



AVCRM RPA Manager App

User Guide

Contents

Where to get the App?	3
Initial Setup	3
Running a Job in the App	3
Job Review Function	4
Start Job	4
Finish Job.....	9
Download Functions.....	9
Downloading Jobs	9
Auto Download Jobs	11
Managing Downloads	11
Syncing Functionality.....	11
Installing the Native Application on DJI RC Pro/Plus	12
Support and Feedback	13

Where to get the App?

The application can be downloaded from your relevant IOS or Android Stores. Links are provided below.

- [iOS](#)
- [Android](#)
- [Amazon App Store \(Android & DJI RCs\)](#)

Initial Setup

1. Download and Install the RPA Manager App
2. Launch the application.
3. Select the “Connect Account” button.
4. You will be prompted to either “Login via QR Code” or “Login Via AVCRM URL.”
 - a. To login with QR code, open up your RPA Manager web application and navigate to the Right-Hand Menu -> My Profile. Scroll down to the bottom of the page and scan the relevant QR code for your device.
 - b. To login with your AVCRM URL, enter the unique subdomain for your application (XXX.rpa.avcrm.net).
5. You will then need to provide your login credentials for your RPA Manager application. Note: the native app requires your full **email address** as the username.
6. Once completed this will log you into the system.

Running a Job in the App

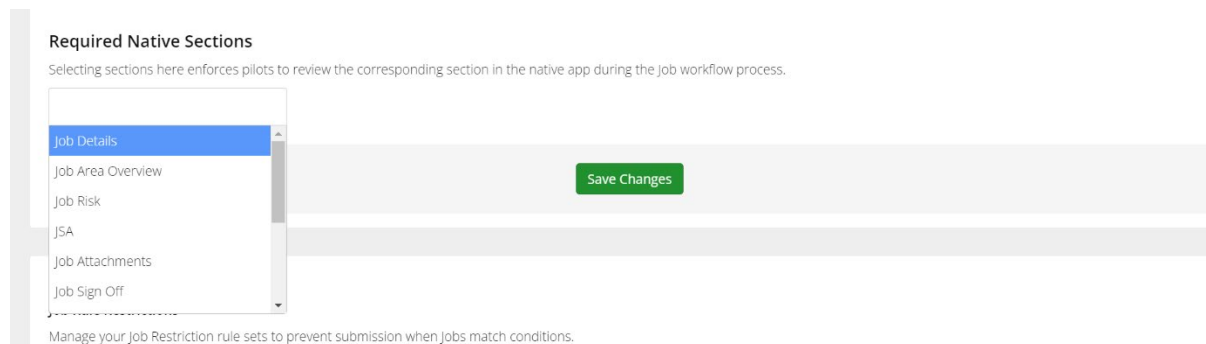
Currently the native application doesn’t have job creation capabilities (this will be available in a future release). The job submission and approval process will need to be performed via the Web Application as you currently do. There is now a requirement to assign a “Job Admin” in the job details. This is the pilot or support crew that is responsible for actioning the start and finish job process in the field (Managed Job). All other pilots and crew on the job will be able to view all information in the job but cannot start or finish (View Only). This is to mitigate data corruption issues when its time to sync back to the server.

Internal Job Reference	<input type="text"/>
Pilots	<input type="text"/>
Job Admin	<input type="text"/>
Flight Schedule	<input type="text"/>
RPA	<input type="text"/>

Once approved, the job will appear in the native application when connectivity is present. The App can be used on or offline but be sure to download the job to the device when expecting no or low connectivity in the field.

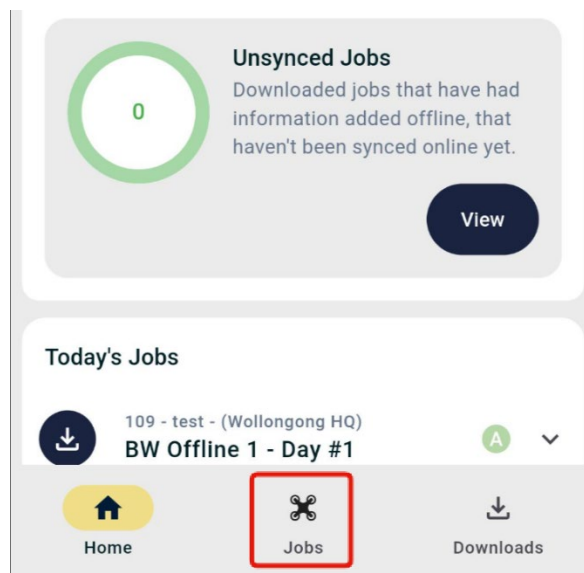
Job Review Function

The Review function is a new feature that allows an organisation to enforce a review phase prior to starting the job. This forces a pilot to view some or all sections of a job prior to starting. This process is described in the job work flow below but is not required and is configurable from the web application. To customise or remove the review process, navigate Right Menu -> RPA Jobs and select (or deselect) the sections you wish to enforce as shown below.

