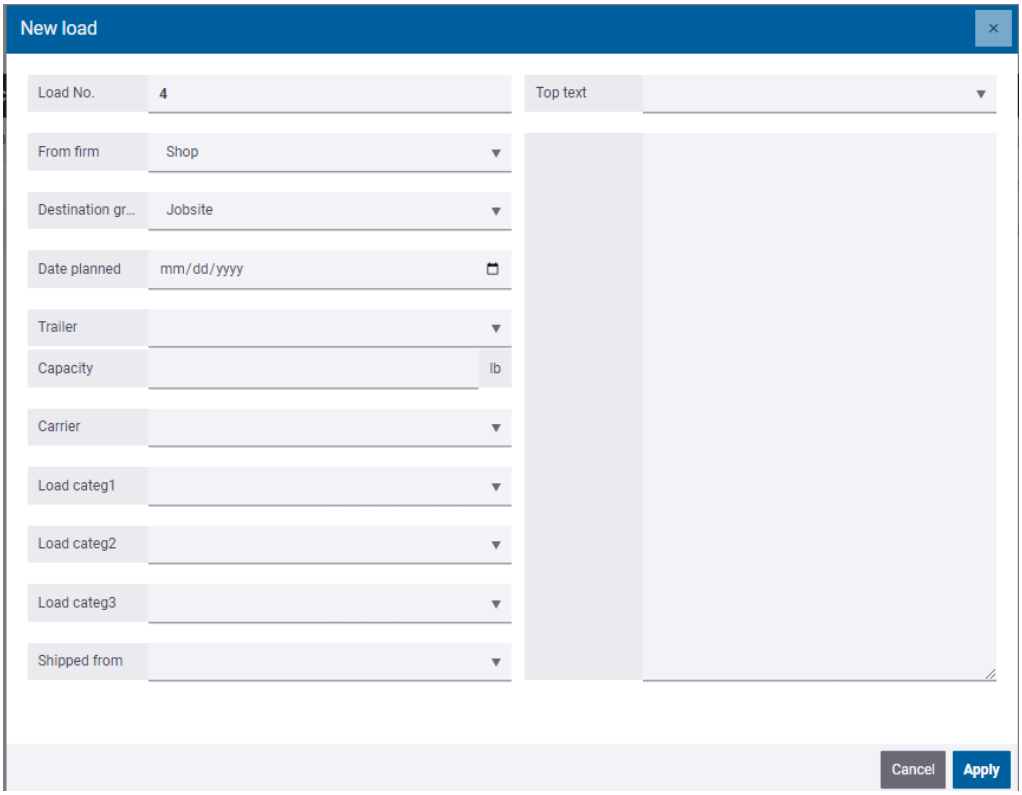
   You can see the quantity and weight of the items that are required to be shipped to the destination, the items that have already been shipped, and the items that remain to be shipped.

4. To select the fields that are shown, tap the at the upper right corner.

5. To filter for specific characteristics of a load, tap at the upper right corner.

Create a new load

1. Tap **New load** at the upper left corner of the load list view.



2. Define the load details using the available dropdown menus and boxes.

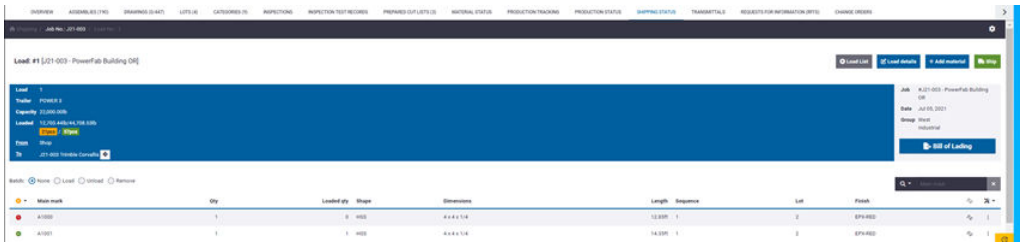
   The available fields depend on the **Load Tracking Settings** in **Maintenance** --> **Production Control** --> **Company Standards**.

3. Tap **Apply**.

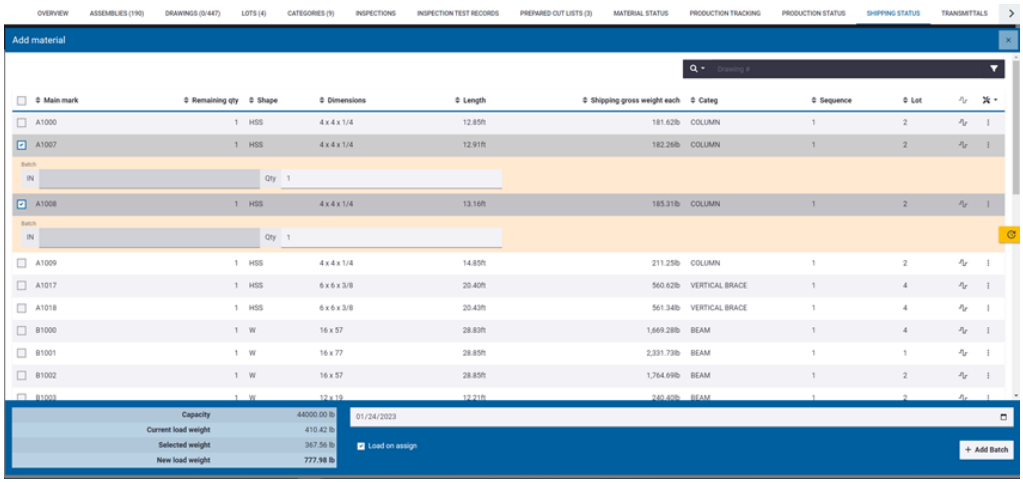
The load is added to the list of unshipped loads. You can now add material items to the load.

Add items to a load

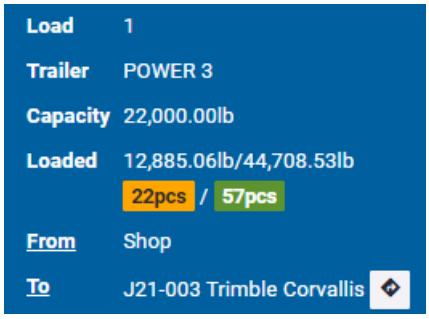
1. In the load list, tap the load whose materials you want to modify. The **Load** view opens.



2. Tap **Add material**.



NOTE Only material that is in the location indicated in **From** and assigned to the load destination as the next destination in the shipping route appears in the view.



3. Do any of the following:

To	Do this
Add an item	a. Select an item. b. Select the quantity of pieces that you want to add.
Add a batch of items	a. Select the items that you want to add. b. Select the quantity of pieces that you want to add.

To	Do this
	You can also set a filter that only shows the items that you want to add to the load. For more information on filters, see Set and clear filters (page 28). c. Tap **Add Batch**. d. Close the view by tapping The added items disappear from the list of items that can be added to the load. Repeat the steps to add all necessary items to the load until the trailer is at its capacity. You can see the weight of the items on the load and the trailer capacity at the top of the **Load** view.
Add additional items	Additional items can be any miscellaneous items without main marks, such as bolts. a. Tap **Add Additional** at the lower right corner. b. Type the description, quantity, and the weight of the additional items. c. Type any additional notes about the additional items. d. Tap **Add**.

See also Add inventory to load in Tekla PowerFab Go (page 94).

Ship a load

To ship a load, you must have material items added to it.

1. In the list of unshipped loads, scroll to find the load that you want to ship.
2. Tap **Ship**
3. Select the date.
4. To ship the load, tap **Ship**.

View or print the bill of lading

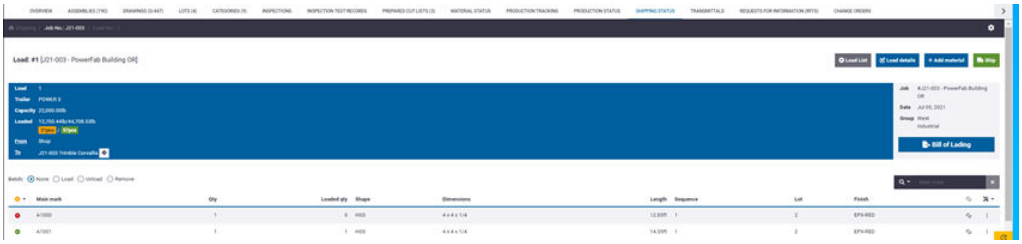
1. Scroll to find the shipped load whose bill of lading you want to view.
2. Do either of the following
   - In the load list, tap the three-dot ellipsis and select **Bill of Lading**.
   - In the load list, tap to open the load and tap **Bill of Lading**.

3. Select the type in the list.
4. Select or clear the **Include cover sheet** and **Include notes** checkboxes.
5. Tap **Apply**

   A PDF version of the bill of lading report opens in your browser. You can download or print it.

Load, unload, or remove an assembly

1. In the load list, tap the load whose materials you want to modify. The **Load** view opens.



2. To open the context menu, tap the three-dot ellipsis at the end of the line and select the appropriate action.

   - To load, tap **Load**, select the quantity, and tap

   - To unload, tap **Unload**, select the quantity, and tap

   - To remove an assembly, tap **Remove**, select the quantity, and tap

   You can also change multiple items at once using **Batch**.

Cancel shipping a load

If you need to modify a load that has already been marked as shipped, you can cancel shipping the load.

1. In the load list, do either of the following:
   - Select the load whose shipping you want to cancel.
   - Tap to open the load whose shipping you want to cancel.
2. Tap **Un-Ship**.

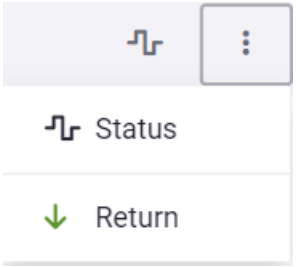
   This option is available only for loads that have been marked as shipped.
3. To cancel shipping the load, tap **Un-Ship**.

Return shipped items

Use the **Return** command to return items that have been shipped to an intermediate destination and will later be added to another load. When you return the items, you can load the items on another load to with other items located in the shop.

1. Tap to open the load on which you want to return items.
2. Scroll to find the item that you want to return, or set a filter that only shows the desired items.

   For more information on setting filters, see Set and clear filters (page 28).
3. Tap the three-dot ellipsis icon at the right end side of the line.
4. Tap **Return**.



5. Type the number of pieces that are returned.
6. Tap **Return**.

The selected number of pieces can now be added to another load.

If you need to cancel returning an item, tap the three-dot ellipsis, tap **Un-Return**, and type the quantity of pieces whose returning you want to cancel.

See also

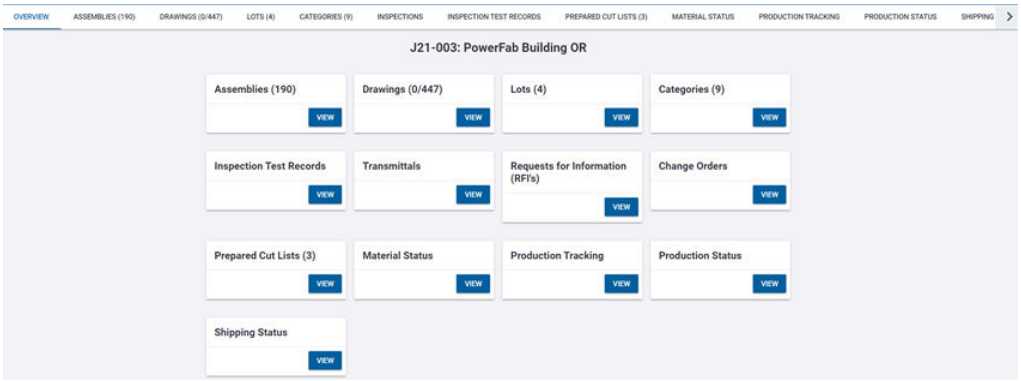
Plan and manage shipments in the shipping calendar (page 72)

5.12 View transmittals

On the **Transmittals** page, you can view and filter the list of sent transmittals related to a job, and show the details of individual transmittals.

