1f Gear Pilot User Manual

Field operations and administration

1f Gear Pilot, source e6f5ebc
Manual revision 1.5
November 2026
1f Event Tech

Use this guide to prepare a Job, record equipment work, transfer responsibility, and confirm shared records. It includes role guidance, manager procedures, and troubleshooting. Available on Google Play in the US and on the App Store for iPhone.

For your trip

Save this PDF to your reading device and open the saved file before departure. The manual can be read offline. Prepare and test the installed 1f Gear Pilot app before departure using chapter 15; sign-in and administration still require a connection.

What changed

Revision 1.5 records the iPhone app on the App Store with the same field screens as Android; plans and trials are bought in the Android app for now. Revision 1.4 adds step-by-step web console instructions for people and invitations, Job lifecycle, Locations, Operations, History, Audit log and Dashboards, checked against the production console of November 7, 2026 (eb6ba9f). Revision 1.3 adds camera-first field screens and Home buttons, one-tap Deploy, Move, Check In and Transfer, Inventory Actions, Corporate plans, free trials, invitations and sign out on this phone only. Revision 1.2 documents Set up Corporate workspace appearing only when local data needs moving or a transfer is unfinished, and New Job wording for Local mode. Revision 1.0 added the three-step Deploy flow and Deploy from a Location, the Welcome screen, Create account, password sign-in and Forgot password?, company setup and in-app company plans on Android, the production web console address, Settings changes, account deletion, offline creation, and the daily retention worker. Chapter 25 shows Android screens captured on November 5, 2026. Figures whose screens changed since then are described in text or marked in their captions. The People and Access screenshot is labeled a dated example from October 6.

For 1f Gear Pilot customers and their teams. Privacy policy: app.1feventtech.com/privacy/

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1 Purpose and Scope

This manual covers 1f Gear Pilot for field technicians, engineers, Job Managers, Company Managers, and people with read-only access. Follow the field chapters for planning, identification, deployment, movement, collection, return, and responsibility changes. Chapters 19 to 22 cover inventory and CSV work, Locations, permissions, and company administration. Chapter 23 explains how to set up a Corporate workspace and move Local Jobs into it. Chapter 24 covers plan limits, trials, Job retention and exports. The web console at app.1feventtech.com/console/ uses the same production company data as the field app.

Where to get the app. 1f Gear Pilot is available on Google Play in the US and on the App Store for iPhone (https://apps.apple.com/us/app/1f-gear-pilot/id6812836694). Plans and free trials are bought in the Android app for now; they aren't available for purchase in the iPhone app. The web field app is at app.1feventtech.com and the web console is at app.1feventtech.com/console/admin.html. The privacy policy is at app.1feventtech.com/privacy/.

Which version you have matters. This revision describes the November 2026 source release (e6f5ebc), including the shorter field screens: Deploy, Move, Transfer, Collect and Check In open with the camera, and the confirm button names the count and the place. Available features depend on the app installed from the store. The web field app and console change when a release is published; installed apps change when Google Play or the App Store delivers an update. The bottom of Settings shows the installed version. If a screen on your phone does not match this manual, update the app from Google Play or the App Store, then check the version again.

A Job can be a festival, corporate event, installation, or other production engagement. 1f Gear Pilot is the customer-facing product name. Older Job names are kept as they were.

The main instructions describe the shared cloud application. Standalone local evaluation differs: team assignment and Transfer require cloud accounts, and local changes are not shared with coworkers. Offline browser storage is not a complete backup or a guarantee of offline startup.

Operating principles

- Work in the correct Job. Inventory, locations, assignments, and activity are Job-specific.
- Scan or select the physical item in your hand. Confirm its description, identifier, status, and location before changing it.
- Use Recorded or Current Location for where equipment actually is. Use Planned Location for where it is intended to go.
- Use the Use field for the equipment's functional purpose, such as Demo, Reception, or Hands-on Lab.
- Use Specific Placement for the exact booth, rack, table, seat, or position inside a Location.
- Process equipment in batches only when every selected item is receiving the same action and destination.
- Allow queued offline work to synchronize before another person updates the same equipment.

Responsibility and activity

The actor is the signed-in person who records an action. The assignee is the person or crew responsible for the equipment. Deploy, Move, Collect, and Prestage do not transfer responsibility to the actor. Use Assign, Unassign, Transfer, or Check In when responsibility must change. My Activity answers who performed the work; Assigned Inventory answers who is responsible now.

Choose your starting point

- Technician or engineer: start with chapters 2 to 4, then use the lifecycle chapters and the shift checklist in chapter 18.
- Planner: review chapters 6, 7, and 14, including the limits of your individual planning permission.
- Job Manager: review the field chapters plus inventory, Locations, and the permission reference in chapters 19 to 21.
- Company Manager: also review chapters 22 to 24 before creating Jobs, inviting people, granting access, or moving Local Jobs into a company.
- Viewer: use your permitted read screens. An individually enabled Plan permission is separate from field-operation permission; see chapter 21.

Equipment lifecycle at a glance

Stage	Primary action	Result	Next typical action
Prepare	Prestage	Planned Location changes; status and Current Location do not change	Assign or Deploy
Allocate	Assign	Open responsibility is assigned; status and locations stay the same	Deploy
Transfer custody	Transfer	Responsibility moves to an eligible participant; status and locations stay the same	Continue field work
Place	Deploy	Status becomes Deployed; Current Location and optional placement are recorded	Move or Collect
Relocate	Move	Status remains Deployed; Current Location and placement change	Move again or Collect
Retrieve	Collect	Status becomes Collected; collection point remains recorded	Check In
Return	Check In	Status becomes Checked In at Warehouse or control; plan and open assignment close	Deploy when ready or hold

Equipment may arrive In Transit before it reaches the Job's working warehouse or storage room. Checked In means received there but not yet ready to deploy. Available means the item is ready. Not Available means broken, held, or otherwise unavailable; it is not a substitute for In Transit or Checked In.

The usual return sequence is Deployed, Collected, then Checked In. Do not mark a checked-in item Available until its preparation is complete.

2 Start a Field Session

1. On Android, install 1f Gear Pilot from Google Play (US). On iPhone, install 1f Gear Pilot from the App Store. On a laptop, use the same web address. Signing in on a laptop does not sign the phone in.
2. Open the app. If your company invited you, tap **I was invited**, then enter the exact invited email on the Sign in screen; it may differ from your Apple or Google store account. If you are new, choose Create account, or choose Try it on this phone to explore without an account. Try it on this phone keeps Jobs on that device only.
3. On Sign in, enter the exact email your company invited, which may differ from your Apple or Google store account, then tap Email me a sign-in link. Check this inbox on the same phone for an email from 1f Gear Pilot and tap Sign in securely. On iPhone, tap Open when it asks to open 1f Gear Pilot. The app opens signed in. If it doesn't, go back to the app and tap Email me a sign-in link again for a new link. Forgot password? sends a reset link; the link works even if you open it on a different device. Use Continue with Microsoft only if it is offered. If you are setting up a new company rather than joining one, see chapter 23.
4. Review the Gear Pilot service terms and choose I Agree & Continue when asked. If you were invited, tap Join for your company. If you have a company access code instead of an invitation, choose Join > Have a code instead? after signing in. The pre-sign-in access-request form requests manager approval and does not accept an invitation. A successful sign-in alone does not grant Job access.
5. After Join, the app opens a short tour. Your only Job is selected automatically; if you have several Jobs, choose one in the tour. To switch Jobs later, use Settings > Current Job. The field screens use the current Job without asking.
6. Choose My Work to confirm the equipment assigned to you, or choose Deploy to start Pick equipment.
7. Check the synchronization banner below the header. If it reports pending work, reconnect and allow automatic synchronization. Use Retry if ordinary network trouble remains; stop and ask a manager about a version conflict before making another change to the affected equipment.
8. Confirm that the required Job locations exist. If a needed destination is missing, contact the Job manager before recording a substitute location.

Expected result The Home screen shows the correct Job, and the field menus display only equipment and locations belonging to that Job.

Important If My Work is empty but you expect assignments, first check Settings > Current Job and the email account used to sign in. Assignments made to a similarly named person or to a different Job will not appear.

Navigation and account checks

The 1f logo returns to Home for your current Job. Home has Deploy and My Work (and Plan for planners), plus one-tap Move, Transfer, Collect and Check In buttons. Field screens use the current Job without asking; to work in a different Job, change it in Settings under Current Job. The gear opens Settings. In Settings, confirm your account and company. Job access is separate from an equipment assignment; equipment assigned to you in another Job does not appear in the current Job. Settings also

includes Plan & Billing, Dark mode, Use cellular data for photos, Help, Support and diagnostics, Sign out for cloud accounts, the installed version at the bottom, and a Service and Refund Terms link. Sign out ends the session on this phone only; your other phones stay signed in. A Personal account opens in Personal on any phone you sign in on. If a company invitation is waiting, the invitation is shown instead. When you use the app on this phone only, company-only items such as CSV Data, Administration and company Plan & Billing are hidden.

Plan appears only for permitted planners. Choose Locations for the Locations list. Inventory has an Actions button that opens Inventory Actions (chapter 12). An absent menu is not a reason to use someone else's login.

Get help

Open Settings > Help in the field app or web console for searchable guidance. Essential field Help is bundled for offline reading. For assistance, email gpsupport@1feventtech.com or call 656.251.8389. Never send a password, one-time code or private sign-in link.

Before travel or unreliable connectivity

Save this PDF on the device you will use for review and open the saved copy once before leaving. For actual field work, install 1f Gear Pilot and open the installed app while online. On Home, tap Refresh Offline Copy and wait until the card shows Job copy saved with the current time. Test an airplane-mode restart before departure. See chapter 15 for the seven-day access window and online-only tasks.

3 Identify and Select Equipment

1f Gear Pilot uses the same identification methods throughout the equipment workflows. The camera is an input method that returns the identified equipment to the workflow you were already performing.

Search and tap

1. Open the required workflow and tap the Search or scan assets field.
2. Start with the asset tag, serial number, legacy ID, or description. Inventory also searches fields such as source, manufacturer, model, status, and location; dedicated field screens can search location, placement, and assignee. Search fields vary by workflow.
3. Review the matching card and confirm that its description and identifier match the physical item.
4. In a batch workflow, tap the card to select it. A check mark appears and the selected count increases. In Inventory, tapping a normal card opens its details instead.
5. Tap a selected card again to remove it from the batch.

Camera barcode or QR scanning

Scan-first on a phone On a phone or tablet with a camera, Deploy, Move, Collect, Check In and Transfer open with the camera already live, so the first action is a scan. Tap List on the camera screen to go back to the list; anything already scanned stays selected. The phone remembers List and opens the list next time. Tapping the camera button turns scan-first back on. If the camera cannot start, for example because camera access was declined, the list opens instead. Nothing is saved until you tap the workflow's confirm button. A Bluetooth or USB scanner works in the list's search field either way.

1. Tap the camera button beside the workflow search field.
2. On Move, Collect, Check In and Transfer the camera starts straight away; Product Label OCR is a button on the camera screen. From Inventory, choose Barcode / QR when the identification menu appears.
3. Allow camera access. 1f Gear Pilot requests the rear camera and displays a live framing guide.
4. Center one barcode or QR code in the frame. In a batch workflow, wait for the added or skipped message. From Inventory, identification opens the matched equipment record.
5. Continue scanning. The selected count and status message update after each valid item. Duplicate scans are ignored, and ineligible items are skipped with an explanation.
6. Tap Done to return to the batch when the destination is not known yet, then review every selected item before confirming. When the destination is already known - a Planned Location, the Location last used for Deploy or Move on this phone, the Location Deploy was opened from, the Check In To Location for Check In, or no Location for Collect - the camera button names the action, the count, and the place, and that tap saves. Tap Review on the camera screen to check the list first. A warning does not save from the camera; it opens Review. Warnings are a duplicate scan, an unknown item, a Personal or Corporate responsibility rule (the item is assigned to someone else), and the wrong status. Remove a scanned item before the confirm tap if it does not belong. After a save on this phone only, Undo is on screen for a short time.

Bluetooth or USB scanner

1. Place the cursor in the workflow scan field or in the manual-entry field on the camera screen.
2. Scan the equipment label. The scanner should enter the identifier and send Enter.
3. Wait for the added or skipped message, then scan the next item. The field remains ready for continuous scanning.
4. When the batch is complete, review the selected count and the equipment cards.

Expected result Only the intended, eligible equipment is selected. The batch count matches the number of physical items being processed.

Product Label OCR

Use Product Label OCR when a device information tag has readable text rather than a usable barcode. Recognition reads the photo on your device and proposes serial numbers; it does not automatically save or confirm a result.

1. From Inventory, open the camera identification menu and choose Product Label OCR. On Move, Collect, Check In and Transfer, tap the camera button, then Product Label OCR on the camera screen.
2. Take or select a clear, upright label photo. Include the field labels as well as their values. Avoid glare and fill the frame with the tag.
3. Wait for recognition. The offline app download includes the OCR engine and English model. Once the app shell is saved, recognition works offline; the photo is processed locally.
4. Compare Possible serial numbers with the photo. Select the correct candidate or type a correction in Confirm serial number.

5. Use Recognized label text to review other readings. Check O versus 0, I versus 1, B versus 8, punctuation, and leading zeros.
6. Tap Use Confirmed Serial. Inventory opens the identified equipment; a batch workflow returns the identifier to its selection process. Review the record or batch before performing any operation.
7. If recognition fails, use another photo or type the identifier. Cancel Reading stops an in-progress read; Cancel returns to the previous workflow.

For a label with a MAC address, serial number, and model, explicit Serial Number, Serial No., S/N, or SN labels take priority. MAC, model, part, IMEI, and regulatory fields are excluded from serial suggestions when identified as such. OCR does not populate separate MAC or model fields. A twelve-character hexadecimal serial is still valid when explicitly labeled as a serial. Always compare it with the physical tag.

