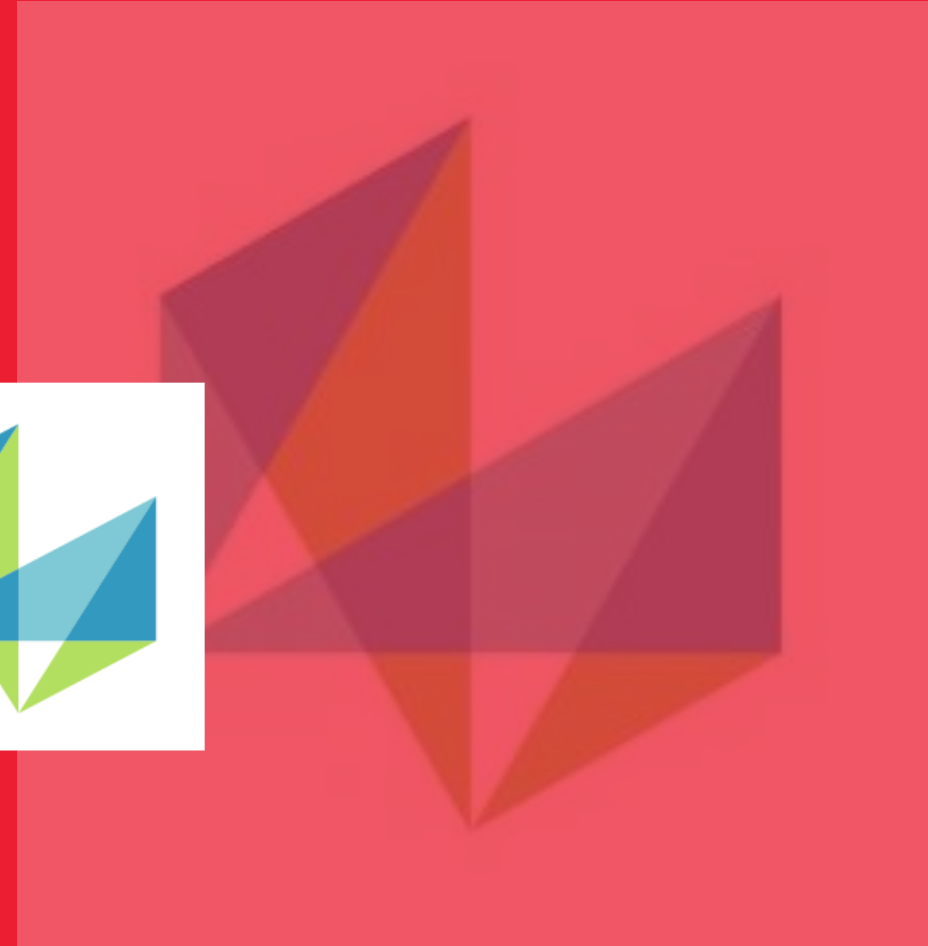


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Using Hexagon Smart Completions on a Tablet

Hexagon Smart Completions

Tablet User Guide



April 2026


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**JOHN
HOLLAND**

Contents

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Click  from any page to return to the contents page.



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Tablet Navigation - Hexagon Smart Completions

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Hexagon Smart Completions – Home screen

Documents Module: Retrieve detailed **Document** information and view the document/s (e.g. P&IDs, Datasheets)