1. On the homepage, scroll to the job whose transmittals you want to view.
2. Tap **Open Project**.

   The job information view opens.



3. Do one of the following:
   - At the top of the page, tap **Transmittals**.
   - In the **Transmittals** box, tap **View**.

   The total number of transmittals, the number of outstanding transmittals, and the number of overdue transmittals is shown at the top of the **Transmittals** page. The individual transmittals are listed below.
4. To find the transmittal that you want to view, do any of the following:
   - Scroll to find the transmittal.
   - Set a filter that only shows the desired transmittals.

     For more information on filters, see Set and clear filters (page 28).
5. To view the details of a transmittal, click on the right side of the transmittal.

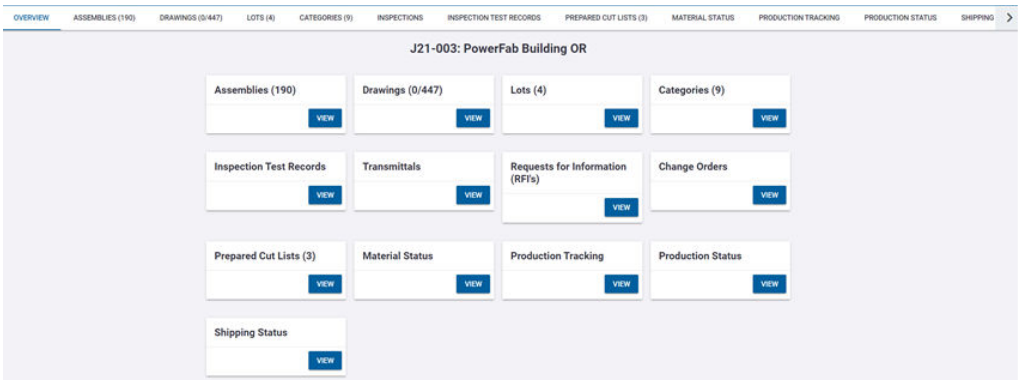
5.13 View requests for information

On the **Requests for Information (RFI's)** page, you can view and filter the incoming and outgoing requests, and show the details or attachments of individual requests.

1. On the homepage, scroll to the job whose requests for information you want to view.

2. Tap **Open Project**.

   The job information view opens.



3. Do one of the following:
   - At the top of the page, tap **Requests for Information (RFI's)**.
   - In the **Requests for Information (RFI's)** box, tap **View**.
4. To find the request that you want to view, do any of the following:
   - Scroll to find the request.
   - Set a filter that only shows the desired requests.

     For more information on filters, see Set and clear filters (page 28).

   The total number of incoming and outgoing requests, the number of outstanding requests, and the number of overdue requests is shown at the top of the page. The individual requests are listed below.

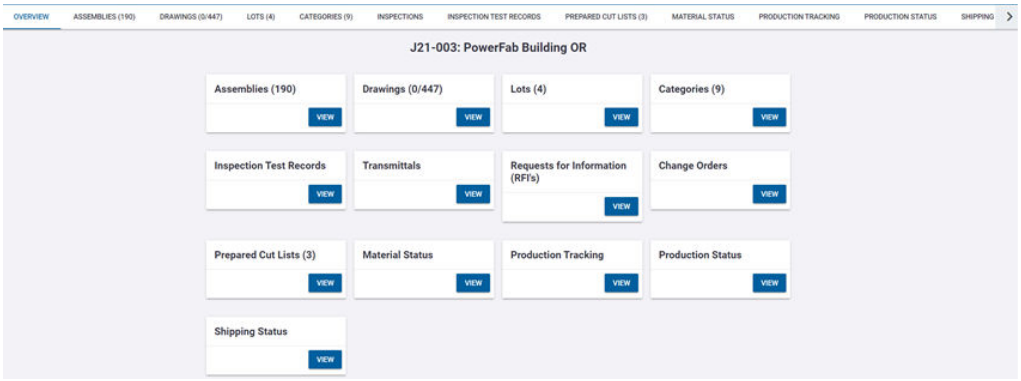
5. To view the details and attachments of a request, click on the right side of the request.
6. To open an attached file, click the file name.

5.14 View change orders

On the **Change Orders** page, you can view and filter change orders, and show the details and attachments added for individual change orders.

1. On the home page, scroll to the job whose change orders you want to view.
2. Tap **Open Project**.

The job information view opens.



3. Do one of the following:
   - At the top of the page, tap **Change Orders**.
   - In the **Change Orders** box, tap **View**.

   The total number of change orders, the number of outstanding change orders, and the number of overdue change orders is shown at the top of the page. The individual change orders are listed below.
4. To find the change order that you want to view, do any of the following:
   - Scroll to find the change order.
   - Set a filter that only shows the desired change orders.

     For more information on filters, see Set and clear filters (page 28).
5. To view the details and attachments of a change order, click on the right side of the change order.
6. To open an attached file, click the file name.

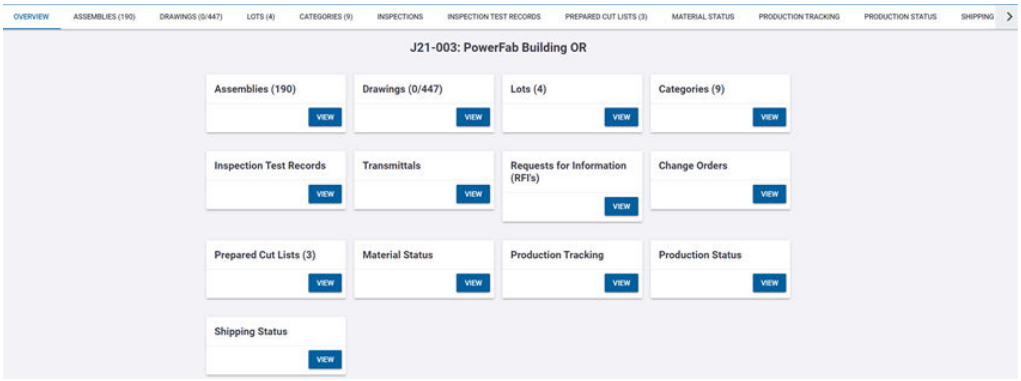
5.15 View the project schedule of a job

You can view the current schedule of a project in Tekla PowerFab Go.

NOTE Project schedules can only be modified in the Tekla PowerFab desktop application.

1. On the homepage, scroll to the job whose drawings you want to view.
2. Tap **Open Project**.

The job information view opens.



3. Tap the file menu icon in the upper-left corner.
4. On the menu, select project schedule.

   The project schedule opens.
5. To change which information is viewed in the project schedule, do any of the following:
   - To change the scale with which the project schedule is viewed, select an option above the project schedule, and tap **Show it!** to update the project schedule.
   - To collapse or expand the tasks in the project schedule, in the **Rows** section, tap the available buttons to collapse or expand the rows.
   - To change which properties are shown in the project schedule, in the **Columns** section, select or clear checkboxes next to the properties that you want to see or do not want to see.

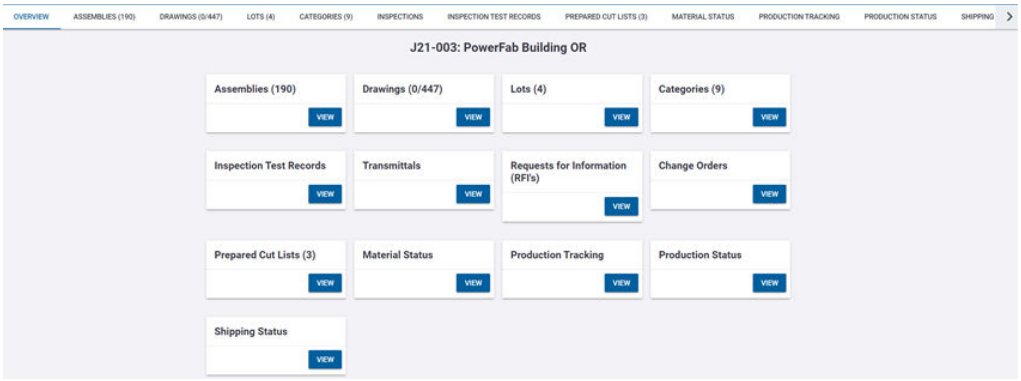
5.16 Visualize job information with Trimble Connect for Browser

You can use Trimble Connect for Browser with Tekla PowerFab Go to visualize your jobs as IFC models and interact with the models in several ways. For example, you can highlight and color-code items according to their production statuses, labor codes, or sequences.

To launch Trimble Connect for Browser from Tekla PowerFab Go:

1. On the homepage, scroll to the job whose assemblies you want to view.
2. Tap **Open Project**.

The job information view opens.



3. In the upper-right corner, click the Trimble Connect button .
4. On the **Projects** page, double-click the Trimble Connect project whose 3D model view you want to see.
5. To show the attached IFC models, open the model list and click the icon next to each model that you want to show.

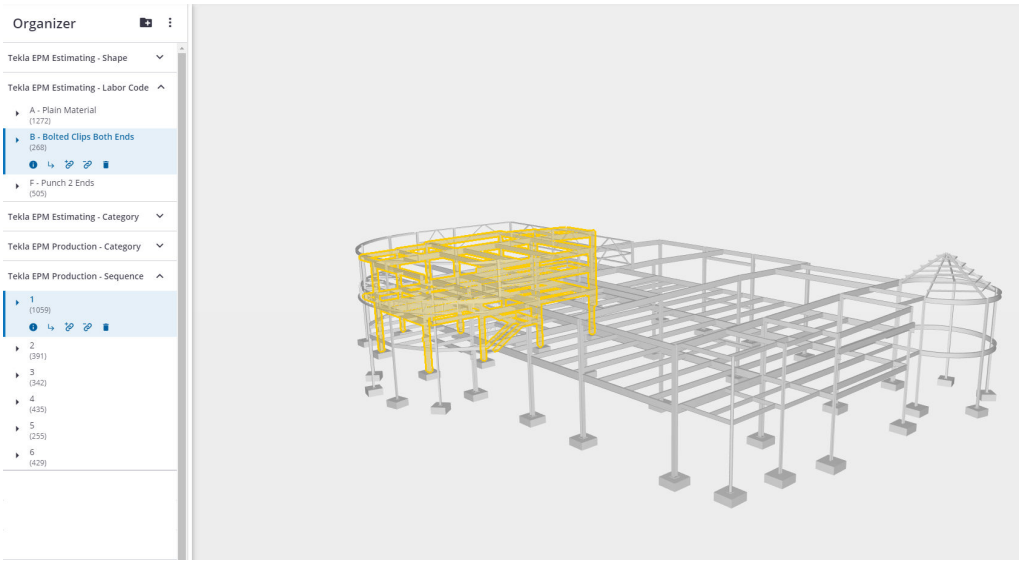
Highlight items with Trimble Connect Organizer

1. To open the Organizer side pane, click **Organizer** in the Trimble Connect side pane.

2. In the Organizer side pane, expand the necessary categories and select the categories whose items you want to highlight.

To select more than one category at a time, hold down **Ctrl** when selecting categories.

