JobWatch app

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What will you learn by the end of this training session ?

- *How to log in and out of JobWatch app*
- *Time sheet management*
- *Risk assessment and worksheets*
- *Signing off a job*
- *Adding expenses*

Logging into JobWatch app

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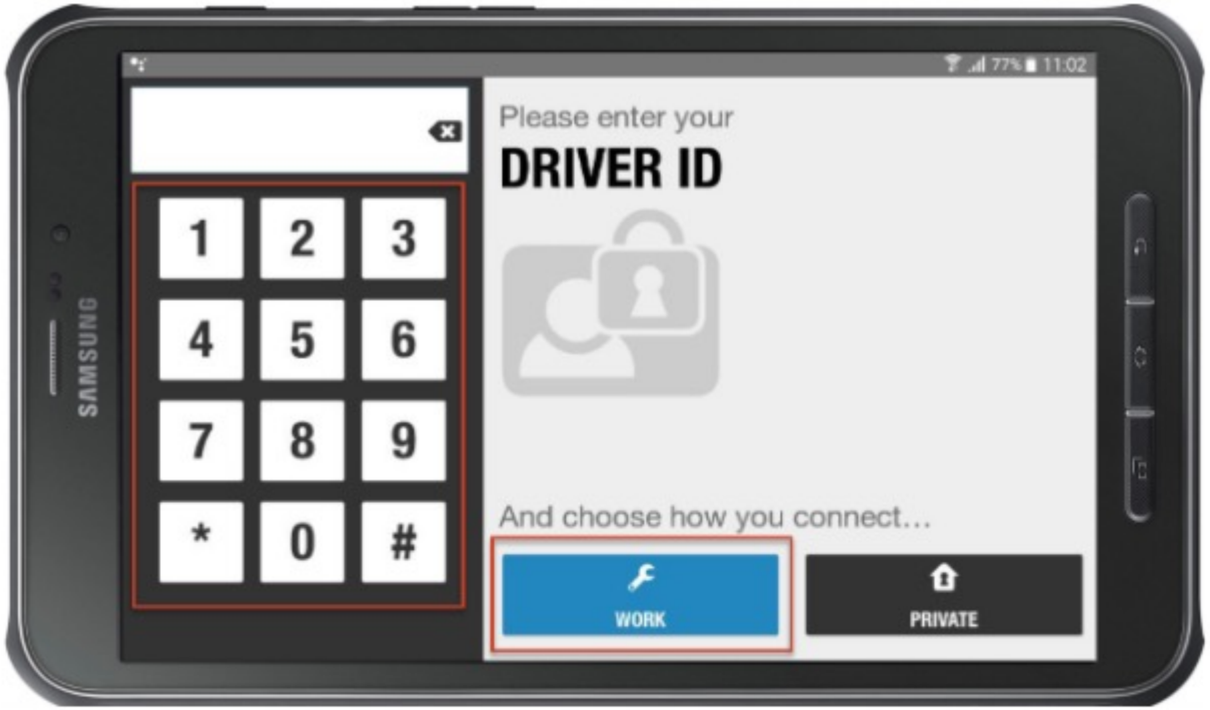
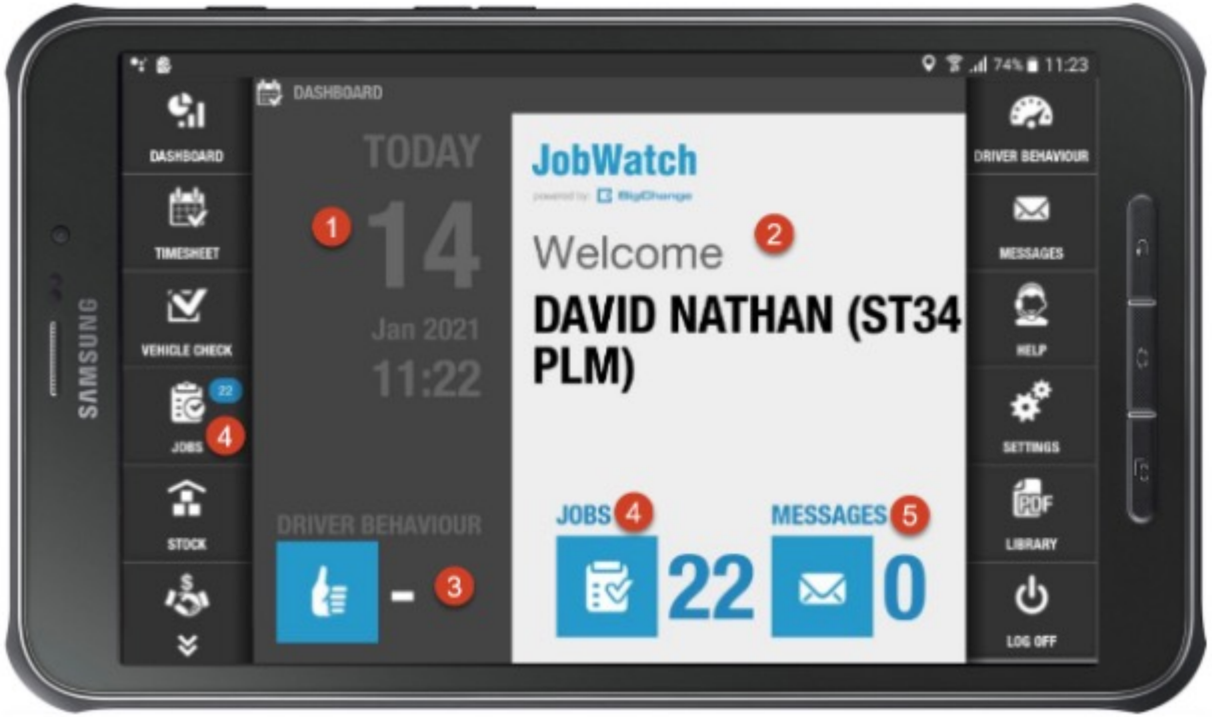
- Enter your user log on ID followed by the *
- Press the Work key
- The app will now log in.



APP login Screen

1. Current time & date used
2. Engineer log in details
3. Driver behaviour off vehicle tracker system
4. Assigned jobs. Blue circles jobs are unopened
5. Messages – received from the office – toolbox talks etc



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Setting up a signature

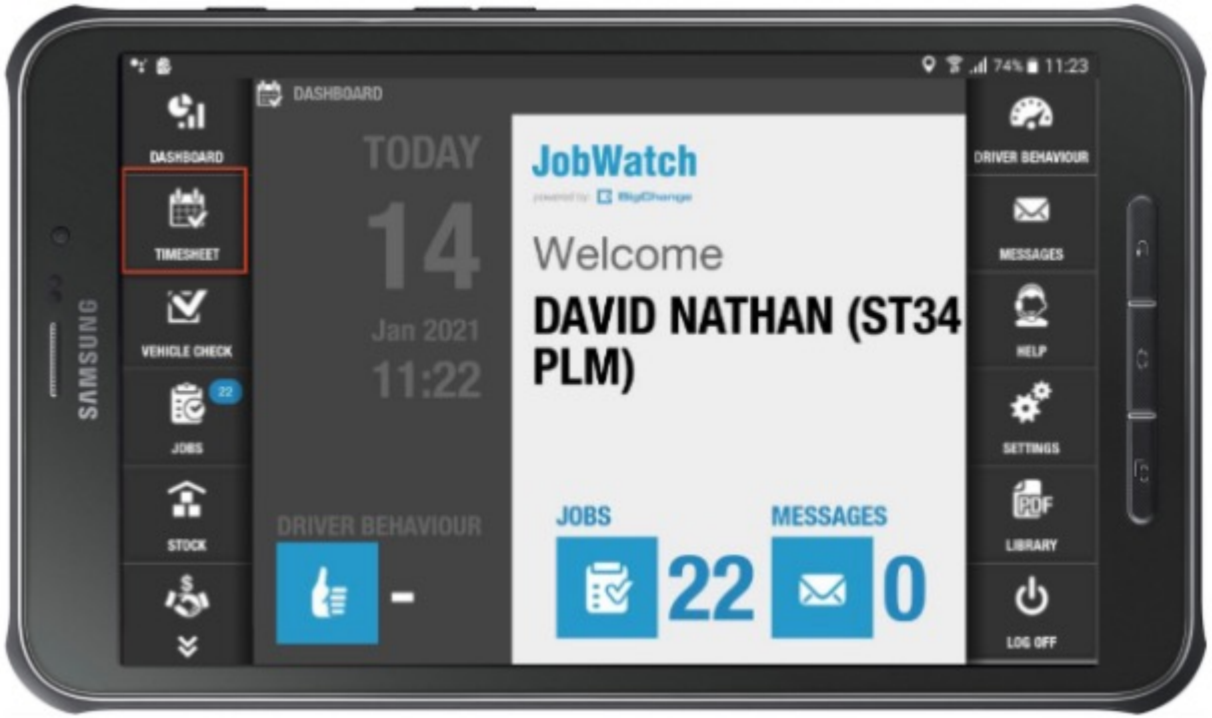
Settings - General

1. Press “settings”
2. Press Misc
3. Populate signature and press save
4. This will now mean any engineer signatures will be pre populated saving time entering on site.
5. Press “display”
6. Under Job list select **“all”**

Time sheets

Logging on via timesheet – to be completed daily

- Press timesheet tab



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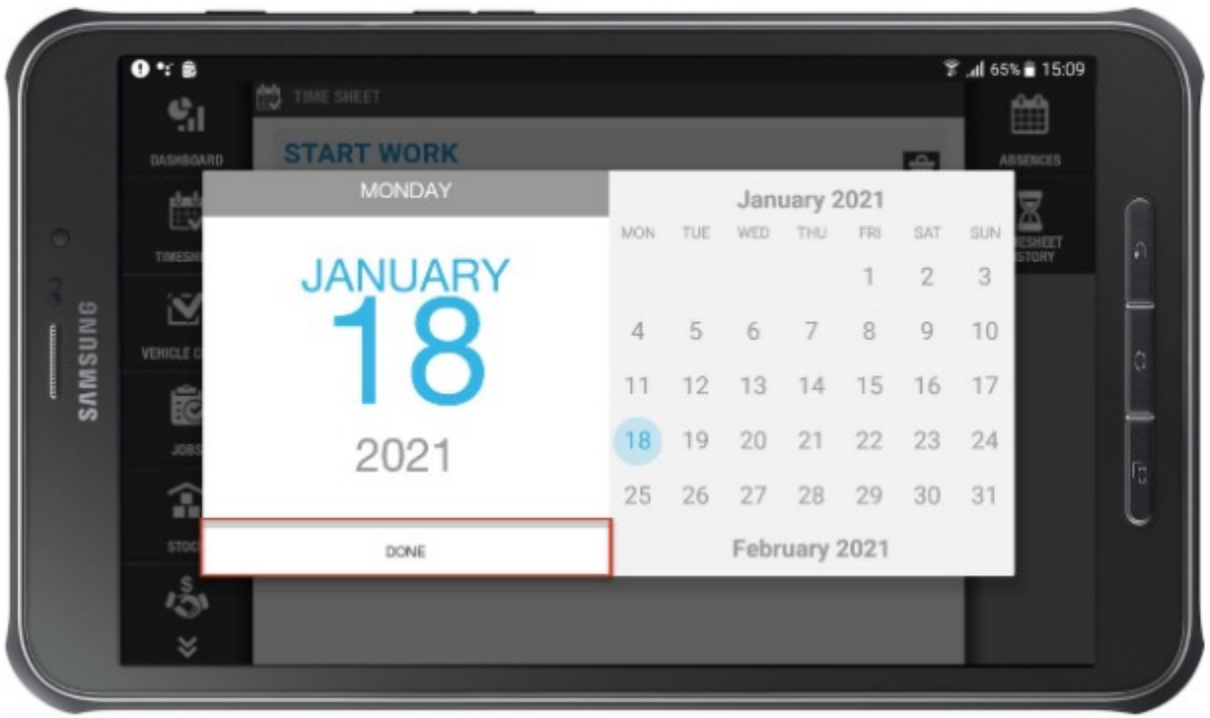
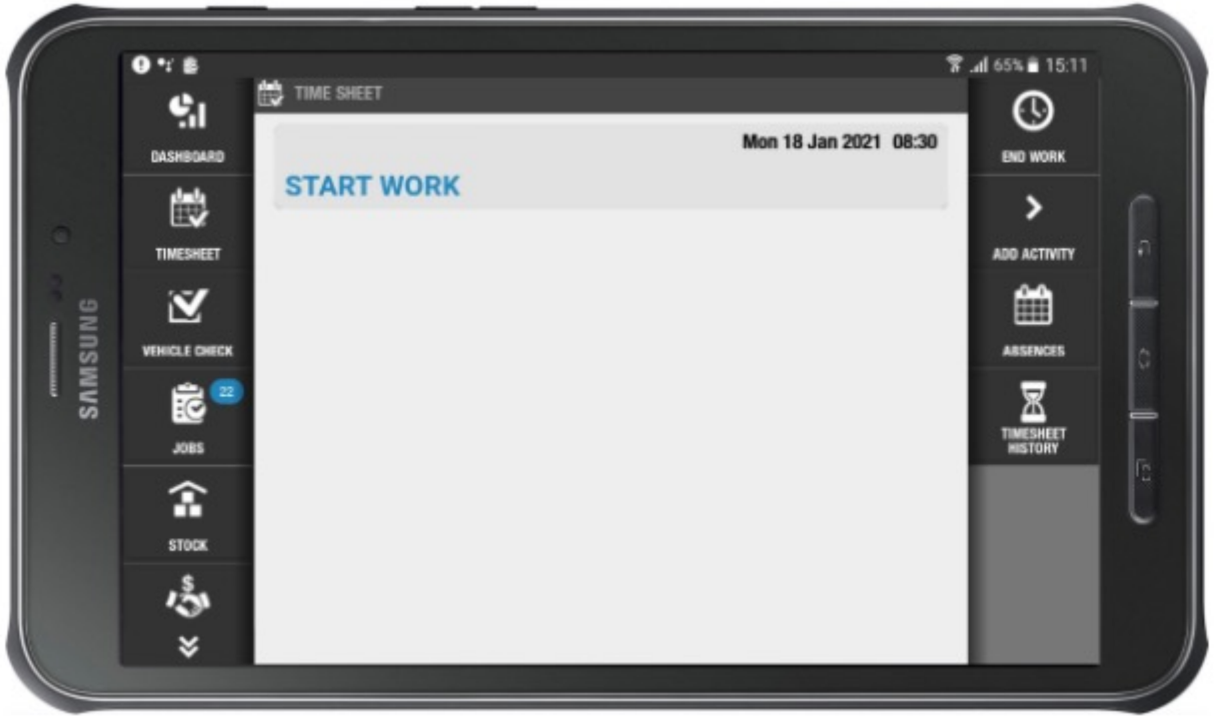
- Press start work tab

