

KONE ONLINE USER GUIDE

VER 1A: 2018

1. DASHBOARD

MAIN MENU

EQUIPMENT:

View equipment details

SERVICE:

View service orders in detail

REPORTS:

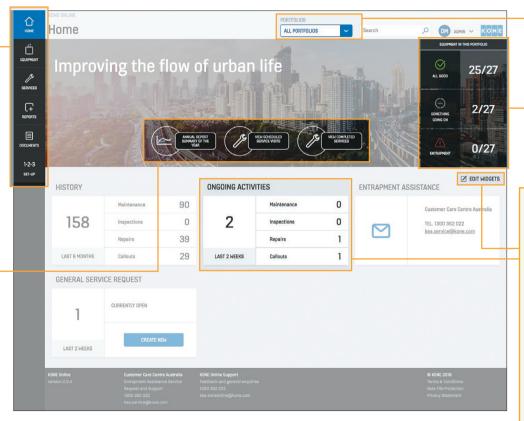
Create annual report, detailed service performance report. cost report

DOCUMENTS:

View contracts or invoices 1-2-3 SET-UP: Set up portfolio. request new users, set up KONE Mobile, user settings

QUICK LINKS

Ouick links to Annual Report (for previous vear), Planned maintenance visits and Completed maintenance visits



PORTFOLIOS

Portfolio drop down menu shows all portfolios created on this account, if no portfolio available, it shows all equipment

CURRENT STATUS

Current status of all equipment at a alance

WIDGETS

PERSONALISED WIDGETS Select **☑** EDIT WIDGETS to reorder or hide unnecessary one

ONGOING ACTIVITIES:

All work orders that are still open in the last 2 weeks

HISTORY:

All service orders created in last 6 months

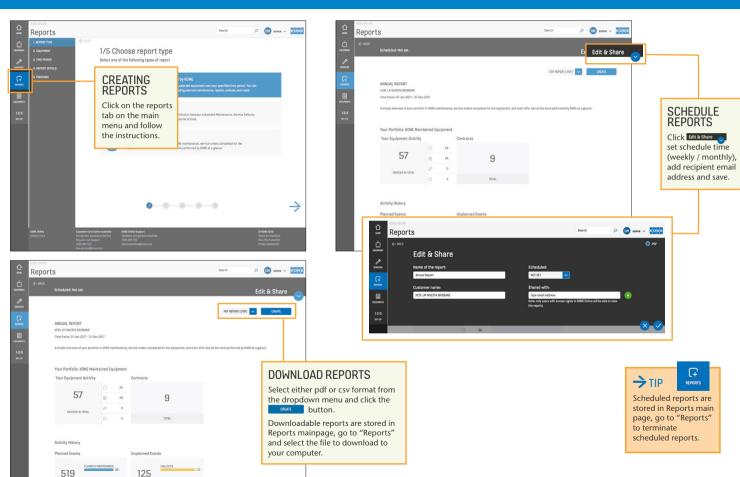
INVOICES:

All invoices created last 6 months

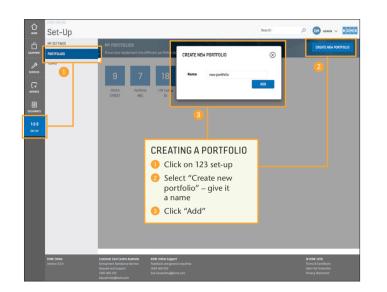
GENERAL SERVICE REQUEST:

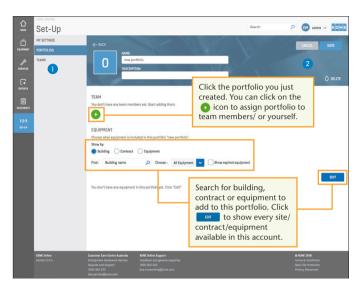
Displays number of open callouts created in last 2 weeks and option to raise a service order (non-entrapment)

2. REPORTS



3. PORTFOLIO







Newly created portfolio will now be shown in the dropdown menu on the dashboard.



KONE ONLINE AND KONE MOBILE ARE AVAILABLE FOR OUR MAINTENANCE CUSTOMERS

Contact us for more information at KEA.KONEOnline@kone.com





KONE AUSTRALIA: www.kone.com.au

KONE NEW ZEALAND: www.kone.co.nz

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