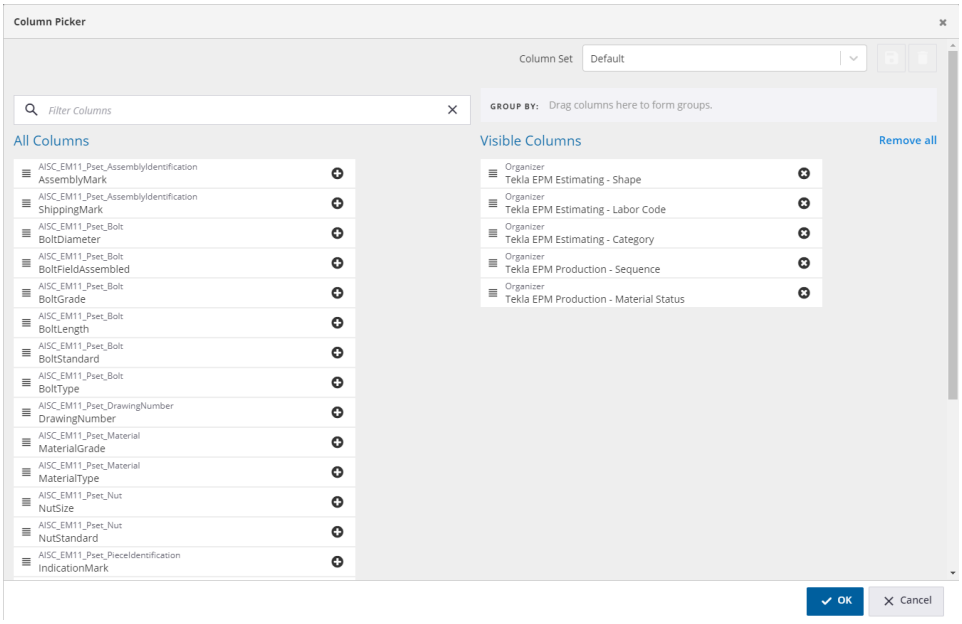
For example, you can select the labor code **B - Bolted Clips On Both Ends** and sequence **1** to highlight and zoom to all items with labor code B that belong to the production sequence 1.



Color-code items with Trimble Connect Content Browser

1. In the Trimble Connect side pane, click **Data Table**.
2. To configure what information is shown in Content Browser:
   a. At the top of the Content Browser pane, click the **Columns** button.
   b. If necessary, remove the current columns by clicking **Remove All** on the right side of the **Visible Columns** list.
   c. Find a column that you want to show in the Content Browser pane by scrolling the **All Columns** list, or by typing a search word in the **Filter Columns** field.
   d. Select the column.
   e. Hold down the left mouse button, drag the column to the **Visible Columns** list, and release the left mouse button.

Repeat steps c to e for all columns that you want to show.



f. To save your changes, click **OK** at the bottom of **Column Picker**.

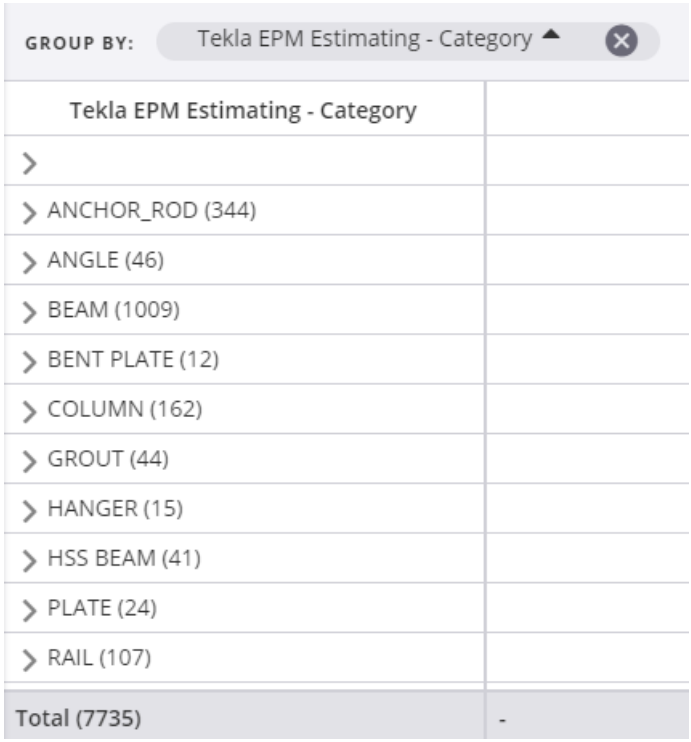
3. To set how the items are grouped in the 3D model:

   a. Select a column in Content Browser and hold down the left mouse button.

   b. Drag the column to the **Group by** box, and release the left mouse button.

      The column name appears in the **Group by** box, and the objects are sorted according to the selected criterion. By default, groups and objects are shown in alphabetical order.

      You can also drag another column to the **Group by** box. In this case, the objects are sorted to both of the selected criteria.

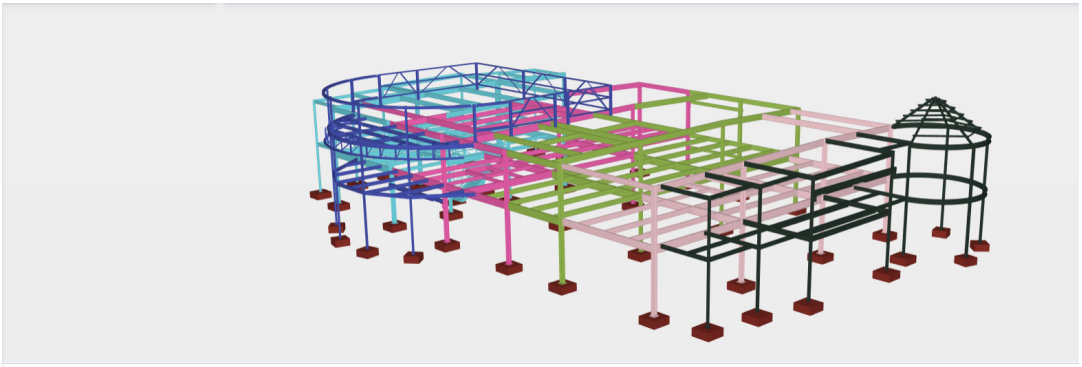


If you want to reverse the order of the objects, click the column name in the **Group by** box.

4. To color-code the items in the 3D view, at the top of Content Browser, click **Colorize**.

The objects on all rows of Content Browser are color-coded in the 3D view. The color that is used for each row is shown on the right side of the row title.

In the following image, you can see items grouped and color-coded by production sequence.



View content for: All objects

Columns

GROUP BY: Tekla EPM Production - Sequence

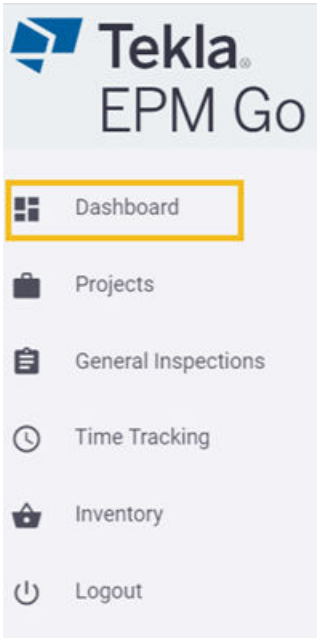
Tekla EPM Production - Sequence	Count	Tekla EPM Estimating - Shape	Tekla EPM Estimating - Labor Code	Tekla EPM Estimating - Category
	4830			
1 (1059)	1059			
2 (391)	391			
3 (341)	341			
4 (435)	435			
5 (250)	250			
6 (429)	429			

6 Plan and manage shipments in the shipping calendar

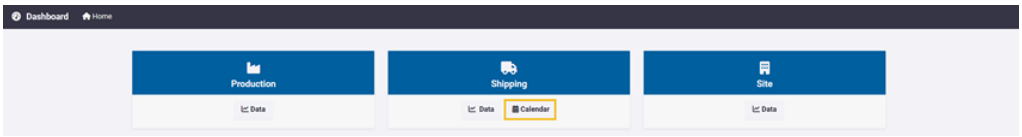
Use the Tekla PowerFab Go shipping calendar to plan and organize your loads across all jobs. The shipping calendar shows your loads in a visual calendar view that lets you easily see what is scheduled to be shipped and when.

6.1 Open the shipping calendar

1. In the menu, tap Dashboard.

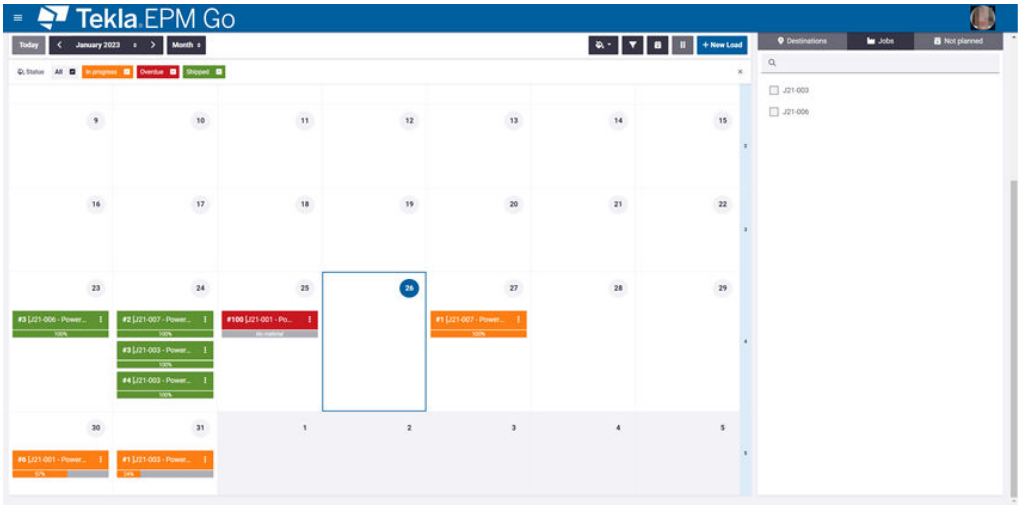


The dashboard view opens



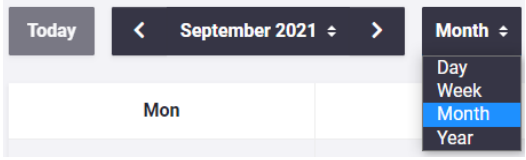
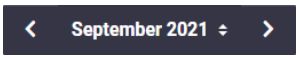
2. Under **Shipping**, tap Calendar.

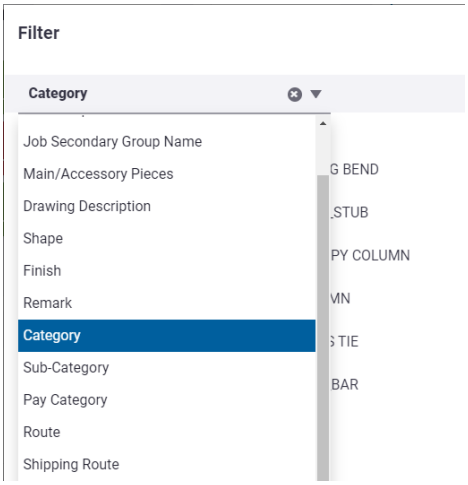
The shipping calendar opens.



6.2 Change shipping calendar settings

You can adjust the calendar settings to fit your needs. You can change several view settings and set your preferred units of measure.

