ACCRUENT
MERIDIAN

GETTING STARTED WITH BLUECIELO MERIDIAN?

Take action while you're on the move!

BlueCielo Meridian requires the Meridian Portal API Service to be installed on the Meridian Enterprise server.

The Meridian Windows Mobile application is no longer supported. Microsoft discontinued active development of Windows 10 Mobile in 2017, and the platform was declared end of life on January 14, 2020. As a consequence, Accruent is unable to enhance or support the Meridian Windows Mobile application, and it has been withdrawn from distribution.

HOW DO I GET BLUECIELO MERIDIAN

Get the free app online:

Download on the App Store   GET IT ON Google Play

HOW DO I START BLUECIELO MERIDIAN?

Tap the **app icon:**

HOW DO I LOG ON?

1. Type your **server name** or **address** or **111.222.333.444**

2. Select **Sign in Authenticator** and add your **username** and **password**

SIGN IN

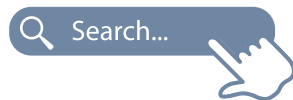## HOW DO I OPEN A DIFFERENT REPOSITORY OR VIEW?

Tap **Settings:**

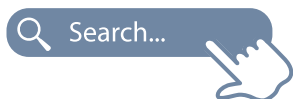## HOW DO I FIND ITEMS IN THE REPOSITORY?

METHOD 1

1. Tap **Search:**

🔍 Search...

2. Type a **'Starts-with'** Keyword:

METHOD 2

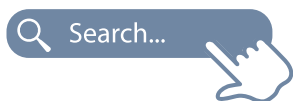1. Tap **Search:**

🔍 Search...

2. Tap a form search that was saved in **Explorer**

Saved Searches
Project name
Plant 764

METHOD 3

1. Tap **Search:**

Note: Method 3 only available for asset search, not document search

🔍 Search...

2. Tap the **Scan icon**

3. Scan a **bar** or **QR code**

GETTING STARTED WITH BLUECIELO MERIDIAN?

HOW DO I FILTER THE SEARCH RESULTS?

1. Search using one of the preceding methods
2. Tap **Filter**
3. Tap desired property name

HOW DO I EXPORT AN ITEM?

Tap it:

ABC1
Title
Revision

HOW DO I OPEN A DOCUMENT IN A DIFFERENT APP?

Tap **Export**

HOW DO I SEE MORE PROPERTIES?

Scroll the list:

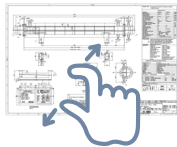| Properties	
Plant	Exton, PA
Area	Buildong 1
Unit	Engineering

HOW DO I VIEW A FILE?
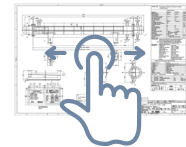
Tap the **Thumbnail**
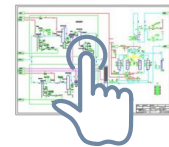
HOW DO I ZOOM IN AND OUT?

Pinch to scale

HOW DO I PAN AROUND?

Drag to position

HOW DO I ROUTE A DOCUMENT?

1. Tap **Actions**

2. Tap **your choice:**

Release
Reject

HOW DO I SEE RELATED ASSETS?

Tap the **icon**

HOW DO I SEE RELATED DOCUMENTS?

Tap the **icon**

GETTING STARTED WITH BLUECIELO MERIDIAN?

HOW DO I ADD A COMMENT?

1. Tap **Comments**
2. Type in **Add comment**

3. Tap **Send**

HOW DO I EDIT A COMMENT?

1. Tap **Comments**
2. Touch the **comment** for 2 seconds
3. Tap **Edit**

4. Type in **Edit Comment**

5. Tap **Send**

HOW DO I DELETE A COMMENT?

1. Tap **Comments**
2. Touch the comment for 2 seconds
3. Tap **Delete**

HOW DO I ADD A PHOTO?

1. Tap **Comments**
2. Tap **Camera**
3. Select an existing photo or take a new photo

HOW DO I DOWNLOAD AN ITEM SO I CAN VIEW IT OFFLINE?

Tap **Download**

HOW DO I VIEW DOWNLOADED ITEMS OFFLINE?

1. Tap **Home**
2. Tap **Offline Documents**
3. Tap the item

ABB-36-0001
LIGHTING PLAN

HOW DO I REMOVE OFFLINE ITEMS?

1. Tap **Home**
2. Tap **Offline Documents**
3. Touch an item for 2 seconds to highlight it
4. (Optional) Tap **Select All** to highlight all items
5. Tap **Remove** in the menu

6. Tap **Remove** button
7. Tap **Done** button

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