Use a browser-readable image of 20 MB or less; JPEG and PNG are dependable choices. Large images are reduced for recognition. If the serial is unknown, eligible users can use the separate add-asset flow. Do not create a duplicate record until you have checked the Job, alternate identifiers, and existing inventory.

4 Use My Work

1. On Home, tap My Work.
2. Review Assigned Inventory. This list contains non-archived equipment assigned to you directly or through your crew.
3. Tap an equipment card to open its details, current and planned locations, status, assignment, and history.
4. Return to My Work and review My Activity. It lists the actions recorded by your account, with the newest entries first.
5. Tap an activity line associated with equipment to reopen that equipment record. Tap Photo when present to view deployment evidence.

When nothing is assigned, My Work shows No equipment assigned yet. Check Current Job in Settings, then ask your Job Manager for an assignment or the current assignee for a Transfer.

Expected result You can see the equipment you are responsible for and verify the work already recorded under your account.

Transfer is available from My Work and from Home for equipment assigned to you. It changes responsibility with one confirming tap. Follow chapter 16 when custody transfers; physically moving or deploying another person's equipment does not change its assignee.

5 Find and Review Equipment

1. Open Inventory from Plan if you have planning access, open a card from My Work, or use a permitted field workflow and its search field.
2. Search by tag, serial number, ID, description, source, manufacturer, model, location, or assignee.
3. Tap the matching equipment card.

4. Confirm Status, Current Location, Specific Placement, Planned Location, and assignment before changing the record.
5. Review History when you need to understand who last handled the item, which action occurred, or where it was moved. A Photo link appears on deployment entries that include evidence.

Expected result The physical item and 1f Gear Pilot record agree before the next action is taken.

6 Prestage Equipment

Prestage is available only when Plan is enabled for your account. It records intent. It does not move equipment, change Current Location, or change status.

1. On Home, tap Plan, then Prestage.
2. Choose the Planned Destination before selecting equipment.
3. Search, scan, or tap each item that is intended for that same destination.
4. Review the Current, Planned, and Status values shown on each selected card.
5. Confirm that the selected count matches the physical batch.
6. Tap the Prestage button with the selected asset count. If the loaded cloud session queues the action offline, retain the device data and confirm synchronization later.
7. Repeat with a new destination for equipment going to a different Location.

Expected result Each selected item shows the chosen Planned Location while its Current Location and status remain unchanged.

7 Assign Equipment

Assign is available only when Plan is enabled. Engineers with individual planning access can use the self-assignment choices presented by the app. Managers can choose eligible people or crews. Other individually enabled planners may have more limited choices; use the available targets and ask a manager if none appear.

1. On Home, tap Plan, then Assign.
2. Choose the Engineer or Crew in the Assign To list. Engineers with Plan normally see their own account; use only the targets offered.
3. Leave Unassigned selected to view equipment without an open assignment. Choose All Equipment only when you intentionally need to replace or review an existing assignment.
4. Search and tap each equipment card for the same assignee. Selected cards remain in place while the count increases.
5. Review each card's Planned destination and any existing Assigned value.
6. Tap Assign with the selected asset count. Review the target carefully: this changes responsibility and can replace an existing open assignment.
7. Ask the assignee to open My Work in their own account and confirm that the equipment appears.

Expected result The selected equipment has an open assignment and appears in the assignee's My Work.

Create a crew (managers)

From Plan > Assign, choose + Create Crew. Enter a Crew Name, select the offered Crew Members, and choose Create Crew. If the intended engineers are missing, check their Job access with the Company Manager. Choose the new crew as the assignment target and review the equipment before assigning it.

8 Deploy and Photograph Equipment

Use Deploy when equipment is placed into service. Gear goes to your current Job, which is set in Settings under Current Job. Deploy has three steps: Pick equipment, Where is it going?, and Review and confirm. Only equipment that is Available or Checked In can be deployed; Not Available and Archived equipment is not listed. Check that the item is physically ready before you pick it.

On a phone or tablet with a camera, Deploy opens with the camera live. Tap List to see the list instead. The phone remembers that choice until you tap the camera button again. If the camera cannot start, the list opens with the notice Camera not available, so the list is shown. A computer always opens the list.

Step 1 of 3: Pick equipment

1. On Home, tap Deploy.
2. Scan each item. When the destination is already known, because the items have a Planned Location or this phone remembers your last Deploy Location, the camera button reads Deploy with the item count and the Location, for example Deploy 1 item to Loading Dock. Tap it to save. Otherwise tap Done with the count to go on.
3. In the list, Assigned to Me is shown first. Choose All Equipment only when you are helping another technician or deploying unassigned equipment. All Equipment does not change the assignee. You can also type or scan into the search field.
4. To deploy one item, tap its row. To deploy several to the same place, tick each row, or use Select Shown, then tap Next with the selected count.
5. Next and Done go to Review and confirm when the destination is known. Otherwise they open Where is it going?

Remembered Location The app remembers the last Deploy Location and the last Move Location separately, on this phone, for the account that is signed in. It is never shared with another phone, account or company. A Planned Location always comes first, and a Location that has been removed is not used.

Warnings If a scanned item is a duplicate, is not found, is assigned to someone else, or has the wrong status, the camera button reads Review instead of saving. Tap it and check the items before you confirm.

Step 2 of 3: Where is it going?

1. Tap a Location to choose it. Tap the arrow beside a Location to open its sub-locations, then choose one, or choose Use this level. The path at the top takes you back up a level.
2. Open Specific Placement (optional) when the exact booth, rack, table, seat or position matters. Do not create a new Location for a one-off placement. If a Location is missing and you are allowed to add one, choose + Add Location; otherwise ask your manager. If the equipment already has a Specific Placement, for example a planned spot from a CSV import, the field is filled in with it. Keep it, edit it, or tap Clear placement. When the selected items have different placements and you leave the field

empty, each item keeps its own placement. Move fills in the field only for equipment that has not been placed yet.

Step 3 of 3: Review and confirm

1. Check Deploy To and the placement. Tap Change to pick another destination, or Edit beside Equipment to add or remove items.
2. If an item is assigned to someone else, the screen says how many items have a warning. Check those before deploying; deploying does not change the assignee.
3. To add a photo, tap Take Photo, frame the equipment and placement so they are recognizable, and check the preview. Use Retake or Remove if needed. One photo applies to the whole batch, so deploy items that need different photos as separate batches.
4. Tap Deploy with the item count, for example Deploy 3 items, and wait for Deploy complete. Choose Deploy More to deploy another batch, or Done to return.
5. If you are offline, the screen says Saved offline. Photo will upload when online. Keep the same app data until synchronization completes. If the photo fails after the deployment was recorded, do not deploy the equipment again; use Retry saved photo where offered or report the exact error.

Deploy from a Location

Open a Location in Locations and tap Deploy. The destination is filled in from that Location and the flow has two steps: Pick equipment, then Review and confirm. Tap Change on the review screen if the gear is going somewhere else. Done returns to that Location's contents.

Expected result Status becomes Deployed. Current Location and optional Specific Placement are recorded. The existing assignee is kept and your account is recorded as the actor. A photo, when added, is stored privately with the deployment history for the batch.

Photo rule You can choose a new deployment photo of up to 20 MB. Before saving, the app prepares it as a JPEG no larger than 1920 pixels on the long edge and 2 MB, and removes transparency and embedded metadata. The preview shows the prepared size. If the app reports that the photo could not be prepared below 2 MB, retake it or choose a clearer image. The prepared photo can be saved with a queued Deploy; keep the same app data until synchronization completes. Photos saved earlier, and photos in backups, migrations and exports, keep their original bytes. Uploaded photos need a connection to view. If Use cellular data for photos is off in Settings, existing photos load only on Wi-Fi and show Image available on Wi-Fi.

Inventory Actions deploy When you deploy through Inventory Actions instead (chapter 12), the app asks Take a picture? after the deployment is saved. Choose Yes, then Take or choose a photo, check it with Zoom preview, and choose Use this photo. Choose Skip photo or No to continue without one.

9 Move Deployed Equipment

Move records a new Location for equipment that is already Deployed. Only Deployed equipment is listed.

1. On Home, tap Move. On a phone with a camera, the camera opens; tap List for the list.
2. Scan the items. When this phone remembers your last Move Location, the camera button reads Move with the count and the Location, for example Move 2 items to Stage Left. Tap it to save. Otherwise tap Done.

3. In the list, tick the items, or use Select Shown.
4. If this phone remembers your last Move Location, the bottom of the screen shows Change and a button that names the place, for example Move 2 items to Stage Left. Tap that button to save, or tap Change to pick another Location.
5. If no Location is remembered, tap Next with the count. Where is it going? opens with the same Location list Deploy uses. Tap a Location, or open Specific Placement (optional) when the exact new position matters. Review and confirm opens with the place under Move To.
6. On Review and confirm, check the equipment list and remove anything that is staying where it is. Tap Move with the count and the place, for example Move 2 items to Stage Left. Change beside it opens the Location list again; one tap on a Location brings you back with it filled in.
7. Wait for the confirmation. Responsibility stays with the existing assignee.

A Move started from a Location's contents never uses the remembered Location, so you always choose where it is going.

Expected result The equipment stays Deployed, and its Current Location and optional Specific Placement change to the new destination.

10 Collect Equipment

Collect means physically picking equipment up from the field. It marks the item as gathered but does not return it to the warehouse yet. Only Deployed equipment is listed.

1. On Home, tap Collect. On a phone with a camera, the camera opens; tap List for the list.
2. Scan each item as you pick it up. The camera button reads Collect with the count, for example Collect 4 items. Tap it to save.
3. In the list, tick each item, or use Select Shown. Use the Current Location and Specific Placement shown on each row to check the pickup point.
4. Check the selected count against the equipment in your hands, then tap Collect with the count and wait for the confirmation. Responsibility stays with the existing assignee.
5. Keep the collected equipment together until it is checked in.

Expected result Status becomes Collected. Current Location and placement stay as the recorded pickup point until Check In.

11 Check In Returned Equipment

Check In records that equipment is back at the warehouse or control point. Equipment that is In Transit, Collected or Deployed is listed, so you can check in an item directly if the Collect step was missed.

1. Bring the equipment to the warehouse or control point.
2. On Home, tap Check In. On a phone with a camera, the camera opens; tap List for the list.
3. Scan each returned item. The camera button reads Check In with the count and the Location, for example Check In 3 items to Warehouse. Tap it to save.
4. In the list, tick each returned item. The Check In To card shows the Location, which starts on the warehouse or control Location.

5. Inspect the equipment and set aside anything that should be held as Not Available.
6. At the bottom, check the button, for example Check In 3 items to Warehouse. To use another Location, tap Change, then tap the Location in the list; you come back with it filled in. Nothing is saved until you tap the Check In button.
7. Tap the Check In button. This also closes the open assignment.
8. For damaged or unready equipment, use Inventory Actions and Make Not Available after the check-in completes (chapter 13).

Expected result Status becomes Checked In at the chosen Location. Specific Placement and Planned Location clear, and the open equipment assignment is completed.

12 Use Inventory Actions for Batch Work

Inventory Actions is the general batch-edit screen. It used to be called Scan & Update. It is best when many items need the same status, destination, assignment, or lifecycle action. The Action list automatically hides manager-only or planning-only choices that your account cannot use.

1. Open Inventory (on Home, tap Plan, then Inventory) and tap Actions. Inventory Actions opens.
2. Choose the Action before scanning. Changing the Action clears the current batch so equipment is not processed under the wrong operation.
3. Complete the action-specific destination, placement, assignee, or photo fields displayed above the scanner.
4. Scan continuously, search and tap equipment, or filter by current or planned Location.
5. To work from a filtered list, tap Select All Results with the count. Tap Clear Results to remove the visible results from the batch.
6. Review the Eligible Inventory cards. 1f Gear Pilot shows only items that meet the starting-status and permission rules for the selected Action.
7. Confirm the selected count, then tap the action button at the bottom.
8. Read the completion or offline message before starting the next batch.

Expected result The same action is applied once to every eligible item in the reviewed batch.

Inventory Actions reference

Action	Eligible starting state	Result
Make Available	Checked In or Not Available	Status becomes Available after preparation or repair
Make Not Available	Available or Checked In	Status becomes Not Available
Change Planned Location	Any active status; planning access required	Planned Location changes only

Action	Eligible starting state	Result
Assign	Any active status; planning access and cloud account required	One person or crew receives the selected equipment
Unassign	Equipment with an open assignment; planning access required	Open assignment closes
Deploy	Available or Checked In	Status becomes Deployed at the selected Location and placement
Move	Deployed	Current Location and placement change; status remains Deployed
Collect	Deployed	Status becomes Collected; collection point remains
Check In	In Transit, Collected or Deployed	Status becomes Checked In at Warehouse or control; plan and assignment close
Archive	Non-archived equipment; manager access	Removes equipment from active inventory, preserving history; separate confirmation required

13 Change Availability

Make equipment available

1. Open Inventory, tap Actions, and choose Action: Make Available.
2. Equipment marked Checked In or Not Available appears as eligible. Inspect or prepare it first; Checked In alone does not mean deployable.
3. Scan or select the equipment that has been inspected and released for use.
4. Review the batch, then tap Make Available.

Expected result Status becomes Available and the change is added to equipment history.

Hold equipment as not available

1. Open Inventory, tap Actions, and choose Action: Make Not Available.
2. Equipment in Available or Checked In status appears as eligible.
3. Scan or select only the equipment that should be withheld from field use.
4. Review the batch, then tap Make Not Available.
5. Follow the company's normal repair, damage, or exception process outside 1f Gear Pilot when additional documentation is required.

Expected result Status becomes Not Available and the equipment no longer appears as eligible for Deploy.

14 Change Plans and Assignments in Inventory Actions

Change a planned location

1. Choose Change Planned Location.
2. Select the new Planned Location.
3. Filter, search, or scan the affected equipment.
4. Review the selected count and tap Change Planned Location.