- Select time and date pressing “done” after each action

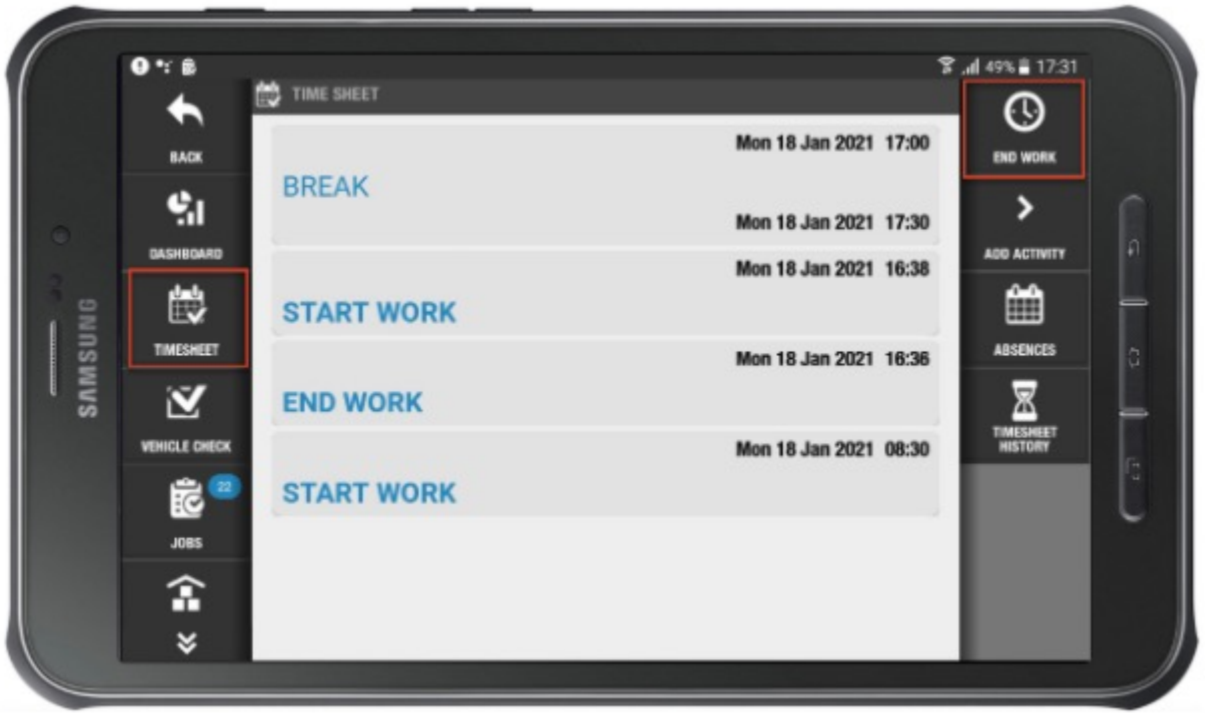


- The following screen should now show



Ending work - to be completed daily

- Press timesheet tab, then end work



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Time sheet activities

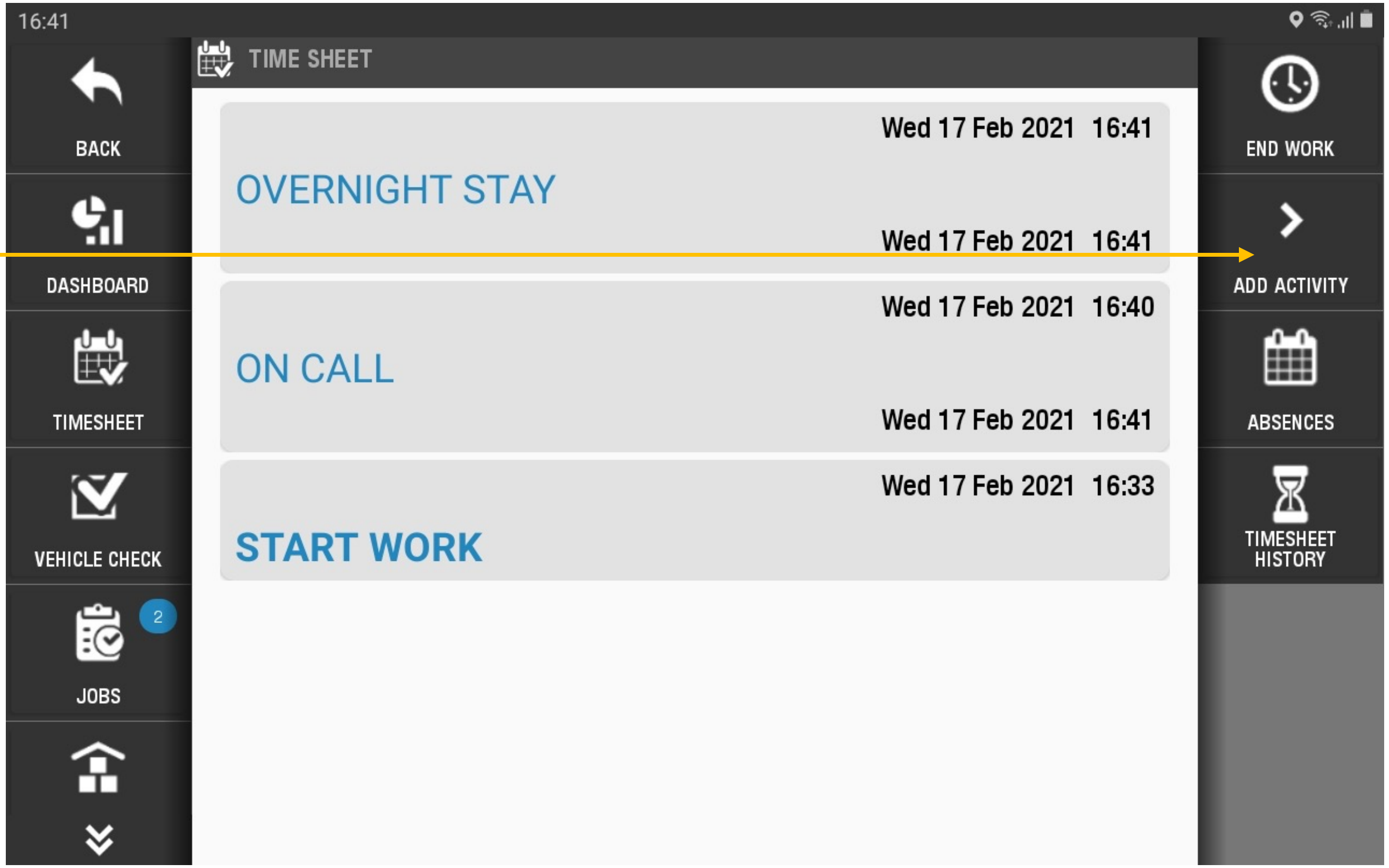
Time sheet activities cover additional works covered out of hours.

They include,

- On call (allowance)
- Call out
- Overnight stay

To add an activity,

- In time sheets, press add activity



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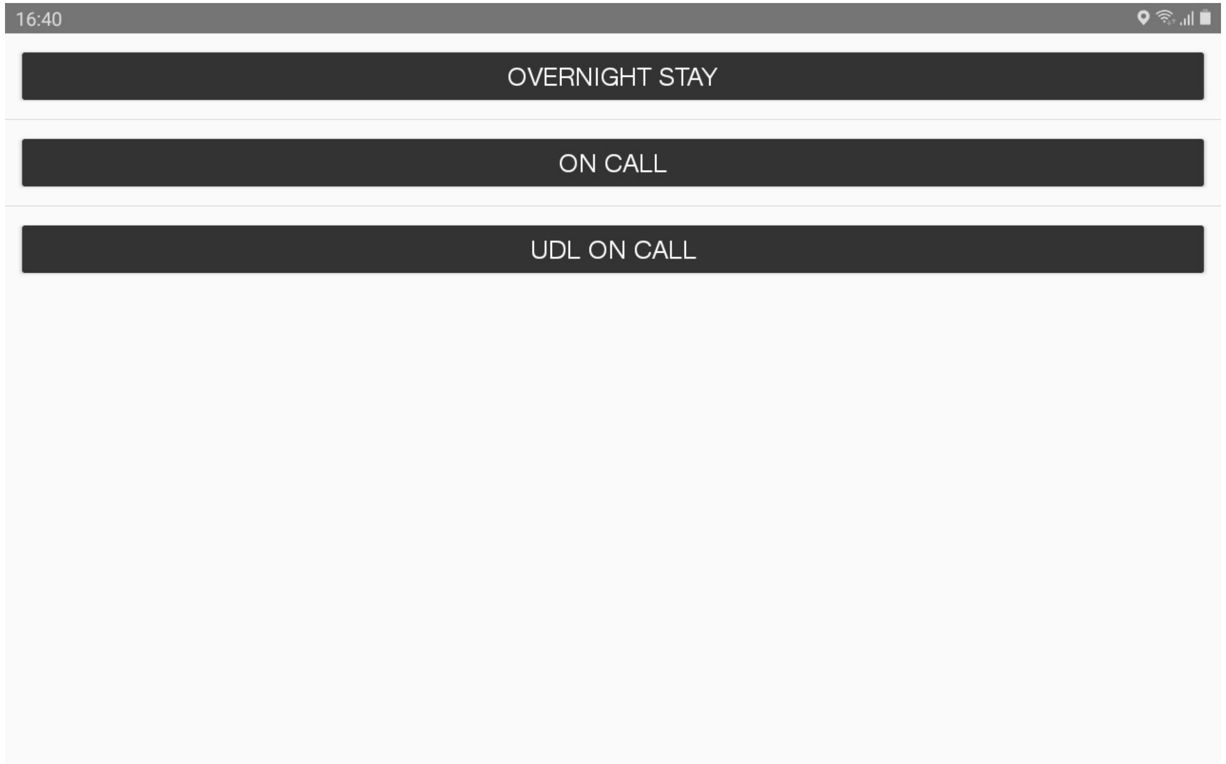
- Then select the activity from the list



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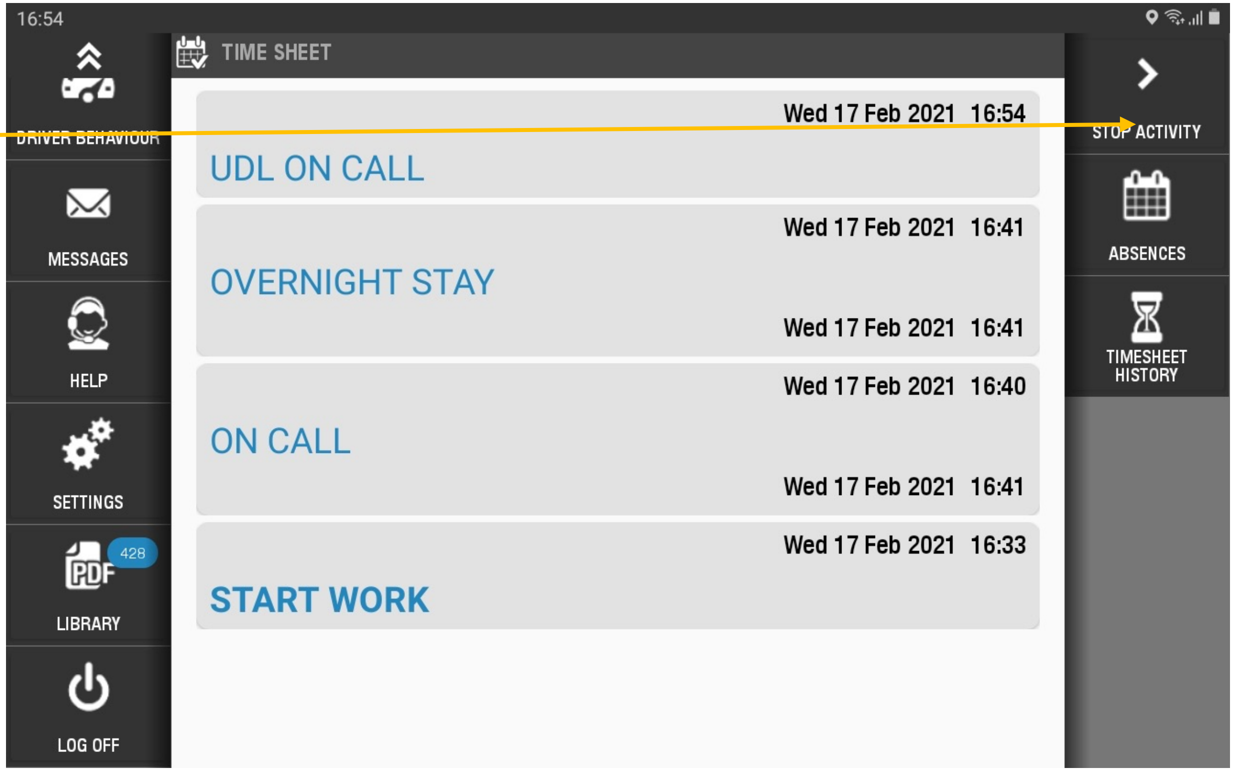
- Then stop activity when done



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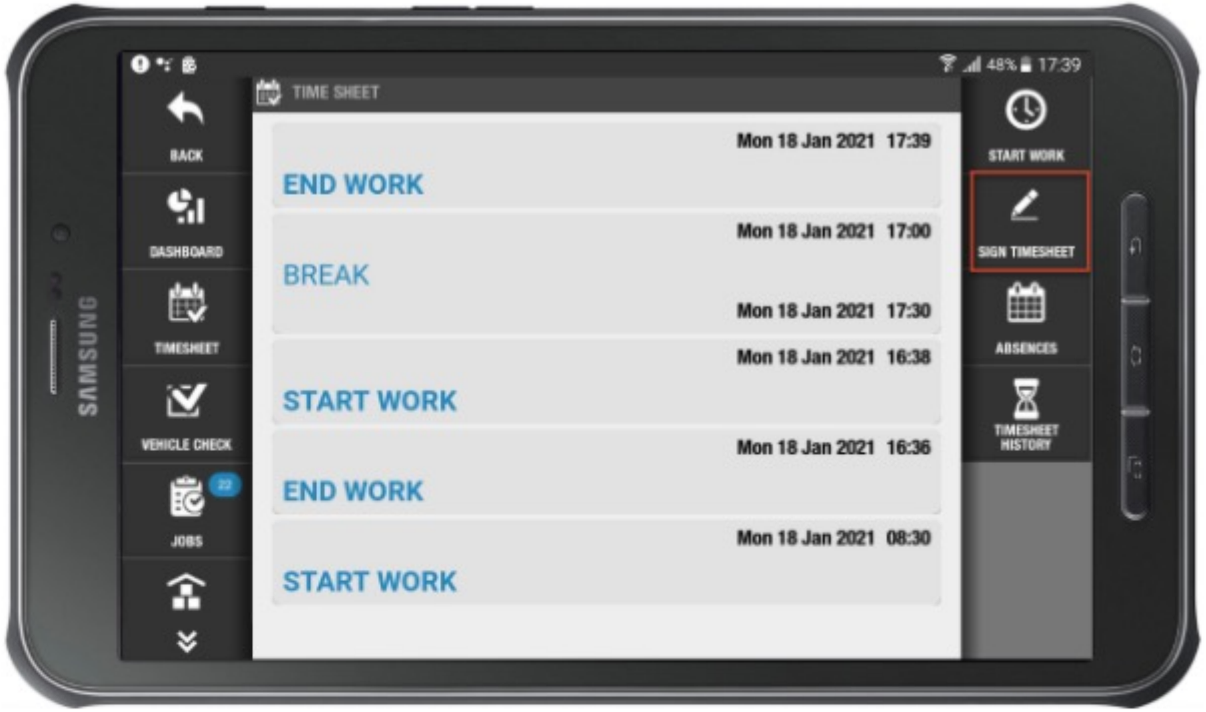
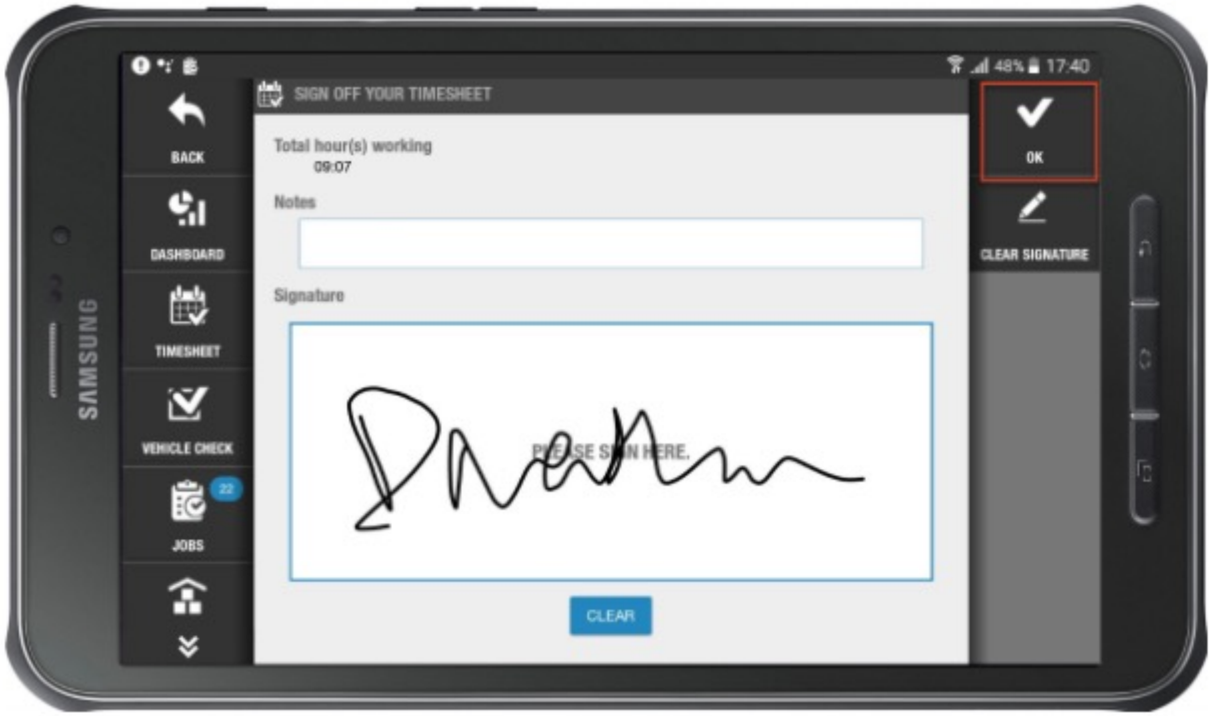
Signing off the time sheet for the week.

- Press sign timesheet tab



- Sign off and press OK tab
- This will then send the report to the office.



