

Samoa

Quickstart



01

Register

Register for the new [Service Alliance Account](#).

02

Download

Download Samoa to your device and open the app.

03

Get started

Benefit from comprehensive views, maps, biometrics and much more.

01

Installation

Download Samoa to your device and open the app.



03

Setup

Start with the app's setup. If necessary, select your language using the flag. Click on 'Next'.

02

Login

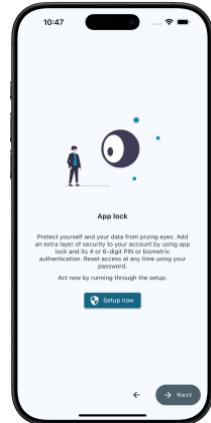
Use your credentials to log in with your **Service Alliance Account**. Enter your verification code, if required.



04

Security

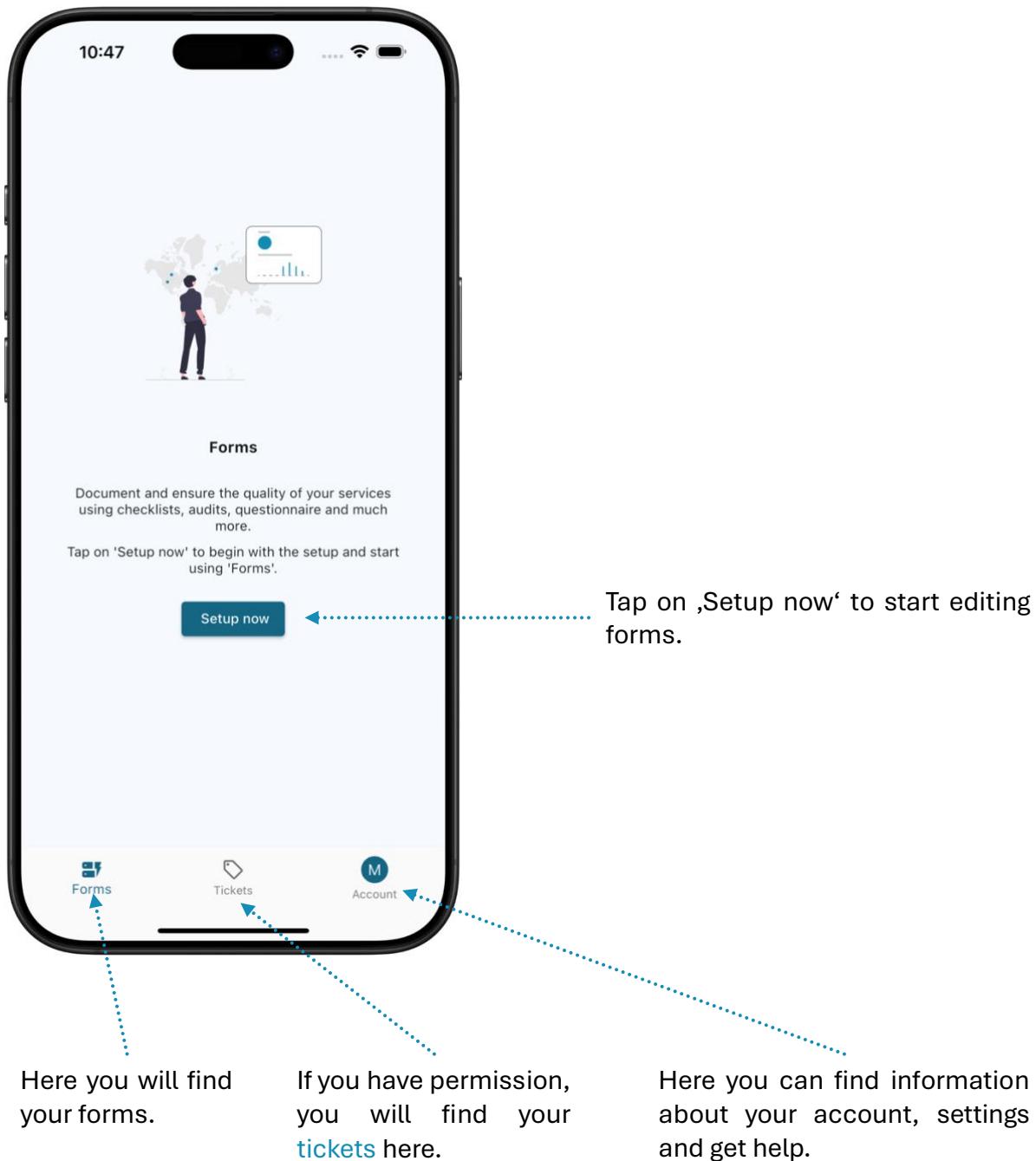
Optionally, you can secure your data using biometrics. It is also possible to do this later at *Account > Security*. Click on 'Done'.