Expected result Only the planned destination changes. Current Location and status remain unchanged.

Assign a batch

1. Choose Assign.
2. Choose the person or crew in Assign To.
3. Scan or select the equipment for that assignee.
4. Review the batch and tap Assign.

Expected result The selected equipment appears in the assignee's My Work.

Unassign a batch

1. Choose Unassign. Only equipment with an open assignment appears.
2. Scan or select the equipment that should no longer be assigned.
3. Review the batch and tap Unassign.

Expected result The open assignment closes. Equipment status and locations do not change. Closing an assignment is an explicit responsibility change; verify that it matches custody.

15 Work Offline and Synchronize

1f Gear Pilot can reopen without a connection after the app shell and your Job data have been saved on that device. Offline access lasts seven days from the last verified download. Cached records and permissions describe the last download; shared data may have changed since then. The server rechecks access and equipment versions when pending work is sent.

Install and prepare before departure

1. On Android, install 1f Gear Pilot from Google Play and open it online. For the web field app, open app.1feventtech.com online. On iPhone, install 1f Gear Pilot from the App Store; for the web field app on iPhone or iPad, use Safari, tap Share, then Add to Home Screen. In a supporting desktop browser, use Install 1f Gear Pilot or the browser's install menu.
2. Open the installed app online and sign in. Installation and ordinary browser windows may use separate storage; prepare the app you will actually carry.
3. On Home, tap Refresh Offline Copy. This also tries to synchronize pending work. Wait until the card shows Job copy saved with the current time, and Offline copy not ready yet is no longer shown. Resolve any storage or synchronization error before departure.

4. Close other 1f Gear Pilot windows. One window per browser can write field data at a time. Use a current browser with service workers, IndexedDB, and Web Locks support.
5. Switch to airplane mode, close and reopen the app, and verify the correct Job and equipment. Return online before starting real work. A first visit or an expired offline copy requires a connection.

What works without a connection

Saved Jobs, Locations, inventory, assignments, and the downloaded recent equipment history can be read. Scanning and Product Label OCR use the saved application files; camera permission is still required. Existing cloud photo evidence needs a connection to load.

Prestage, Assign, Unassign, Transfer, Deploy, Move, Collect, Check In, and availability changes can be queued within your saved permissions. Deploy can include a new photo prepared as described in chapter 8. Each action is saved on the device before the app reports success. Proposed changes appear locally; they are not confirmed shared records until the server accepts them. Physical movement does not silently change responsibility.

Initial sign-in, invitations, service terms acceptance, account and crew administration, Job and Location maintenance, direct inventory edits, CSV import, archiving, Corporate setup and migration, and Job exports require a connection. You can also add new equipment or a new Location offline in a company Job. The new record is saved on the device and sent when you reconnect; check it after synchronization. If the app asks you to connect before creating a record, that build or account does not have offline creation. Offline support applies to the documented field workflows, not every administration screen. Exports from cached inventory contain only the locally available copy.

Synchronize and handle exceptions

1. Complete the workflow and read the saved or pending message. Keep the device, account, and browser data intact while work is pending.
2. Reconnect and keep 1f Gear Pilot open. It revalidates the account and attempts synchronization in order. Refresh Offline Copy also refreshes Job data and tries the queue.
3. If an ordinary connection failure leaves work pending, tap Retry. Wait for All field work synchronized and a zero pending count before treating shared records as final.
4. A conflict stops later queued actions and blocks new field actions. Preserve the message, Job, identifiers, intended actions, and time; contact the Job Manager. Repeated Retry does not resolve an equipment-version conflict. Do not duplicate actions or clear storage to hide an error. Manager/support reconciliation is required when the original versions no longer match.
5. If the app reports that an operation was not saved, free device space without clearing 1f Gear Pilot data and try again. Browser storage can still be removed or evicted; the installation request asks for persistent storage where supported, but it is not a backup.
6. Synchronize before signing out. The app blocks logout with pending work and requires a connection to log out. An expired offline copy does not delete pending work; reconnect with the account that recorded it.
7. When Update ready appears, synchronize, close all 1f Gear Pilot windows, and reopen. Updates do not force a reload during field work. A failed app download retains the previous release and pending data.

The queue belongs to its original account and company on this device. A different account or browser cannot send that work. If Account changed appears, close and reopen the app to load that account; return to the original account to synchronize its queue. Keep device access protected because offline Job records and queued photos remain in browser storage.

Recover after access changes or interruptions

When the app returns to the foreground or restarts, it checks your company access again before it sends queued work. If your access was suspended or removed, or the Job is no longer available to you, queued work stays on the device. It is not sent and not discarded. Do not clear app data, reinstall, or sign in as someone else to push it through. Contact your Job Manager with the Job, identifiers and time. A manager can restore access or decide how to record the work again.

The current web field app and supported installed builds tell you when work is waiting. The Sign in screen says how many actions on this device have not been sent and asks you to sign in with the account that recorded them. If your offline Job copy is more than seven days old, the Sign in screen says it expired, shows when it was last downloaded and confirms that pending work stays on the device. If your company access changed, the screen says how many actions were not sent and tells you not to clear app data, reinstall or set up a new company. If these messages are missing, update the app from Google Play or ask support.

If a company limit was reached while you were offline, the server rejects the operation and the app keeps it for review rather than deleting it. Ask the Company Manager to review capacity. If the app closes or the network drops while work is being sent, reopen the app online. Accepted actions are not repeated, and remaining actions continue in order. If a result is uncertain, the console asks you to Refresh and inspect the records before you submit again. Do not repeat an action until you have checked the current record.

Save and restore individual Local Jobs

In Local Jobs, open Settings and use Save Complete Backup where available. Save the JSON file to a safe location outside the device and confirm the file exists before replacing, repairing or resetting the device. This contains local Jobs, equipment, Locations, relationships, activity history, embedded deployment photos and display preferences. It does not contain shared company server records, sign-in credentials or the pending company synchronization queue. CSV export is not a complete backup.

To restore, keep a fresh backup of the receiving device first. Choose Merge Backup to add missing records without overwriting records already there, or Replace from Backup to replace all local work data with the selected backup. Read the confirmation before proceeding. Then open the restored Job, inspect equipment and Locations, and verify a deployment photograph and its history. App-store purchases are restored separately. If these controls are absent in your installed app, update it from Google Play or ask support; web features may be ahead of the installed native build.

Shared-company backups are managed by the service, not by these Local Jobs buttons. A downloaded offline Job copy is a working cache, not an independent server backup. Preserve pending work and contact support for company recovery. Moving a Local Job into a company (chapter 23) never deletes or changes the original Local Job or its backup.

16 Verify Work and Transfer

Transfer hands responsibility from you to another eligible participant. The recipient must have a linked, active account with permission to receive equipment. A Viewer cannot receive an equipment assignment. A manager can also use Assign when correcting responsibility outside a technician's own My Work.

1. Agree the physical handover and count with the recipient. On Home, tap Transfer, or open My Work and choose Transfer.
2. On a phone with a camera, the camera opens; scan each item and tap Done, or tap List for the list. Select only equipment assigned to you, including equipment assigned through your crew. Check the physical identifiers against the rows.
3. Under Transfer To, each eligible person is a button. Once items are selected, each button reads Hand with the count and that person's name, for example Hand 2 items to Sam Rivera. If no eligible person appears, ask the Company Manager to check their account and Job access.
4. Read the note: Responsibility moves immediately and the change is recorded. One tap saves it. Tap the receiving person's Hand button. That one tap is the responsibility change. Leaving the screen before that tap leaves responsibility unchanged.
5. Wait for the saved or queued message. After synchronization, the equipment leaves your assigned list and appears for the recipient. Its status, Current Location, Planned Location, and Specific Placement are retained.
6. Review My Activity and equipment History to confirm the handover was recorded under your account. Communicate any exceptions and ensure pending synchronization is resolved before treating the shared record as final.

A physical move alone never replaces this responsibility step. If Transfer is queued offline, coordinate with the recipient so two devices do not submit conflicting updates to the same equipment. There is no recipient-acceptance step and no second confirmation: tapping the person's Hand button is the responsibility change.

Undo If the handoff was saved offline and is still waiting to send, Undo appears for a short time and restores the previous holder. If it was already sent, the app says Already saved. Ask the person to hand it back. A handoff made online has no Undo; the receiving person hands it back with their own Transfer.

17 Troubleshooting

Equipment exceptions

For missing equipment, verify the Job, identifiers, Current Location, placement, and History, then coordinate with the last actor and responsible person. The current app has no dedicated Missing status. Do not invent a return or move just to make the list look correct.

For damaged equipment, separate it physically. If it is in the field, record the true collection and return first, then use Make Not Available from Available or Checked In. Use Notes and the company's repair process for details; do not mark it safe merely to make it eligible for Deploy.

For mislabeled equipment, compare tag, serial, model, and the physical item. Ask an authorized editor to correct the verified record and label. Do not overwrite another device's serial or create a duplicate to work around an ambiguous match.

For an incorrect assignment, agree custody and use Transfer or a manager's Assign or Unassign action. For a disputed count or responsibility, preserve the record, note the identifiers and times, and involve the Job Manager before changing it. No dedicated dispute-resolution workflow exists in this release.

For a mistaken operation, inspect History and coordinate an explicit correcting action that matches reality. Do not assume cloud work has a general Undo button; the short local-evaluation Undo feature is not a cloud recovery procedure.

Problems and recovery

Problem	Check	Action
My Work is empty	Active Job and signed-in email	Switch to the correct Job; confirm the assignment was made to this account
Equipment is not found	Tag, serial, ID, Job, and label readability	Try another identifier; confirm the item belongs to this Job; report a missing record
Camera will not start	HTTPS, camera permission, and other apps using the camera	Allow permission, close the other camera app or tab, then tap Try Camera Again
Scan is skipped	Displayed status and selected Action	Choose the correct lifecycle action or complete the required prior step
Wrong item selected	Selected card and check mark	Tap the card again before confirming the batch
Wrong destination chosen	Shared destination at the top of the batch	Correct it before confirming; separate equipment going to another destination
Photo will not attach	Image size, format, preview message, and device storage	Choose a readable image up to 20 MB, or retake it if it cannot be prepared below 2 MB; free space without clearing pending work
Pending sync will not clear	Connectivity and conflict message	For connection trouble, Retry once. For a version conflict, preserve the queue and contact the Job Manager.
No action is available	Account permission and equipment status	Use the visible permitted action or ask the Job Manager to review access and state
OCR suggests the wrong value	Field label, candidate, and photographed serial	Correct the serial or take another photo; do not use the MAC merely because OCR found it
Assigned to Me is empty on Deploy	Active Job, account, and assignment	Confirm My Work; use All Equipment only for intentional wider field work
Item is missing from Deploy	Status	Not Available and Archived items are hidden from Deploy; make the item Available first if it is ready
Edit says the item changed	Another person saved it first	The app reloads the current record; review it and make your edit again
Photos say Image available on Wi-Fi	Use cellular data for photos in Settings	Connect to Wi-Fi or turn the setting on
Sign-in or reset link does not work	Link age and email	Enter your email and choose Forgot password? or Email me a sign-in link for a new link

Problem	Check	Action
Sign in shows Your sign-in ended on this phone	Password changed on another phone, or the session was ended	Sign in again with the same account. Unsent work and Personal Jobs stay on the phone
Transfer has no recipient	Linked account, active role, and Job access	Company Manager checks the recipient; do not use another person's login
Move or Collect on a Location is disabled	Deployed items currently in the exact Location	Planned-only, collected, and sub-location items are not eligible for that shortcut
CSV review shows conflicts or invalid rows	Headers, identifiers, locations, and assignee email	Correct the file and review again before committing; verify a partially completed import before retrying

18 Shift Checklist

Before work

- Correct Job selected
- Correct account signed in
- Pending synchronization cleared
- Offline app shell and current Job copy saved; restart tested before departure
- Required locations confirmed
- Labels and camera or scanner ready

During work

- Physical item matched to description and identifier
- One action and one destination per batch
- Selected count matched to physical count
- Specific Placement entered when useful
- Deployment photo previewed, readable, and saved with the batch

Before handoff

- Collected equipment checked in or clearly controlled
- Not Available equipment separated and recorded
- My Activity reviewed
- Synchronization banner clear
- Exceptions communicated to the next technician or Job manager

19 Maintain Inventory and Import CSV Files

Add and edit equipment

1. Select the correct Job and open Inventory from Plan when available. Use the quick filters, status chips, and Location filter to narrow the list. Everything clears the filters.
2. Choose + Add for a new record, or open an existing card and choose Edit. Check for an existing tag or serial first.
3. Enter the identifying fields, Description, and any known Source, Use, Manufacturer, and Model. Use describes the equipment's functional purpose, such as Demo, Reception, or Hands-on Lab. Keep identifiers as text so leading zeros remain intact.
4. Select the correct Current Location and Planned Location. Use Specific Placement for an exact position within a Location; for example, Use Demo, Planned Location Show Floor > Zone 1, and Specific Placement Demo Booth 2543.
5. Choose the accurate status and add useful Notes. Save with Add Asset or Save Asset, then inspect the result.

Inventory editing changes record fields. Use the field workflows for actual deployment, movement, collection, return, or responsibility changes so the operation and actor are recorded through the intended workflow.

Archive equipment

Job Managers and Company Managers can archive equipment. In an equipment edit form, choose Archive Asset. Inventory also offers Select, a selected-item count, and Delete Selected with a confirmation; this removes the selected records from active inventory by archiving them, rather than erasing their history. Inventory Actions offers Archive with a second confirmation.

Check physical custody and assignments before archiving. Archive is not a substitute for Check In, repair, or reporting missing equipment.