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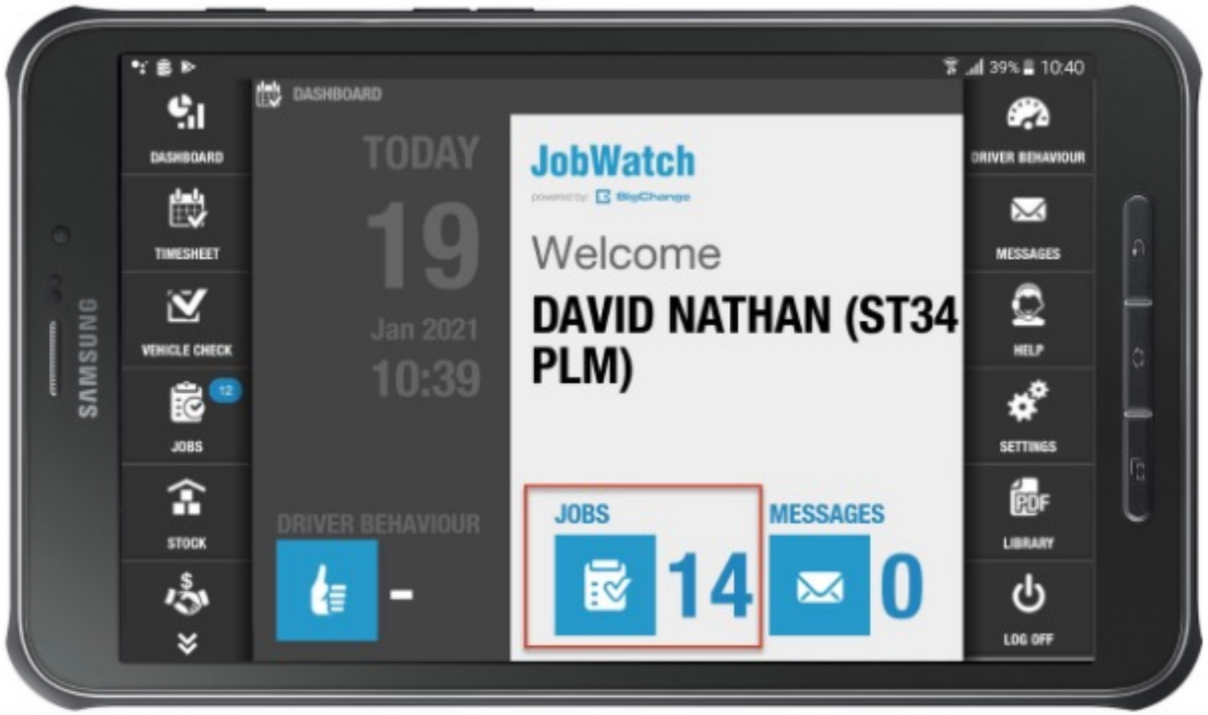
Accepting a job

- Jobs will be sent out 2 weeks in advance
- The main jobs icon will show you your total jobs assigned currently



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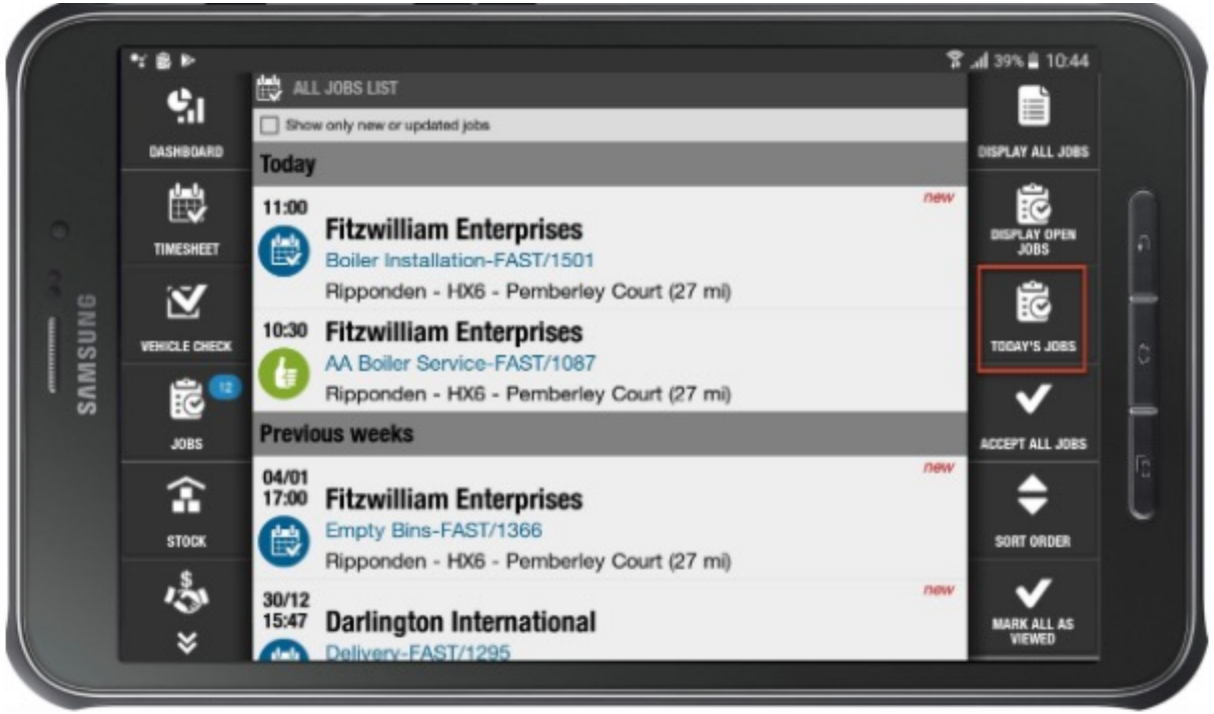
- You can filter out jobs with the tabs on the right



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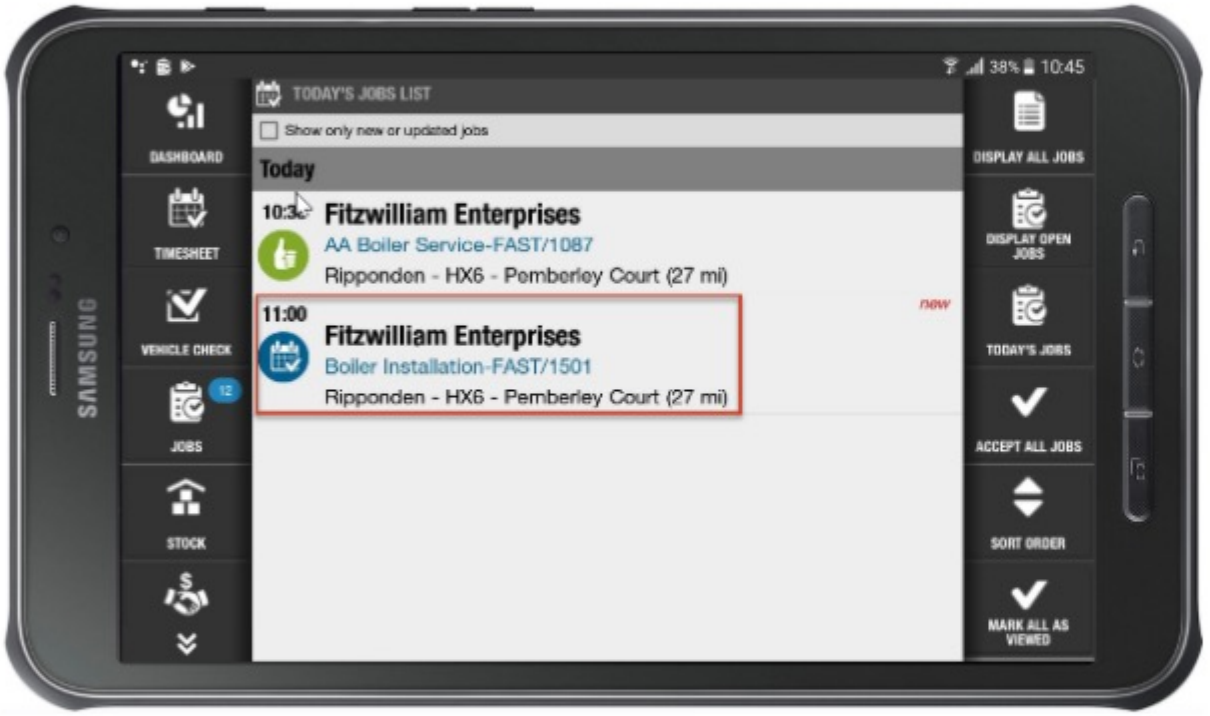
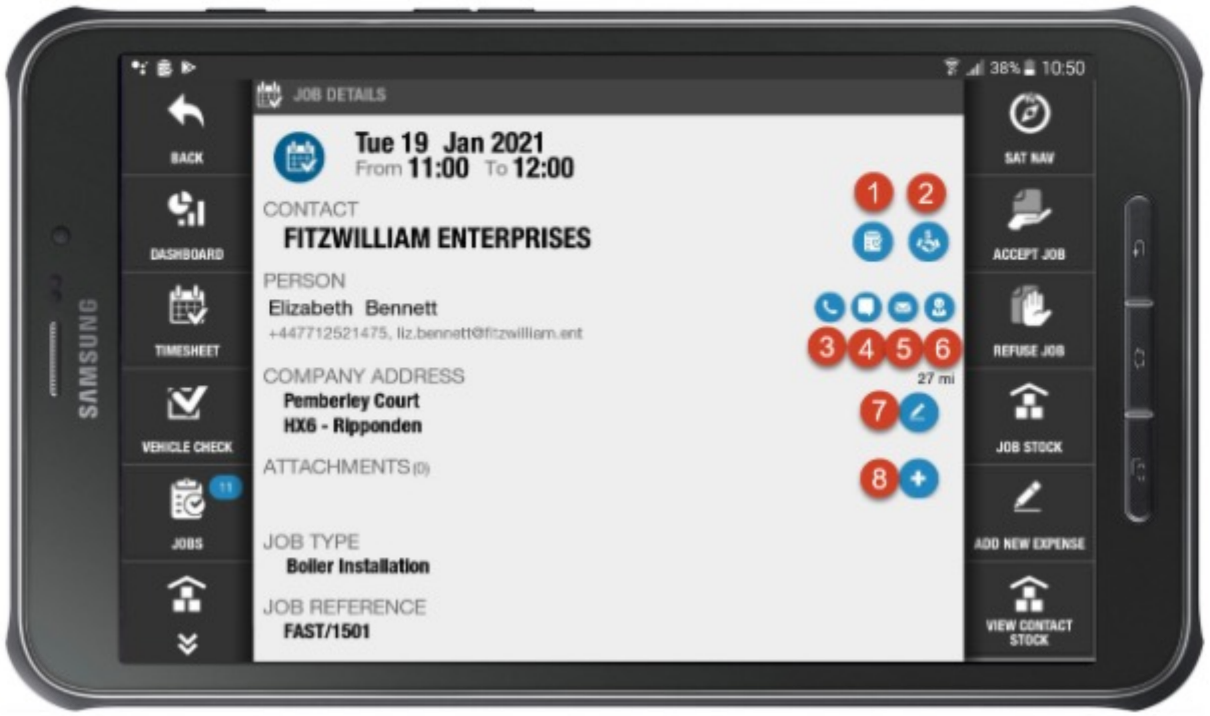
How to accept / open a job

- To accept your job, simply tap the job

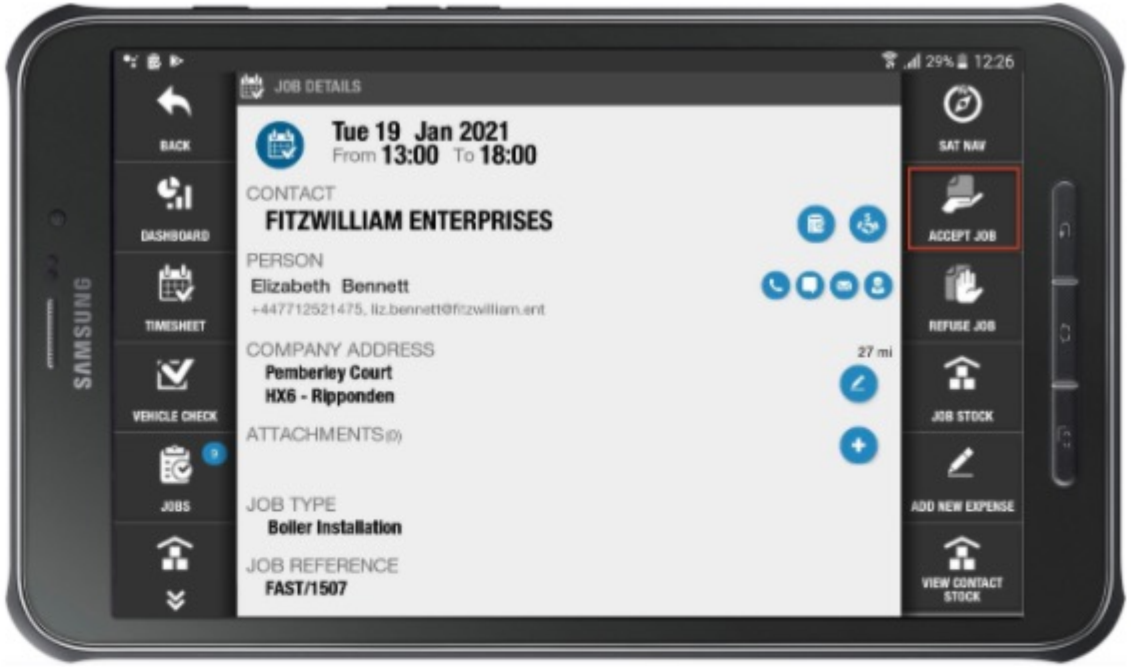


Once open you the following will display. You will see the following icons,

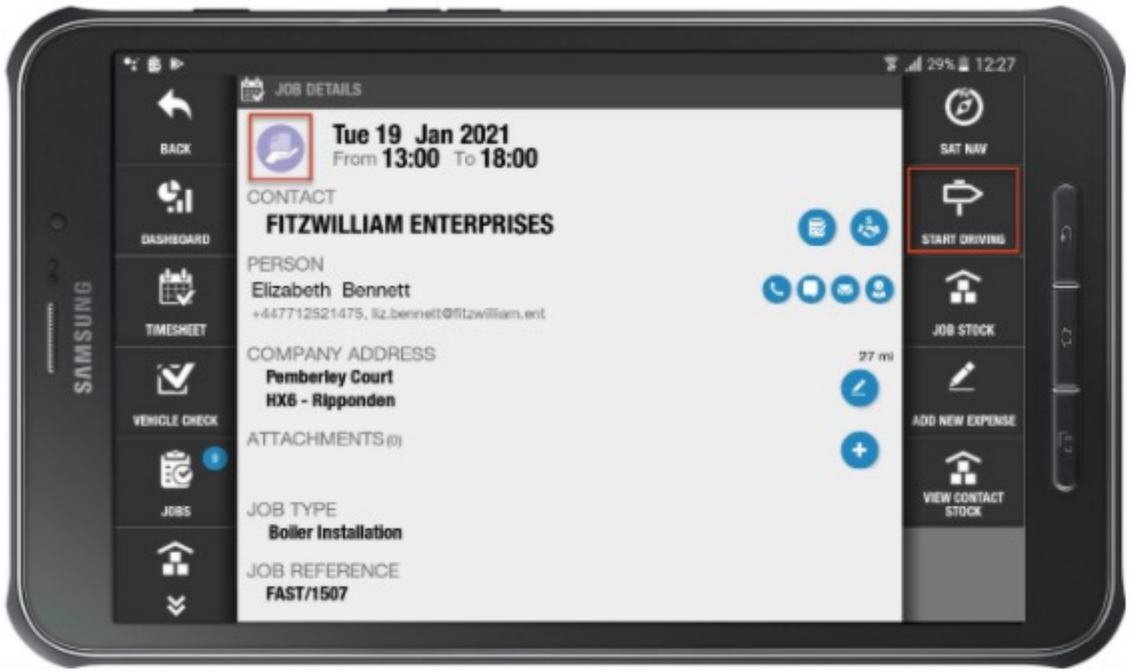
1. Job history for the site
2. Contact details
8. Job attachments



- Press Accept Job



- Now press start driving– at this point it will ask if you want to open the sat nav



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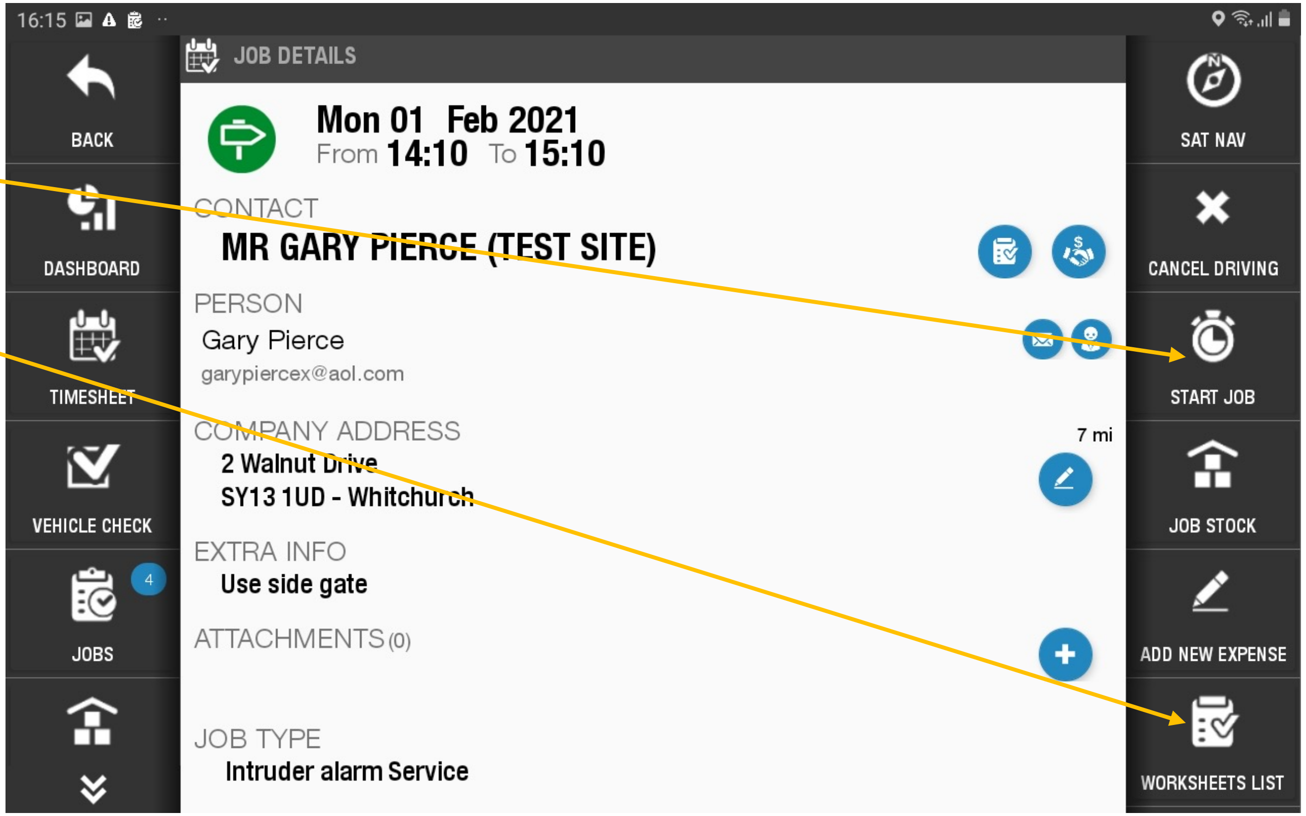
- Once arrived, press start job
- Now press “Worksheet List”



