

TEAM MEMBERS

A quick guide to getting started



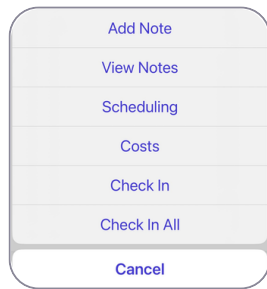
As a team member you are able to:

- Track time against the work orders you are scheduled against
- Use checklists to mark individual tasks as completed
- Add notes and images to work orders or checklist items
- Add costs with an image of the receipt

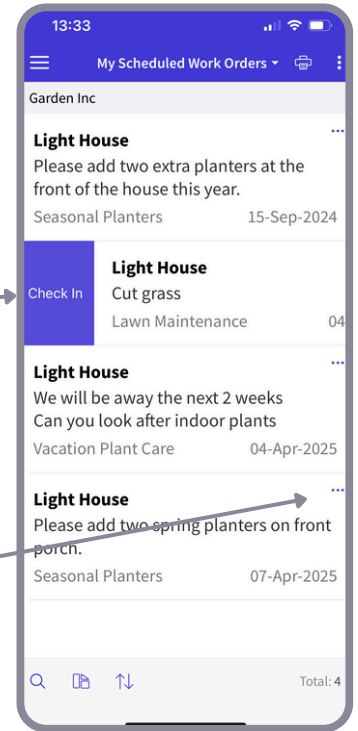
My Scheduled Work Orders:

- This option shows all the work you are scheduled against.
- Additional details are available by selecting a row.
- The property field is a link to the property, where the address can be found.

If the scheduled date is today you can swipe right to Check In. Once checked you can swipe left to Check Out



Select here for other options



Checklist:

- This shows a list of tasks to be completed on the work order.
- Your progress in completing the check list is tracked on the work order.

Swipe right to complete
Swipe left to reset

Notes and images can be added to the checklist item