To undo an accidental archive in a company Job, a manager uses the web console. Open the Job's Equipment page, set Show equipment to Archived, and choose Restore on the item. Or select several items and choose Restore selected. Restored equipment keeps its ID and history. Locations follow the same pattern on the Locations page. If a restore is rejected, read the message and Refresh before trying again. Do not duplicate the record to conceal the mistake.

Import and export

1. Stay online and select the correct Job. Export a reference copy of inventory before a substantial update.
2. Download the current Template from Inventory, Job Template from Jobs, or Location Template from Locations. Fill it in without changing the field meanings. Save as CSV, keeping tags and serials as text.
3. Choose Import CSV and select the file. The app recognizes the file type from its headers.
4. Read Review CSV Import. Check the file name, type, row count, automatic fixes, ready rows, rows needing attention, and any plan-limit warnings. Missing location paths may be proposed for creation; confirm they are intentional.

5. Correct uncertain identifiers and ambiguous locations before proceeding. If an Assigned To Email is a **Pending invitation** - an eligible pending person who has already activated a Gear Pilot account and has invited access to this Job - choose **Assign to pending account** to keep that responsibility, or **Import without assigning** to import the equipment without an assignee. Someone who has been invited but has not activated a Gear Pilot account cannot receive equipment; that email needs a decision. Read the review count again; an assignment issue must not silently discard equipment.
6. Confirm the import only after reviewing its scope. Wait for completion, then search the changed equipment and check counts, locations, status, and assignment.
7. If a network or permission failure interrupts a native-app import, inspect records already saved before retrying; its steps may not roll back as one transaction. The connected web console's server-side CSV import is atomic, but still review the result before another attempt.

Export Inventory includes all non-archived equipment in the active Job, even when you have narrowed the visible screen with filters. Treat the downloaded file accordingly. CSV exports are useful records, but do not include the complete history, photos, user accounts, or pending offline queue. To protect spreadsheets, an exported cell that begins with =, +, - or @ is saved with a leading apostrophe so it opens as text, not as a formula. To keep a complete company Job record with photos, use Export Job with photos (ZIP) in chapter 24.

Mixed assignment emails

When a connected equipment CSV includes **Assigned To Email**, Review CSV Import offers the same assignment choices in the web console and in the hosted web field app. They appear only when you are connected to a company; Local Jobs and Job or Location imports do not show them.

1. Choose the file-wide default under Assigned To Email:

- **Use CSV assignments:** apply the emails in the file. Blank cells unassign matching equipment.
- **Assign to pending account:** also accept eligible pending people who have already activated a Gear Pilot account and have invited access to this Job.
- **Import without assigning:** preserve existing assignments; new equipment stays unassigned.

2. Review Decisions for each email. Each distinct email is listed once with its row count and a status: **Active**, **Pending invitation**, **Needs a decision**, or **Blank - unassign**. Leave **Use file-wide choice** selected, or override just that email's rows:

- **Retain pending assignment:** shown only for a Pending invitation, meaning an eligible pending person who has already activated a Gear Pilot account and has invited access to this Job. Keeps responsibility with that person.
- **Import unassigned:** clears responsibility on matching existing equipment; new equipment stays unassigned.
- **Keep existing assignment (new items unassigned):** preserves responsibility on existing equipment.
- **Skip these rows:** leaves out only this email's rows. Other reviewed rows remain available to import.
- **Assign to [name] · [email]:** replaces this email with an eligible participant who has activated a Gear Pilot account. Eligible pending people are marked "(pending)".

No invitation is sent by any of these choices. Someone who has been invited but has not activated a Gear Pilot account cannot receive equipment; their email shows as Needs a decision. Your choices stay selected if you change Upload behavior.

3. Check the counts before confirming. The review shows ready rows, rows needing attention, and rows skipped by email. The connected web console also reports duplicates ignored. An email marked Needs a decision keeps its rows under "need attention" until you choose how to handle it; other valid rows stay in the preview.

Skip cannot be combined with Replace selected Job equipment, because Replace archives equipment that is missing from the file. If you skip rows, choose **Update and add** or **Add new only**.

Which version has these controls. They are in the web console and the hosted web field app. Older installed builds may not have them; update the app first. If Decisions for each email doesn't appear on your phone, use the web console, or correct the source file and import separately reviewed batches. Do not assume valid rows were imported after a blocked attempt.

The same asset tag can be used in different Jobs. Duplicate handling applies within the selected Job; always confirm that Job before importing.

CSV field reference

File	Headers and important behavior
Equipment	Asset ID, Asset Tag, Serial Number, Description, Discipline, Category, Source, Use, Planned Location Path, Current Location Path, Specific Placement, Assigned To Email, Status, Manufacturer, Model, Notes
Jobs	Job Name, Client, Venue, Status, Start Date, End Date, Notes. Legacy Event Name is accepted. In the cloud, existing names are skipped rather than edited; new Jobs use the creation workflow's status.
Locations	Location Name, Parent Location Path, Description. Parent names must resolve within the Job or import file. Use full paths to avoid ambiguity.

Equipment matching first checks Asset ID, then asset tag, then serial number. A row without those identifiers may generate a new ID. A matched row may update the existing equipment; do not assume every row creates a new device or that blank fields can never clear data. Use small reviewed batches for corrections.

Use is a free-text functional classification and is separate from physical placement. For example, enter Demo in Use, Show Floor > Zone 1 in Planned Location Path, and Demo Booth 2543 in Specific Placement.

Specific Placement does not need a Current Location Path. To record where equipment should go before it is placed, enter Specific Placement with only a Planned Location Path, or with no Location at all. The import keeps it, and export and re-import keep it too. Until the item is Deployed or Collected, the field app shows Specific Placement with the Planned Location. Deployed and Collected rows still need a Current Location Path.

In the connected web console, an equipment CSV import can add missing Planned and Current Location Path levels to the selected Job. Review the listed new levels before confirming. The equipment and new Locations save together; if the import fails, none of those new levels remain. **Update and add** and **Add**

new only do not use CSV to move an existing item's current Location or change its Specific Placement; use Move or Check In for physical changes. **Replace selected Job equipment** is different: it can set the matching item's Current Location Path, Specific Placement, and Status from the authoritative replacement file while retaining its ID and history. Use that mode only after reviewing the entire Job file and the replacement count. The local/native app also proposes missing Location paths during CSV review.

Use the Status column to record the item's actual lifecycle state. Accepted values are In Transit, Checked In, Available, Deployed, Collected, and Not Available. A blank Status on a new item defaults to Checked In; do not assume that means ready. For a matched item, review the proposed change before importing. A CSV status change is audited and guarded against an out-of-date update. It does not replace a real Deploy, Move, Collect, or Check In operation when physical work is being recorded.

The web-console import offers **Update and add**, **Add new only** (ignore duplicates), and **Replace selected Job equipment**. Replace archives equipment missing from the file in that Job; export a backup, review the count, and confirm the exact Job first. Existing Locations, users, other Jobs, and history are preserved. The review button states the number of equipment items, not merely spreadsheet rows. If it says to fix issues, resolve those issues or select the offered pending-assignment handling before importing.

Assigned To Email requires the shared workspace. Entering it is an explicit assignment instruction. A **Pending invitation** is an eligible pending person who has already activated a Gear Pilot account and has invited access to this Job; that person can receive a CSV assignment if you choose **Assign to pending account** or **Retain pending assignment**. Someone who has been invited but has not activated a Gear Pilot account cannot receive equipment. Use **Import without assigning** if the email is not meant to receive responsibility. Field actions still require an active account and Job access. Leave later responsibility changes to Assign or Transfer when you are not intentionally changing them through an import. Dates should use an unambiguous year-month-day format, such as 2026-09-15.

20 Maintain Locations and Use Location Batches

Add a Location or sub-location

1. From Plan, choose Locations. Search existing names before adding one.
2. Choose + Add, or open an existing Location and choose + Sub-location.
3. Enter Location Name, choose Parent Location or Top level, and add a Description if useful.
4. Choose Add Location. For corrections, use Edit Location and Save Location.
5. Check the displayed path and use it when importing or choosing equipment destinations.

Locations can be nested, such as Festival Grounds > Main Stage > Control. A Location is a reusable area; Specific Placement describes a particular rack, booth, table, or seat within it. Engineers and managers can add or edit Locations in their permitted Jobs. Managers have Archive Location; if an archive is rejected, read the dependency message and resolve it with the manager instead of assigning false locations.

Read Location Contents

Open a Location to see equipment whose recorded Current Location is that exact Location. Equipment planned there but currently elsewhere is excluded. Sub-locations appear separately and are not rolled

into the parent Location's equipment count. Collected equipment can remain listed at its recorded collection point until Check In.

Deploy, Move and Collect from a Location

Deploy on a Location's contents opens the Deploy flow with that Location filled in as the destination (chapter 8).

1. Open the source Location and choose Move or Collect. These shortcuts are enabled only when it contains eligible Deployed equipment.
2. The Move or Collect screen opens with that exact Location's deployed equipment preselected and the message that items are selected. Review every row; untick anything staying in place or going elsewhere.
3. For Move, tap Next, then choose the destination on Where is it going? and add an optional Specific Placement. This shortcut never uses a remembered Location, so you always choose one.
4. Review the action and count, then confirm. Opening the shortcut alone changes no equipment.
5. Choose Back to Location Contents to inspect the result or cancel the selection.

Move preserves Deployed status and responsibility. Collect changes status to Collected and retains responsibility and the recorded collection point. It does not empty the Location's recorded contents. Empty Location has been removed; use the actual lifecycle action.

21 Understand Roles and Planning Permission

Each person signs in with their own account. Their company role, Job access, and individual Plan permission determine the visible actions; the server also checks authorization. A hidden menu is not the only security control.

Role	Job access and field work	Planning and management
Company Manager	All company Jobs; field workflows	Plan included; company people, invitations, Job access, Job creation and deletion, Administrator Log, inventory and Location management
Job Manager	Assigned Jobs; field workflows	Plan included; assign eligible people or crews; manage inventory and Locations in permitted Jobs. No company people administration or company-wide log.
Engineer	Assigned Jobs; field workflows; add and edit inventory and Locations	Plan appears only when individually enabled. The field assignment UI offers self-assignment. Archive and company administration remain manager controls.
Viewer	Assigned Jobs; permitted read screens, no field mutations	Plan can be individually enabled. This permits planning operations within Job access, not Deploy, Move, Collect, Check In, availability changes, or inventory editing. Available assignment targets may be limited or absent.

Technician is a work description in this guide, not an additional selectable company role. A technician doing equipment work normally uses an Engineer account. A Viewer cannot receive equipment responsibility merely because Plan was enabled.

Plan is included for both manager roles. A Company Manager can enable it individually for a linked user through People & Access. This does not grant access to other Jobs, make that person a manager, or turn a Viewer into a field operator. If a permitted planner has no usable assignment target, ask a manager to assign the equipment rather than changing roles just to bypass the screen.

Job access is permission to participate in a Job. Equipment assignment is responsibility for particular assets. They are separate: granting Job access does not assign every asset, and performing an operation does not automatically make you the assignee.

22 Manage Jobs and Company Access

Create and remove Jobs

A Company Manager can choose + New Job from Jobs or Settings > Administration. Enter Job Name and the available client, venue, date, and notes fields, then choose Create Job. The New Job screen says where the Job goes: signed in to a company, the Job is shared with your company; in Local mode, the Job is saved on this device. Either way it starts with Warehouse and Loading Dock Locations. Confirm the Job and grant the appropriate participants access.

Deletion is under Settings > Administration > Job Management. Select Delete for the intended Job and read the permanent-deletion warning before Confirm Delete. This is different from archiving a device. Do not use Job deletion to end a shift or hide missing equipment; reconcile custody, pending work, and required records first.

Invite a person

1. As Company Manager, open Settings > Administration > People & Access.
2. Under Invite Person, enter Name and the person's exact Email, choose the Role (Company Manager, Job Manager, Engineer or Viewer), and tick the Jobs under Job Access. Company Managers automatically have access to every Job.
3. Choose Send Invitation and read the result. In the web console the button is Invite user. After sending, Copy invite link and Resend email are available for the pending invitation. The invitation and participant record can be prepared before the person signs in. A pending invitation counts toward the company's participant allowance as soon as it is created (chapter 24). CSV **Assign to pending account** applies only after they have activated a Gear Pilot account and have invited Job access; an unactivated invitation cannot receive equipment. Field actions still require an active account.
4. Ask the person to install 1f Gear Pilot from the App Store or Google Play. They open the app, tap **I was invited**, enter the exact invited email address, then tap **Email me a sign-in link**. They check that inbox on the same phone and tap **Sign in securely**. On iPhone, they tap **Open** when asked to open 1f Gear Pilot. The app opens signed in. If it doesn't, they go back to the app and tap **Email me a sign-in link** again for a new link. After agreeing to the service terms, they tap Join for your company. The app shows a short tour and opens their Job.
5. To switch Jobs later, ask them to open Settings > Current Job. The invitation email's Open your invitation link is a secondary option for the web app or Android; on iPhone they should follow the in-app invitation and secure email-link steps above.
6. Open their name in Users and check Account, Invitation accepted, Job access, and Planning Access. Verify that they can see the intended Job.

Change Job access and planning

1. Open the person's name in Users. For a linked non-Company-Manager account, select the appropriate Jobs and choose Save Job Access.
2. Use Enable Plan only when the person needs planning functions. Manager roles include Plan automatically; other users need this individual setting.
3. Ask the person to reload their session and verify the intended menus and Jobs. Record any denied action or missing access for manager review.

If an invitation or role change is saved but Job access is not, the console says so and keeps a retry path. For example: Invitation created, but Job access was not saved. Open Job access and retry. Follow that instruction and do not send a second invitation. If company data could not be refreshed, use Refresh before making further changes; until then, the access shown may not be current.