Forms

Once you have opened the app and logged in, you will find yourself on the home page. You will find your forms in the 'Forms' section.

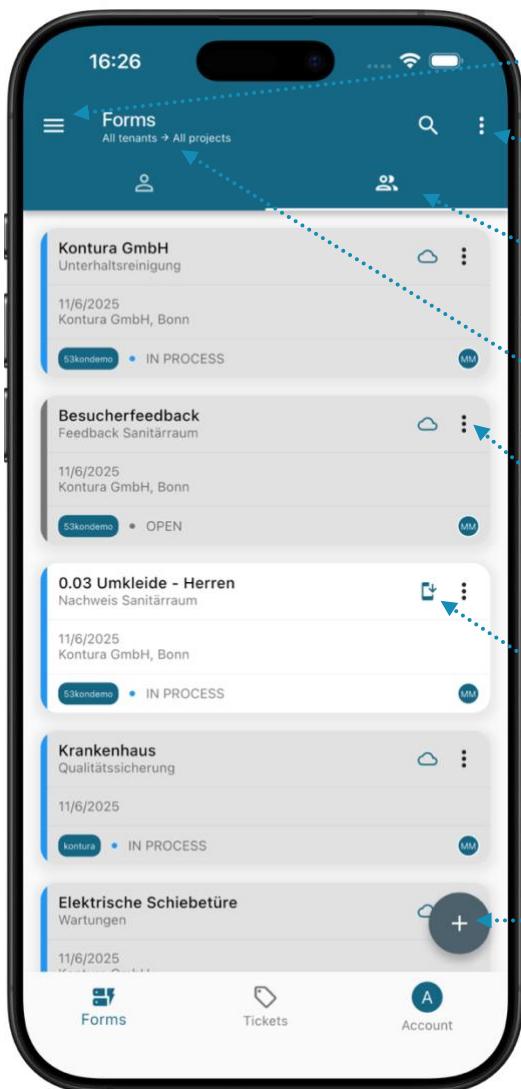
You can not see the Forms section? Then you do not have authorization for this module. If necessary, please contact your administrator.



Forms - Overview

Once you have set up the 'Forms' module, you will find yourself in the overview. Here you will see an overview of the forms already created for all tenants.

Can not find what you are looking for? Then please check the selected project or switch the tab.



Tap here to switch the tenant and project.

Search nearby forms and check your results and reports.

View forms that are assigned to other people.

The currently selected tenant and project.

Swipe or tap here for more actions and information.