Project Selector: ensure this shows your current project

Toggle between online and offline modes

Assets Module: Retrieve and view detailed equipment (**Asset**) information

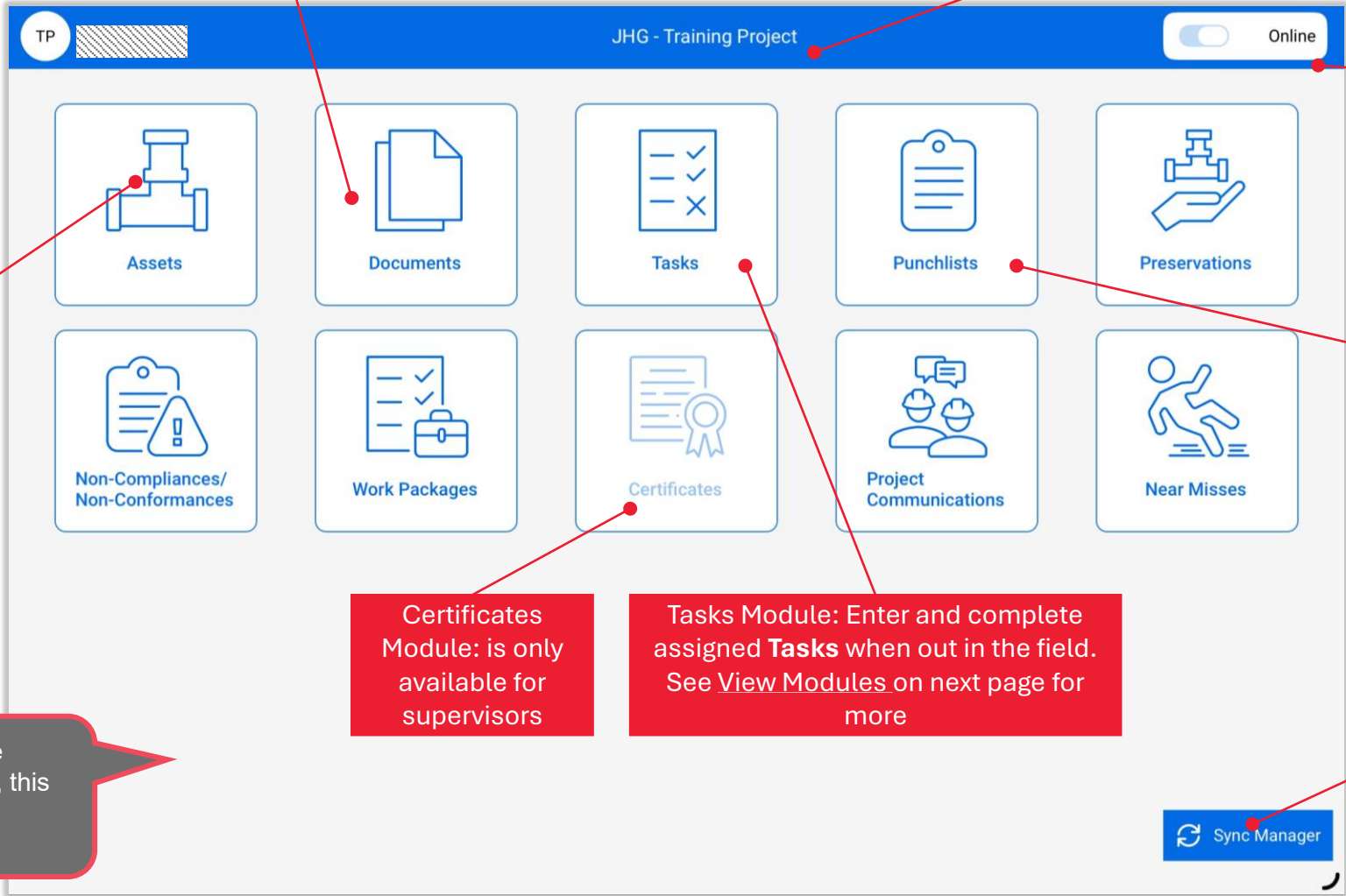
Punchlists Module: Input and complete **Punchlist** items when out in the field

Certificates Module: is only available for supervisors

Tasks Module: Enter and complete assigned **Tasks** when out in the field. See View Modules on next page for more

Sync Manager allows downloading and uploading data for working offline See Sync Manager

Note: You may see more module tiles on your app, this is dependant upon your permissions



View Modules

To view assets, documents, tasks or punchlist items, tap the relevant tile on the home screen. It will automatically search for records within that module. In this example, we are looking at the Asset Module:

1. Refine a search by tapping into and typing any of the **column heading** search fields
2. Check items in the **C/O** column to check-out or begin the work offline process
3. Tap the **arrow** to return to the home screen
4. Tap the **menu icon** (top right) to display the menu bar at the bottom of the screen, this menu will allow you to easily search, browse or return to the home screen
5. Tap anywhere on a **line item** to open the asset, task or punchlist item
6. Once viewing an asset, task or punchlist, tap on any **heading** to open and close details
7. Tap other **tabs** to open different detail views
8. The **House** icon will take you to the home screen
9. Tap the **arrow** to return to the module list

Note: The check in / out C/O boxes do not function for assets

C/O	Name/Tag	Description	Discipline	Asset Type	DS
<input type="checkbox"/>	TEST ASSET	Training Project	Electrical	TT - test Asset Type	
<input type="checkbox"/>	LDE4050221G	Fire Damper with Fusible Link	MVAC	FDL - Fire Damper with Fusible Link	
<input type="checkbox"/>	JFN4SS3106	Carriageway LED Luminaire - Emergency	Lighting	LDE - Carriageway LED Luminaire - Emergency	
<input type="checkbox"/>	JFN4SS3106	Jet Fan	VENTILATION	JFN - Jet Fan	
<input type="checkbox"/>	DRS4315402F	Door Reed Switch	FIRE SYSTEM	DRS - Door Reed Switch	
<input type="checkbox"/>	+Jarrod	Jarrod test with +			

Asset Details

JFN4SS3106

Primary Data

Name/Tag	JFN4SS3106	Status	-	Asset Type	JFN
Description	Jet Fan	Service	-		
Discipline	VENTILATION	Priority	-		
Verified on Doc?	<input type="radio"/> No <input type="radio"/> Yes				
Verified on Field?	<input type="radio"/> No <input type="radio"/> Yes				

OEM Details

Parent/Line Association

Change Tracking

Source Information



Navigate Hexagon Smart Completions – Sync Manager

This page will display when you tap **Sync Manager** on the home screen. Sync Manager will automatically search for all items checked out to you, your company, or any workgroups you are part of.