To	Do this
View the calendar by year, month, week, or day	• Use the list in the top-left corner of the window. 
Switch to the previous or next day/ week/month/year	• Scroll through the dates using the date picker. 
Set your preferred units of measure	1. Tap .

To	Do this
	2. Select the units of measure that you want to use. 3. Tap **Apply** to save the changes.
Set the units of measure	1. Tap . 2. Select the units of measure that you want to use. 3. Tap **Apply** to save the changes.
Set the first day of the week	1. Tap . 2. Select the desired start day of the week. 3. Tap **Apply** to save the changes.
Filter by job, destination, or status	1. Tap . 2. Select the desired filter item from the dropdown menu and then select the appropriate boxes.  3. Tap **Apply** to save the changes.

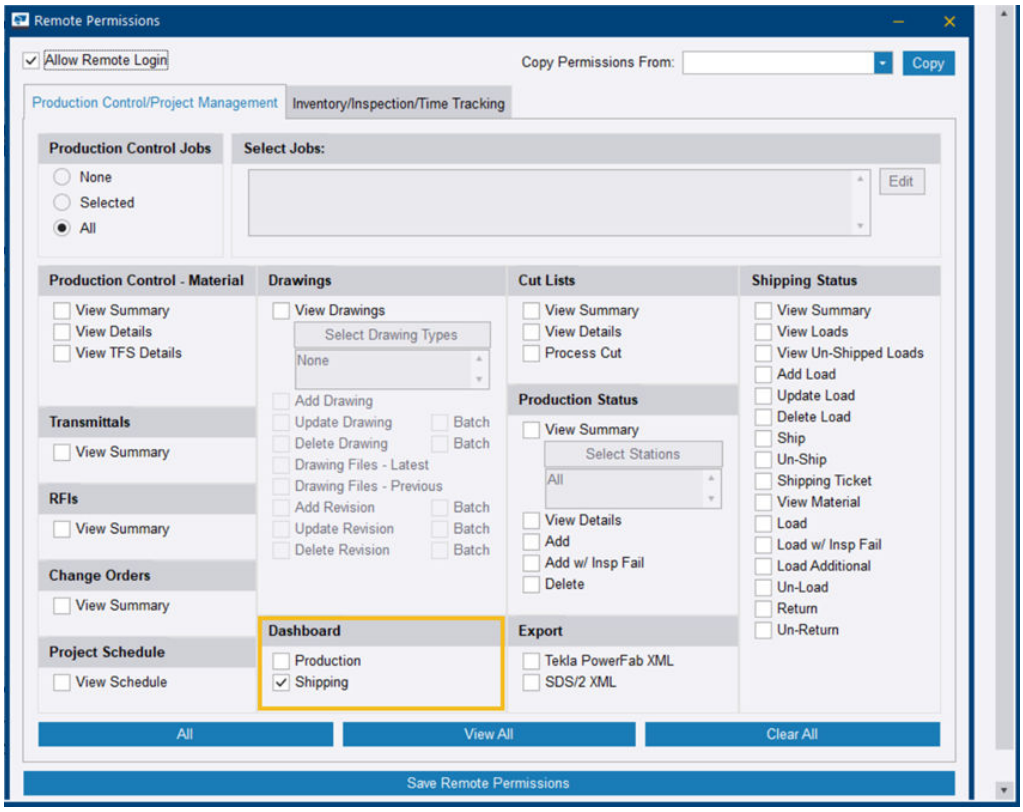
6.3 Grant permissions to the shipping dashboard

If users are unable to access the shipping calendar, ensure that they have been granted permission to the shipping dashboard.

To change the permissions, do the following in Tekla PowerFab:

1. Go to **File** --> **Administration**.

2. Select the user whose permissions you want to change.
3. Click **Remote Permissions** The **Remote Permissions** dialog box opens.



4. Select the **Shipping** checkbox.
5. To save the changes, tap **Save Remote Permissions**.

6.4 Change how loads are displayed

You can select to display loads in the Tekla PowerFab Go shipping calendar by status, trailer, carrier, destination, or job. The various options in the views are color-coded so that you can see the situation at a glance.

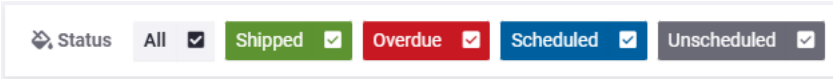
By default, the calendar shows the load status. To change the load views between status, trailer, carrier, destination, and job, do the following:

1. Tap in the shipping calendar.
2. Select one of the options:
   - **Status**: (the default) Use this option to see the real-time progress and loading statuses.
   - **Trailer**: Use this option to see if a particular trailer has been double-booked, for example.

- **Carrier**: If you are using third-party carriers, use this option to see which ones are being utilized for each load.
- **Destination**: Use this option to see if you have loads from different jobs going to the same galvaniser, for example, to combine the shipments and reduce costs.
- **Job**: Use this option to see all loads for a given job and to ensure that you are on schedule.

3. Use the **Legend** checkbox to further narrow down the selections in the view.

   Select **All** to display all options in the view or select one or more options to display specific information only:

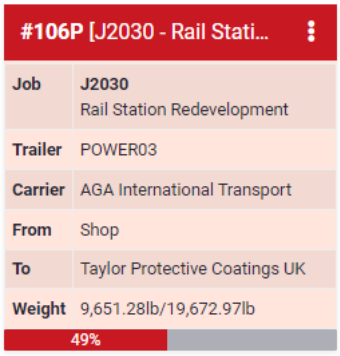


6.5 View load details

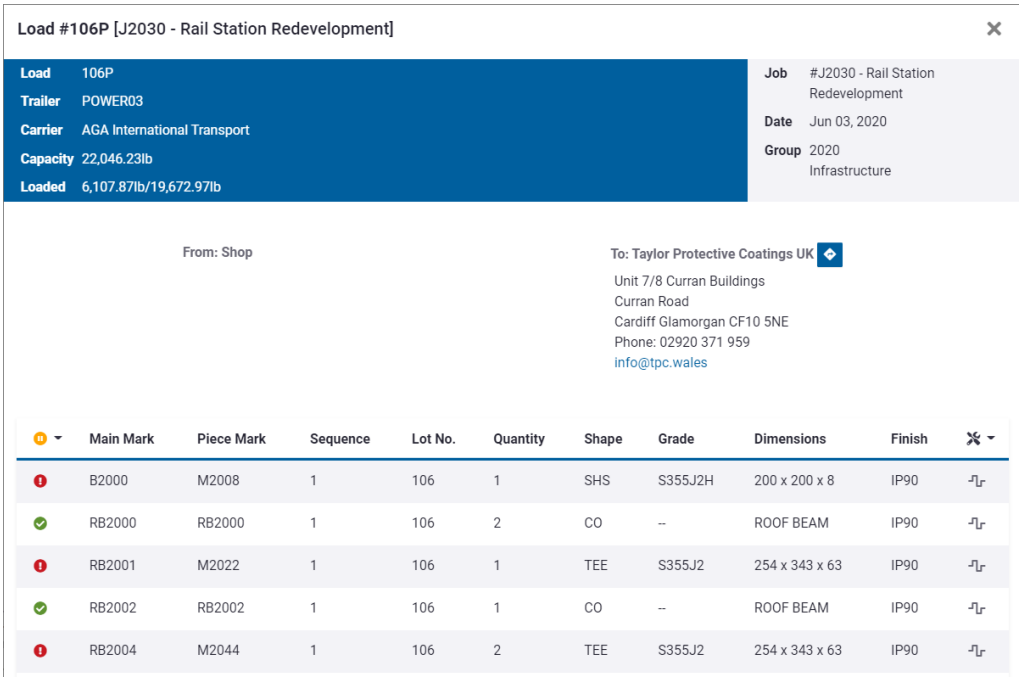
You can open any load in the calendar view to see more details, such as the individual assemblies assigned to the load and where exactly each assembly is within the fabrication workflow.

1. Tap the name of the load in the shipping calendar to expand the item.

   More details are shown, such as where the load is going to and the trailer and carrier being used.

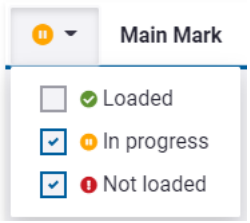


2. Tap the three-dot ellipsis next to the load name and select **Load details** to show all the individual assemblies assigned to the load.



3. To define which assemblies are shown, tap the small arrow next to the list on the left.

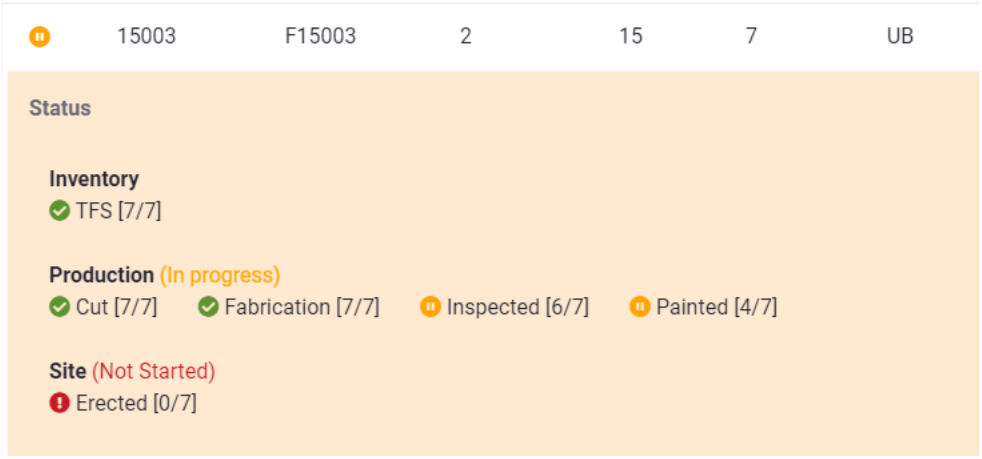
   A list appears:



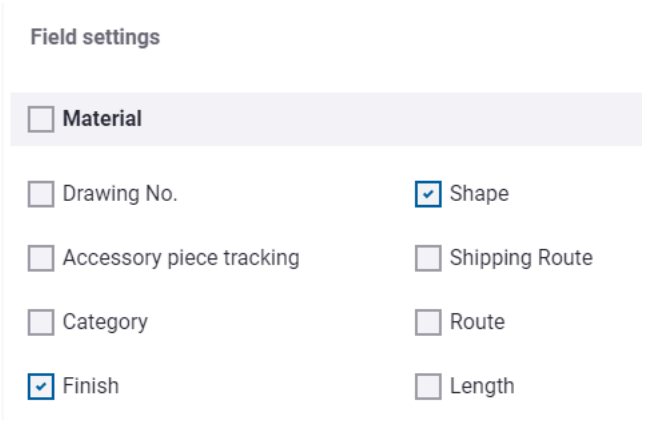
   For example, to include just the assemblies that still need to be loaded, clear the **Loaded** checkbox. Only the assemblies with the status of **In progress** or **Not loaded** will be shown.

4. To see exactly where each assembly is within the fabrication workflow, tap .

For example, we see that this assembly has not yet been fully inspected or painted:



5. To customize this page, tap and then tap **Field settings**.
   a. Select and clear the checkboxes to define which data columns you want to see.



   b. If you wish, you can also change the order in which the columns should appear.
   c. Tap **Apply** to save the changes.

6.6 Create and manage loads

You can manage loads directly in the shipping calendar in Tekla PowerFab Go. When the assemblies are complete and loaded, you can also create bills of lading and mark loads as shipped.