The native person-detail screen supports Job access and Plan changes. The connected web console additionally offers role changes, suspension and reactivation, deletion from the company roster, and pending-invitation controls. These are company-level actions, not Job-access edits. Deletion removes current company and Job access and the visible roster entry; historical audit records remain. When assigned equipment blocks deletion, use the offered reassignment or Unassign choice and review the affected records before confirming. Company-roster removal is not deletion of the person's entire Gear Pilot account.

Use the connected web console

1. On a laptop or desktop, open https://app.1feventtech.com/console/admin.html and sign in as a Company Manager. The console is online-only and uses the same shared company data as the field app. Do not use it for device-local individual-account records.
2. If you belong to more than one company, choose it under Company at the top. The top menu has Jobs, Users, Usage, Audit log and Settings. Refresh reloads company data.
3. Open Jobs and choose Open on a Job. The Job menu has Details, Equipment, Locations, Participants, Operations, History, Reports and Dashboards. ← Back to Jobs returns to the Job list.

The console supports the connected workflows below. Camera scanning, offline action queuing, and some app-specific recovery controls remain field-app workflows; do not assume the browser has every native control. Test a new browser workflow with a small batch before using it across a live Job.

If the console shows "The previous write was rejected or could not be confirmed", your selection and draft are kept and nothing was repeated. Check the refreshed records, choose I reviewed the refreshed records, then submit again if it is still needed.

Invite and manage people in the web console

1. Choose Users. Under Users and invitations, enter Name and Email and choose the Role (Engineer, Viewer, Job Manager or Company Manager).
2. Under Job access, tick the Jobs the person may open. Company Managers have every Job.
3. Choose Invite user. The person appears in the list as Pending. "Invitation email requested" means the email was sent to the mail service; it does not confirm delivery.
4. For a pending person, use Resend invitation, Show code, Show sign-in link or Revoke invitation (see Manage pending invitations below).
5. For an active person, change the role with the role list in their row and confirm. Use Job access to tick or untick Jobs, then Save Job access. Use Suspend to stop their company access and Reactivate to restore it.
6. To remove someone, choose Delete user. If they are responsible for equipment, choose a replacement person or Unassign all listed equipment under Equipment responsibility, then Confirm deletion. The audit record is kept.

Participants in a Job lists who has access to that Job. Access is changed from Users; Manage Users opens it.

Create a Job and manage its lifecycle in the web console

1. In Jobs, choose New Job. Enter Job name and, if you have them, Client, Venue, Start date, End date and Notes. Choose Create Job.
2. The new Job opens on Details. It starts with Warehouse and Loading Dock Locations.
3. To change details, choose Edit Job Details, update the fields (including Job code), then Save Job details.
4. Under Job lifecycle, choose Planning, Active, Completed or Archived and confirm. The current status shows a check mark. Completing a Job starts its one-year retention period (chapter 24).
5. Export Job with photos (ZIP) downloads the Job's records and photos.

Manage Locations in the web console

1. In the Job, choose Locations, then Add Location. Enter the Location name, choose a Parent Location (or None) and fill in Building, Floor, Space, Room and Description as needed. Choose Add Location to save it. When editing, the button is Save Location.
2. Show Locations switches between Active and Archived.
3. Contents shows the equipment recorded at that Location. From there, Move deployed equipment and Collect deployed equipment open Operations for those items. Close contents returns to the list.
4. Edit changes a Location. Archive removes it from active use and asks you to confirm. Equipment must be moved away first, and active child Locations must be archived first or in the same selection.
5. For several Locations, use Select shown or tick them, then Archive selected (or Restore selected in the Archived view). The whole selection succeeds, or nothing changes.

Location allowances are described in chapter 24.

Record field actions in the web console

1. In the Job, choose Operations. Type in Find equipment to filter by description, tag, use, status, Location or assignee.
2. Tick the equipment, or choose Select visible. Clear selection starts again.
3. Choose the Action: Prestage, Assign, Unassign, Deploy, Move, Collect, Check In, Readiness or Hand Off.
4. Fill in what that action needs. Assign and Hand Off need a person (Assign to or Hand off to). Deploy and Move need a Recorded Location and may take a Specific placement. Specific placement is filled in from the selected equipment. When the selected items have different placements and you leave the field empty, each item keeps its own placement. Edit the field to use one placement for all, or choose Clear placement to remove it. Readiness is Available (ready to deploy) or Not Available (needs attention). Prestage needs a planned Location.
5. Choose Review N items. For most actions the browser asks you to confirm, for example "Deploy 2 equipment items in <Job>? This will update shared data and record an audit entry." Choose OK to record or Cancel to stop.
6. For Prestage, a Review Prestage window lists each item's planned Location change and confirms that recorded Location, status and responsibility stay the same. Choose Confirm Prestage, or Cancel review.

7. For a deployment photo, choose the image under Deployment photo (optional) before confirming. The deployment is recorded first and the photo is attached afterwards. If the console says the deployment succeeded but the photo failed, do not deploy the item again; check History and report the photo error.

One batch applies one action to all selected equipment. The server checks permissions and records an audit entry. Hand Off in the console is the same responsibility transfer as Transfer in the field app; it moves the item from the person responsible for it to the person you choose.

From Equipment you can also tick items and choose Operations on selected, or use Assign to with Apply assignment for a quick reassignment.

Review History in the web console

In the Job, choose History. Equipment history lists every recorded action for the Job, newest first, with When, Equipment, Action, Status, Recorded Location, Planned Location, Responsibility, Operator, Note and Photo. Choose Refresh history to load changes made on other devices. View photo opens a private deployment photo link. Export CSV downloads the history list. Use Reports for status, placement and responsibility snapshots.

Filter reports

Open the Job's Reports page. Expand Status, Assigned to and Recorded Location, then check the values to include. Search helps find people or Locations. For equipment that is not checked in and belongs to two engineers, choose Select all under Status, uncheck Checked In, and select those two engineers under Assigned to. Click Apply filters.

Results can match any selected value within one category and must match the other selected categories and report search. No selections in a category means no results. Select all includes values hidden by a dropdown search. Clear filters restores all categories and clears search. Export Report CSV and Print / Save PDF use the same applied rows shown on the screen, even while you are editing a new selection. Printed reports use a landscape table that keeps long equipment descriptions from covering other columns.

Display a show dashboard

1. In the web console, open the Job, then choose Dashboards.
2. Choose the phase: Deployment, Running or Returning.
3. For Deployment or Returning, choose Choose expected equipment. Under Equipment expected to deploy and return, tick the items for this show, or use Select all or Clear, then choose Confirm expected equipment. Leave warehouse spares unticked. This list is kept in this browser only and doesn't change assignments.
4. Read the panels. Deployment and Returning show Outstanding equipment by person. Running shows Live equipment by Location. All phases show Deployment photos and Live activity; use Next page, Next photo and Next activity page to move through them.
5. FULLY DEPLOYED or FULLY RETURNED appears only when every confirmed item is Deployed (or Checked In for Returning) and the data is current. Collected still counts as outstanding until Check In.
6. Check the status line before trusting the screen. CONNECTED · REFRESHES EVERY 15s means the data is current. WAITING FOR CURRENT DATA, REFRESH FAILED - DATA MAY BE STALE or CONNECTION LOST means it isn't. Choose Refresh now to update.

7. For a wall screen, choose Large-screen view. Pages rotate on their own; use Pause rotation or Resume rotation. Choose Exit large-screen view to return.

Choose expected equipment again after reloading the page or changing Jobs. The dashboard shows synchronized shared records; offline work on another device appears after the server accepts it. Make changes in Operations, and use Reports for an export.

Manage pending invitations in the web console

In Users, a pending person has **Resend invitation**, **Show code**, **Show sign-in link**, and **Revoke invitation**. In the production console, invitations open the web field app. A person who will use the Android app installs it from Google Play and signs in with the invited email. Treat a displayed code or link as a secret: share it only through an approved private channel, never in a public ticket or screenshot. A one-time link may expire or be consumed, so generate a fresh one when necessary. Revoking a pending invitation removes its planned equipment assignments and access but keeps an audit record. For an active person, **Job access**, **Suspend**, and **Delete user** are distinct operations.

Company-code requests

A Company Manager can Create Company Code or Replace Company Code in People & Access. A code identifies a company; it does not authorize entry by itself. Share it through your company's approved channel. A person who requests access must still be reviewed under Pending Access Requests. Check the identity, role, and selected Job access, then Approve or Decline. Replacing a code means using the new code for later requests.

Review activity and access

On Jobs, Activity opens Job Activity for that Job. My Work > My Activity shows work recorded by the signed-in account. Equipment History follows the particular device. Company Managers can open Administrator Log from Administration for company-wide equipment and account activity, then search or filter by Job, account, and action. Show More expands a long result list. In the web console, Audit log shows Company activity: the latest 100 access and user-administration events, such as invitations, role changes and removals.

Last access is the application's recorded access time; Invitation accepted records activation of an invited account. Neither should be treated as a complete login audit. Never means no value has been recorded, not proof that a person has never received an invitation.

Do not rely on automatic manager email notifications as an operating control yet. Delivery setup and a live notification test remain a separate rollout task. Use the visible records and direct coordination to confirm onboarding.

Subscription and support

Settings shows subscription information and current limits; chapter 24 lists every plan's limits. Corporate subscriptions are managed for the company account. Company plans are bought in the Android app under Settings > Plan & Billing by an active Company Manager. Company plans can't be bought on iPhone yet. If a limit blocks a Job, invitation or import, ask the Company Manager to review capacity before changing or deleting records.

For support, email gpsupport@1feventtech.com or call 656.251.8389 and supply the app version shown at the bottom of Settings, Job name, account email, affected identifier, action, exact message, time, and

whether offline work is pending. Include a screenshot when helpful, without including passwords or sign-in links.

Personal account deletion

Delete my account is in Settings under Support and diagnostics when you are signed in to a cloud account. You can also start a request from the web page app.1feventtech.com/delete-account/. Removing someone from a company roster, deleting a Job, or erasing Local Jobs is not personal account deletion.

You must be online with no pending field work. A sole Company Manager must appoint another active manager first. Type DELETE to save the request. After a saved request the phone signs out and opens on Sign in. A saved request is not confirmation that deletion has finished; the service normally processes it within a day or two, and within 30 days. Shared company equipment and anonymized activity stay with the company. Individual Local Jobs on the device are not a cloud-account erase.

Gear Pilot account deletion does not cancel Apple App Store or Google Play subscriptions. Cancel store subscriptions separately. Store cancellation does not delete the Gear Pilot account.

23 Set Up a Corporate Workspace and Move Local Data

A Corporate workspace keeps a company's Jobs in the shared cloud database. Invited people work in those Jobs with their own accounts. Local Jobs stay on the device where they were created. This chapter explains how a new company owner creates an organization and chooses what happens to existing Local Jobs. To join an existing company instead, accept your invitation as described in chapter 2.

Create your company

1. On the Welcome screen, choose Create account and enter the email address you will use to manage the company. Choose Email me a link, then open the link from Check your email on the same phone. Resend link and Use a different email are on that screen.
2. If the account has no company yet, the No company yet screen appears. Choose Set up a company. If an invitation is listed, choose Join with that company name instead when you mean to join it.
3. On Name your company, enter the Company name and choose Create company.
4. Choose a company plan on Plan & Billing. Company plans are bought in the Android app for now; they can't be bought on iPhone yet. You can also choose Not now and buy later from Settings > Plan & Billing.
5. On You're set up, choose Invite people to add your crew, or Go to Jobs.

The account that creates the company becomes its Company Manager and its subscription administrator. That one person is not counted toward the participant allowance (chapter 24). If the app reports that the company may already have been created, refresh your account before retrying and do not create another. The app checks for a creation that already succeeded before it allows another attempt.

Choose what happens to your Local Jobs

After the company exists, the Set up Corporate workspace screen names the destination company. A Company Manager can also reopen it from Jobs with Set up Corporate workspace. That button appears only while this device has Local Jobs or records to move, or a transfer is unfinished. With only the untouched sample Jobs, or nothing local, the app opens the company's Jobs directly and the button is not shown. Choose one option:

- **Move My Local Data:** copy one complete Local Job into the company, after review.
- **Start With an Empty Organization:** begin with no Jobs. No local records or photos are uploaded.
- **Open existing Corporate workspace:** open the company as it is. Existing access does not transfer local data or verify a migration.

Before you choose, select Export original local backup and keep the file somewhere safe. It includes the original records and embedded photos. Pending synchronization work stays separately on the device and is not part of the backup.

Moving data is on in the current production release. If the screen displays **Corporate migration is not enabled. No transfer or Empty verification can run.** Keep your original data and try again after your company's rollout is confirmed. Nothing has been changed.

Move a Local Job

1. Choose Move My Local Data, then select one Local Job. The move includes all of its equipment, Location hierarchy, history and referenced photos. Other Local Jobs stay local.
2. Choose Review selected Job. Check the Job name, the original created and updated dates, the counts, and the Location paths. Completion clock shows the original completion date when one is recorded; otherwise it says unavailable, and no date is guessed.
3. If Resolve before upload appears, correct each listed issue in the Local Job, then review again. Issues include a missing or ambiguous Location reference, duplicate names, tags or serials, history that no longer matches its equipment, or a photo that cannot be read or is larger than 20 MB. Nothing is dropped or merged automatically.
4. When review finds no conflicts, choose Confirm upload of this Job. Original labels, actors, timestamps and photo bytes are preserved. The moved history shows who originally recorded each action; your account is recorded separately as the person who imported it.
5. Watch Verified staged items. Inventory becomes visible in the company before photo publication finishes. Do not switch workspaces until the app reports that verification is complete.
6. When Verification complete appears, choose Verify again and switch to Corporate. The app checks the trusted completion record and your source data once more before switching.

If the company does not have room for the Job's equipment, Locations or Jobs in progress, the move is refused before anything is published. Completed and Archived Jobs keep their status when moved.