The screenshot shows the Sync Manager interface with the following callouts:

- Expand all results to show more detail**: Points to the 'Expand All' toggle switch.
- By default, Sync Manager will show all items pending sync, Toggle to show items already downloaded**: Points to the 'Pending Sync' toggle switch.
- Arrow back to home screen**: Points to the back arrow in the top left.
- Refine displayed results using the column search**: Points to the search icons in the 'Tag', 'Type', and 'Description' columns.
- Items you have checked out or downloaded are listed. Tap a line item to show more details, like related tasks**: Points to a row in the table.
- You can remove items or check in items using these buttons**: Points to the 'Check In' and 'Discard' buttons in a row.
- Tap here to open the bottom menu, tap again to close that menu**: Points to the bottom right menu icon.
- Note**: If you have not checked out any items, Sync Manager will not show any items.

Tag	Type	On Device	Description	Status	
> Documents (3)	Discard	Documents	YES	Documents Collection	
> EDB4HS1001-GP04HS1002E-L1C1 (...)	Check In Discard	Asset	YES	Low Voltage Cable	
> PDT4070001 (2)	Check In Discard	Asset	YES	Pipe Work Deluge Transition	
> SEC4040101 (1)	Check In Discard	Asset	YES	Speed Enforcement Camera	
> TRX4SS1001A (1)	Check In Discard	Asset	YES	Transformer	

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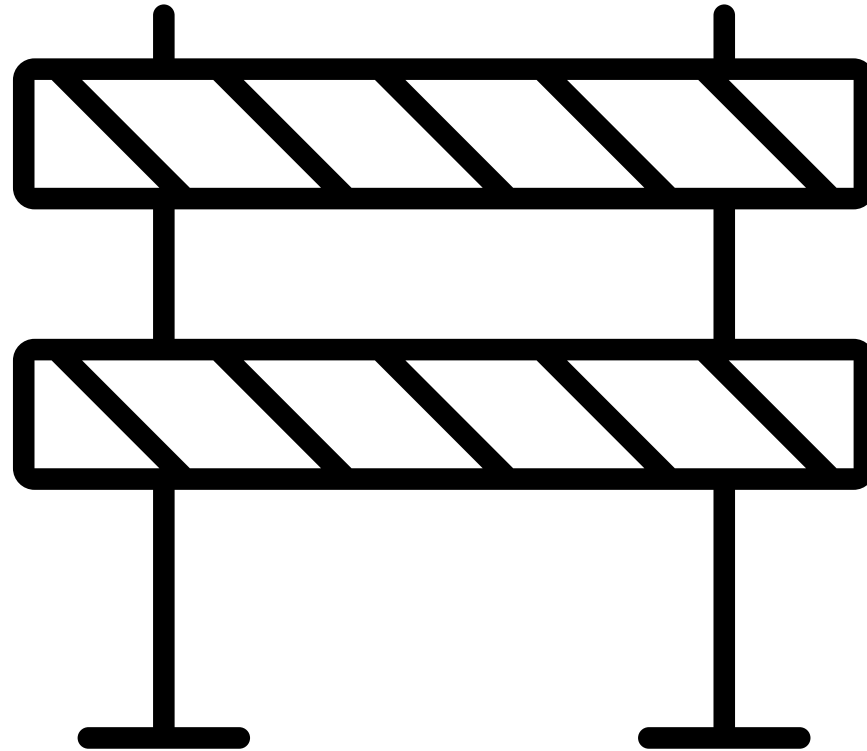
Find a Task

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Find a Task | Under Construction

This section is still under construction. This guide will be updated when it is ready.



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Work Offline

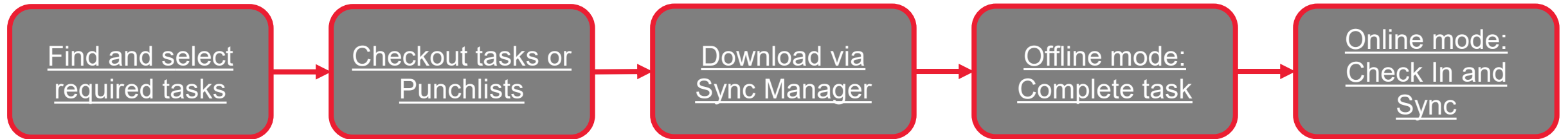
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Working Offline process overview

Below is an overview of the process for working offline.