Create a new load

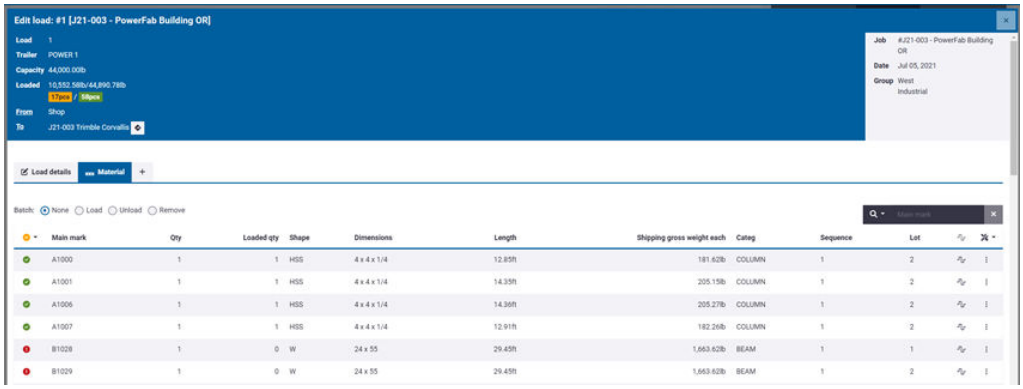
You can create a new load directly in the shipping calendar in Tekla PowerFab Go.

1. Open the shipping calendar.

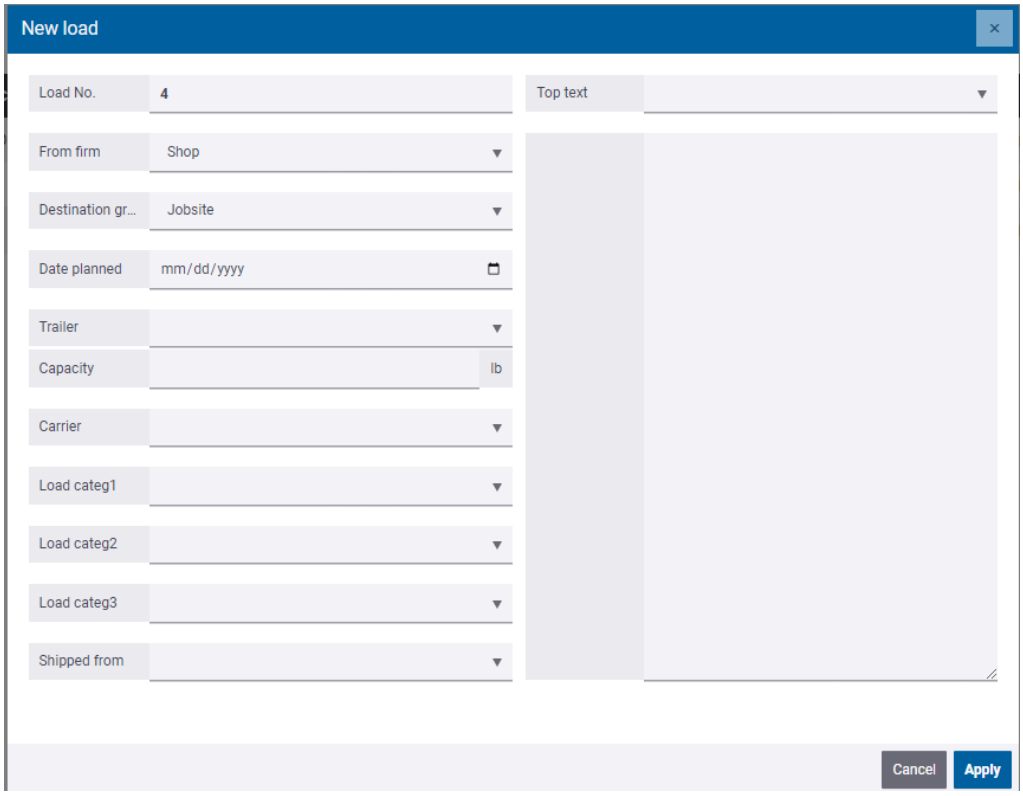
   See Plan and manage shipments in the shipping calendar (page 72).

2. To open the context menu, tap the three-dot ellipsis next to the load name and select **Load details**.

   The **Edit load** view opens.



3. Select the job number in **Job No.**.



4. Define the load details using the available dropdown menus and boxes.

   The available fields depend on the **Load Tracking Settings** in **Maintenance** --> **Production Control** --> **Company Standards**.

5. To save the changes, tap **Add Load**.

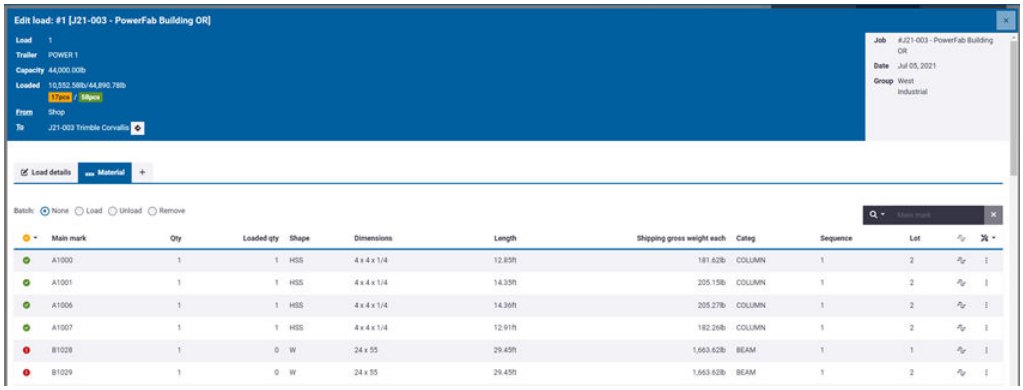
Modify existing loads

1. Open the shipping calendar.

   See Plan and manage shipments in the shipping calendar (page 72).

2. To open the context menu, tap the three-dot ellipsis next to the load name and select **Load details**.

   The **Edit load** view opens.



3. Go to the **Load details** tab.
4. Do the required changes and tap **Update**.
5. Close the **Edit load** view by tapping .

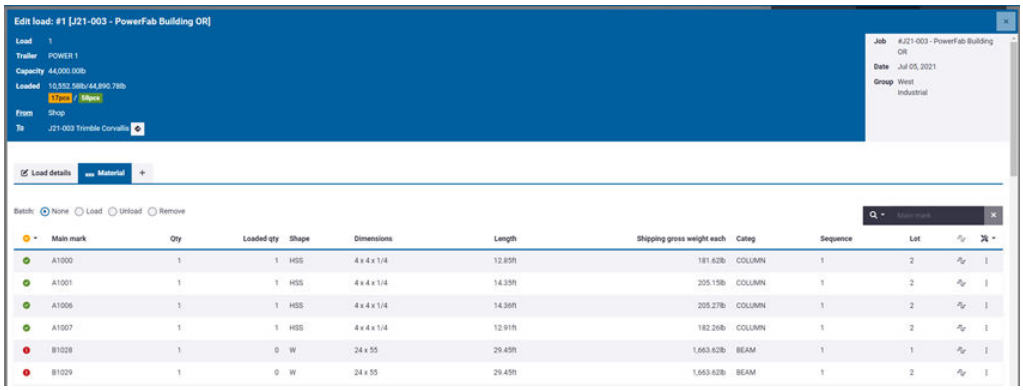
Load, unload, or remove an assembly

1. Open the shipping calendar.

   See Plan and manage shipments in the shipping calendar (page 72).

2. To open the context menu, tap the three-dot ellipsis next to the load name and select **Load details**.

The **Edit load** view opens.



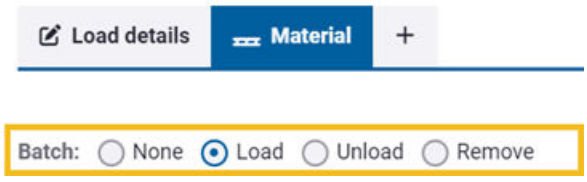
3. Go to the **Material** tab,

1. The **Edit load** view opens.

4. To open the context menu, tap the three-dot ellipsis at the end of the line and select the appropriate action.

   - To load, tap **Load**, select the quantity, and tap
   - To unload, tap **Unload**, select the quantity, and tap
   - To remove an assembly, tap **Remove**, select the quantity, and tap

   You can also change multiple items at once using **Batch**.



5. Close the **Edit load** view by tapping .

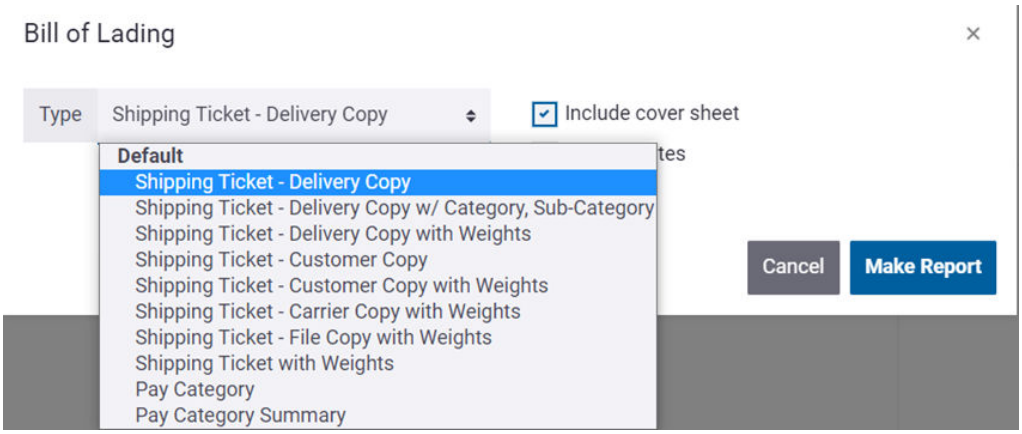
Create a bill of lading

1. Open the shipping calendar.

   See Plan and manage shipments in the shipping calendar (page 72).

2. To open the context menu, tap the three-dot ellipsis next to the load name and select **Bill of Lading**.

The **Bill of Lading** dialog box opens.



3. Select the type in the list.
4. Select or clear the **Include cover sheet** and **Include notes** checkboxes.
5. Tap **Make Report**.

Ship and unship loads

1. Open the shipping calendar.

   See Plan and manage shipments in the shipping calendar (page 72).
2. To open the context menu, tap the three-dot ellipsis next to the load name and select **Ship**.

   You can edit the shipping date.
3. Tap **Ship load**.

The load automatically turns green in the calendar view.

You can unship a shipped load by opening the context menu selecting **Un-Ship**.

Delete a load

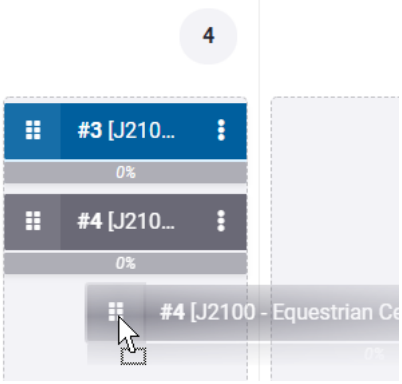
1. Open the shipping calendar.

   See Plan and manage shipments in the shipping calendar (page 72).
2. To open the context menu, tap the three-dot ellipsis next to the load name and select **Delete**.
3. To permanently delete the load, tap **Delete load**.

6.7 Schedule, reschedule, and unschedule loads

You can either use the planned shipping date in the load properties or you can add unplanned loads directly onto the shipping calendar.