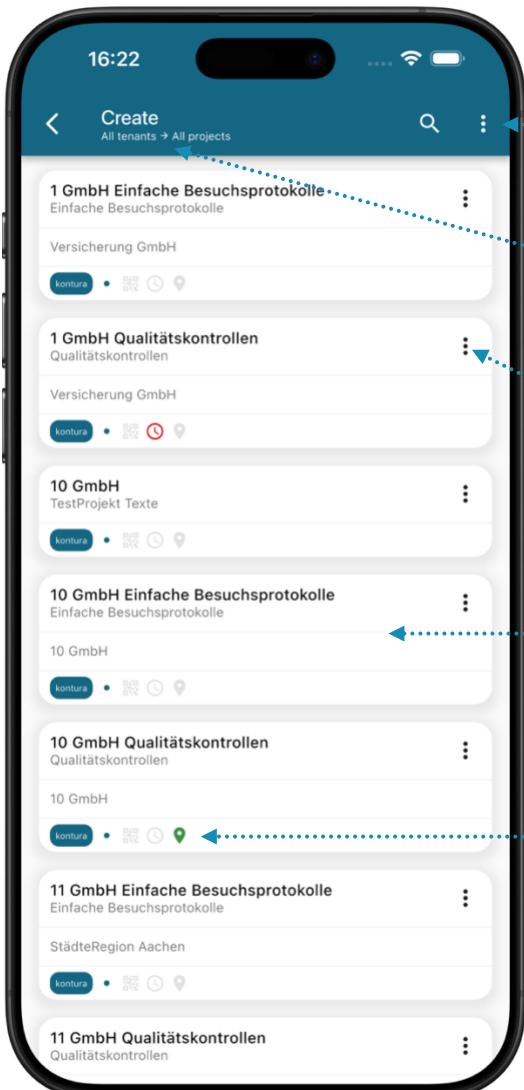
The icon and the light color show you that this form has already been downloaded to your device.

Create new forms via QR-Code, NFC or manually.

Formulare - Create

After tapping + on the [home page](#) or scanning a QR code or NFC tag, you will see an overview of the forms you can create.

Can not find what you are looking for? Then please check the selected project, the filter and the QR code or NFC tag you might have scanned.



Search nearby and change the active [filter](#).

The currently selected tenant and project.

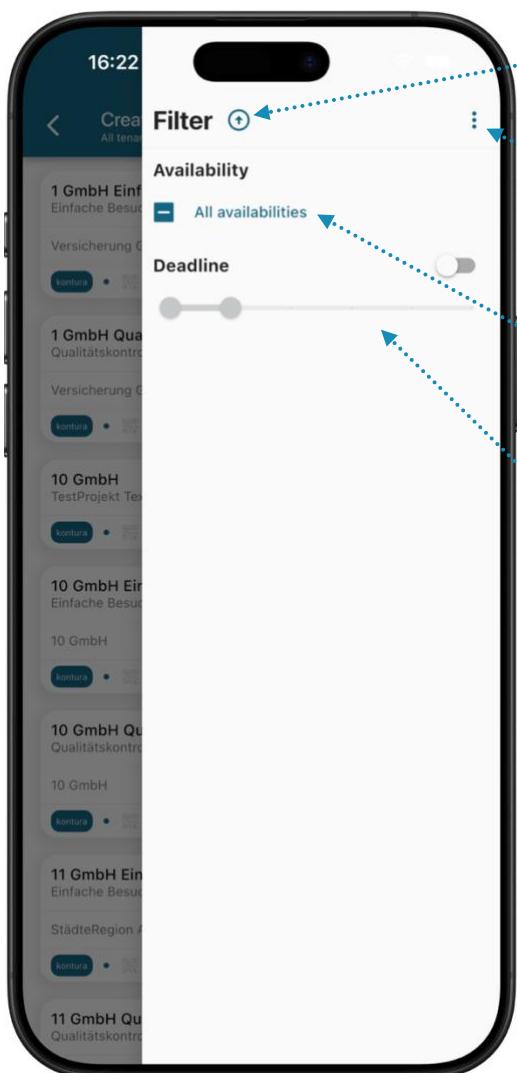
Swipe or tap here for more actions and information.

Tap on the entry to create the form. You may need to enter further details afterwards.

Some forms can only be created at a certain location, at a given time or with a code.

Forms – Create - Filter

The filter helps you to always find the right forms. You can create and save as many filters as you like so that you can quickly switch between different settings.



Switch between ascending and descending sorting.

Create or delete a filter.