From selecting tasks and downloading them, to uploading them once complete.

Steps for working offline are on the following pages.

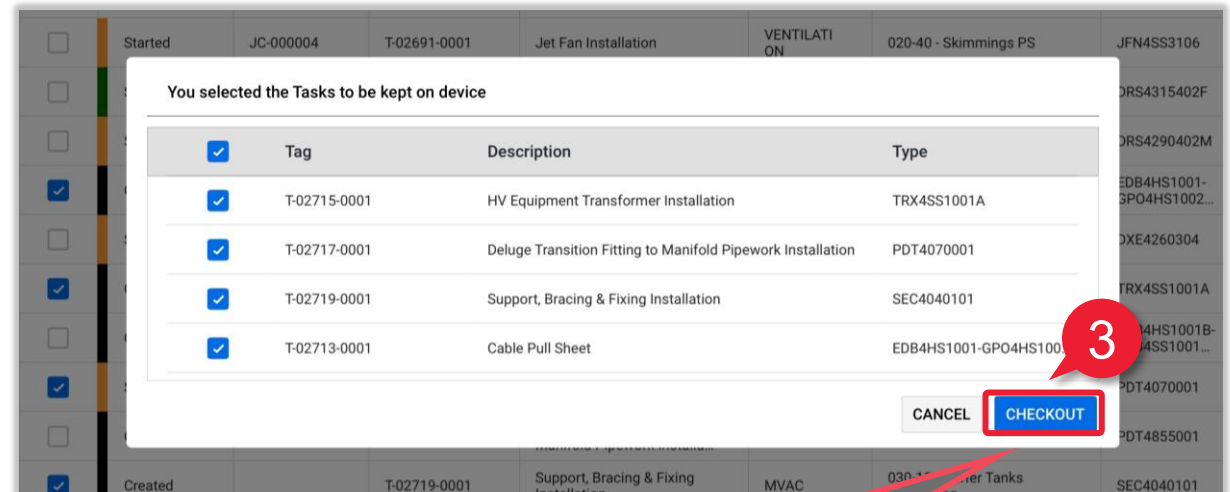
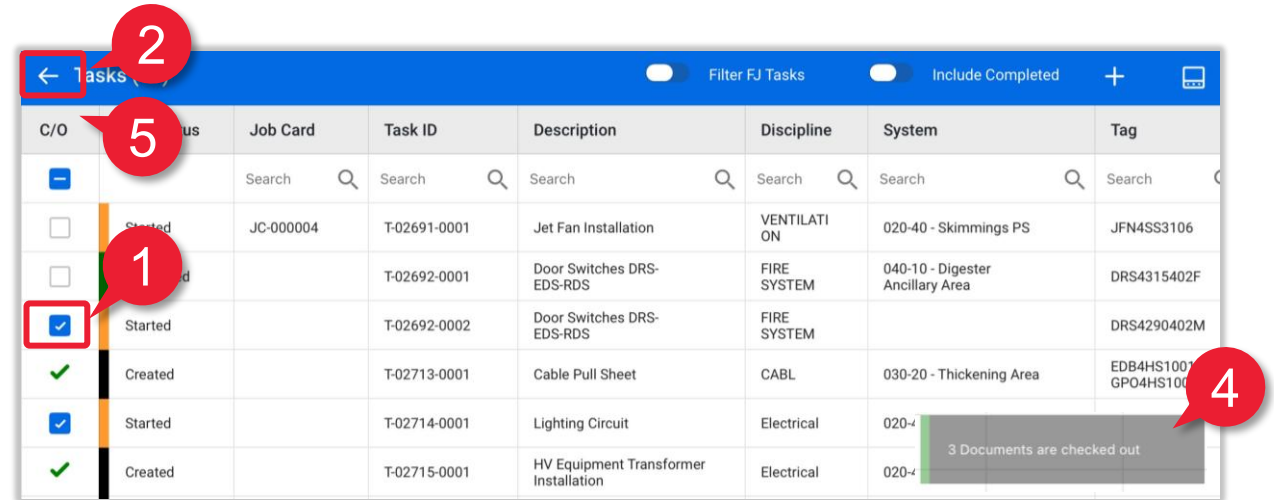


Work Offline – Checkout Tasks or Punchlists

Tasks or punchlists can be checked out from a desktop ready to sync for offline use, if checked out on desktop skip to step 6.