Recover an interrupted or failed move

If the app closes, the network drops or a step fails, reopen Set up Corporate workspace online and choose Retry / resume selected Job. The app continues with the same records instead of creating duplicates. If inventory was published but photos were not finished, some inventory may already be visible in the company. Resume the move rather than starting another one.

If the app displays **Local data changed or needs review. Review this Job again before uploading.** Review the Job again. If it reports that several migration journals require review, stop and contact support. Do not create another transfer or switch workspaces. Keep the original device data intact while you wait.

Start empty, return, and your original data

Choosing Start With an Empty Organization, then Verify empty organization, confirms the company has no Jobs. Nothing is uploaded. After a choice has been confirmed, Return to current Corporate workspace opens that workspace again without running another migration.

Your original Local Jobs, their photos, pending work and backups are never deleted or overwritten by setup or migration. There is no cleanup step in this release. After a move, use the company Job for shared work, and keep the original backup as your record of the device data.

24 Plans, Limits, Retention and Exports

Plan limits

Every plan has fixed allowances. Equipment and Location limits apply to each Job; the Jobs limit counts Jobs in progress at the same time.

Personal plan	Equipment per Job	Locations per Job	Jobs at once
Free	10	2	1
Starter	50	5	2
Standard	150	20	3
Top Tier	500	40	5

Corporate plan	Equipment per Job	Locations per Job	Jobs at once	Participants
Entry	100	10	2	5
Middle	200	25	3	15
Top Tier	500	50	5	40

Draft/Planning and Active Jobs use a slot; Completed and Archived Jobs do not. Personal plans keep Job data on the device and do not need a company account. When a limit is reached, existing data is kept. Ask the Company Manager to review the plan, or complete or archive a Job, rather than deleting records. This manual lists limits, not prices; the store shows the current price before you buy. Plans are bought in the Android app through Google Play under Settings > Plan & Billing. Company plans are sold in the United States only. Plans and free trials can't be bought in the iPhone app yet; buy in the Android app for now.

Free trials

Free trials start with a purchase in the Android app; they aren't offered on iPhone yet. Personal paid plans (Starter, Standard, Top Tier) come with two calendar months free when the store offers the trial. Corporate plans (Entry, Middle, Top Tier) come with one calendar month free, or 30 days where the store counts days, once per company.

The Personal trial is an introductory offer of two calendar months. The selected plan's equipment, Location and Jobs limits apply during and after the trial. Settings shows Trial access and a reminder before the trial ends. The store's confirmed dates are authoritative. Cancel or change renewal through the App Store or Google Play. Your saved Job data stays on the device when access ends. For a company, upgrading, cancelling or resubscribing does not start another trial. On the Corporate plan sheet, the buttons read Entry, Middle and Top Tier with the store price, and the store sheet shows the final terms before you confirm. The company pays, and invited participants do not need their own subscription.

Count Corporate participants

In the web console, Usage shows Participants across company. Each person counts once across all of the company's Jobs, however many Jobs they can open. Managers and pending invitations count. One designated subscription administrator is not counted.

A Company Manager can change that person under Subscription administrator by choosing an active Company Manager and selecting Set subscription administrator. The designation changes only the allowance count; it does not change anyone's roles or Job access. If usage cannot be read, the console says so and shows no estimate; use Refresh.

Job retention

When a company Job is marked Completed, its one-year retention period begins. Job records and photos share the same deadline. Reopening the Job clears that period; it starts again the next time the Job is completed. Archiving alone does not start it.

In the web console, the Job's Details page shows the retention deadline. As the deadline approaches, a notice appears within 30 days, within 7 days, and within 1 day, and another notice appears once the deadline has passed. Each notice says that it does not confirm deletion or activate cleanup. The service's daily retention worker can remove a Completed Job and its photos after the deadline, so export the Job before then if you need a copy.

Export a Job with photos

1. In the web console, sign in as a Company Manager while online and open the Job's Details page.
2. Choose Export Job with photos (ZIP). The console reads and checks the Job's records, history and readable deployment photos, and shows its progress.
3. Wait for the message that a verified ZIP download was prepared, then confirm that the file is saved where you expect. The console cannot independently confirm that the browser finished saving it.

Photos are exported with their original bytes. If a photo is missing, your access changes, or you change account, company or Job during the export, it is cancelled and No archive was saved is shown. Choose Cancel export to stop it yourself. Use Export Report CSV or Print / Save PDF from Reports for a filtered summary without photos.

25 Screen Reference

Figures 1 to 10 were captured on November 5, 2026 using example Jobs and equipment. The field screens open with the camera on a phone, so figures 1 and 7 show screens you reach after tapping List or from Inventory. The Transfer screen changed, so Figure 6 is a text description until a new screenshot is taken. Figure 11 is a dated example captured on October 6, 2026. That screen may have changed since. Where a dated screenshot and the text differ, follow the text.

Deploy in three steps

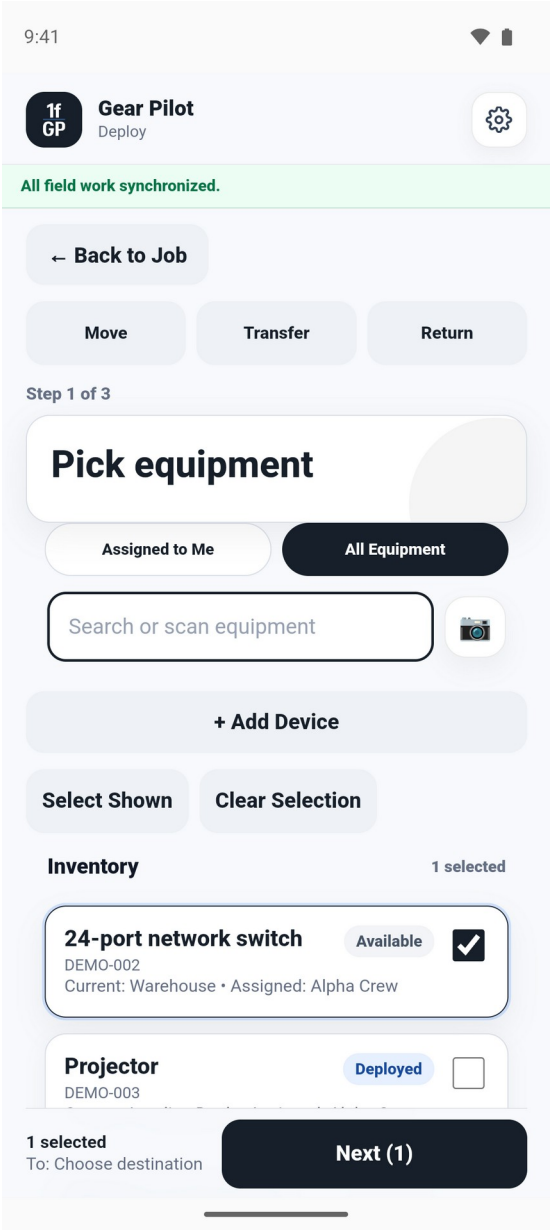


Figure 1 (Android, November 5, 2026). Step 1 of 3, Pick equipment. Assigned to Me and All Equipment switch the list without changing anyone's assignment. On a phone, Deploy opens with the camera; this list appears after you tap List. Search or scan, tick the items, then choose Next. The bar at the bottom shows how many are selected and that the destination is still to be chosen.

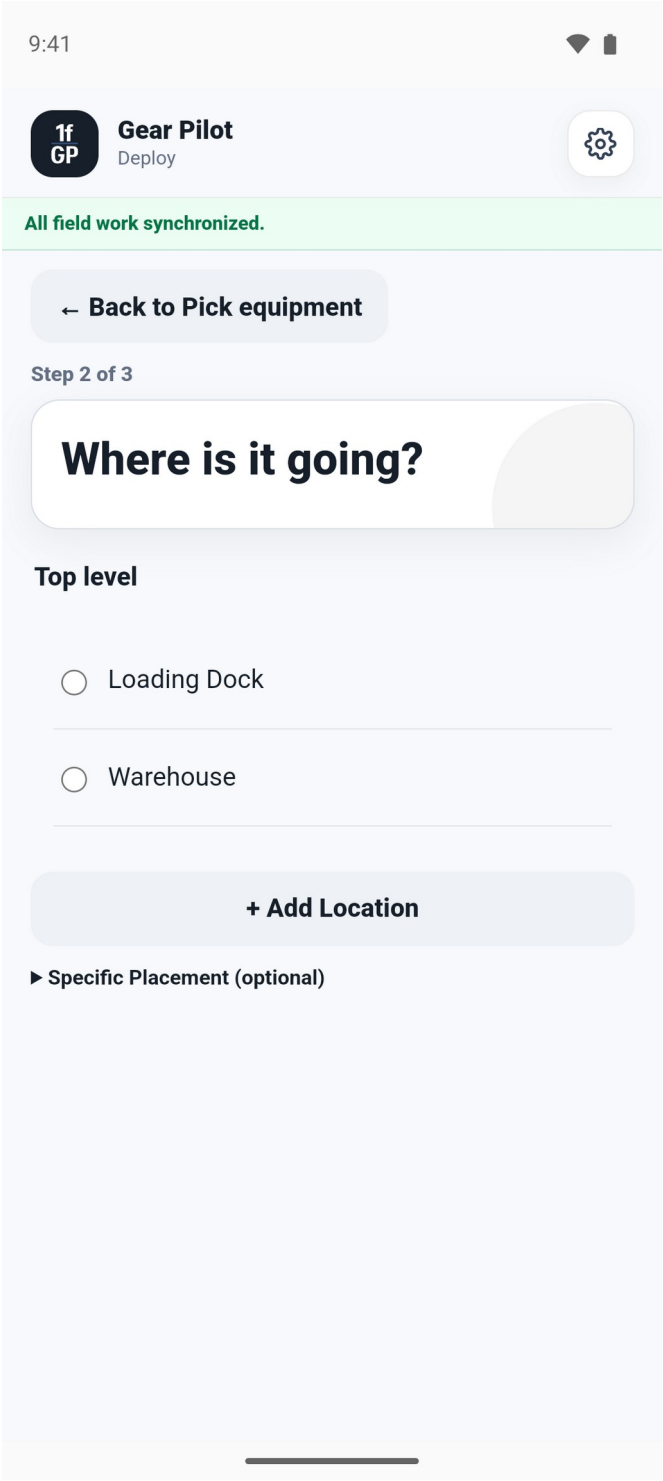


Figure 2 (Android, November 5, 2026). Step 2 of 3, Where is it going? Tap a Location to choose it and go to review. If a Location has sub-locations, its arrow button opens the next level, where Use this level is also offered. + Add Location creates a Location here, and Specific Placement (optional) records an exact spot such as a booth or rack.

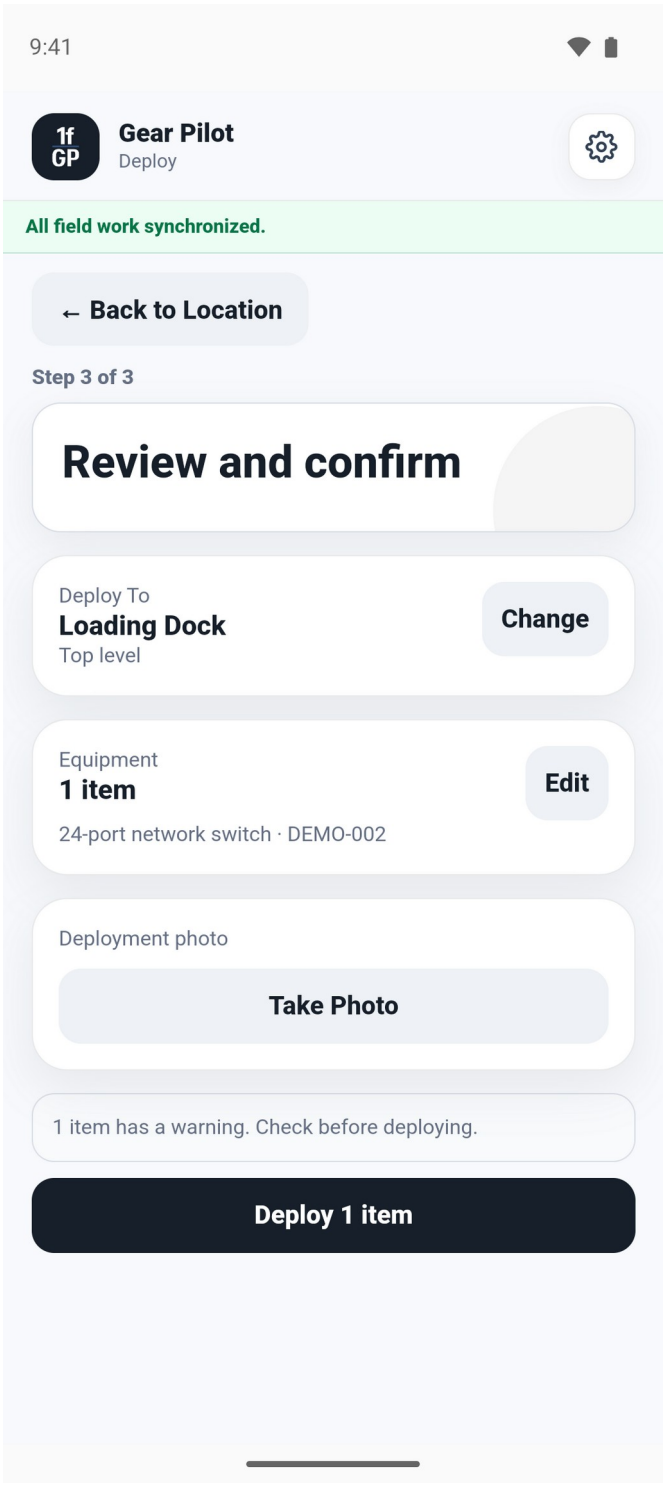


Figure 3 (Android, November 5, 2026). Step 3 of 3, Review and confirm. Change returns to the destination and Edit returns to the equipment list. Take Photo adds an optional deployment photo. Read any warning before you continue. Here the item is assigned to someone else, and deploying does not change that assignment. Deploy 1 item records the work.