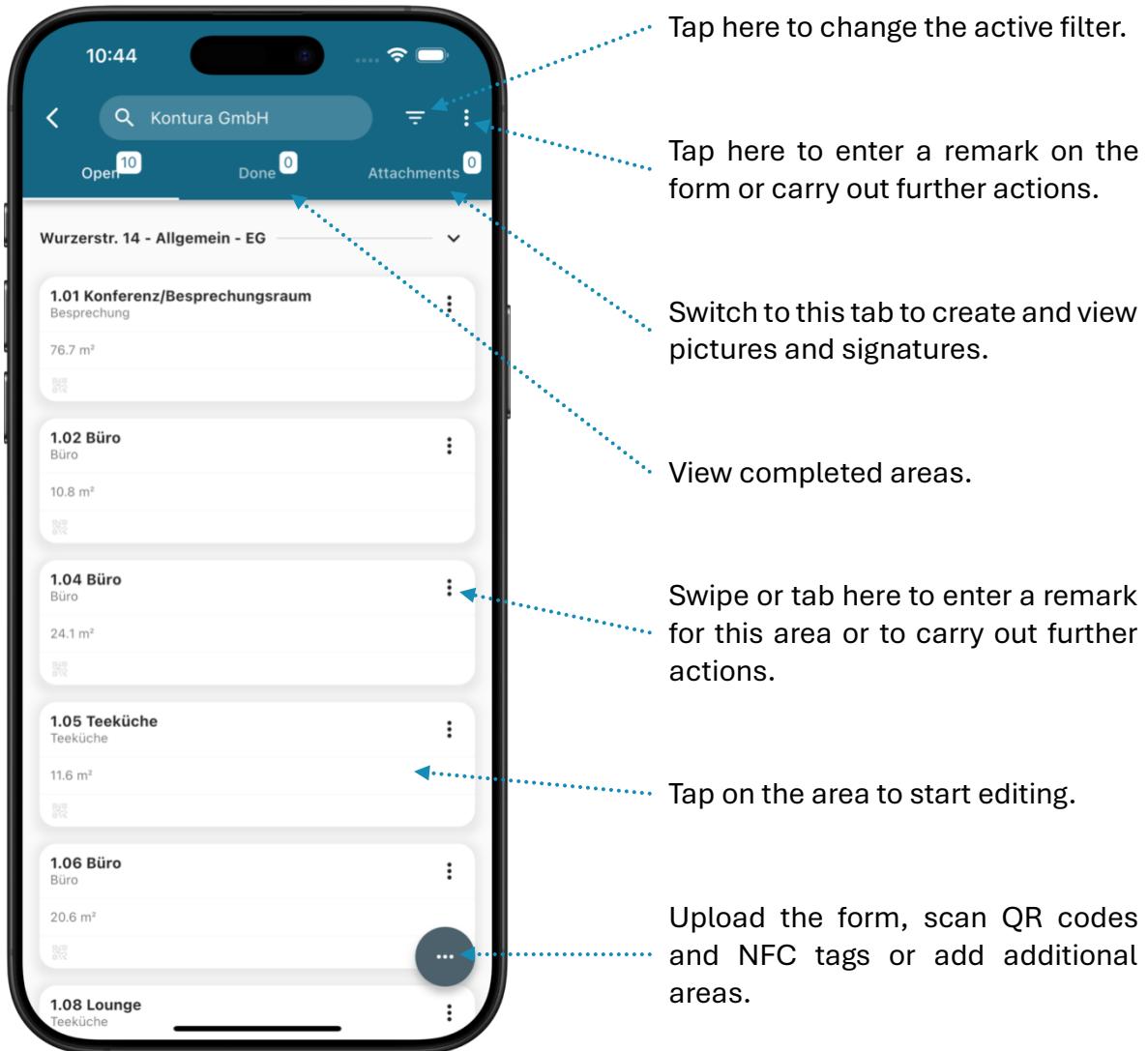
Search for new forms with a specific availability.

Search for new forms with a specific due date.