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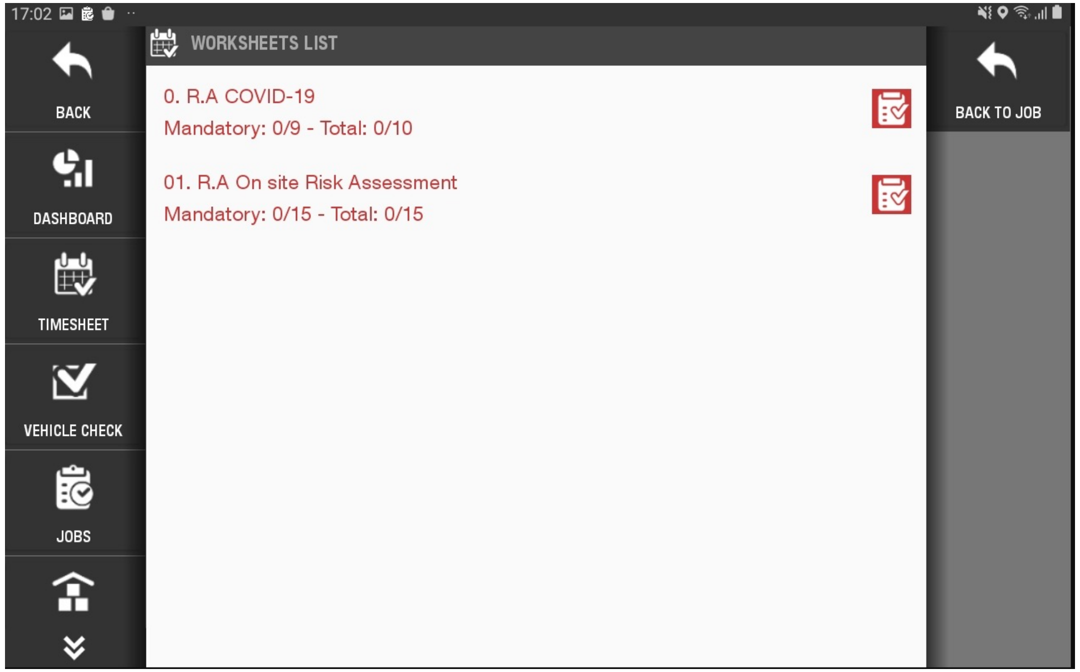
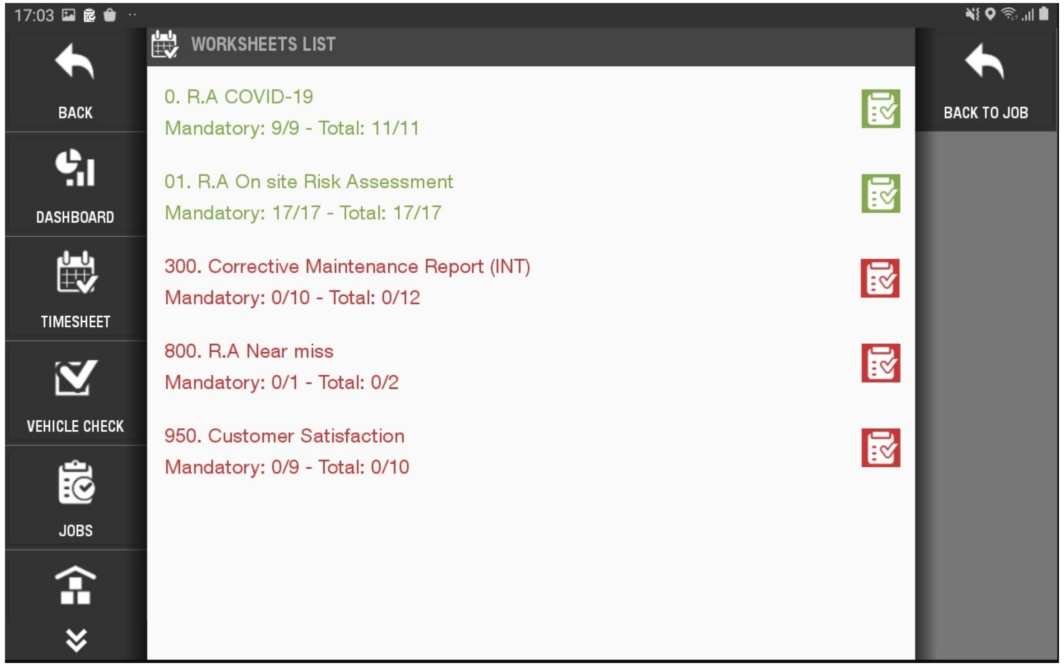
- Depending on the job type, it may pop up asking you to fill in your risk assessment – complete this first



- Once complete, the job worksheets will now present. Note the green sheets previously completed
- Work thought the job completing worksheets as you go



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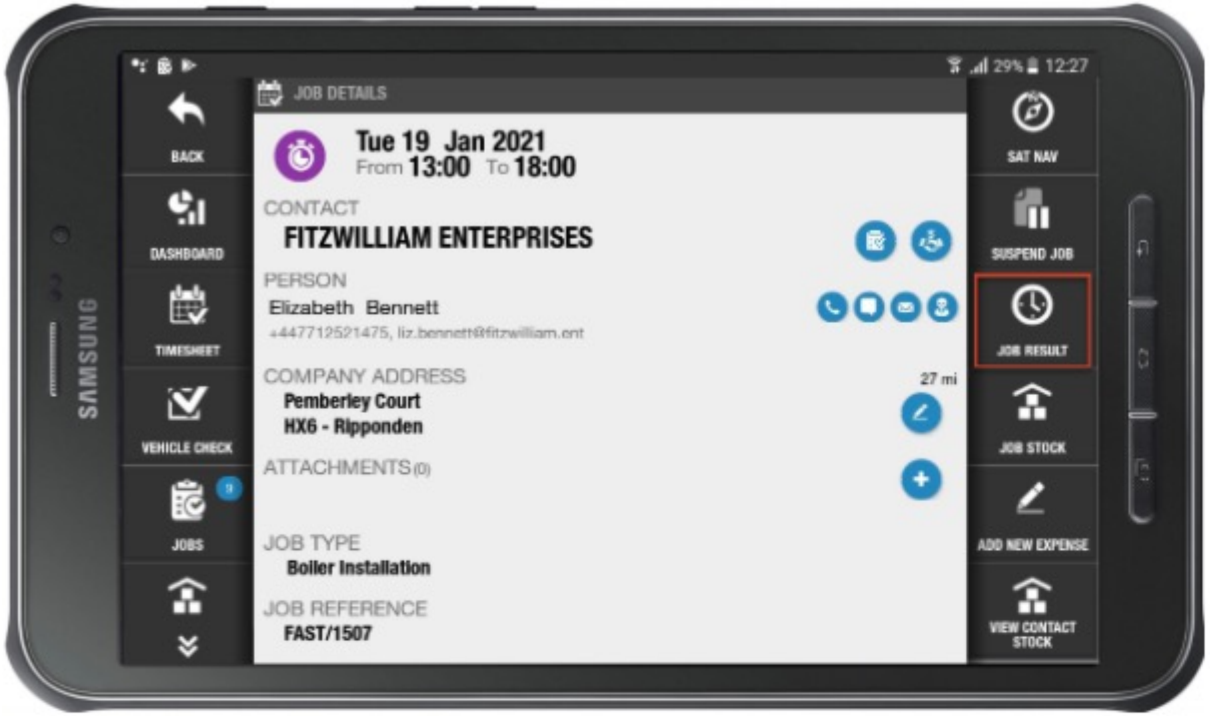
Completing a job

- If the job has been completed, and there is no need to return, simply press “Job result” – then finish job



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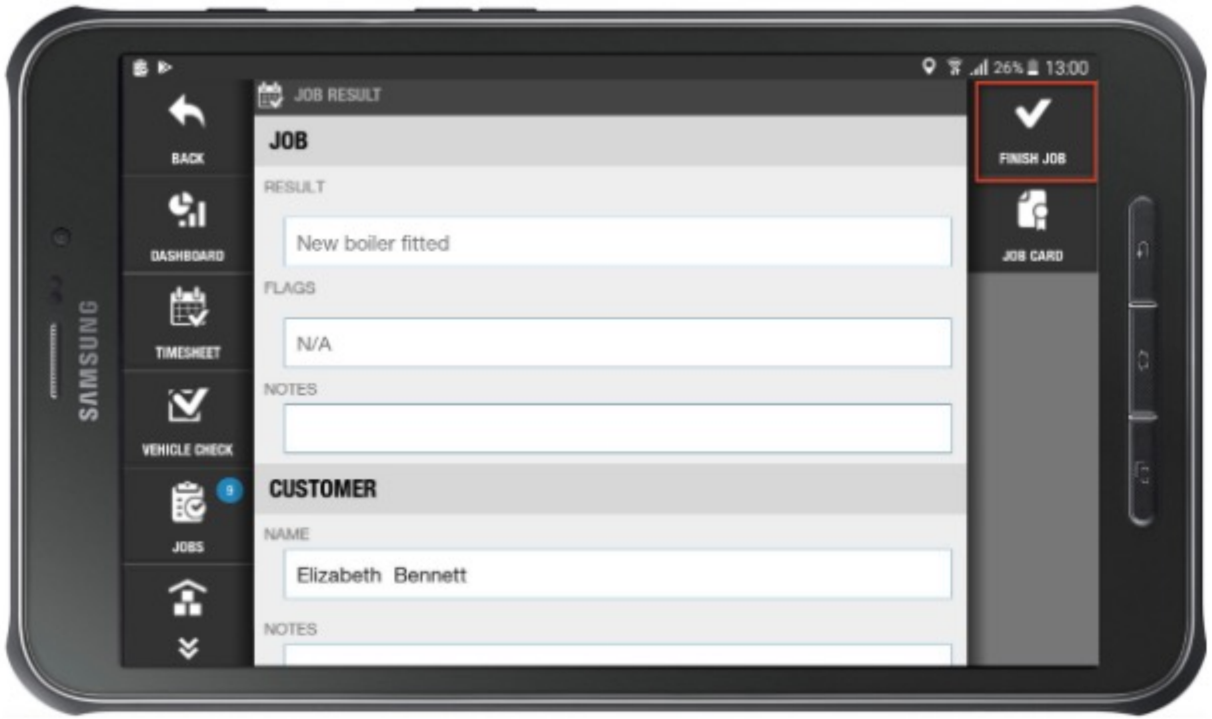
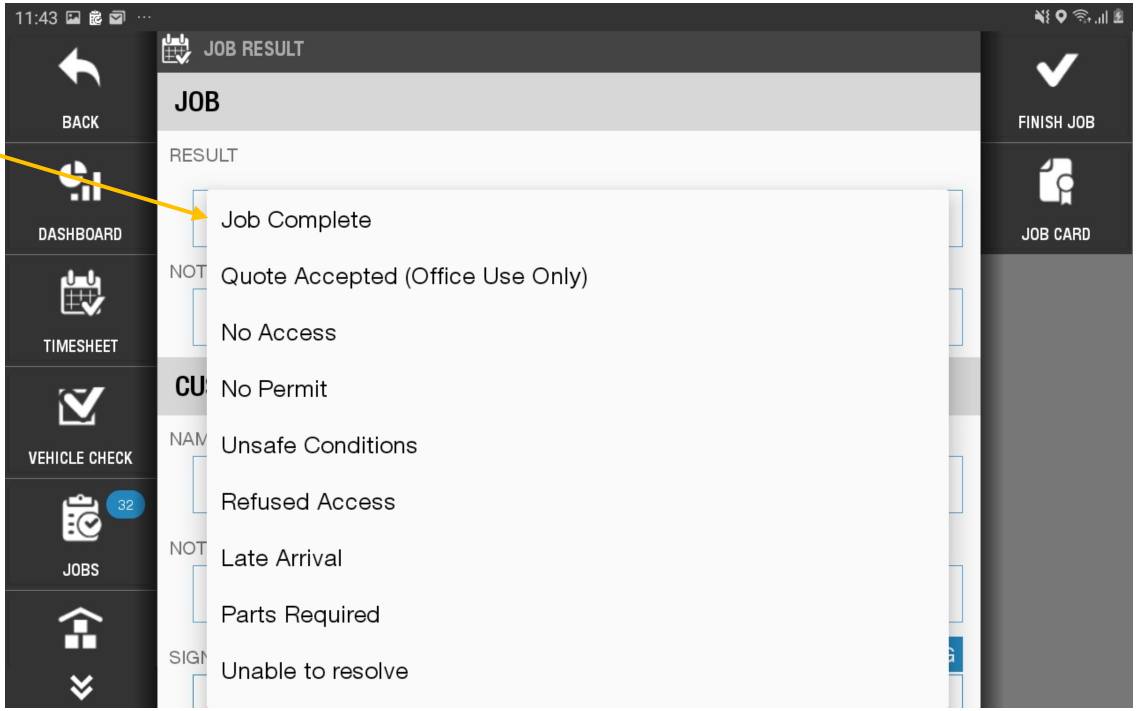
- Now tap “finish job” tab



- If however there is a need to return, or there was no access etc, press the “Result” tab – there will now be a list of rejection reasons. Select the closest one that matches the recall reason. **This is very important as it automatically raises a new job and alerts the supervisor there needs to be a recall.**