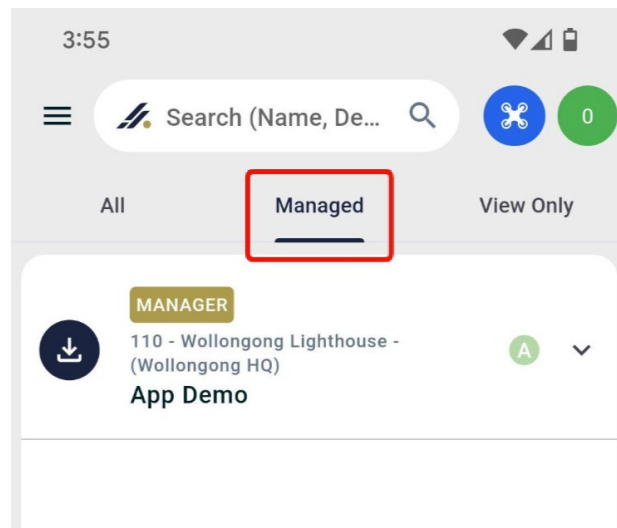


Start Job

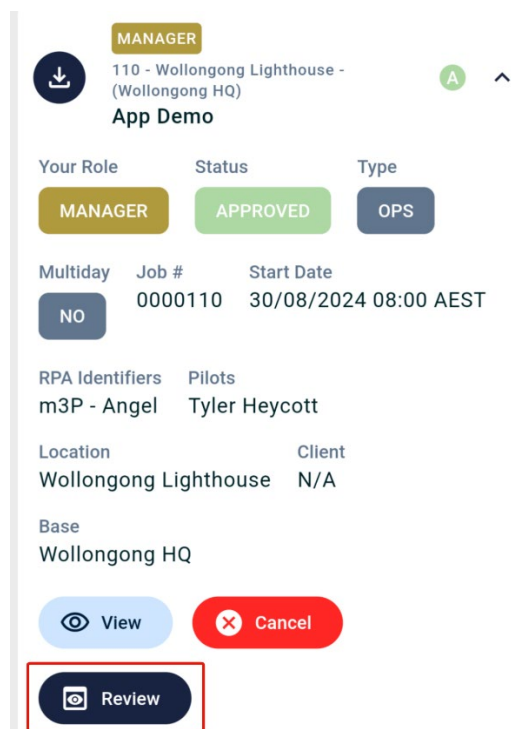
1. On the main page of the native application, select “Jobs” in the bottom toolbar.



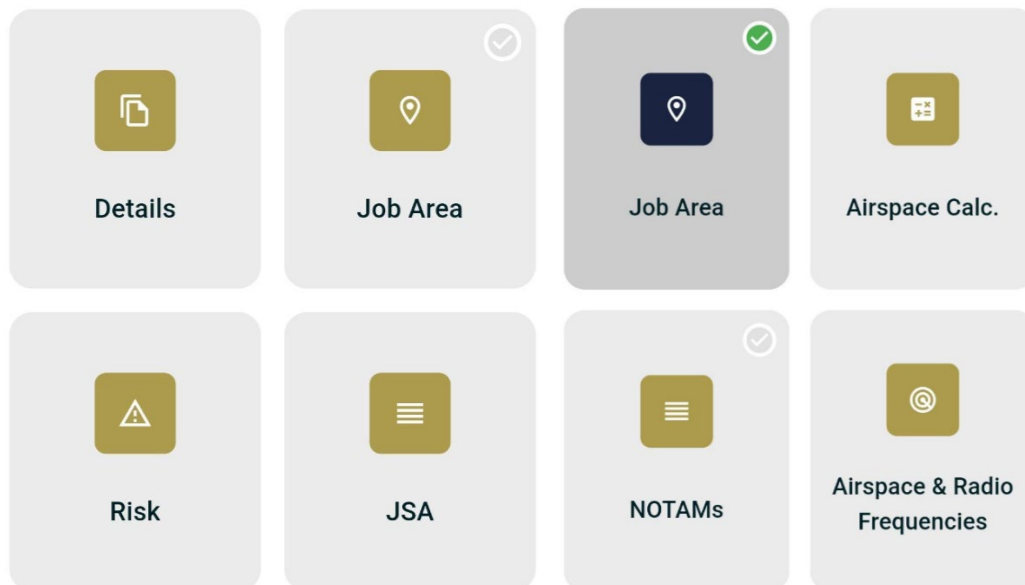
2. To view jobs that you have been assigned as the “Job Admin”, select the “Managed” tab.