Forms - Editing

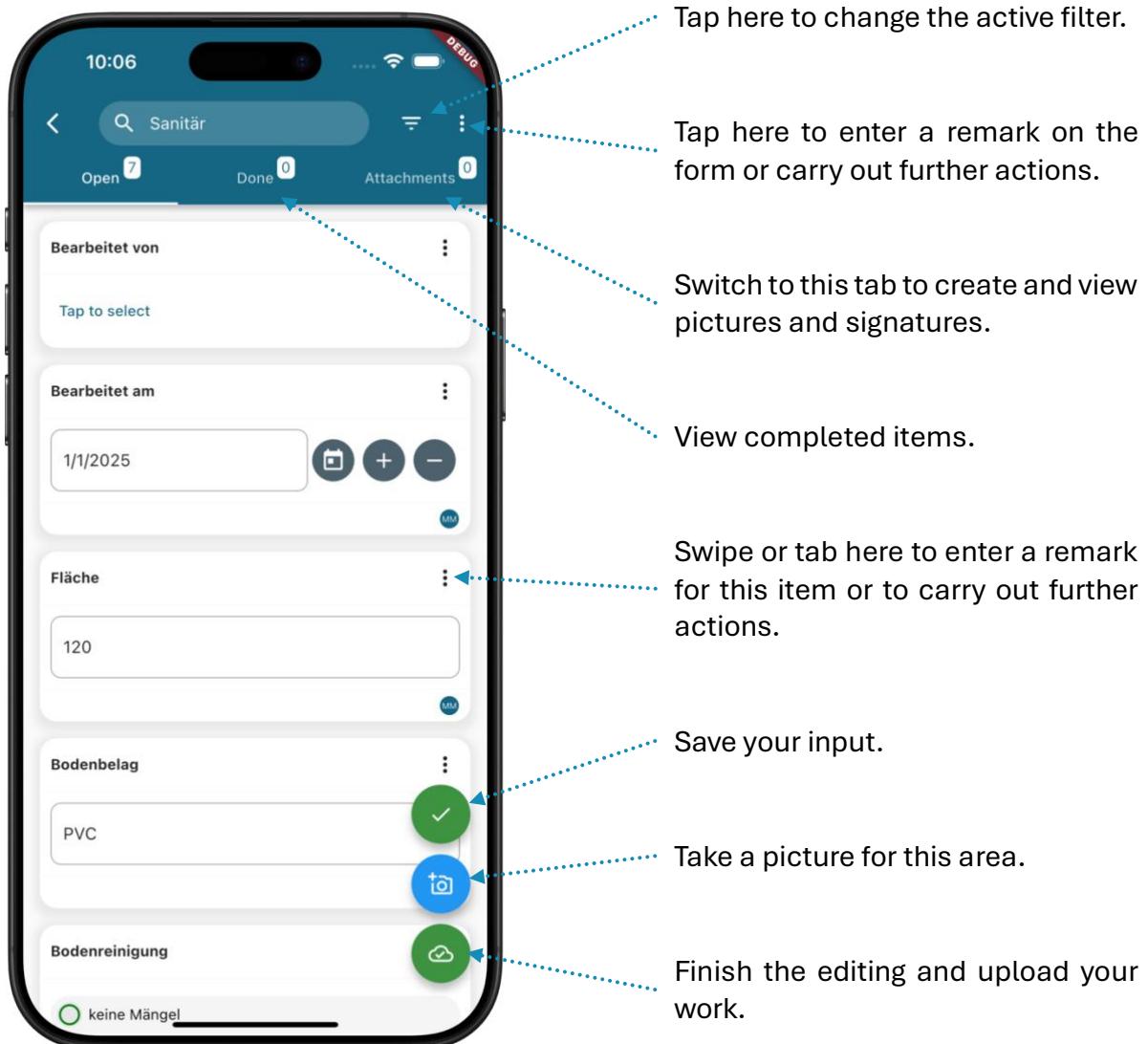
After you have created or downloaded and opened a new form, you will see an overview of individual areas. The area will be opened automatically, if your form consists of only one area (see [Editing Areas](#)).

Tap on one of the areas to start answering the questions.