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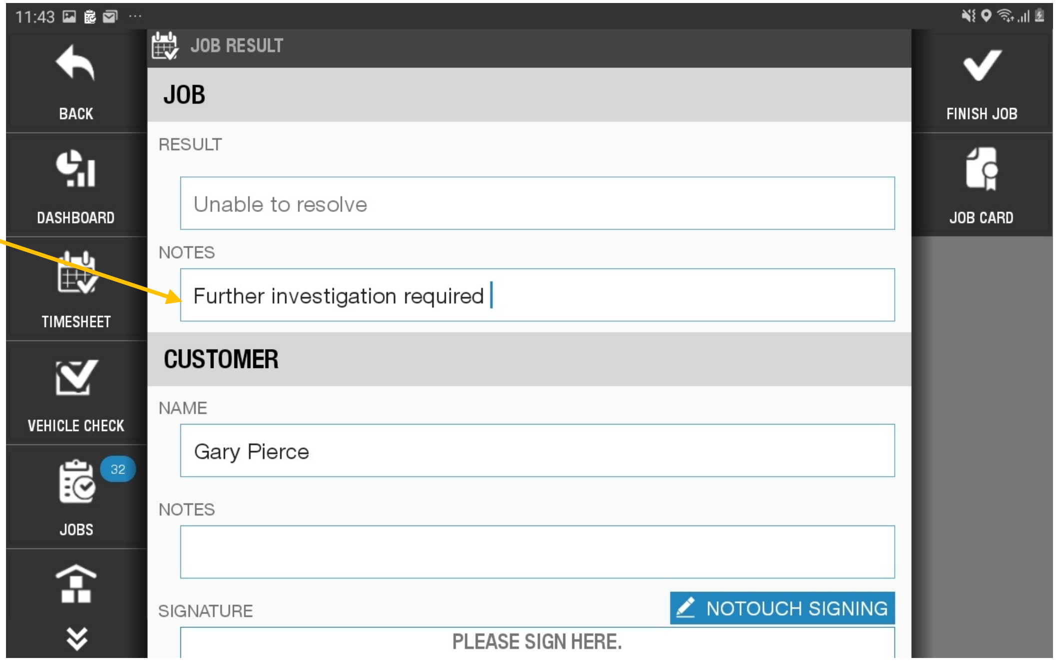
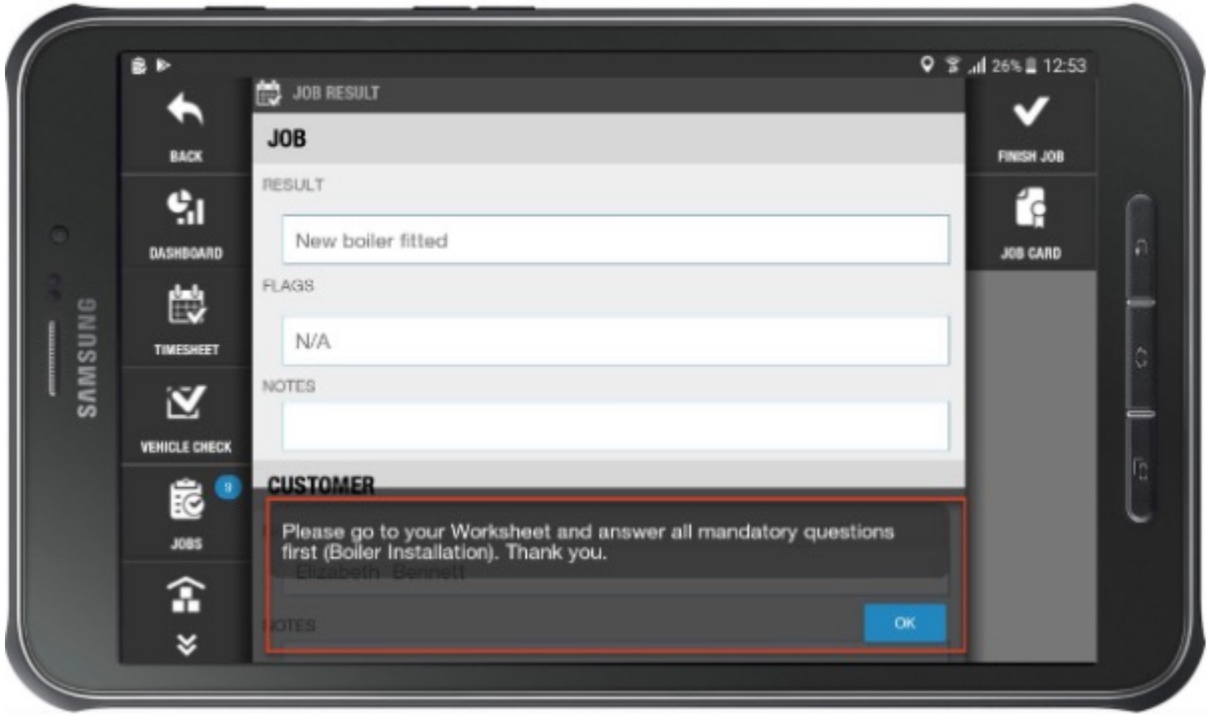
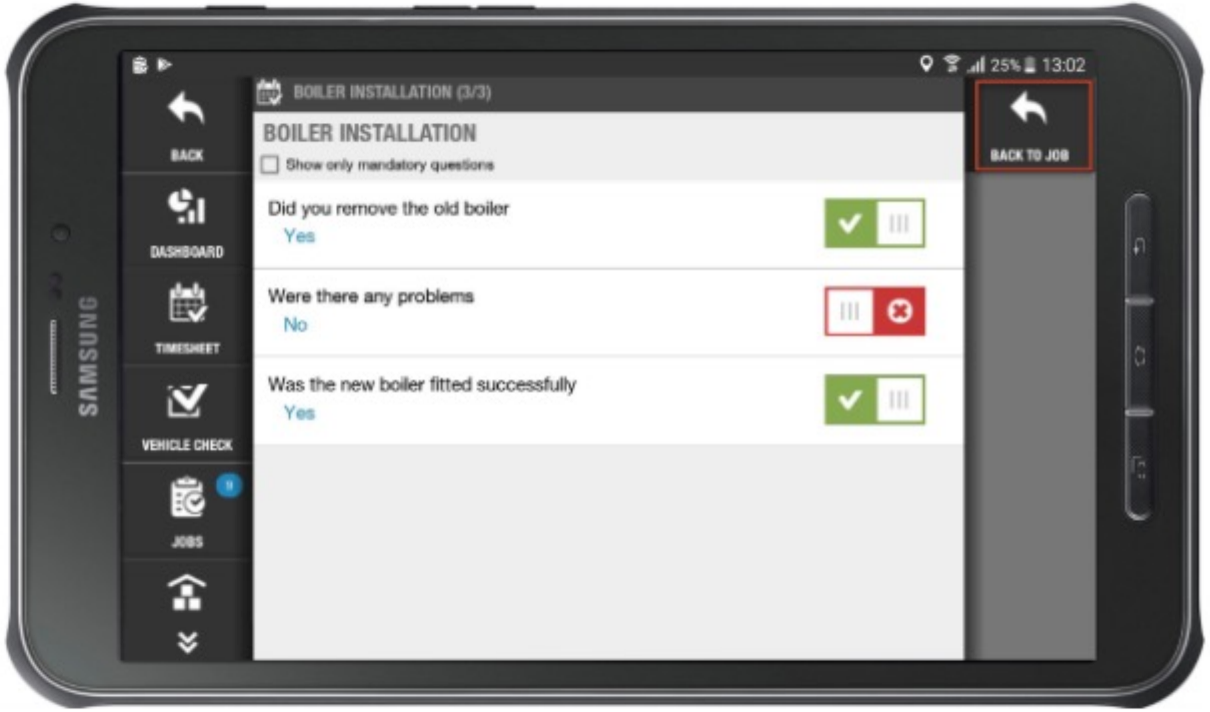
- Then fill out the notes box with the specific issues related to the job. This automatically notifies the office there is a recall reason & for the job to be re allocated.



- If there have been any worksheets with mandatory questions missed, it will flag to advise – press ok. This will take you back to any questions missed.



- Complete the missed questions, then “back to job” tab then “finish job”



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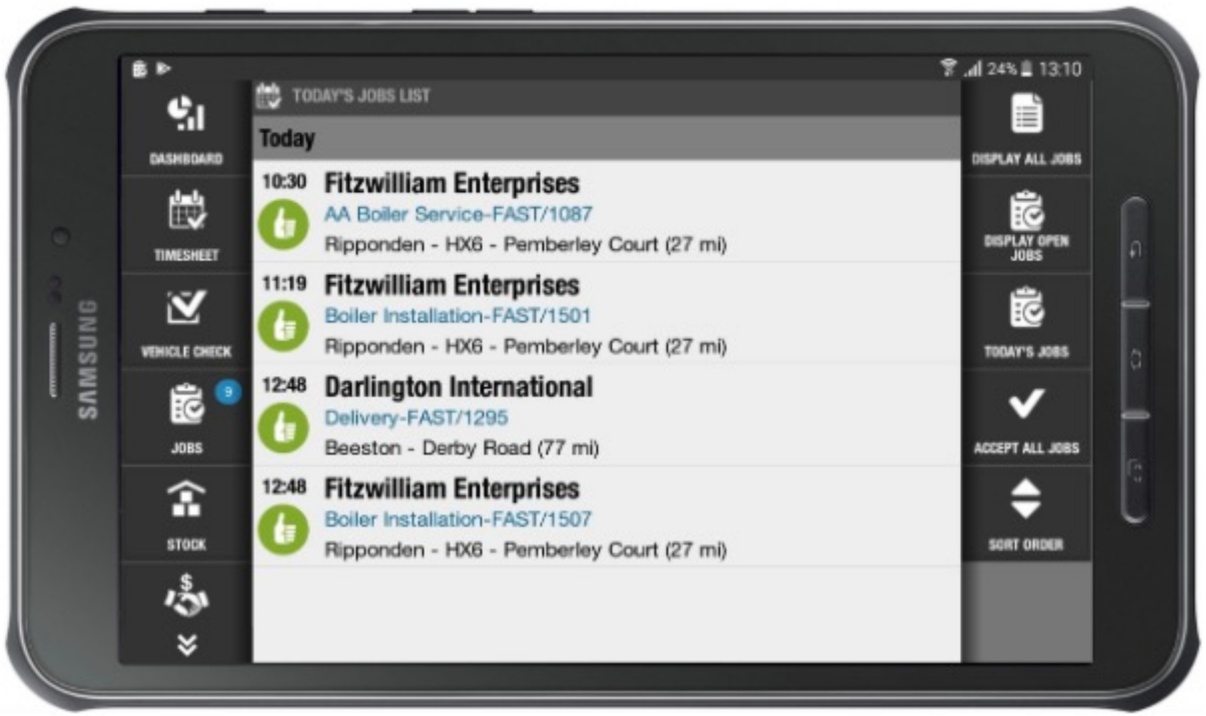
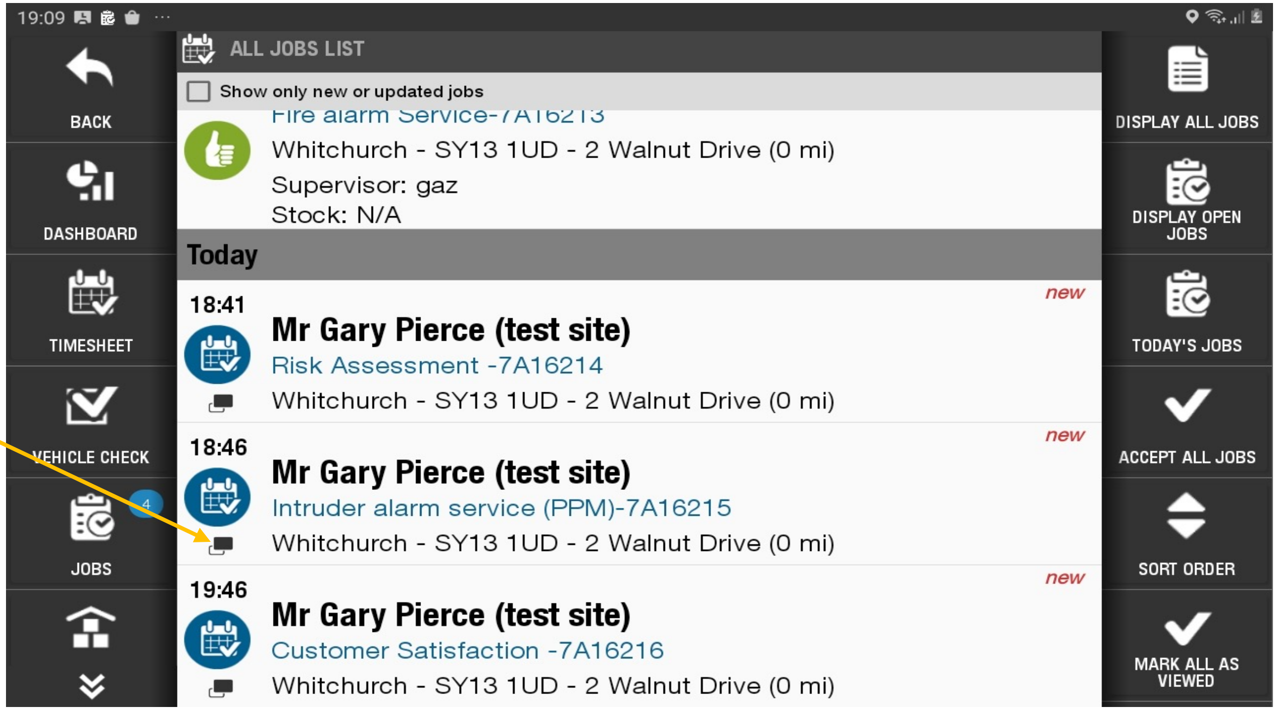
- Once complete, all icons will show green



Group jobs

- Group jobs are classed as multiple jobs on the same site, ie servicing CCTV, Intruder, fire & extinguishers. These jobs can all be opened at the same time and be populated with one customer signature.
- For this we only require one Risk assessment & customer satisfaction for all disciplines.
- These risk assessments and customer satisfaction are now sperate jobs.

- Group jobs are shown by this “linked” icon



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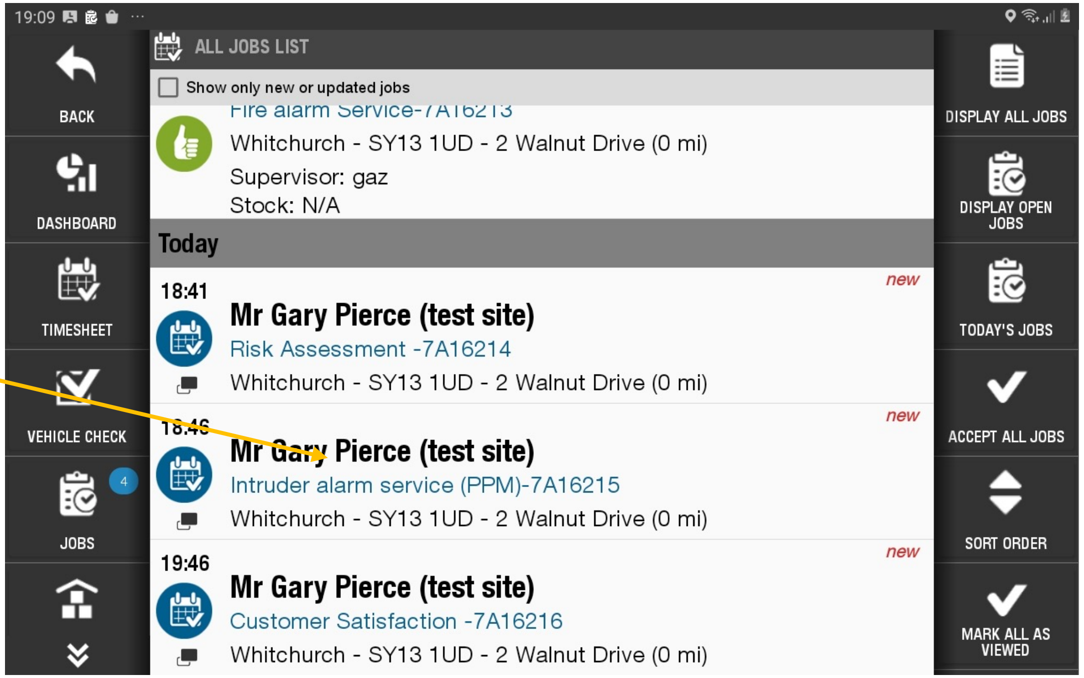
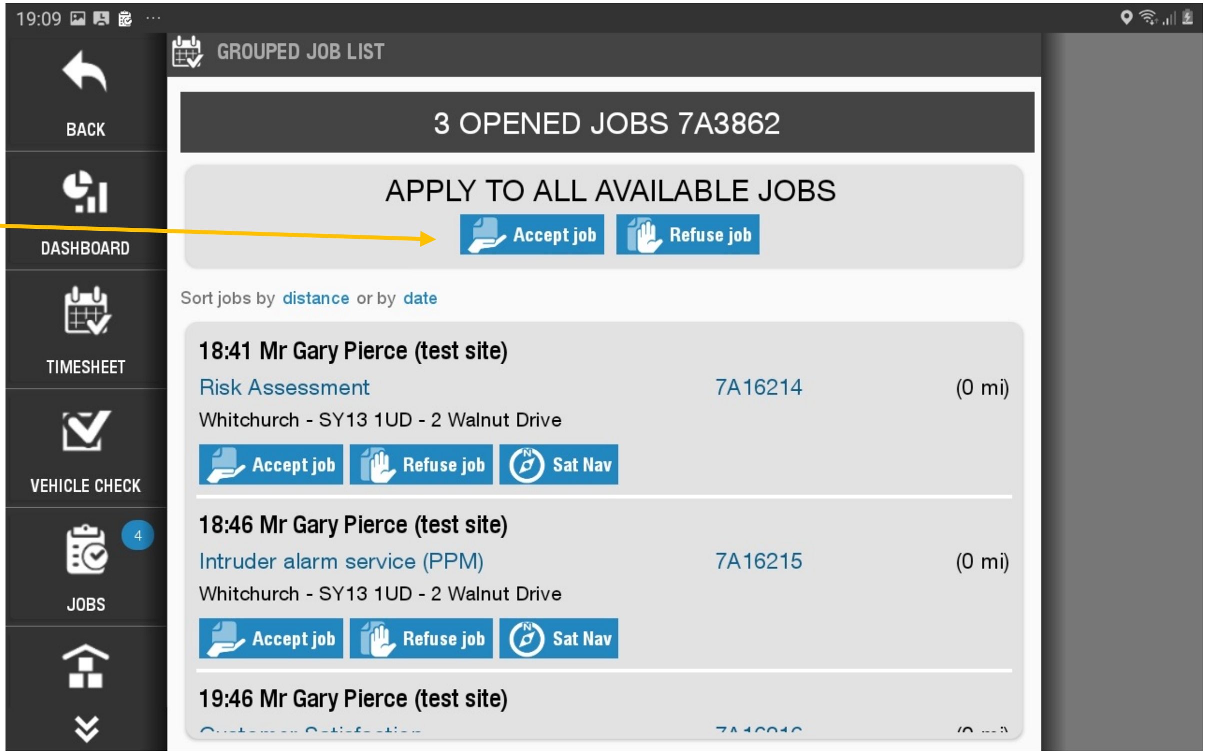
- To open all jobs, press and hold one of the linked jobs