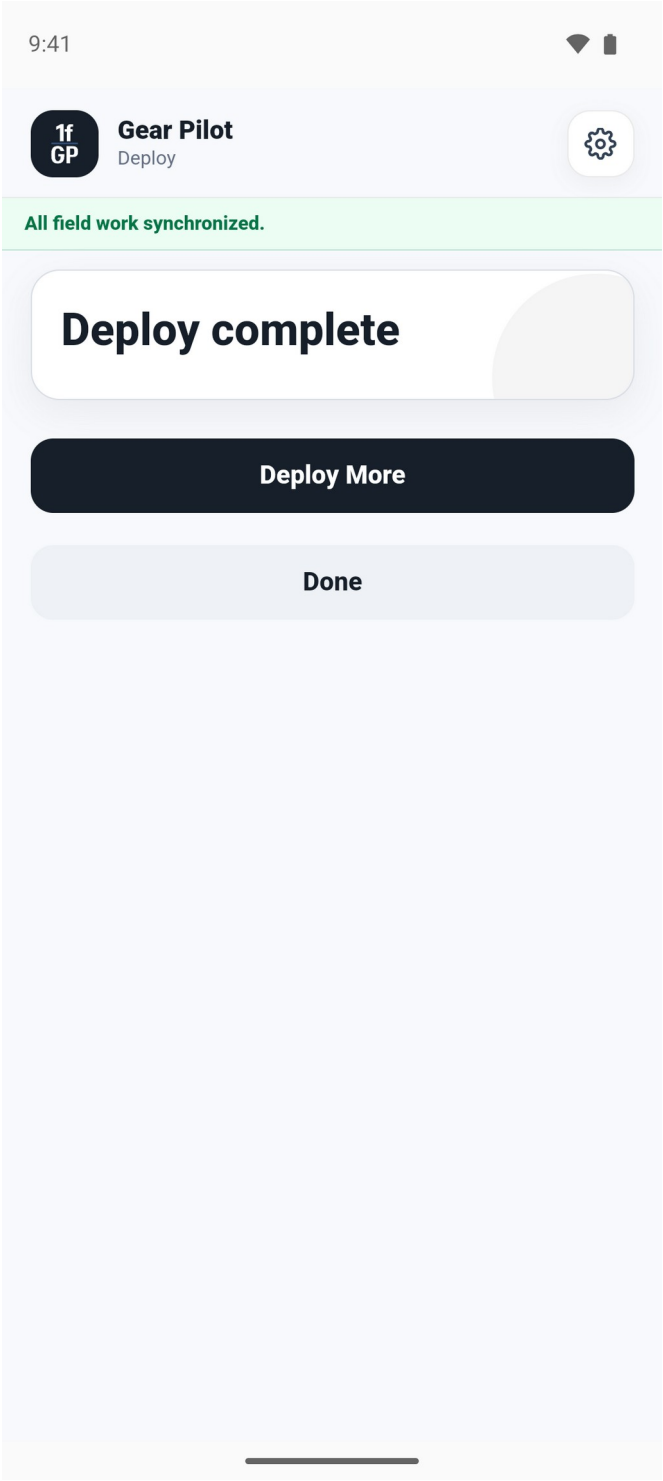


Figure 4 (Android, November 5, 2026). Deploy complete. The green banner All field work synchronized means the server has the work. Deploy More starts again at step 1 with a clear selection; Done finishes the flow.

Work offline

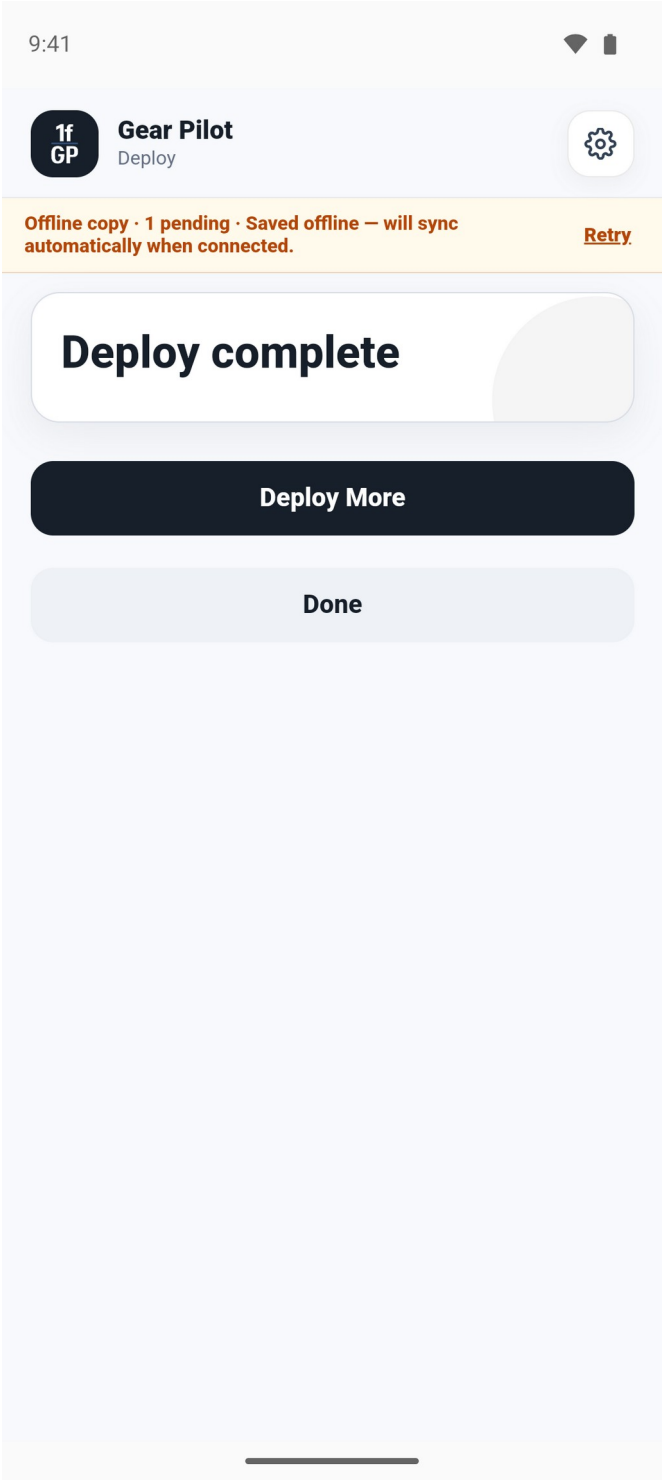


Figure 5 (Android, November 5, 2026). The same Deploy recorded without a connection. The banner reads Offline copy · 1 pending · Saved offline - will sync automatically when connected. The work is saved on this phone only. Coworkers and the console do not see it until it is sent. Retry tries to send it again. Wait for All field work synchronized (Figure 4) before you treat the work as final.

Figure 6 (text only; the build 39 screenshot no longer matches). Transfer. On a phone with a camera the screen opens with the camera live; scan the items and tap Done, or tap List. The list shows the equipment assigned to you. Under Transfer To, each eligible person is a button. With items selected, each reads Hand with the count and the name, for example Hand 2 items to Sam Rivera, and one tap on it moves responsibility. Location and deployment status stay the same. If no one else is eligible, no names appear and the Hand button stays unavailable. A new screenshot will replace this text.

Review a device label

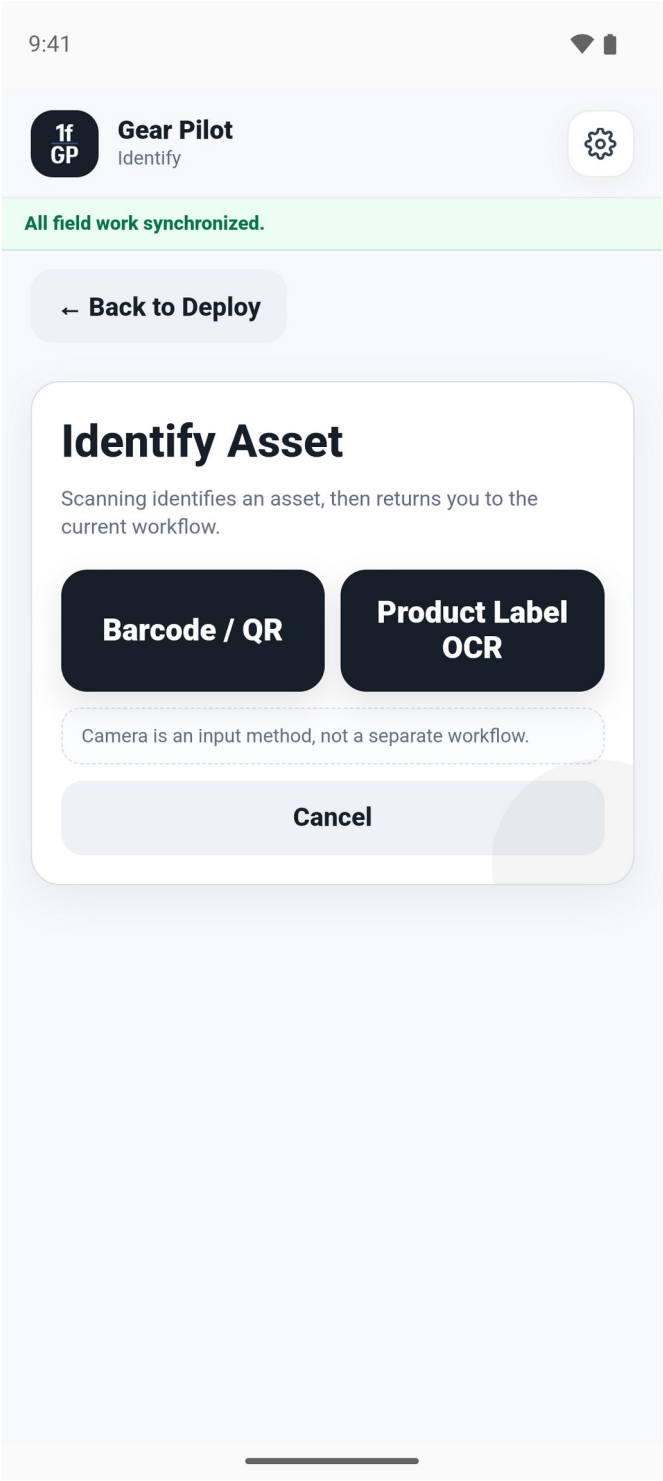


Figure 7 (Android, November 5, 2026). Identify Asset. This menu appears when you identify equipment from Inventory. Choose Barcode / QR for a code, or Product Label OCR for a printed label. On Deploy, Move, Collect, Check In and Transfer, the camera starts straight away instead, and Product Label OCR is a button on the camera screen.

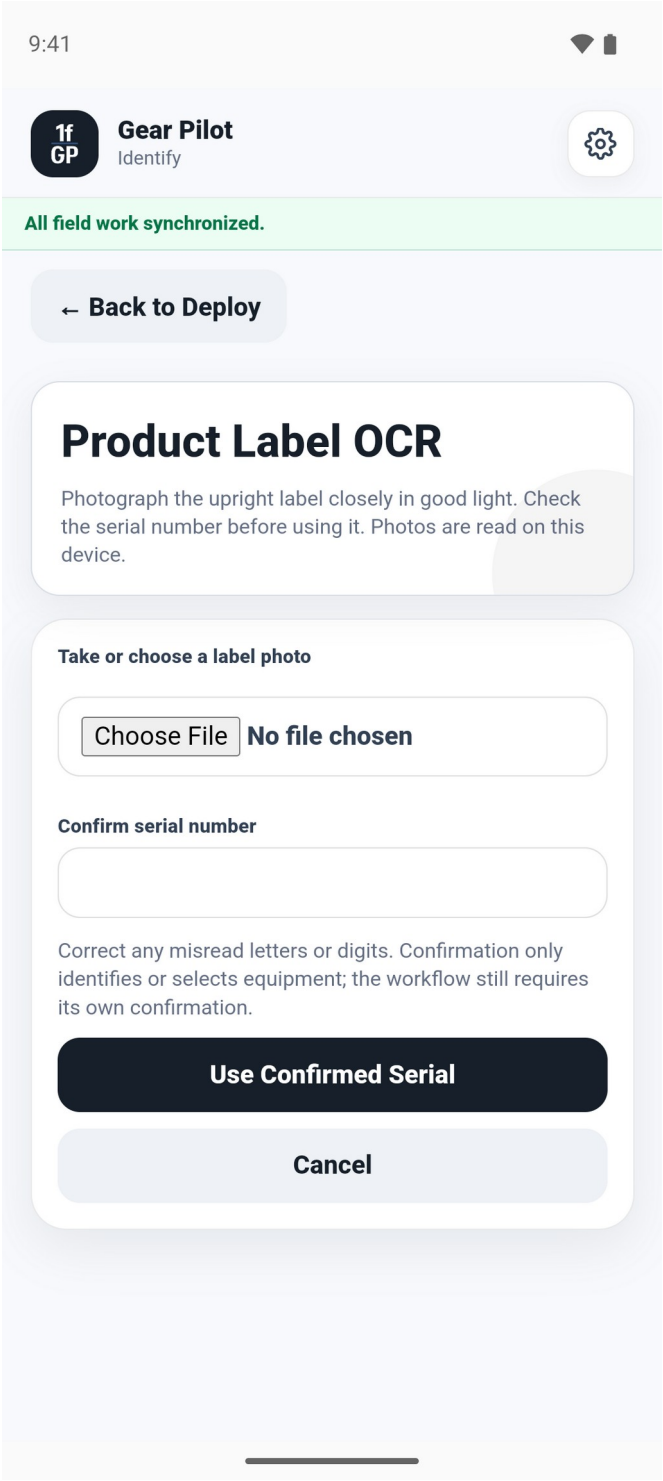


Figure 8 (Android, November 5, 2026). Product Label OCR before a photo is chosen. Take or choose a photo of the upright label, then check Confirm serial number and correct any misread characters. The photo is read on this device. Use Confirmed Serial identifies or selects equipment; it does not deploy, assign or save a new record by itself.