Forms – Editing Areas

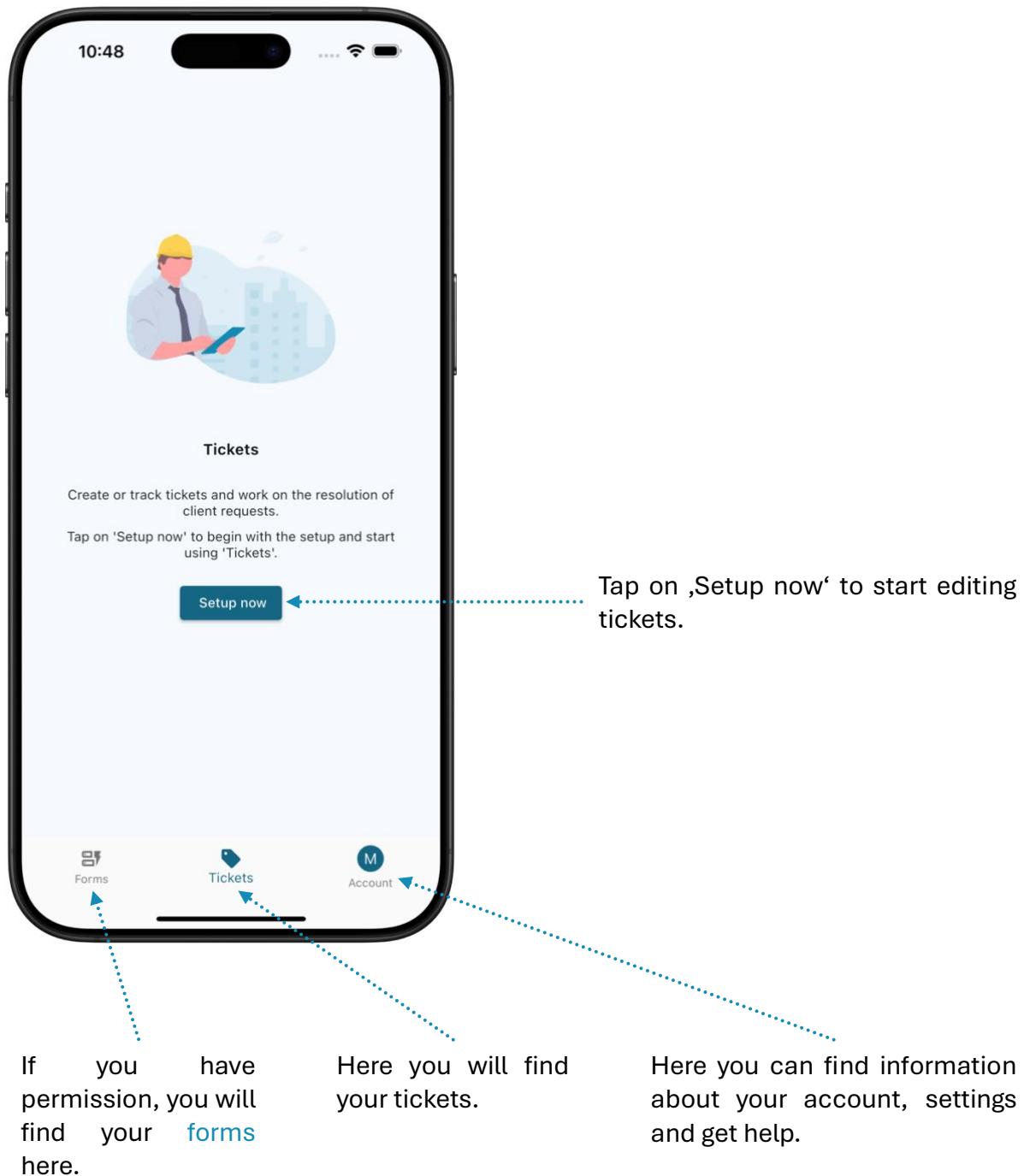
Once you have opened one of the form areas, you will see an overview of the individual items that you can now process.



Tickets

Once you have opened the app and logged in, you will find yourself on the home page. You will find your tickets in the 'Tickets' section.