App instructions below. From the homepage, tap the tile for the tasks or punchlist, find the task or punchlist item using the search functions. Then:

1. Tap the **C/O** checkbox for the task or punchlist you need to complete offline, you can select multiple at once
2. Tap the **arrow** to exit the module
3. A pop up will appear, confirm selection and tap **Checkout**
4. A small confirmation will appear. The selected items are now checked out for your use only, once synced can be available offline.
5. Tap the back **arrow** again to return to the Homepage
6. From the Homepage, navigate to **Sync Manager**



Note: Checking out a task or punchlist locks the item to you for action. No one else can edit a checked out item.



Continued on next page...



Work Offline – Download via Sync Manager

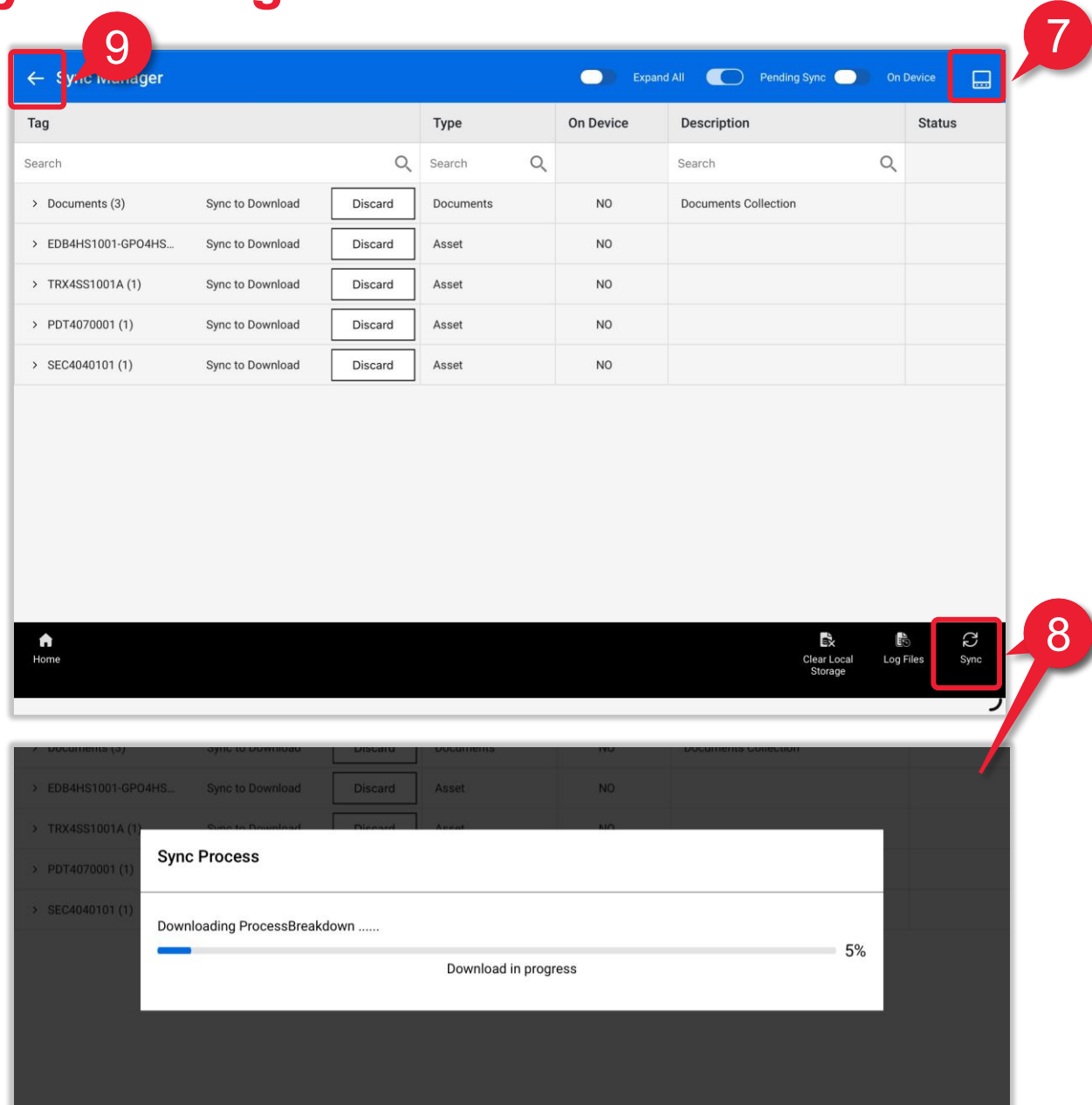
Sync Manager will display all items you've checked out (from previous page). You now need to download them to work on them offline:

7. Tap the **menu button** to show the menu bar at the bottom
8. Tap **Sync** to begin download of all checked out items – download progress will display
9. Once complete tap the back **arrow** to return to the homepage

You can now work offline to complete tasks or punchlists on site.