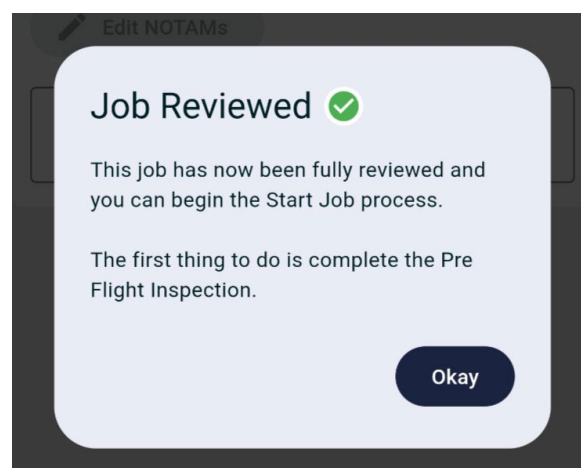
3. Select the relevant job to bring up further details and then select “Review” to start the job in the system.



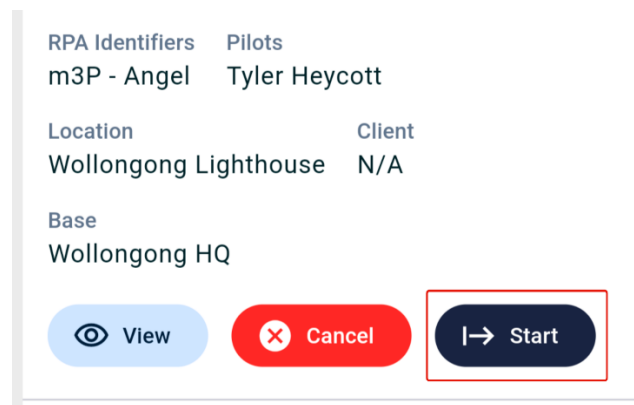
4. This will provide the details for the job broken down into individual sections. These can be reviewed by selecting the relevant item to review. If an item requires review, it will show a white tick icon which will change to a green tick once the section has been reviewed.



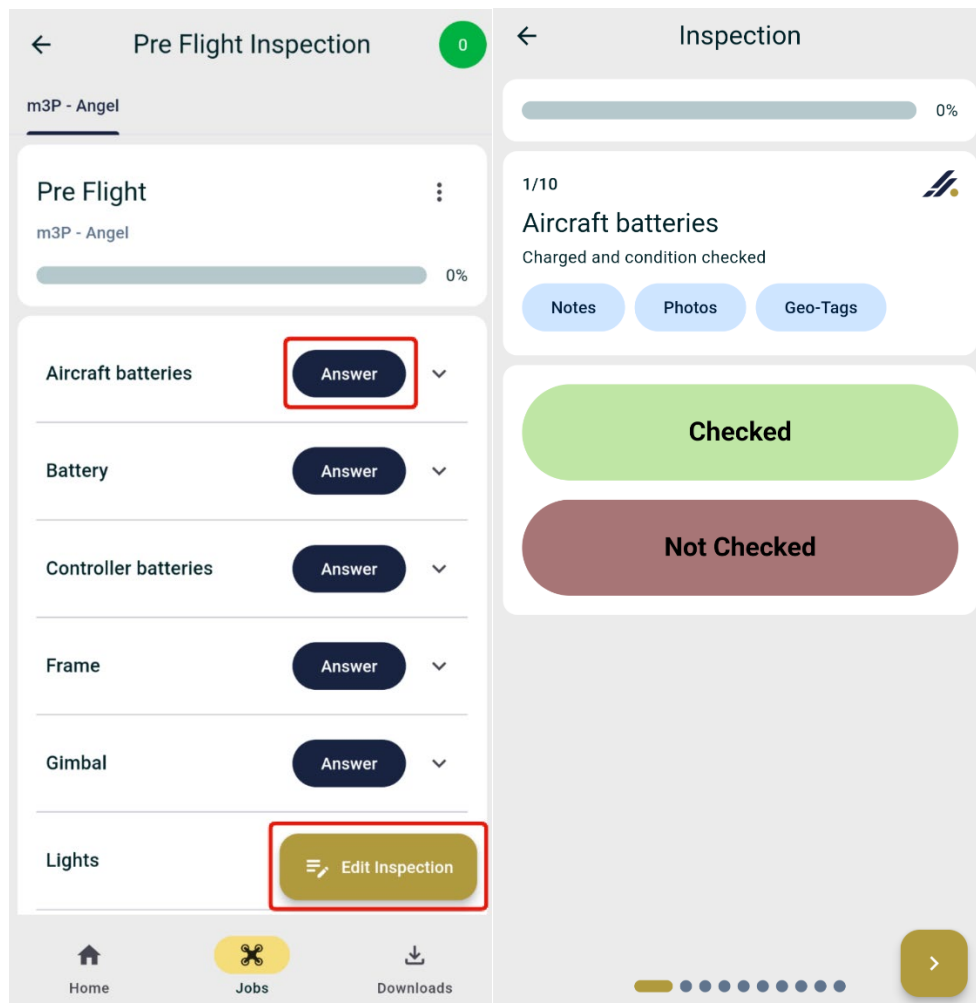
5. Once the review process has been completed, you will see a dialogue confirming that the job has been reviewed. This will then take you back to the “Manage” page.