To	Do this
Schedule loads in the load properties	1. Open Tekla PowerFab. 2. In the **Load Properties** dialog box, click **Planned Ship Date** and enter a date. 3. Tap **Save** to save the changes. The load will automatically be added to the shipping calendar in Tekla PowerFab Go on the specified date.
Schedule loads in the shipping calendar	1. Tap . A side panel appears showing all the unshipped loads that have not yet been scheduled. 2. If you wish, you can tap the **Destinations** and **Jobs** buttons to filter the unplanned loads by destination and job. 3. Tap the three-dot ellipsis next to the load name. 4. Tap **Schedule**. 5. Enter the required date. 6. Tap **Apply** to save the changes.
Schedule loads by dragging	1. Tap to switch on the drag-and-drop tool. 2. Drag the load onto the required day.

To	Do this
	 The **Planned Ship Date** is automatically updated to the load properties inTekla PowerFab. Note that the performance of the drag-and-drop tool depends on your device. The loads that are already marked and shipped are not available for the drag-and-drop function.
Reschedule loads	1. Tap the three-dot ellipsis next to the load name. 2. Tap **Reschedule**. 3. Select the new date. 4. Tap **Apply** to save the changes. Alternatively, you can simply drag the load onto the required day.
Unschedule loads	1. Tap the three-dot ellipsis next to the load name. 2. Tap **Unschedule**. The load returns to the list of unplanned loads.

6.8 View the destination in Google Maps

When the load is ready to be shipped, you can plan the best route by viewing the shipping destination in Google Maps.

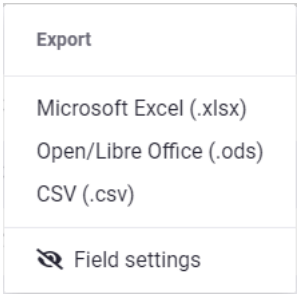
1. Tap the three-dot ellipsis next to the load name and select **Load details** to open a view that shows all the individual assemblies assigned to the load.

2. Tap to show the destination on the map.

6.9 Export load lists

You can export load lists from Tekla PowerFab Go and download them to your device in the `.xlsx`, `.ods`, or `.csv` format.

1. Tap the three-dot ellipsis next to the load name and select **Load details** to open a view that shows all the individual assemblies assigned to the load.
2. Tap .
3. Tap one of the export options.

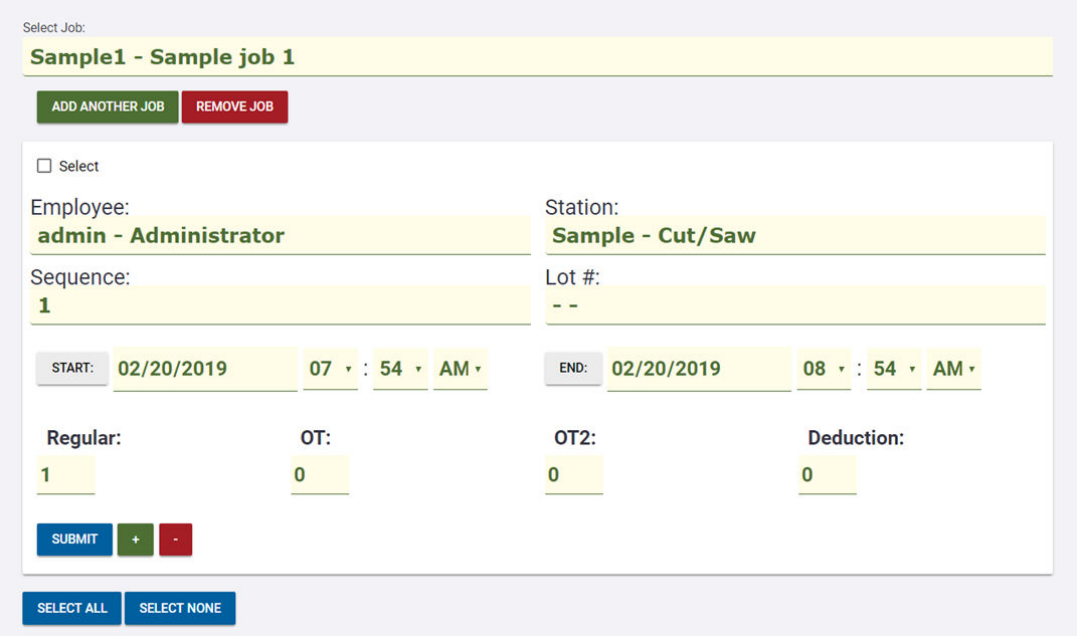


   The file is downloaded to your device in the selected format.
4. Save the file.

7 Add time tracking records

In Tekla PowerFab Go, you can add labor time to multiple production control jobs. The regular labor hours that is added shows in both the production schedule and the project schedule.

1. Tap the file menu icon in the upper-left corner.
2. On the menu, select **Time Tracking**.



You can now add time tracking records.

7.1 Add time tracking records

1. Tap the **Select Job:** list to select the job for which you want to add labor time.

A section for adding the time tracking record is shown.

The available fields are set in the time tracking settings in the Tekla PowerFab desktop application.

2. Tap the available fields to select or type the employee, station, and other necessary information.
3. Do one of the following:
   - To add a time tracking record by date only, select the **Date Entry Only** checkbox.
   - To add a time tracking record by date and time, clear the **Date Entry Only** checkbox.
4. Set the start and end times by tapping the date and time fields and tapping the arrow buttons to change the values.

   The time tracking settings set in the Tekla PowerFab desktop application determine if multiple time tracking records of the same user can overlap or not.

   The regular labor hours are automatically calculated based on the start and end times.
5. If necessary, modify the regular, overtime, double overtime, and deduction hours in the available fields.

   The **Deduction** field is meant for the time that is used for unpaid activities, such as lunch. This time will not be logged against the project, ask, station, sequence, or lot.
6. If you want to add more than one time tracking record at a time, do any of the following:

To	Do this
Add more time tracking records for the current job	• Tap the **+** button at the bottom of the current time tracking record.
Add time tracking records for another job	a. Tap the **Add Another Job** button. b. In the **Select Job:** list, tap the job to which you want to add a time tracking record.

   A new time tracking record appears under the current one.

   Repeat steps 2 to 5 for all the time tracking records that you want to add.
7. To submit the time tracking records, do any of the following:

To	Do this
Submit one record	• Tap **Submit** at the bottom of the time tracking record.

To	Do this
Submit multiple records	a. Select the **Select** checkbox in the upper-left corner of the desired time tracking records. b. Tap **Submit Selected** below all time tracking records.
Submit all records	• Tap **Submit All** below all time tracking records.

The time tracking records are added for the selected jobs.

You can view the added time tracking records in the **Time Tracking Detail** dialog box in the Tekla PowerFab desktop application.

7.2 Delete time tracking records

You can delete any time tracking records that have not yet been submitted.

- Tap the **-** button at the bottom of the time tracking record.

The record is deleted.

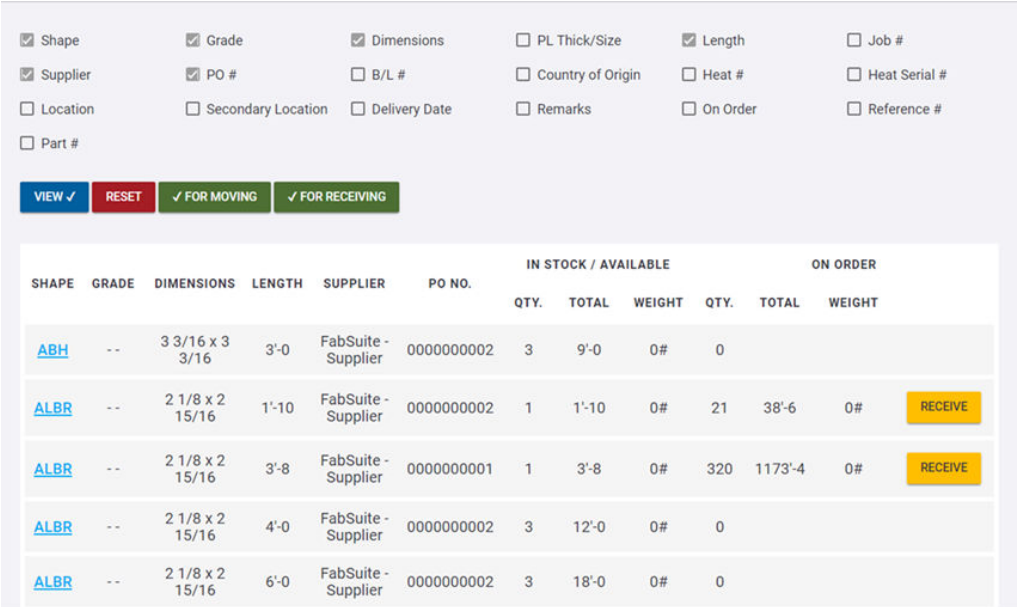
8 View and manage inventory materials

In Tekla PowerFab Go, you can view the material items in the inventory. You can also receive material items or move material items to other inventory locations.

1. Tap the file menu icon in the upper-left corner.
2. On the menu, select **Inventory**.
3. Depending on which material items you want to view, select one of the following options:
   - **Received / On Hand Only**: shows the material items that are in stock.
   - **On Order Only (Receiving)**: shows and allows you to receive material items that are on a purchase order.
   - **Both On Hand and On Order**: shows all material items on a purchase order and in stock.
4. Tap the arrow on the right side of the **Initial View** list and select the property according to which the material items should be sorted.

   Note that selecting a high level property for the initial view makes it quicker and easier to filter the shown inventory items.
5. Tap **View Inventory**.

The material items are shown.



6. To define which properties of material items are shown, select the applicable checkboxes at the top of the page.

   For example, if you want to view the job number and the bill of lading number, select the **Job No.** and **Bill of Lading No.** checkboxes.

   Items without a job number are open stock.

   You can select nine checkboxes at a time.

7. To update the material item properties that are shown, tap **View**.

See also

Move inventory items in Tekla PowerFab Go (page 90)

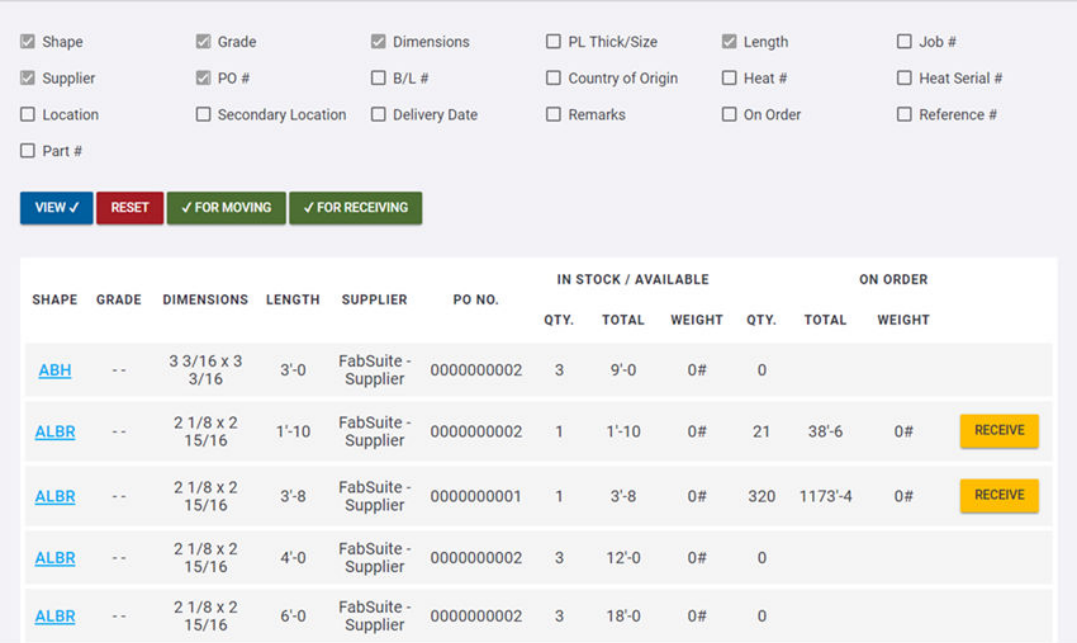
Take from stock (TFS) from Tekla PowerFab Go (page 93)

Receive inventory items (page 96)

8.1 Move inventory items in Tekla PowerFab Go

You can move inventory items from one location to another either one by one or in batches. You can customize the view so that specific columns can be seen in your order of preference.