Activate offline mode by clicking **Offline** on the homepage, or it will automatically move to offline mode when you don't have internet connection.

Continued on next page...



Work Offline – Complete task

Items that have been downloaded can be accessed as usual while you are offline, via the module tiles from the homepage.

Upon tapping into the desired module, the results shown will be all downloaded items.

10. Tap a line item to begin a task or punchlist:
 - a) Tap **Start Task** (will only appear if Task hasn't already been started before)
11. Navigate to **Steps Completion**
12. Complete the task, for full steps see [Complete a Task](#)
13. Tap **Submit** when ready. This will only upload when you are back online and activate a sync (steps on next page)
14. Tap the back **arrow** to return to the homepage

Continued on next page...

The screenshot displays the mobile application interface for task management. The top screen shows a list of tasks with columns for C/O, Task Status, Job Card, Task ID, Description, Discipline, System, and Tag. A red box highlights the second row, and a callout '10' points to it. The bottom screen shows the 'Steps Completion' screen with a red box around the 'Steps Completion' tab and a callout '11'. Below that is a form with various fields and a table with callouts '12' and '13' pointing to the 'Submit' button.

C/O	Task Status	Job Card	Task ID	Description	Discipline	System	Tag
	Created		T-02713-0001	Cable Pull Sheet	CABL	030-20 - Thickening Area	EDB4HS1001-GPO4HS1002...
	Created		T-02715-0001	HV Equipment Transformer Installation	Electrical	020-40 - Skimmings PS	TRX4SS1001A
	Started		T-02717-0001	Deluge Transition Fitting to Manifold Pipework Installa...	PIPE	030-20 - Thickening Area	PDT4070001

Task Summary | **Steps Completion** | Reference Documents | Punchlists | Assets | Files

JOHN HOLLAND T-02692-0002
Door Switches DRS-EDS-RDS
Inspection Test Record
DRS4290402M

Project: JHG - Training Project
Process Area: Facility:
System: Area:
Subsystem: Location:
Asset Type: DRS Discipline: FIRE SYSTEM
Name/Tag: DRS4290402M Description: Door Reed Switch
Document Name/ID: ITP Reference:
ITC No.: ITC Rev.:

Item No.	Step Action	OK	Reject	N/A	Initials / Date	PL
1.1	Confirm work pack documentation and drawings align with installation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
1.2	Record any Green Line mark-ups on work pack drawings and initial and date.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Completed

I hereby confirm the work has been completed in accordance with contract specified drawings, specifications & standards.

Performed By Contractor		Review By Supervisor / Lead Engineer		Accepted By	
Name:		Name:		Name:	
Title:		Title:		Title:	
Company:		Company:		Company:	
Date:		Date:		Date:	