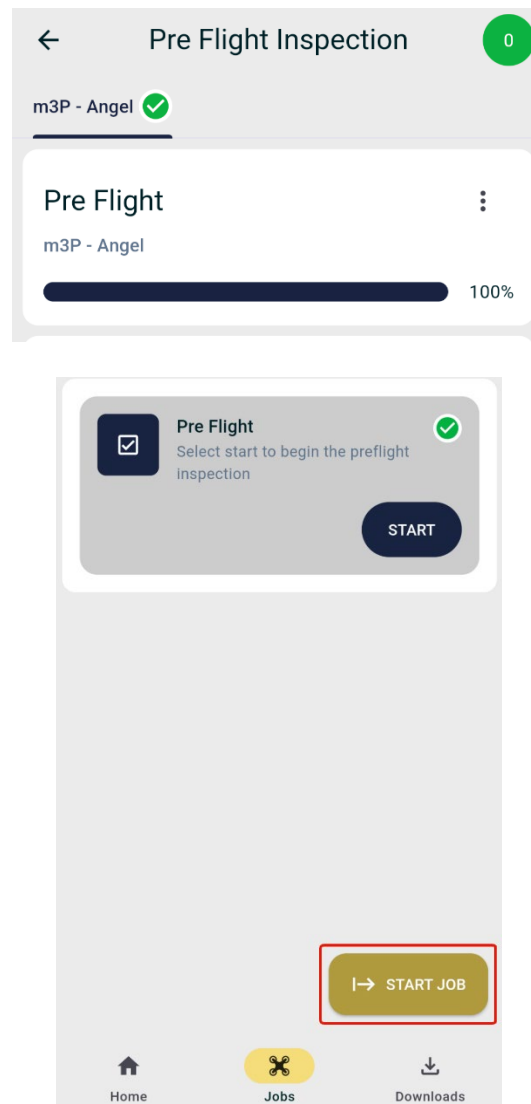
6. Next, select the “Start” button.



7. This will open the Pre-Flight Checklist. You can provide responses by either selecting “Answer” or “Edit Inspection” to respond to each item. You can add additional information per item by selecting “Notes”, Photos”, or “Geo-Tags” to bring up the relevant data entry pop up.



8. Once completed, select the “Finish” button. This completes the Pre-Flight checklist.
9. Select the back arrow at the top of the page and then select “Start Job”.



10. You will then be presented with a confirmation box. Select “Continue” to proceed.
11. This will then put the job into a running status.

Finish Job

1. If you have just completed the above steps, you will be automatically taken to the Finish Job page. If you are returning to the app at a later stage, access the Finish job process by navigating to your “Managed” jobs and then selecting the “Finish” button.
2. From this page, you have the following options:
 - a. **Flights:** This is where flight records can be added to a job. Select the “Flights” box and then either select the + button to manually add flights or the ⇄ button to use “Flight Data Sync”. Note: to use flight data sync you will have to be online.
 - b. **Post Flight:** Select the “Post Flight” box and then proceed with the checklist in the same manner as the Pre-Flight Checklist detailed previously.
 - c. **Defects:** This constitutes the defect portion of the Finish job process. Select the “Defect” box and then “Add Defect” to enter information.
3. Once all of the above sections have been completed, you can then select “Finish Job” to complete the job process.