- Now press Accept job –



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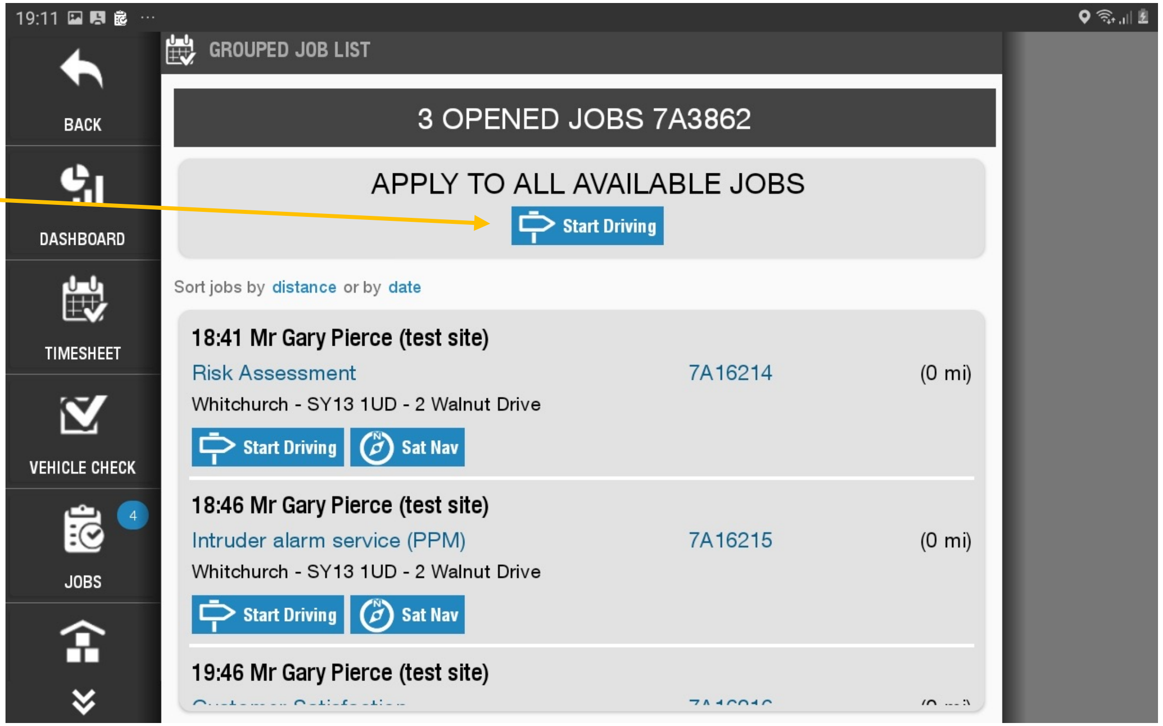
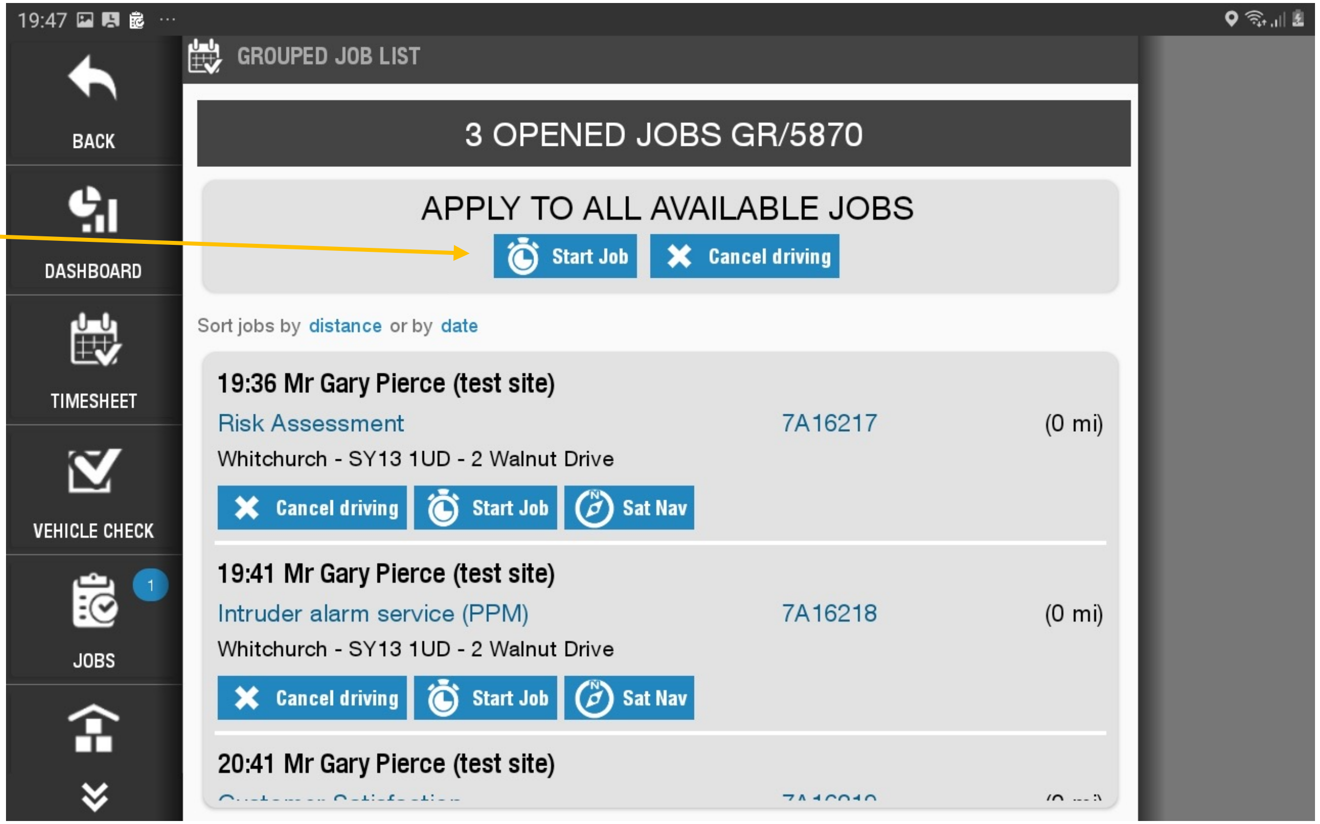
- Now press start driving



- Now press start job



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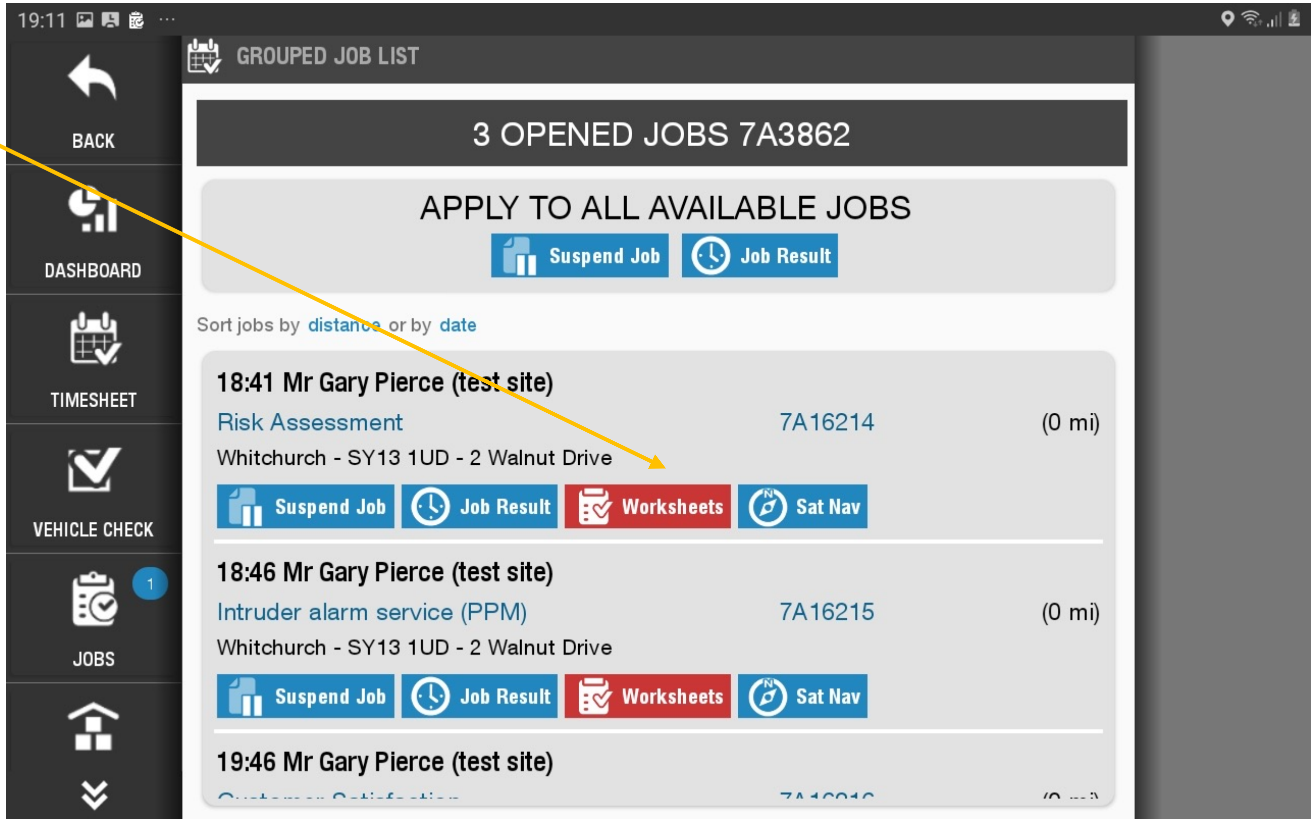
- Now open the risk assessment job worksheet
- Fill out as normal – you can complete this job with no customer signature.



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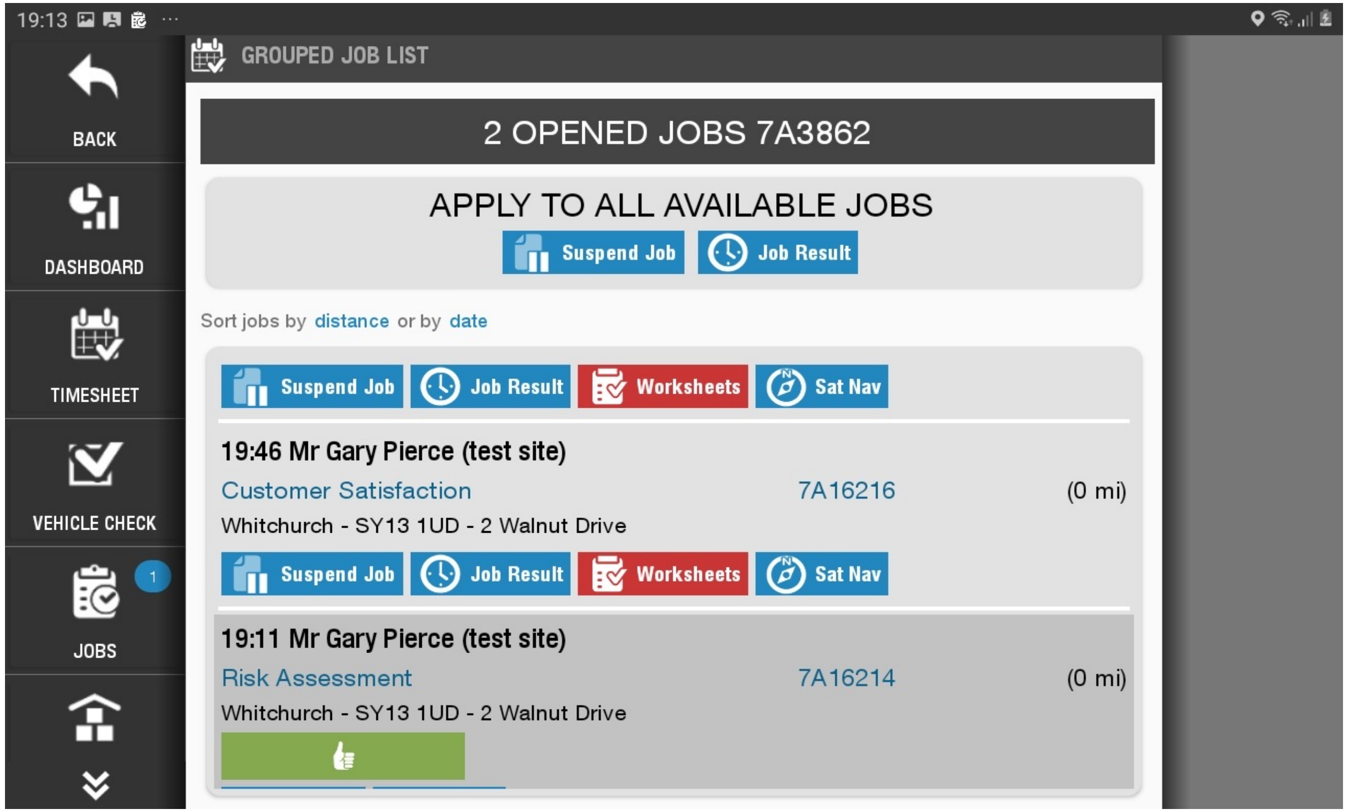
- Now complete all other job worksheets as required. At this stage, there is no need to complete these individual jobs via “Job results” just fill out the worksheets. If successful, completed sheets are green
  - you may need to press back to get back to this job screen.



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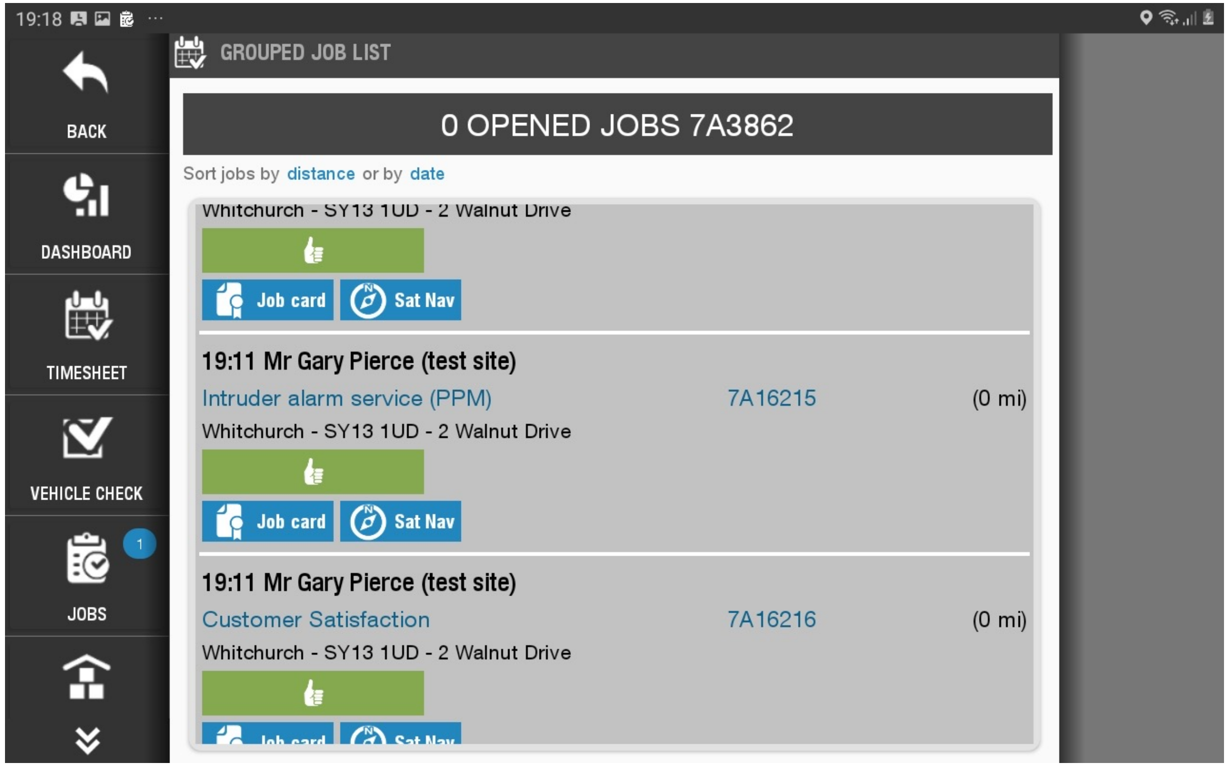
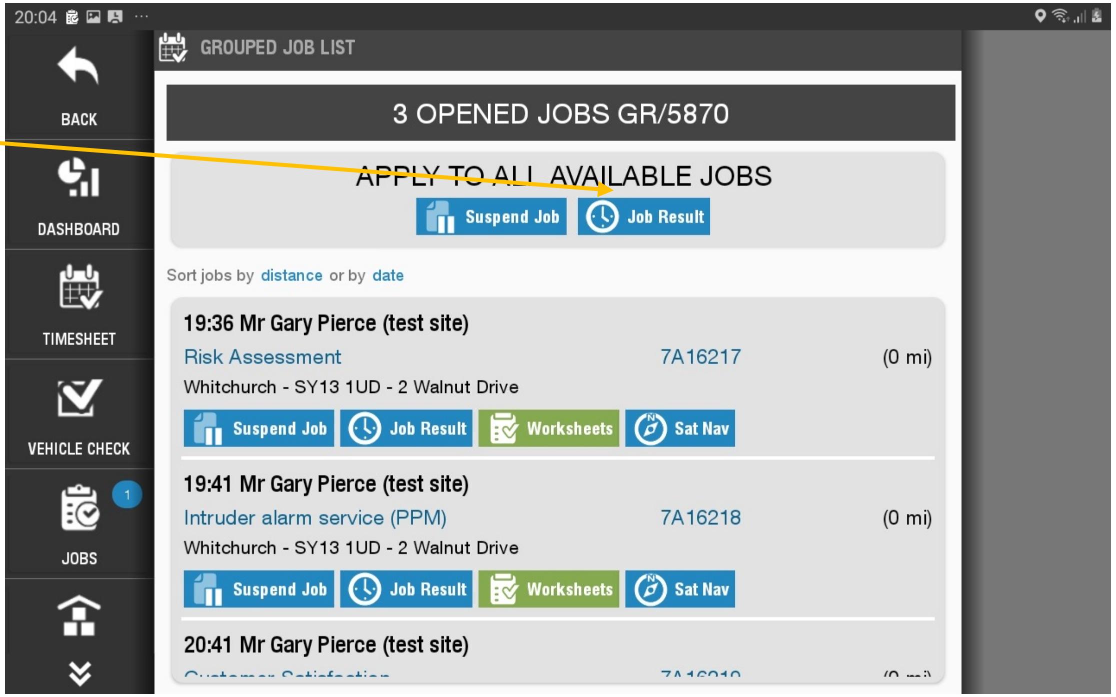
- All job worksheets are now completed (green icons)