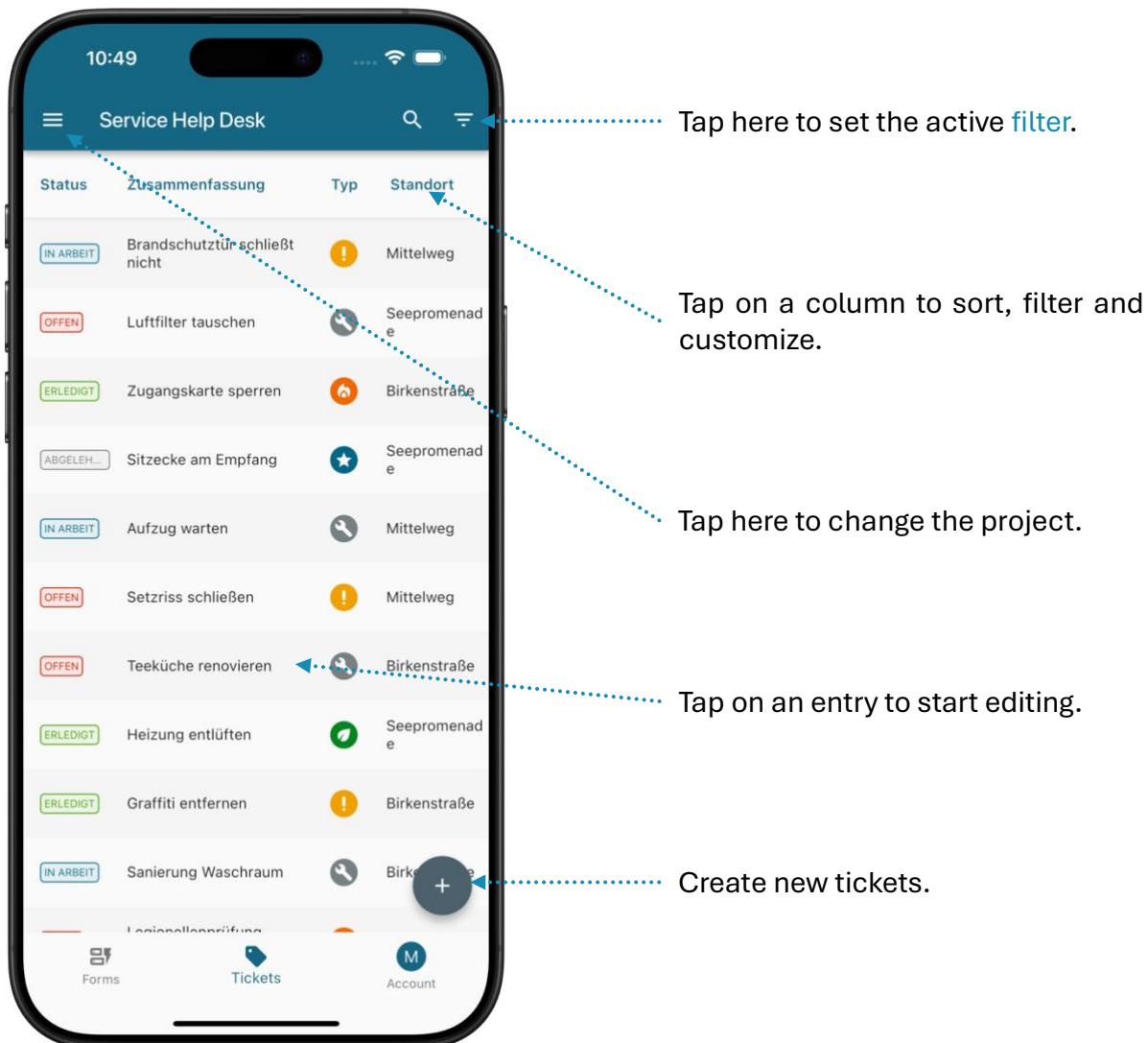
You can not see the Tickets section? Then you do not have authorization for this module. If necessary, please contact your administrator.



Tickets – Overview

Once you have set up the ‘Tickets’ module, you will find yourself in the overview. Select a project if necessary. Here you will see an overview of the tickets already created.

Can not find what you are looking for? Then please check the filter or switch projects.



Tickets - Filter

The filter helps you to always find the right tickets. You can create and save as many filters as you like, so that you can quickly switch between different settings.