Submit Complete Close



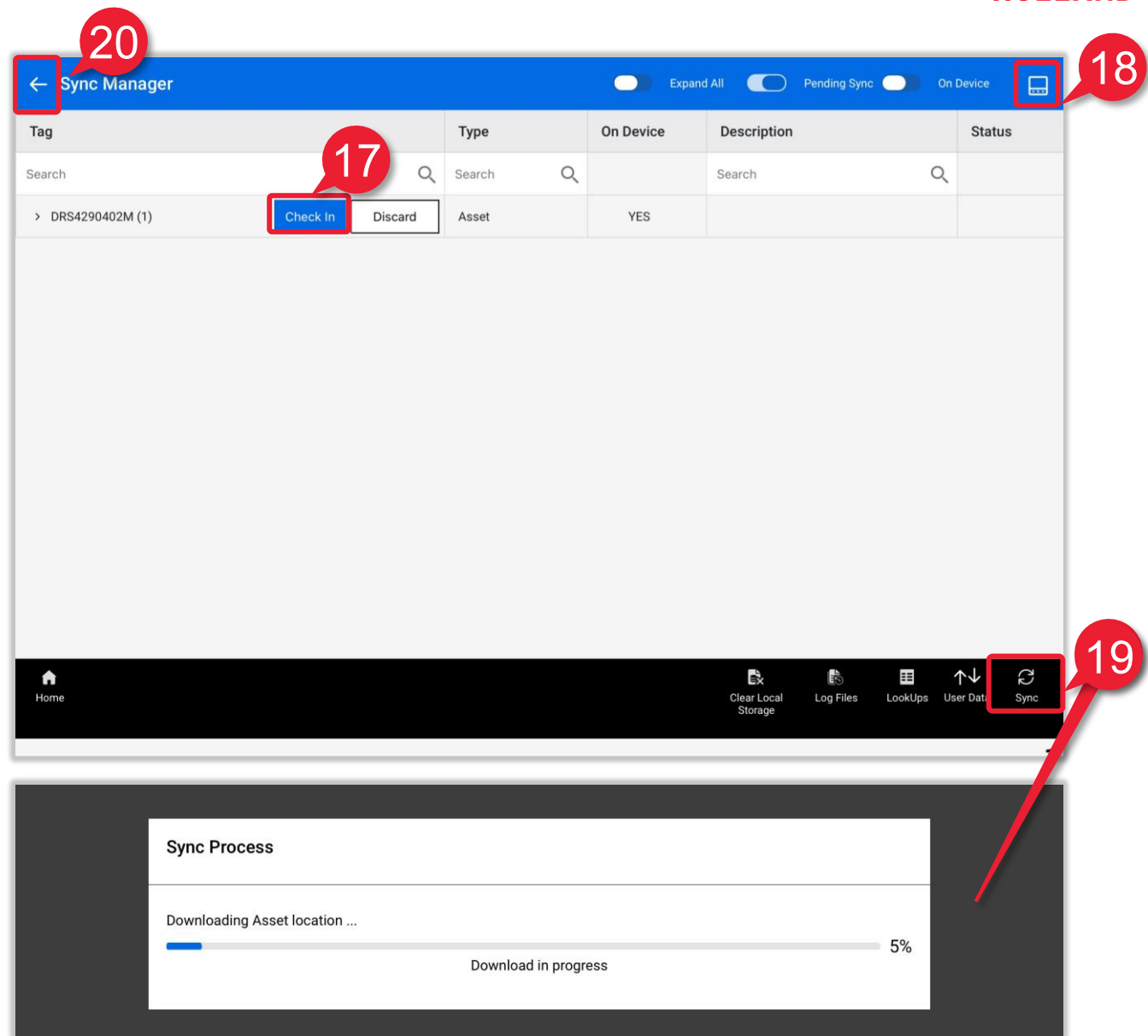
Work Offline – Check in & Sync

You'll need to check in anything you no longer need to action, as items checked out cannot be edited by anyone else.

When you have an internet connection, from the Homepage:

15. Tap the **Online** toggle
16. Tap **Sync Manager**, all tasks or items that have been modified while offline will appear in the list
17. Tap **Check In**
18. Tap the **menu icon** to show the menu bar at the bottom
19. Tap **Sync**, upload progress will display
20. Once complete you can return to the homepage, tap the **arrow**

All updated information is now synced and available online.



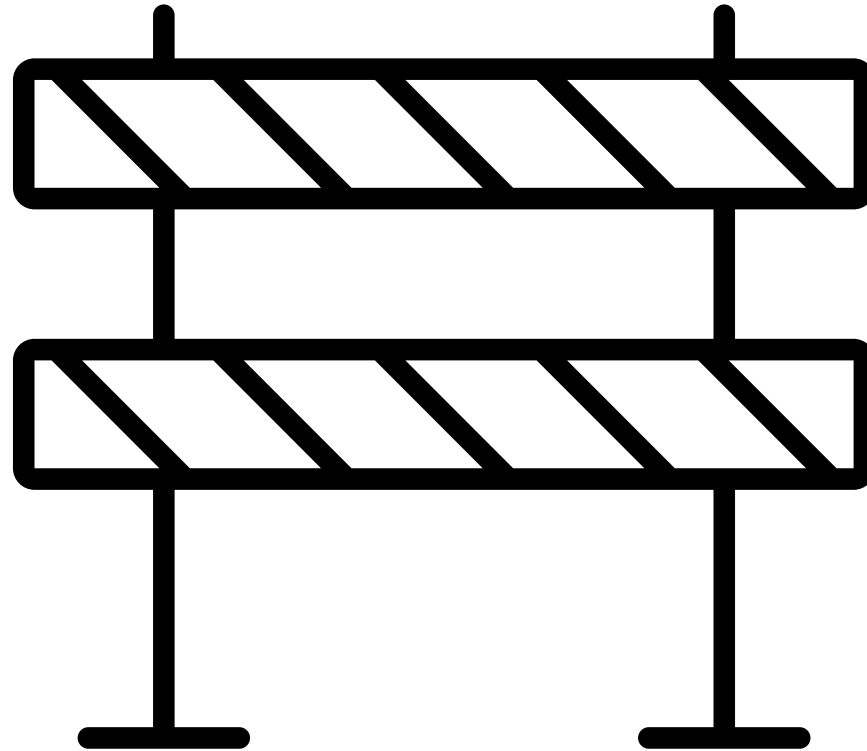
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Complete a Task