- Now press job result



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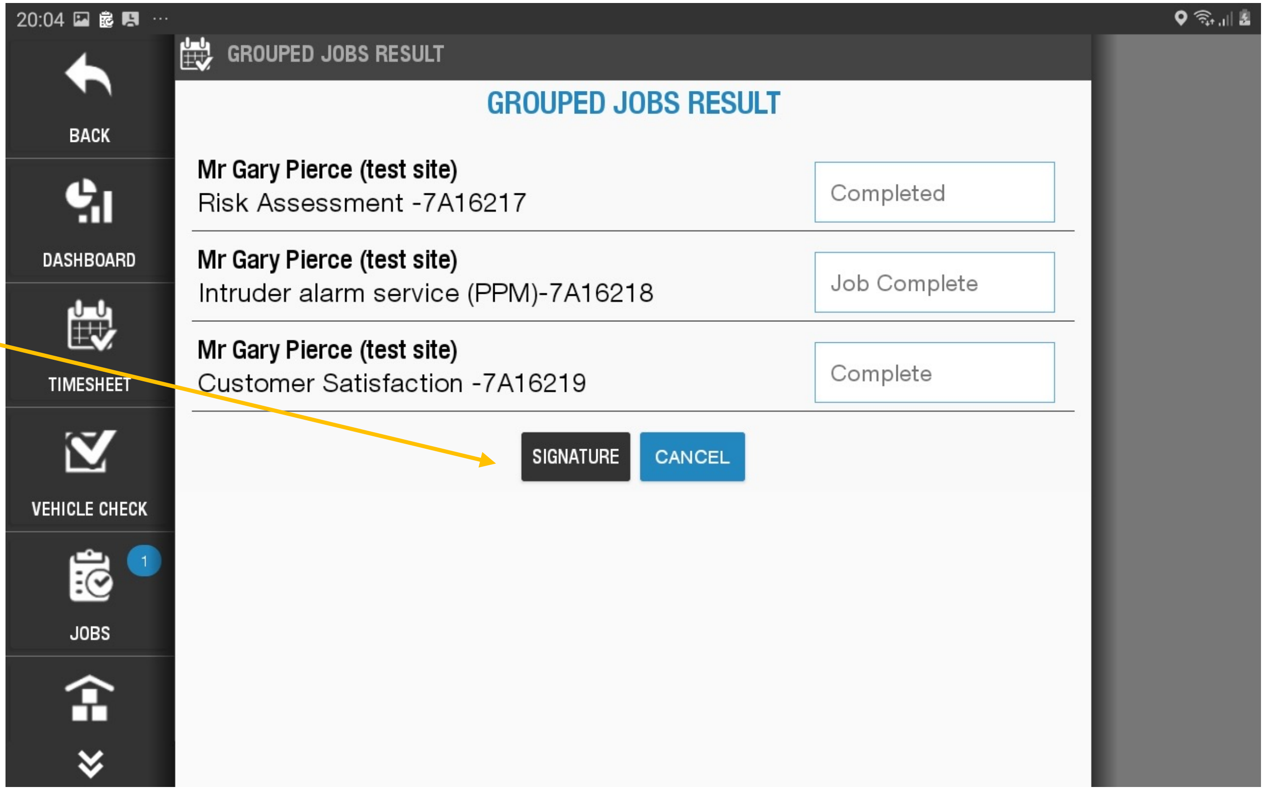
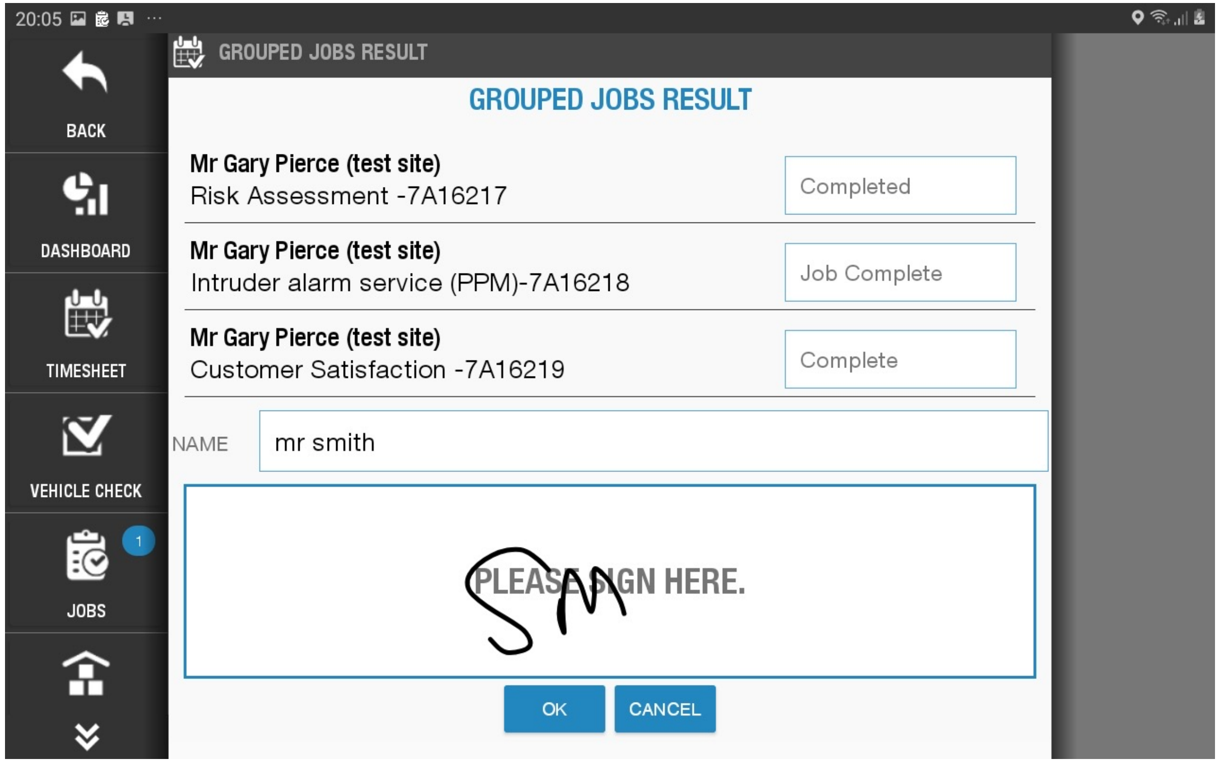
- Now press signature



- Now OK to complete the job. Again at this point, any jobs that need a recall, or couldn't be completed, tap the job results box, and select the nearest option that fits the recall reason



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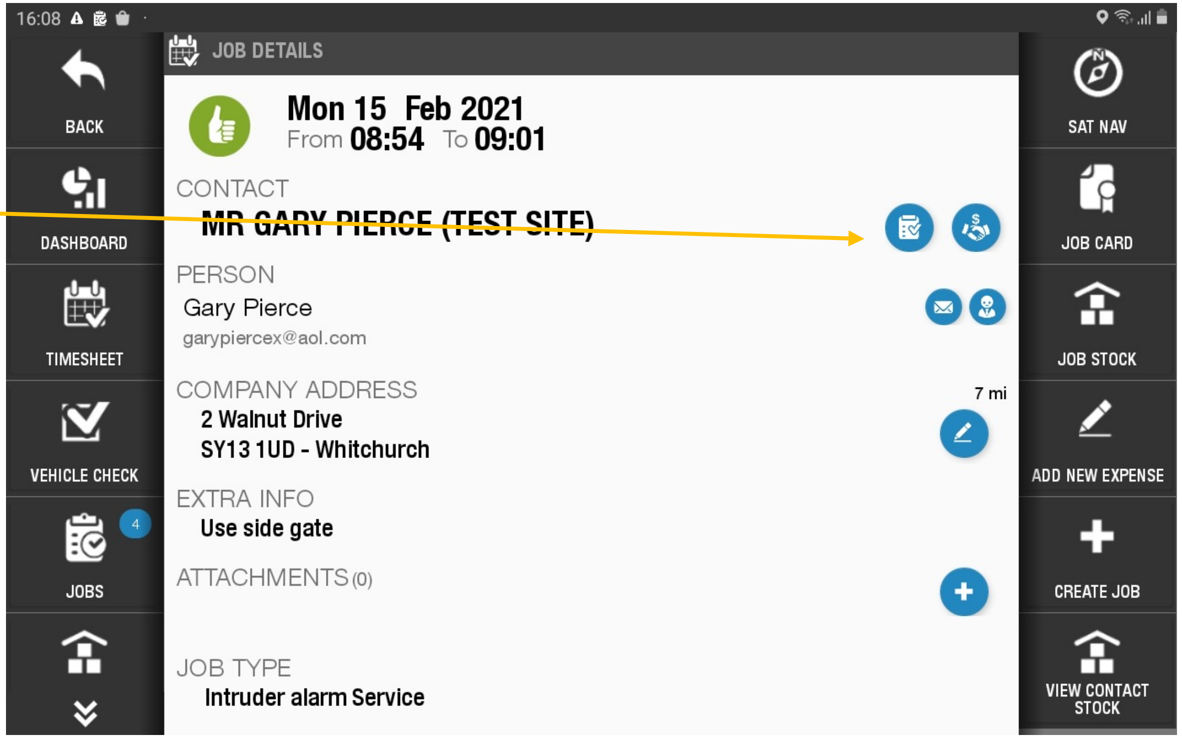
Hints & tips

To look back through existing jobs

- Press the “clipboard” tab



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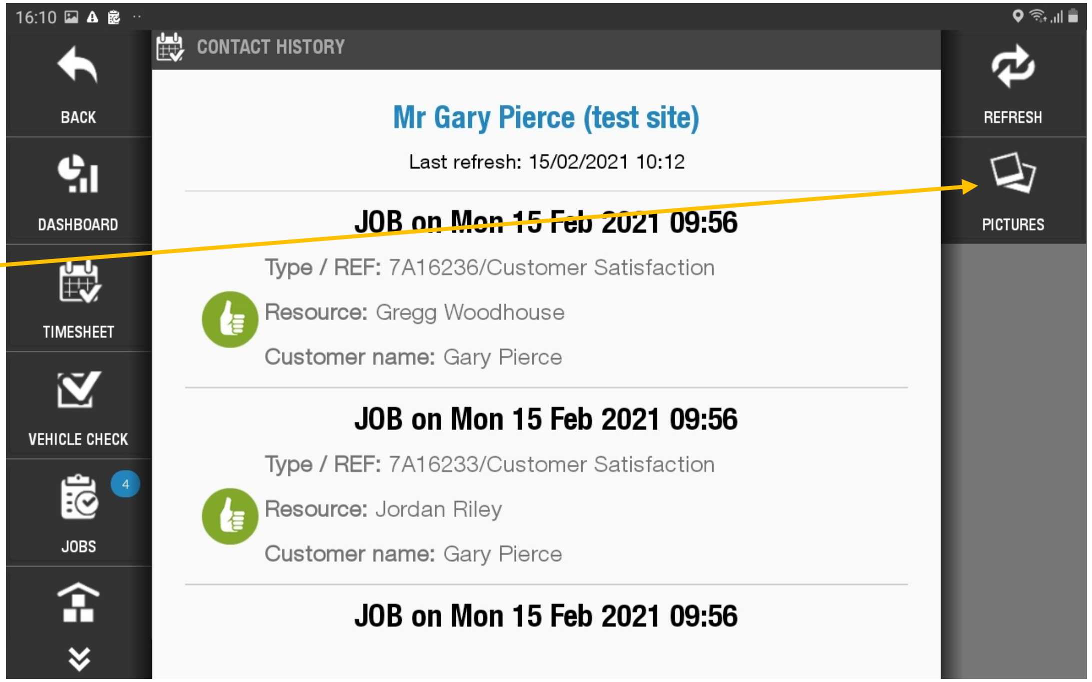
- Once loaded, you can now scroll down the previous jobs and select them to view work sheets.
- You can select the pictures tab to take a look at any saved pictures on the site



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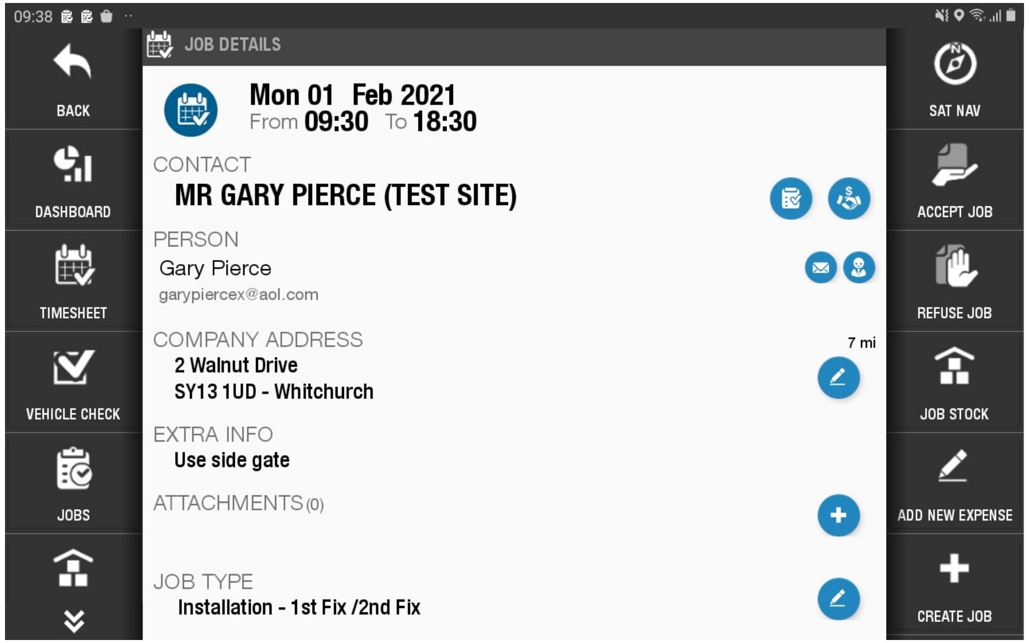
To add additional photos to a job

- On the main site screen press the “photo” icon (scroll down)