Move single items



1. In the inventory view, tap the **For Moving** button.

   The inventory view updates so that you can move material items.

2. Scroll to the material item that you want to move, and tap the **Move** button.

   Note that you cannot move any items that are not in stock.

3. Type the quantity of pieces that you want to move.
4. Tap the arrows on the right side of the **New Location** and **New Secondary Location** lists and select the desired inventory locations.
5. Tap the **Move** button.
6. Tap the **Confirm** button.

   Repeat steps 2 to 6 for all items that you want to move to new inventory locations.

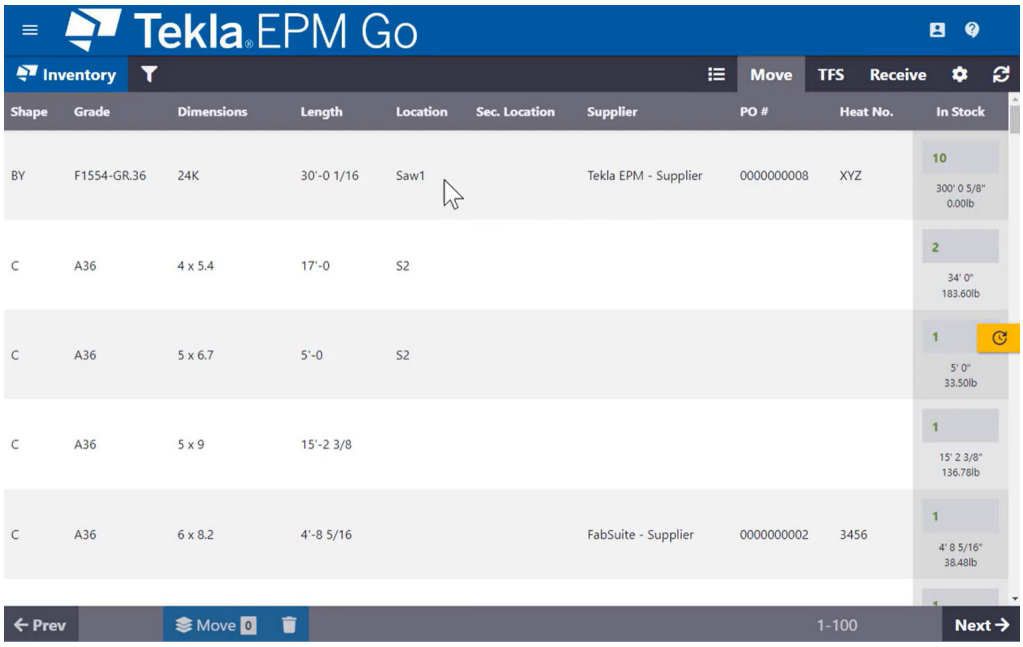
7. When you are ready, tap the **Reset** button to reset the inventory view.

Move items in batches

You can move inventory in batches in Tekla PowerFab Go. This helps to keep the inventory records accurate.

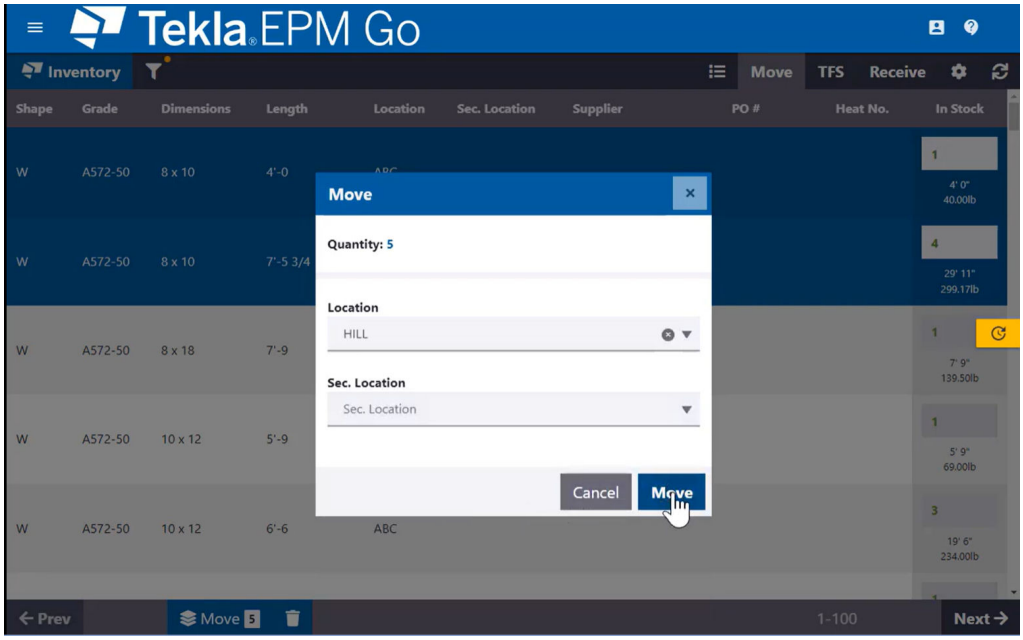
1. Tap the file menu icon in the upper left corner.
2. On the menu, select **Inventory**.

3. Select the **Move** tab.



4. To define filters, click the filter icon and set the filters.

5. Select the line items that you want to move.
6. Select **Move**.



7. Select the location to which you want to move the items.

8. Select **Move**.

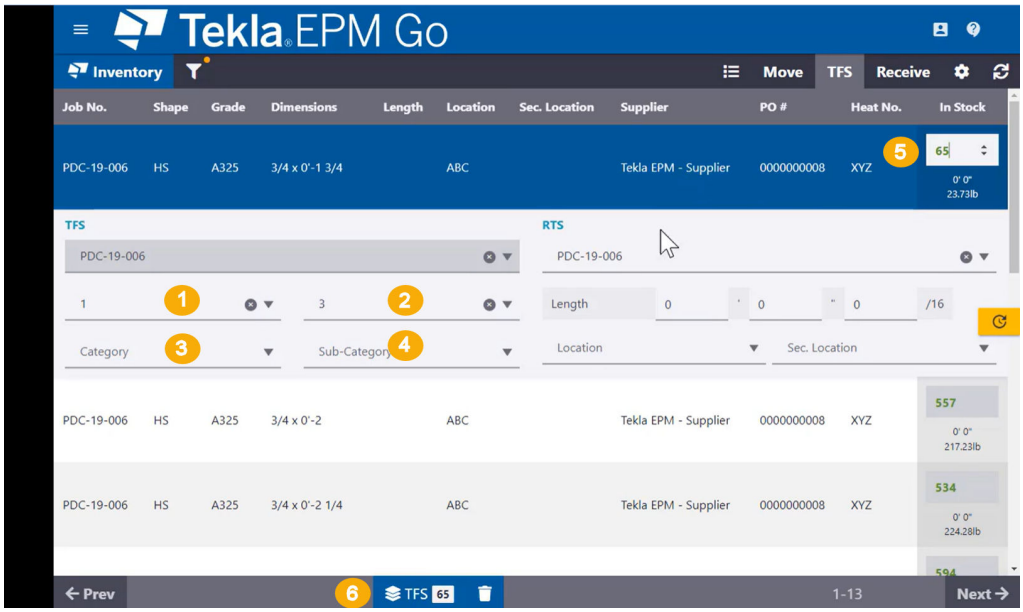
   The items are moved to the location you selected.

8.2 Take from stock (TFS) from Tekla PowerFab Go

You can consume inventory items such as bolts directly from Tekla PowerFab Go without a cut list. You can update stock in real time, which means a more accurate inventory.

Take a single item from stock

1. Tap the file menu icon in the upper left corner.
2. On the menu, select **Inventory**.
3. Select **TFS** The **Filter** menu opens.
4. Set the filters.
5. To take a single item from stock, select the desired line item.
6. Define **Sequence**, **Lot #**, **Category**, and **Sub-Category** as desired.
7. If you do not want to take the entire available stock, select quantity (5) in the upper right corner of the dialog box.



(1) Sequence

(2) Lot #

(3) Category

(4) Sub-Category

(5) Quantity

(6) TFS

8. Select **TFS** (6) and **TFS**.

   The number of items you defined are taken from stock.

Take multiple items from stock

1. Tap the file menu icon in the upper left corner.
2. On the menu, select **Inventory**.
3. Select **TFS** The **Filter** menu opens.
4. Set the filters.
5. To take multiple items from stock, select the desired line items.
6. If you do not want to take the entire available stock, select the desired quantity for each line item.
7. Select **TFS**. (6).

8. To define the same information for the entire batch, select **Batch edit**.

   Note that you can also define the information line by line when you select the line items.

9. Select **TFS**.

   The number of items you defined are taken from stock.

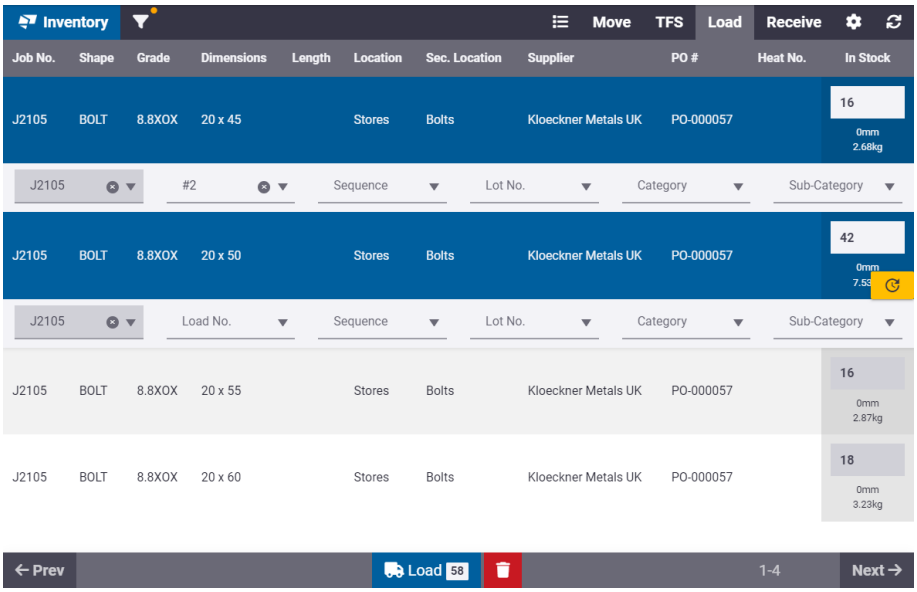
8.3 Add inventory to load in Tekla PowerFab Go

You can add items to a load directly from inventory in Tekla PowerFab Go.

1. To add inventory to a load, do either of the following:
   - Add from **Inventory**.

a. Open **Inventory**.

b. Tap **Load**.



c. Select a line or lines of inventory to load.