Review Location contents

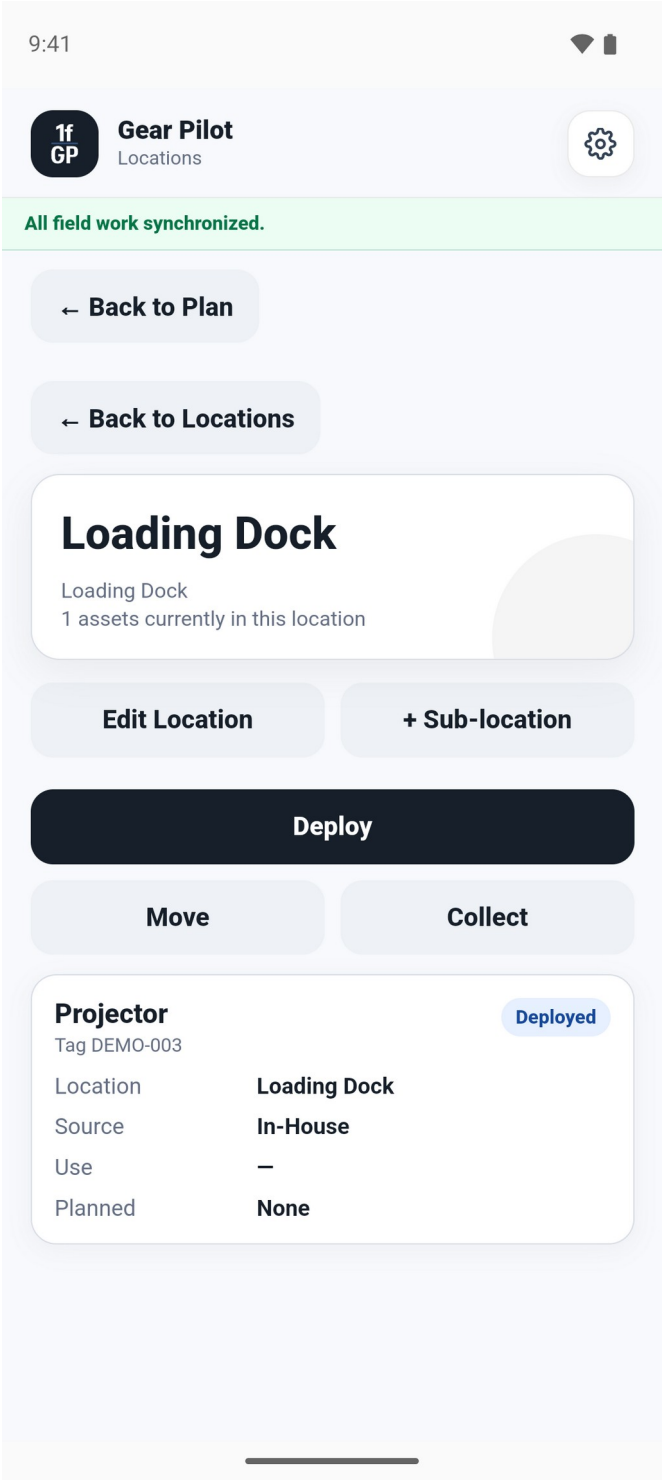


Figure 9 (Android, November 5, 2026). Location contents for Loading Dock. Deploy starts the Deploy flow with this Location as the destination. Move and Collect apply to eligible deployed equipment currently in this exact Location. Each item shows its Location, Source, Use and Planned Location.

Choose a Job

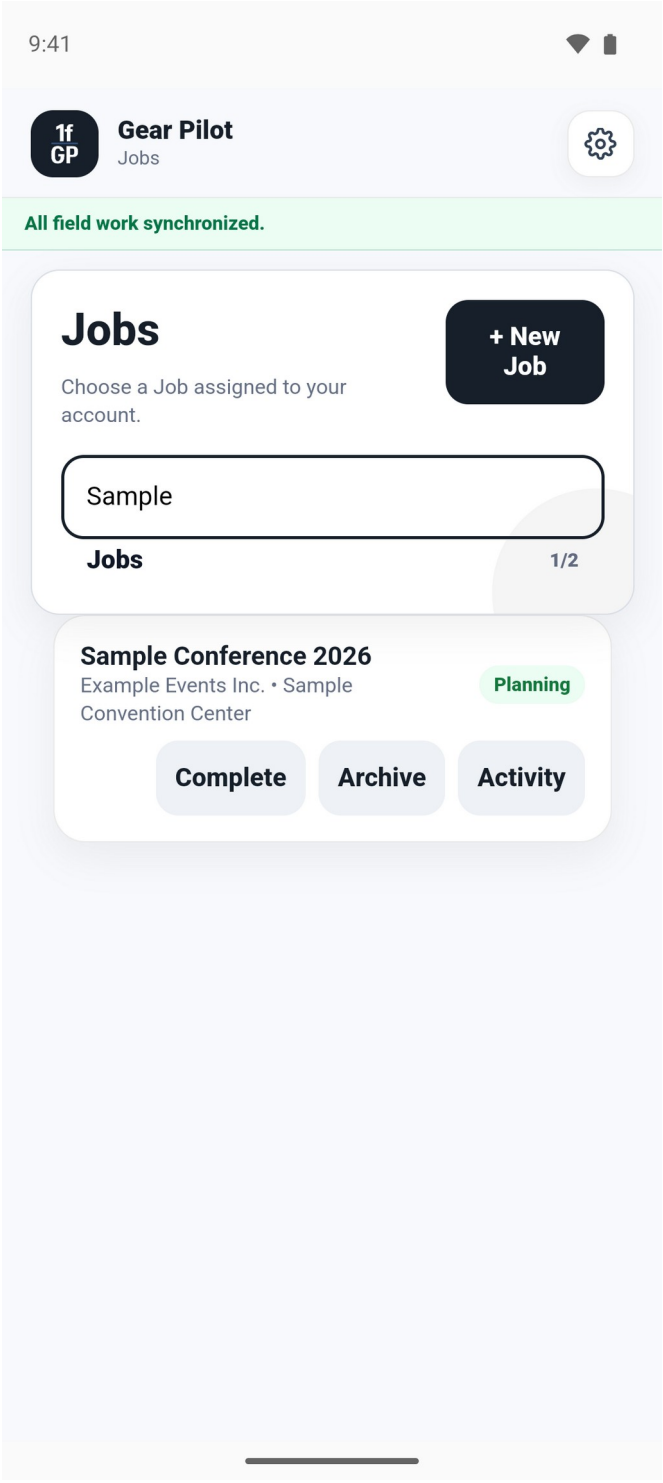


Figure 10 (Android, web bundle 961d414, November 5, 2026). The Jobs list, filtered for this example by typing Sample in Search Jobs. Search matches a Job's name, client, venue or status, and the full list returns when you clear the box. Tap a Job to open it. Activity opens that Job's record of activity. Managers also see + New Job, Complete and Archive. Complete and Archive change the Job's status for everyone on it, and Reopen returns it to Planning, so use them only when the Job's work is finished. The gear opens Settings.

Review access

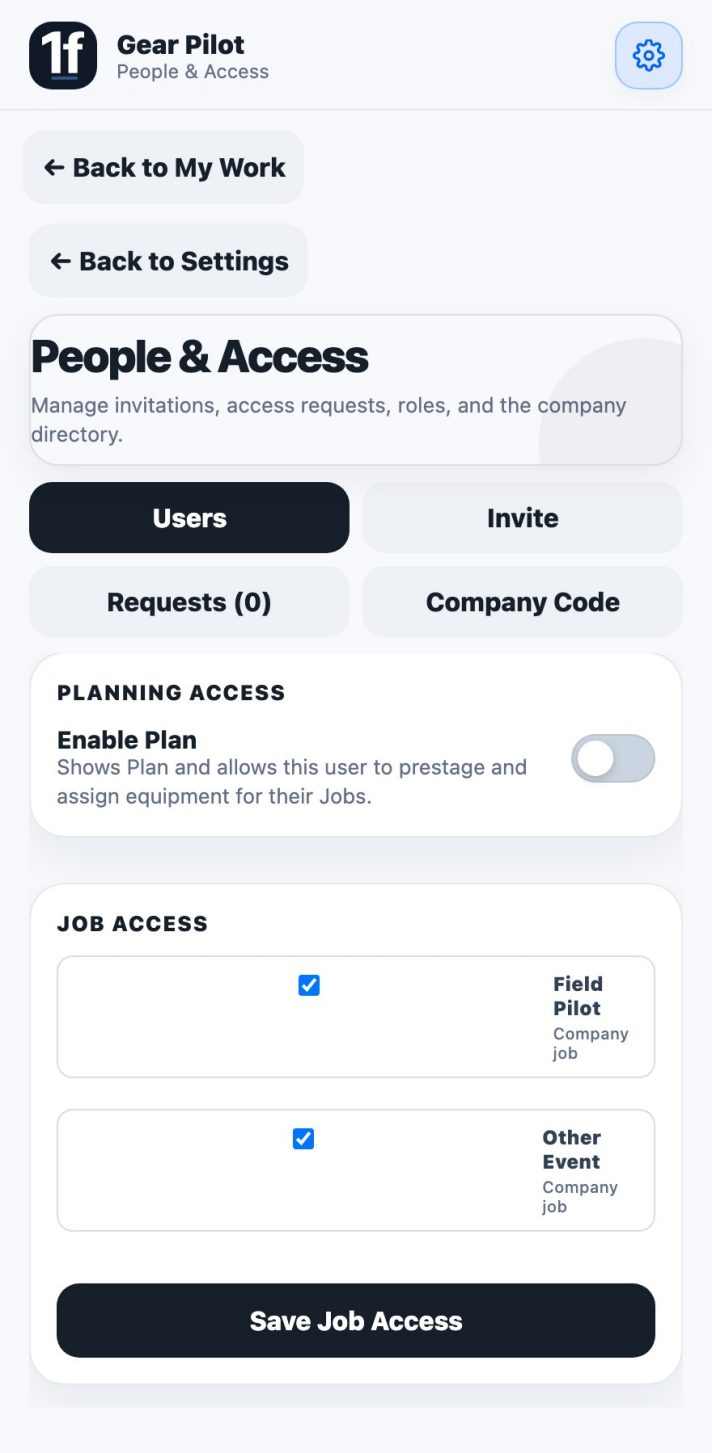


Figure 11 (dated example, October 6, 2026). Job access and Enable Plan are distinct controls. Account linkage and role still determine eligible operations and assignment targets.

26 Revision Record

Version	Date	Summary	Owner
0.1	September 5, 2026	Initial engineer and technician equipment workflow manual	1f Event Tech
0.2	September 10, 2026	Job terminology, Hand Off, Deploy filters, local photo OCR, Location batches, roles, administration, imports, screenshots, and offline recovery	1f Event Tech
0.3	September 10, 2026	Large Home buttons, compact batch controls, My Work guidance, consistent Locations navigation, and refreshed screenshots	1f Event Tech
0.4	September 11, 2026	Installation, offline preparation and restart, queued photos, synchronization, storage limits, and upgrades	1f Event Tech
0.5	September 23, 2026	Rebranded guide for 1f Gear Pilot; clarified lifecycle states, CSV Status and pending assignments, connected-console operations and history, invitation controls, and photo error recovery	1f Event Tech
0.6	September 27, 2026	Updated beta onboarding and account-email guidance, Settings Help, report filters, show dashboards, Local Jobs backup and restore, mixed-email import limitation, and gated personal account deletion	1f Event Tech
0.7	September 28, 2026	Personal account deletion: request versus completed processing, store subscriptions stay separate, disposable-account physical acceptance still required after enablement	1f Event Tech
0.8	September 30, 2026	Mixed-email CSV import: Decisions for each email, activated-account pending assignment versus unactivated invitation, Skip versus Replace, web and hosted availability	1f Event Tech
0.9	October 6, 2026	Refreshed against source release 040b576. Adds Corporate workspace setup and Move My Local Data (chapter 23), plus finite plans, Personal trial, company-wide participant counting, one-year Job retention notices and Export Job with photos (chapter 24). Covers deployment photo preparation and preview, offline recovery after access changes, console restore, partial-save recovery and CSV formula protection. Separates web releases from installed phone builds	1f Event Tech
1.0	November 2026	Public Android release on Google Play in the US; updated sign-in and company setup, Android in-app plans, Settings and console changes, account deletion, retention worker, and current Android screenshots. Oct 6 screenshots marked as dated	1f Event Tech
1.1	November 6, 2026	Public release wording: removed beta and invited-tester language, updated where to find the app version, corrected the offline preparation wait text, and renamed the one-page guide to Getting Started	1f Event Tech
1.2	November 6, 2026	Set up Corporate workspace shown only when needed; New Job wording for Local mode	1f Event Tech
1.3	November 6, 2026	Camera-first field screens and Home buttons; one-tap Deploy, Move, Check In and Transfer buttons with Change; Inventory Actions (was Scan & Update); Corporate plans Entry, Middle and Top Tier; free trials; invitations; sign out on this phone only; iPhone app on the App Store, with plan purchases on Android for now	1f Event Tech
1.4	November 7, 2026	Web console steps for people and invitations, Job lifecycle, Locations, Operations, History, Audit log and Dashboards; corrected console menu, dashboard and button names	1f Event Tech
1.5	November 8, 2026	iPhone app available on the App Store with the same field screens as Android; plans and trials are bought in the Android app for now	1f Event Tech