Download Functions

Downloading Jobs

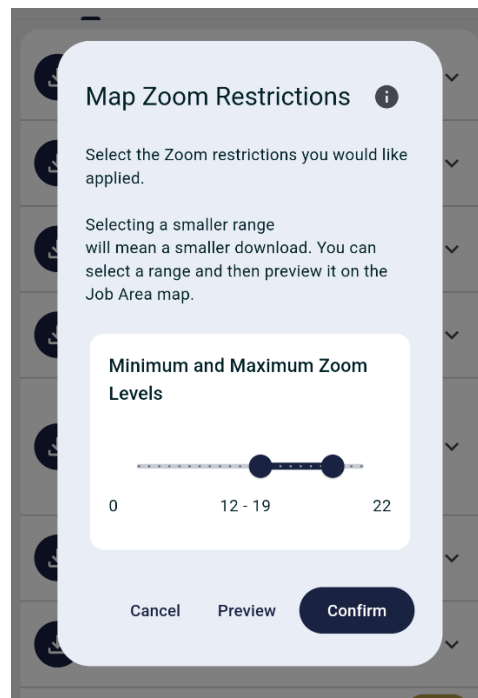
One of the key functionalities of the native app is the ability to download jobs to your device for offline access. Use the following steps to download jobs to your device:

1. Select the “Jobs” tab on the bottom toolbar or from the Left-Hand Menu.
2. Select the download icon for the job you wish to download.

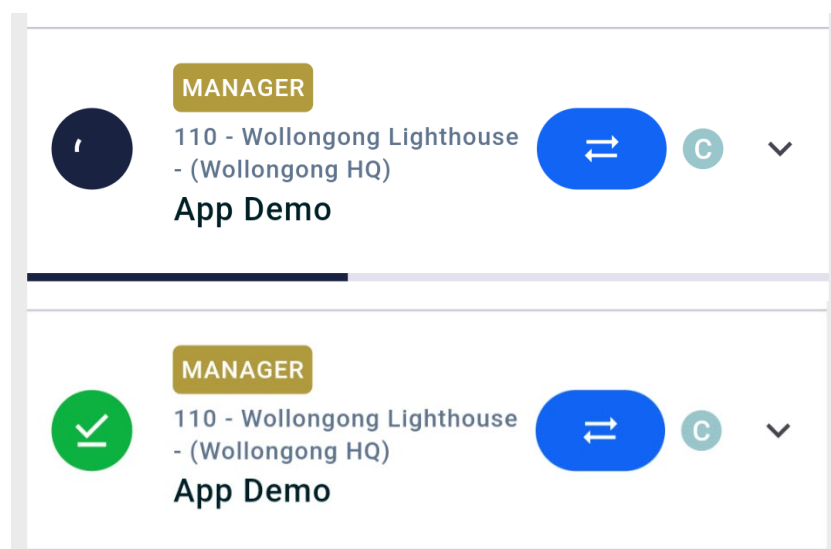


3. This will then open a pop-up screen regarding the “Map Zoom Restrictions”. This will determine the level of clarity provided for the map data in the downloaded

job. Drag the sliders to the desired level and select “Preview” to view the level of detail that will be provided. Once complete, select “Confirm”.



4. This will then begin the download process. You will see a progress bar running across the bottom of the job details. Once completed, the job will show a Green tick to confirm it's been downloaded to the device.



Auto Download Jobs

The system has the ability to auto download jobs to your device to ensure job information is available in the field as required. To turn this on, open the Left-Hand Menu (☰ in the top left-hand corner) and select “Manage Downloads”. From here, select the “Settings” tab and under “Auto Download Jobs” select “Turn on”.