The **Load No.** list displays all the unshipped loads for the job.

d. Select the load number.

e. Tap **Load**.

The inventory is assigned to the load and immediately taken from stock.

- Add from shipping calendar.

a. In the shipping calendar, select a load and click the ellipsis icon ( ) to display the menu.

b. Select **Load details**

The **Edit load** dialog box opens.

c. Tap **+ Inventory**.

You can view the unreserved inventory and the inventory reserved to the selected job that is not combined.

d. Select a line or lines of inventory to load.

Modify the quantity of items as needed.

e. Tap **Load**.

The inventory is assigned to the load and taken from stock.

f. Close **Inventory**.

You can view the items in the **Additional** section on the **Material** tab.

NOTE If you delete inventory from the load, you are prompted to confirm if you wish to perform a reverse take from stock.

See also

View and manage inventory materials (page 89)

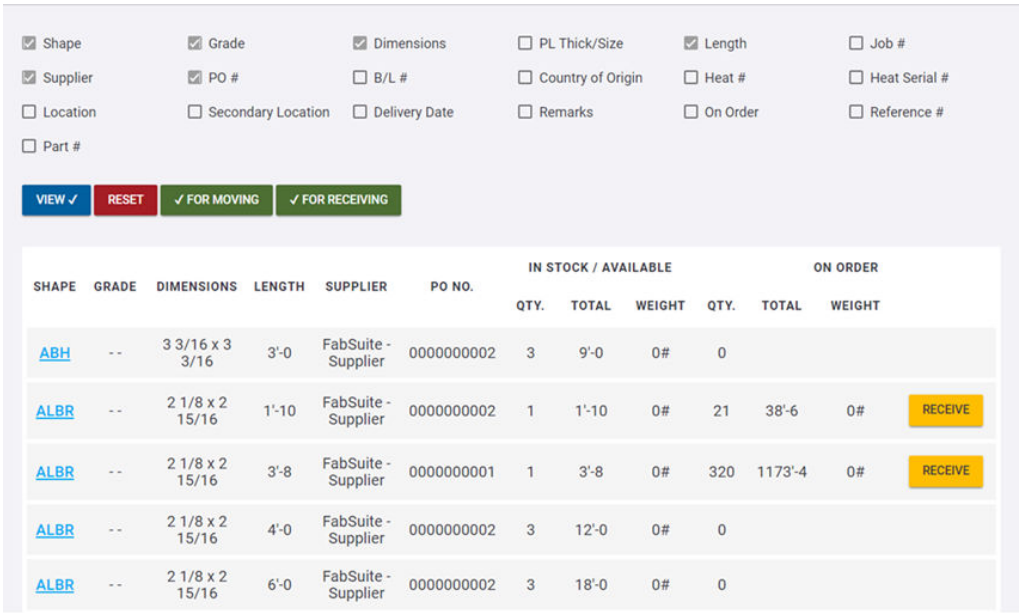
Plan and manage shipments in the shipping calendar (page 72)

8.4 Receive inventory items

In Tekla PowerFab Go, you can receive items either one by one or in batches.

Receive single items

1. Tap the file menu icon in the upper left corner.
2. On the menu, select **Inventory**.
3. Tap the **For Receiving** button



The inventory view updates so that you can receive material items.

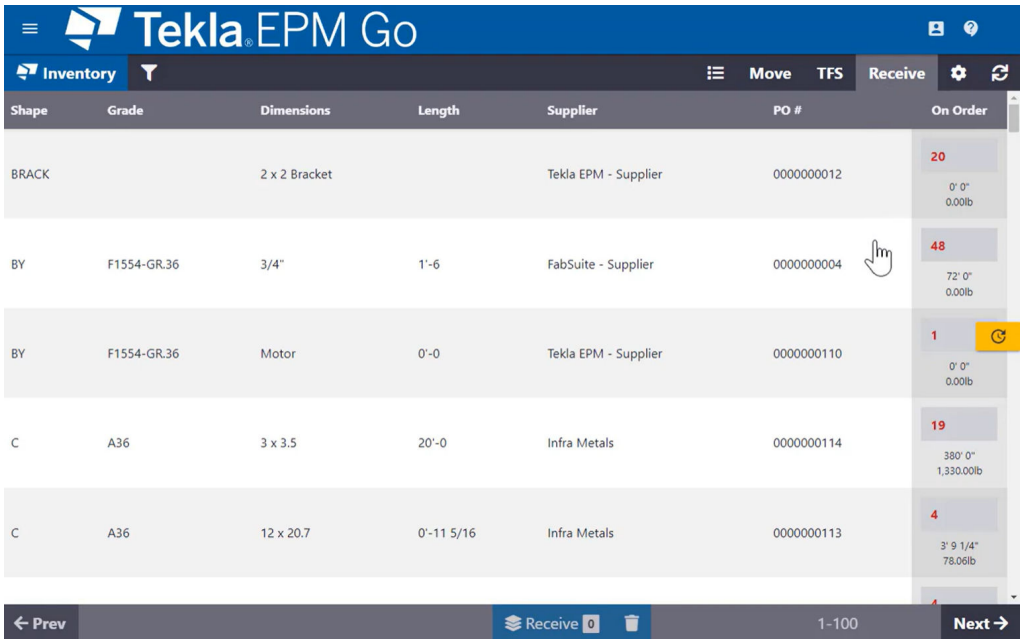
4. Scroll to the material item that you want to receive, and tap the **Receive** button.
5. Type the quantity of items that is received.
6. According to your needs, type the bill of lading number and the heat number.
7. Tap the arrows on the right side of the **New Location**, **New Secondary Location**, and **Country Of Origin** lists and select the desired options.
8. Tap **Receive**.
9. Tap **Confirm**.

   Repeat steps 2 to 7 to receive all necessary material items.
10. When you are ready, tap **Reset** to reset the inventory view.

Receive items in batches

You can receive multiple items at once in Tekla PowerFab Go. This helps to keep the inventory records accurate.

1. Tap the file menu icon in the upper left corner.
2. On the menu, select **Inventory**.
3. Select the **Receive** tab.



4. To define filters, click the filter icon and set the filters, for instance **PO #**.

5. Select the line items that you want to receive.
6. Select **Receive**.
7. To edit the information for all items, select **Batch edit**.

8. Select **Receive**.

   The items are received.

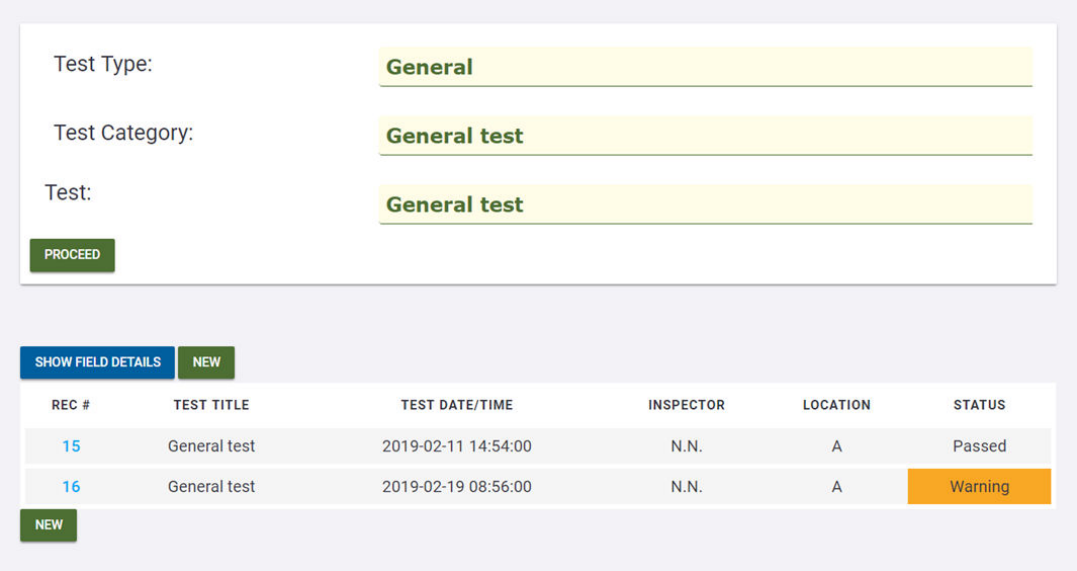
9 View and modify general inspection test records

All inspection test types except for the **Assembly**, **Part** , and **Load** test types are considered general inspection tests. The available general test types are set in the Tekla PowerFab desktop application. You can view the inspection records of the general test types in Tekla PowerFab Go by selecting the **General Inspections** option. You can also add, modify, and delete general inspection test records.

1. Tap the file menu icon in the upper-left corner.
2. On the menu, select **General Inspections**.
3. Tap the available lists to select the test type, test category, and test that you want to run.

   The test types, categories, and test names are created in the Tekla PowerFab desktop application.
4. Tap **Proceed**.

The existing inspection test records that match the test type, category, and test name are shown.



If you want to show more information about the field values within the records, tap **Show Field Details**. You can hide the field values by tapping **Hide Field Details**.

9.1 Add an inspection test record

1. Tap **New**.
2. Do one of the following:
   - Tap the lists to select the inspection location and inspector. Then, define the test hours, and add any other information in the available fields.
   - To use the properties of the latest record, tap **Copy from previous test**.
3. To attach a file to the record, do the following:
   a. Tap **Add file**.
   b. Browse to find the file that you want to attach and select it.
   c. Tap **Open**.
   d. Type a description for the file.

   To add more files, repeat steps a to d.
4. When you are ready to submit the record, tap **Submit Now**.

5. Tap **Confirm**.

The inspection test record is added to the list of visible test records.

9.2 Add a follow-up test record

Adding a follow-up test record allows you to change the test status from failed to passed without losing the original failed test record.

1. In the **Record No.** column, tap the inspection test record to which you want to to add a follow-up test record.
2. At the bottom of the inspection test record view, tap **Run Follow-up Test**.
3. Do one of the following:
   - Tap the lists to select the inspection location and inspector. Then, define the test hours, and add any other information in the available fields.
   - To use the properties of the latest record, tap **Copy from previous test**.
4. To attach a file to the record, do the following:
   a. Tap **Add file**.
   b. Browse to find the file that you want to attach and select it.
   c. Tap **Open**.
   d. Type a description for the file.

   To add more files, repeat steps a to d.
5. When you are ready to submit the record, tap **Submit**.
6. Tap **Confirm**.

The follow-up test record is added to the list of visible test records.

Once you have added a passed follow-up test record, the status of the original test record changes from `Failed` to `Failed (FTP)`. This indicates that a passed follow-up test has been run for the original test record.

The status of the passed follow-up test record value reads `Passed (FT)` to indicate that the record is a follow-up test record.

9.3 Modify an inspection test record

1. Scroll to find the inspection test record that you want to modify.
2. Tap the record number in the **Record No.** column.

   The record details are shown.

3. At the bottom of the record details, tap **Edit Test Record**.
4. Tap the available lists to change the inspection location and inspector.
5. Modify the test hours.
6. Modify any other necessary information in the available fields.
7. To attach a file to the record, do the following:
    a. Tap **ADD FILE**.
    b. Browse to find the file that you want to attach and select it.
    c. Tap **Open**.
    d. Type a description for the file.

    To add more files, repeat steps a to d.
8. To update the record, tap **Submit**.
9. Tap **Confirm**.

9.4 Delete an inspection test record

1. Scroll to find the inspection test record that you want to delete.
2. Tap the record number in the **Record No.** column.
   The record details are shown.
3. At the bottom of the record details, tap **Delete Test Record**.
4. To permanently delete the record, tap **Confirm** twice.

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