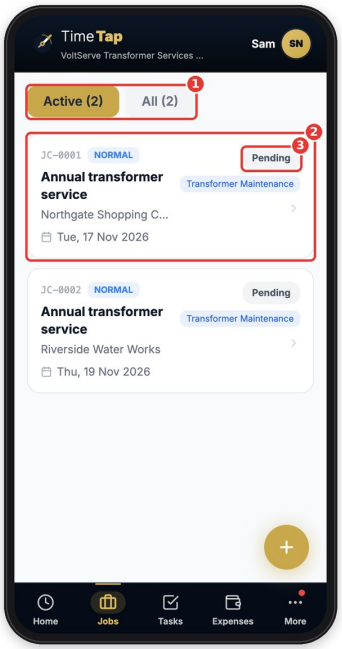
Open your jobs, start work on site, fill in the checklist and get it signed off.

1. Your jobs

1. Tap **Jobs** in the bottom menu. **Active** shows the jobs you still need to do.
2. Each job shows the job number, client, date and status. Tap a job to open it.

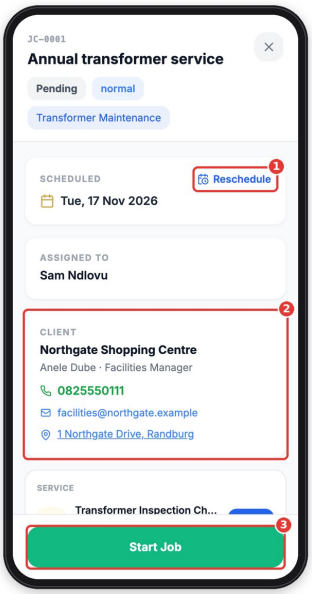


Jobs

1. **Active** or **All** jobs.
2. Tap a job to open it.
3. Status: Pending, In Progress, On Hold, Completed.

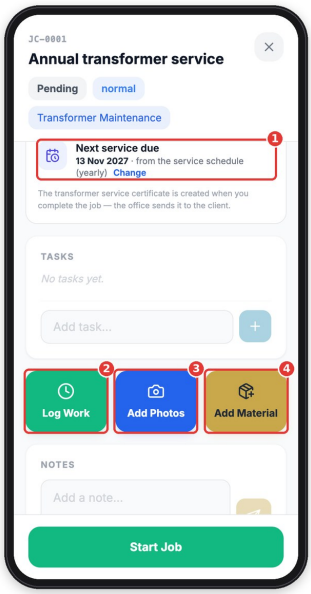
2. Open the job and start

1. Check the date, the client and the address — tap the phone number to call or the address for directions.
2. On site, tap **Start Job**. Your location is saved with the start time.
3. Use **Log Work**, **Add Photos** and **Add Material** while you work.



Job card

1. Need another day? **Reschedule**.
2. Client, contact, phone and address.
3. Tap **Start Job** when you are on site.

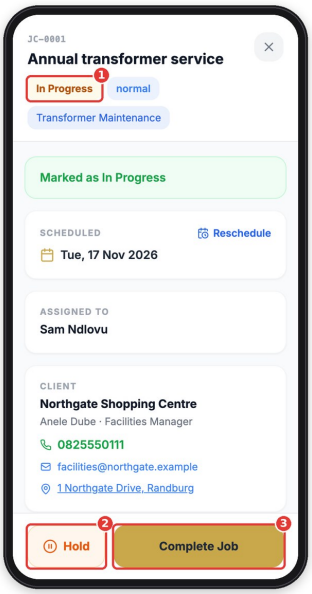


While you work

1. Next service date (service jobs).
2. **Log Work** — time spent.
3. **Add Photos**.
4. **Add Material** — parts used.

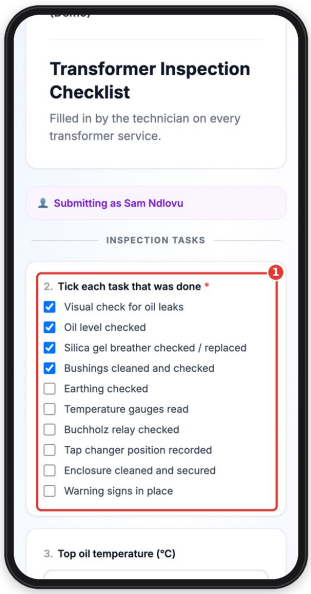
3. Checklist and sign-off

1. If the job has a checklist, tap **Fill in** and complete it — it is saved on the job.
2. Tap **Complete Job**. Sign as the technician, then let the client sign on your phone — or choose **Client not available** to send them a sign-off link.
3. Tap **Confirm Job Complete**. The office is notified straight away.



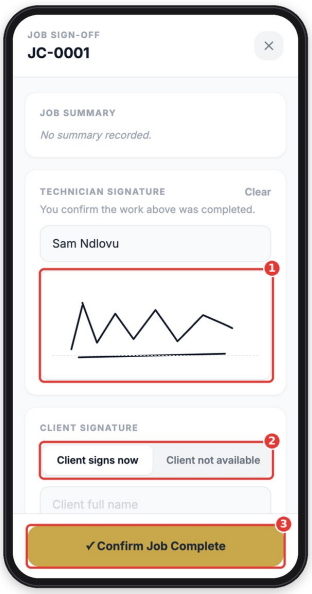
Job in progress

1. **In Progress**.
2. **Hold** if you must stop and come back.
3. **Complete Job** when you are done.



Fill in the checklist

1. Tick each task and fill in the readings.



Sign-off

1. Your signature.
2. Client signs now, or send a link.
3. **Confirm Job Complete**.

Still stuck? Ask your team leader or HR — they can see what TimeTap shows for you.