Managing Downloads

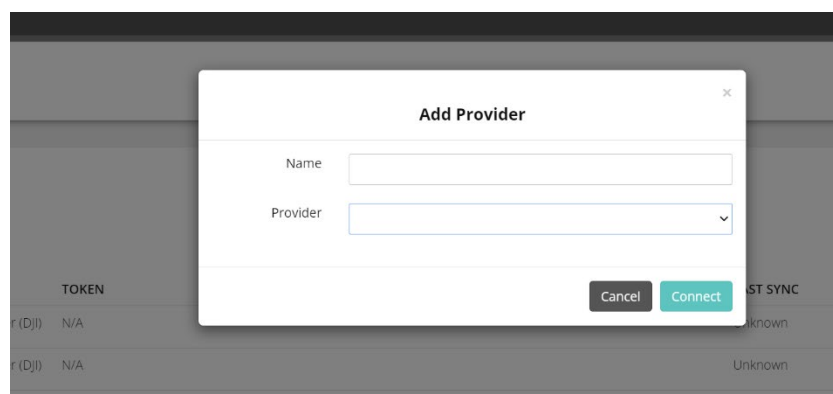
To manage all downloaded jobs, navigate to the “Downloads” tab in the bottom menu. All downloaded jobs will appear on this page. Select the vertical ellipses (⋮) on the relevant job to either re-download the job or delete the download off your device.

Syncing Functionality

The native application can automatically sync flight records directly from the controller or device operating the DJI applications. **THIS IS ONLY AVAILABLE FOR ANDROID.**

In the Web


Before this function will work you must add the RPA Manager App as a connected provider in Flight Data Sync.



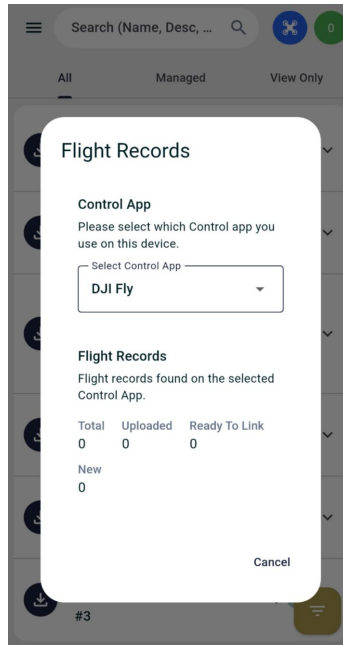
You only need add this once regardless of how many pilots are using the RPA Manager App to sync records. It is important to NOT have your DJI Cloud account connected at the same time, or you will receive duplicate records. Simply turn off the associated DJI Connected Provider or do not sync your records to the DJI Cloud on the controller.

In the App

To utilise this functionality, please use the following instructions:

1. Within the application, select the Quadcopter icon at the top of the page 
2. Select which DJI application was used to control the aircraft. The system should automatically scan for any currently installed and provide them in a dropdown list.

3. If it is your first time doing this, it may require a confirmation as to where these flight records are stored. Please contact our support team if you require assistance with this.
4. The system will then pull through the flight records into your application.



In the Manage Downloads section (settings) you can configure the application to manual or auto sync. When set to auto the RPA Manager application, when running (in background) will look for new record creation and sync new records to the AVCRM server for processing.

Installing the Native Application on DJI RC Pro/Plus

For DJI controllers with an inbuilt screen, you can download the AVCRM native application and automatically sync your flight records directly from the controller to your RPA Manager application. Due to permissions issues, the Play Store will not run on DJI devices. As an alternative, we will utilise the Amazon App store to download the application. Steps are as follows:

1. On your GCS, open the internet browser and either search for “Amazon App Store” or use the following URL:
<https://www.amazon.com/gp/mas/get/amazonapp>
2. Select the “Get Amazon Appstore” button.

3. This may prompt your controller to require the permission to save files from the browser, select the allow button if this appears.
 - a. You may also see a prompt stating that the browser is not able to install application files. To remedy this, you may need to allow the permission for the internet browser or file manager to install apps. To manually turn this on, select *Settings -> Apps & Notifications -> Select relevant app -> Scroll down to "Advanced" -> Select "Install Unknown Apps" -> Select Toggle Switch*.
4. Once installed, open the "Amazon Appstore" app.
5. Provide your Amazon login credentials or create an account as required.
6. Once logged in, select the search bar at the top of the page.
7. Search for "AVCRM" and select "Get" once the RPA Manager appears.
 - a. You may need to allow the Amazon Appstore to Install unknown apps. You will see a pop up at this stage running you through how to complete this.
8. Once downloaded, select "Install".
9. You have now successfully downloaded the app onto your controller.

Support and Feedback

For all support and feedback please follow the normal support channels and our team will guide you through any questions or issues you may have.

Email: support@avcrm.com

Phone: 02 4202 8985