Overview

FlindersPro enables the University to automate high-volume forms and key business processes. FlindersPro is accessible through any internet browser and also via a specifically designed mobile application for your smart phone or tablet. This document outlines the process for downloading, accessing and using the FlindersPro mobile app for both iOS and Android devices.

Downloading the Mobile App

The FlindersPro mobile application is found by using your smartphone or tablet and searching in your respective mobile app store for ‘FlindersPro’. Download the application and install using your mobile store login details.

Once you have downloaded the FlindersPro for Mobile Devices application, please refer to the specific instructions below for setting up and operating your account depending on your mobile device operating system (iOS, Android).
iOS Users

Creating New Accounts

1. After initially opening the FlindersPro for Mobile application, select ‘Set up my account’
   
   The Add Accounts screen displays.
   
2. Select ‘Add a new account’
   
   • Type the FlindersPro address: https://flindersbpm.appiancloud.com
   
3. Accept the ‘User License’ screen
4. Tap ‘Next’
   
   The ‘Credentials’ screen is displayed
   
   • Username = Flinders Access Number (FAN)
   • Password = the password you use to login to your computer in the office

5. Click ‘Done’
   
   • If the account passes validation, the News tab is displayed

Viewing Tasks

From the main screen, tap the ‘Tasks’ button to view tasks assigned to you or a group to which you belong. By default, a list of all ‘Open’ tasks assigned to you are displayed.

The following views are available for you to select from by tapping the top left menu bar:

• **Assigned to Me**: Displays all process and social tasks assigned to you or a group you belong to.
• **Sent by Me**: Displays all social tasks sent by you to another user.
• **Starred**: Displays all tasks you have previously starred

You can filter your task list by tapping the ‘Options’ button at the top right menu bar:

• **Sort by**: Newest or Oldest
• **Status**: Sort by either ‘Open’ or ‘Closed’
• **Deadline**: Select to either view ‘All’, ‘Overdue’, ‘Today’ or ‘Within 7 days’

Approving Tasks

When the ![checkmark] icon displays on a task, it indicates that an approval action is available.

1. Swipe right on the task to reveal the ‘Approve’ button
2. Tap ‘Approve’, the task is submitted.

Completing Tasks

1. Tap a task to view the request
   - If the task is assigned to a group or multiple users, you must accept it before viewing the form
2. Tap each field to complete your entries.
   - Tapping ‘Back’ returns you to the ‘News’ tab without completing the task
   - Tapping ‘Actions’ gives you the option of starring the task or saving your progress
   - Tapping ‘Save’ saves the form for you to complete later
   - Look for additional buttons that may allow you to upload a voice note, video capture, or geolocation.
3. Tap ‘Submit’ when the form is complete
Android Users

Creating New Accounts

1. When initially configuring your device, tap ‘Account Setup’ on the welcome screen.
   The ‘Enter Server Address’ screen is displayed
2. Tap the ‘Add an account’ button
3. Type the FlindersPro address: https://flindersbpm.appiancloud.com
4. Tap ‘Next’
5. Tap ‘Username’
6. Enter the username of your account – your FAN
7. Type the password for your user account – your FAN password
8. Tap ‘Add Account’

Viewing tasks

From the main screen, tap the ‘Tasks’ button to view tasks assigned to you or a group you belong to. By default, a list of all open tasks assigned to you is displayed.

The following views are available for you to select from by tapping the top menu bar:

- **Assigned to Me**: Displays all process and social tasks assigned to you or a group you belong to.
- **Sent by Me**: Displays all social tasks sent by you to another user.
- **Starred**: Displays all tasks you have previously starred

You can filter your task list by tapping the ‘Status’ button at the top and selecting from the following options:

- **Open**: Narrows the tasks for your view to just those with an open status.
- **Closed**: Narrows the tasks for your view to just those with a closed status.

Approving tasks

When the ✅ is shown on a task, it indicates that an approval action is available.

1. Tap and hold the task to display its context menu.
2. Tap ‘Approve’, the task is submitted.

Completing Tasks

1. Tap a task to view the request
2. Tap each field to complete your entries.
   • Tapping ‘Back’ returns you to the ‘News’ tab without completing the task
   • Tapping ‘Actions’ gives you the option of starring the task or saving your progress
   • Tapping ‘Save’ saves the form for you to complete later
   • Look for additional buttons that may allow you to upload a voice note, video capture, or geolocation.
3. Tap ‘Submit’ when the form is complete