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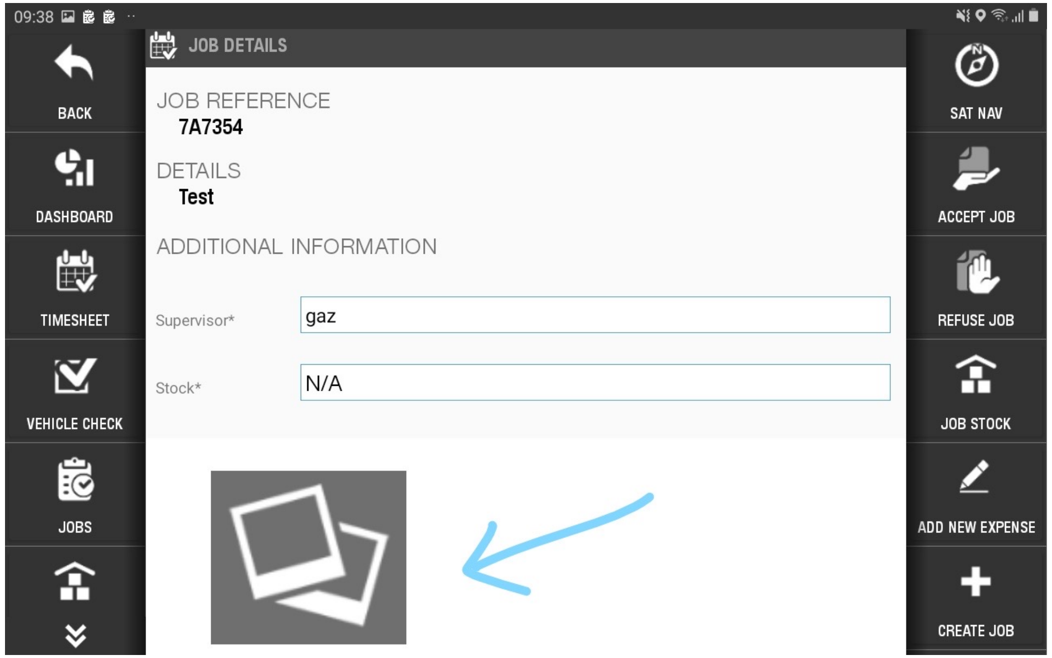
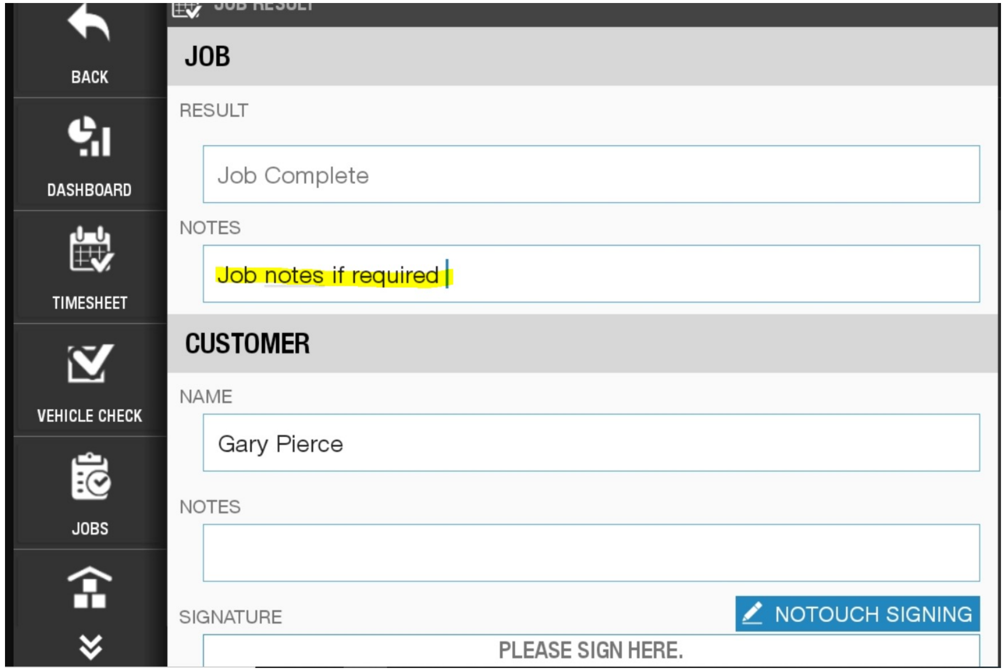
To add additional photos to a job

- This will open the camera and attach the pictures to the job



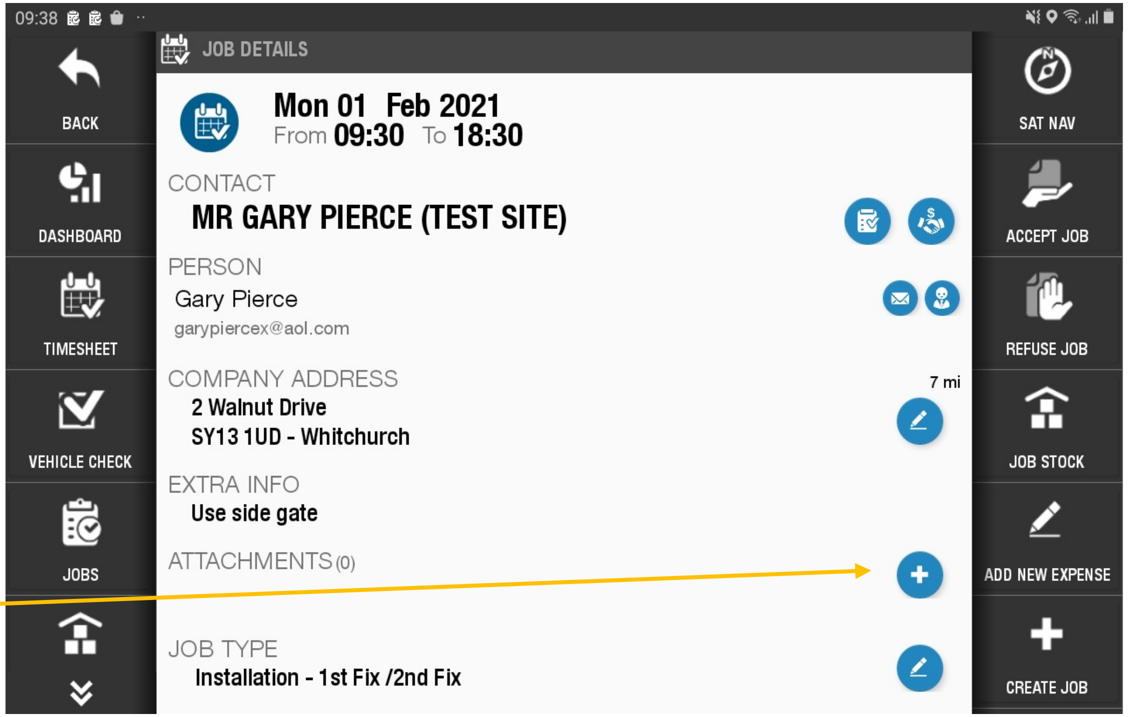
To add additional notes to a job

- On the sign off page, enter any additional notes here if required.



Attachments

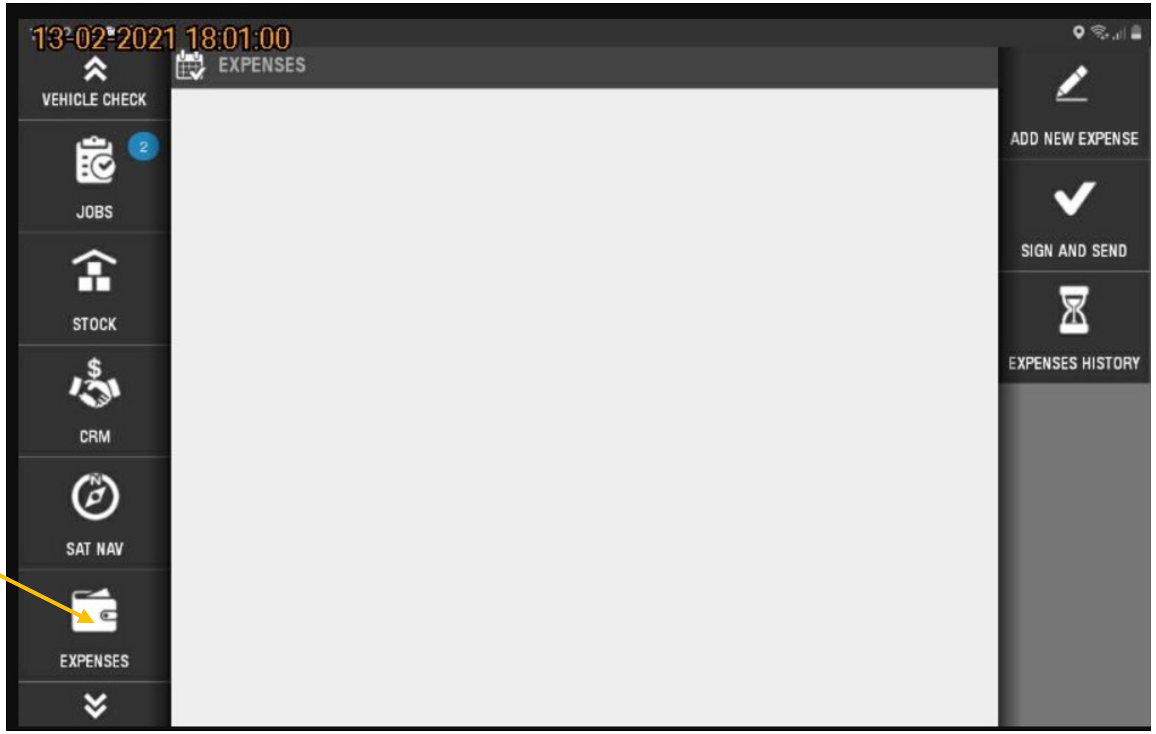
- This is used for site info, ie plans, zone lists etc
- Simply press the file to load and show the attachment.
- You can also add attachments here, so if you find something that will be of use to others, take a photo, press the (+) icon to upload it.



Expenses

Expenses

- Expenses will be submitted via jobwatch app
- To add an expense, on the left side tabs, scroll down to expenses tab



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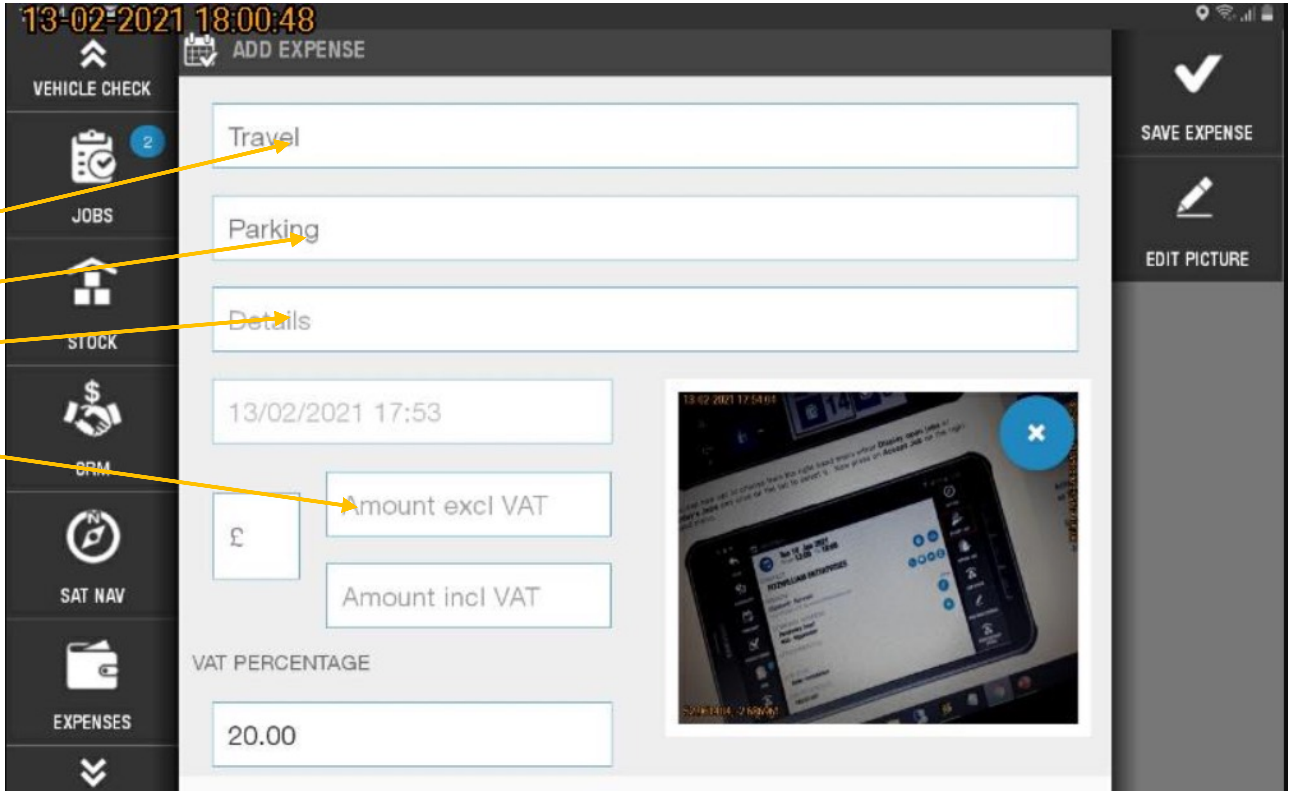
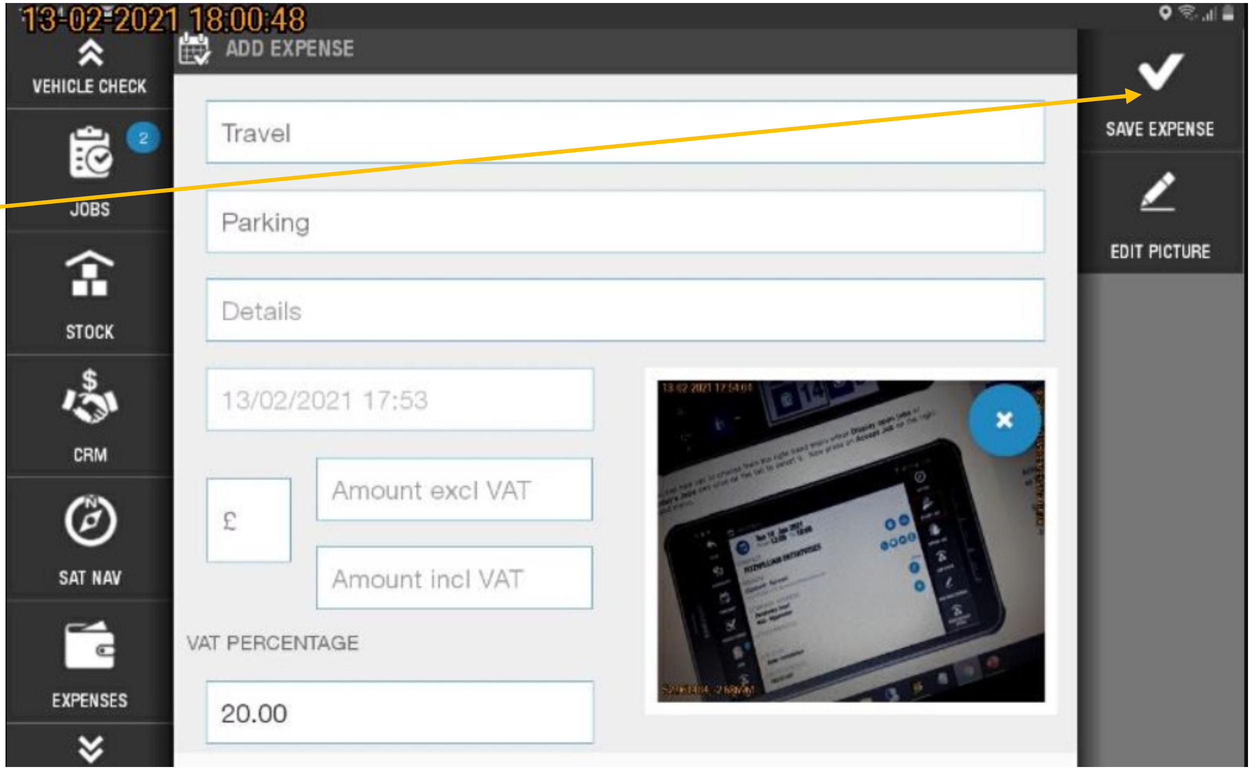
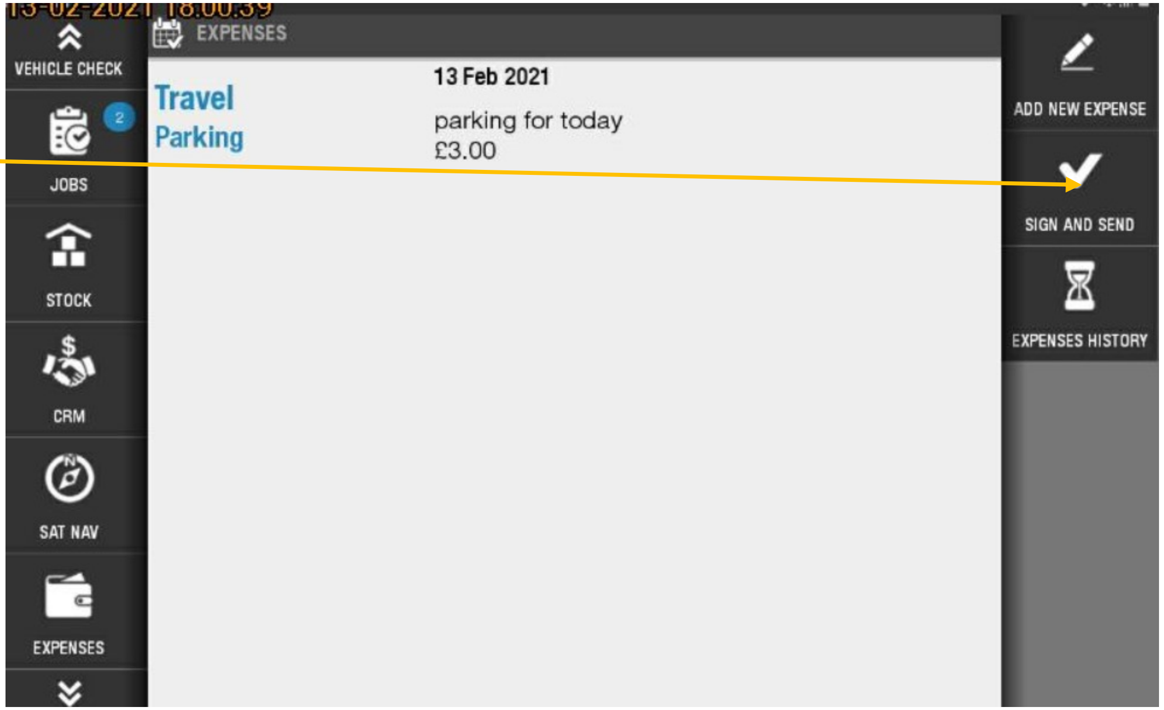
- Use drop down to select expense type
- Then sub type
- Now enter details ie carpark ticket
- Enter amount



- Now tap save expense.



- Tap sign and send



Any Questions ?

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