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Complete a Task | Under Construction

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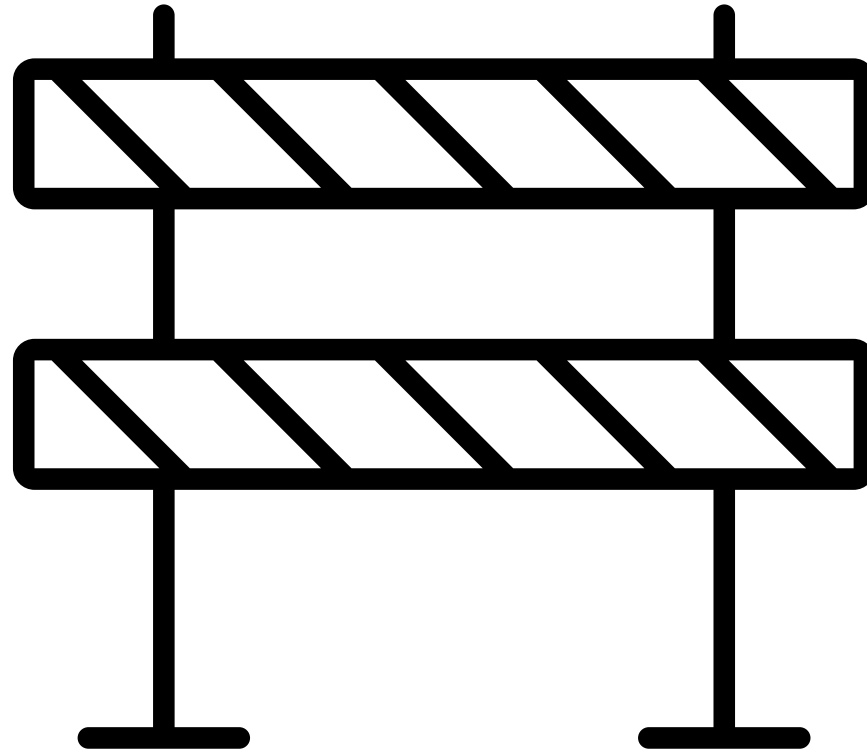
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Create a Punchlist

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Create a Punchlist | Under Construction

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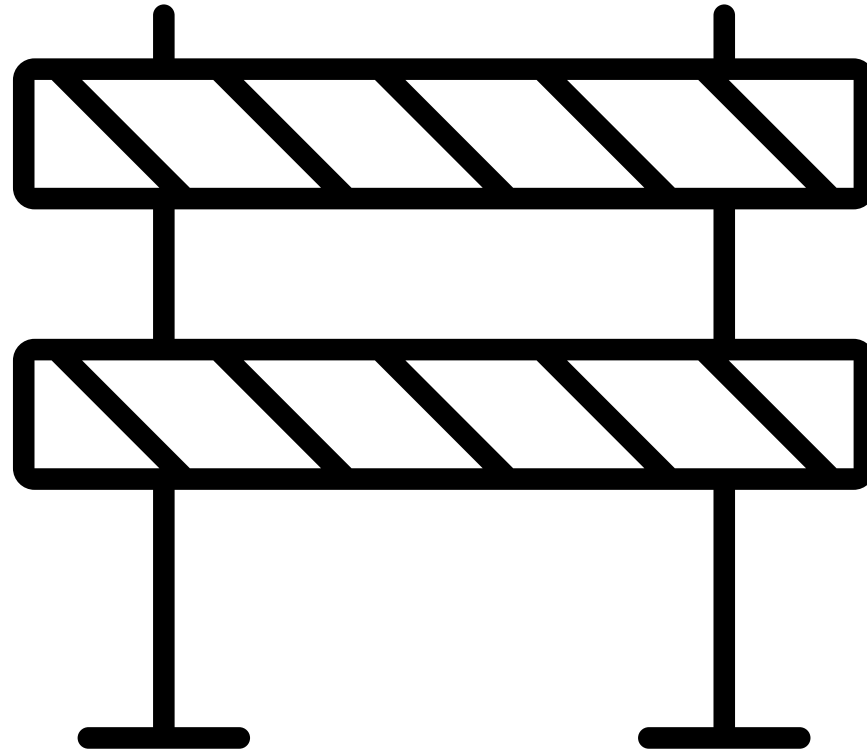
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Complete a Punchlist

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Complete a Punchlist | Under Construction

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Approve or Reject Task | Supervisors Only

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Approve or Reject Task | Under Construction

This section is still under construction. This guide will be updated when it is ready.

