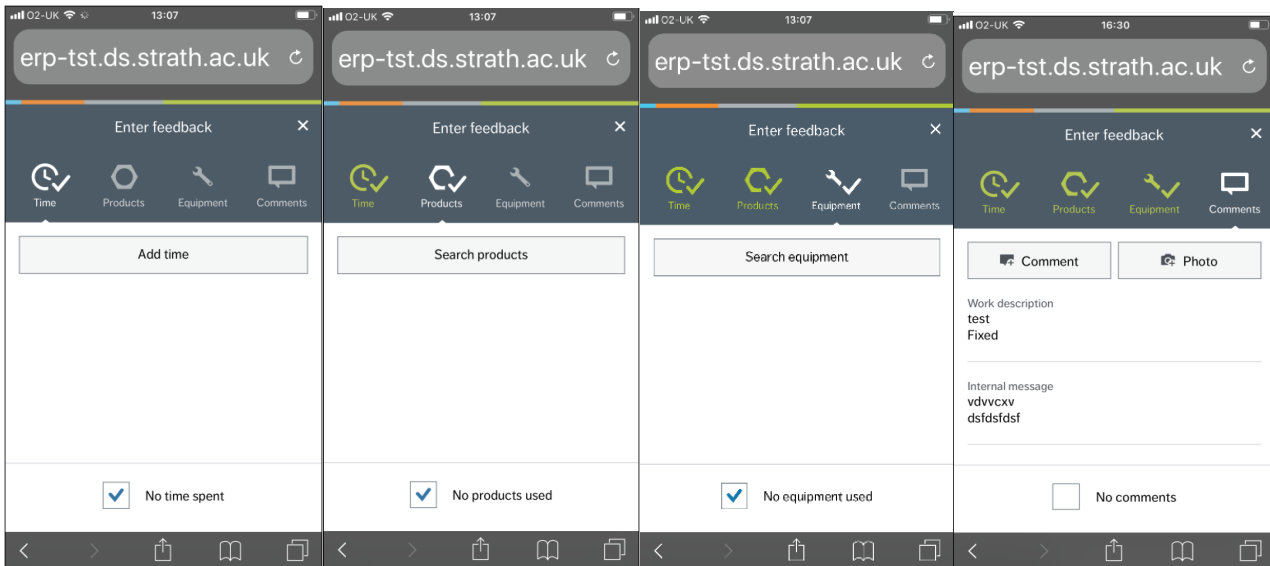
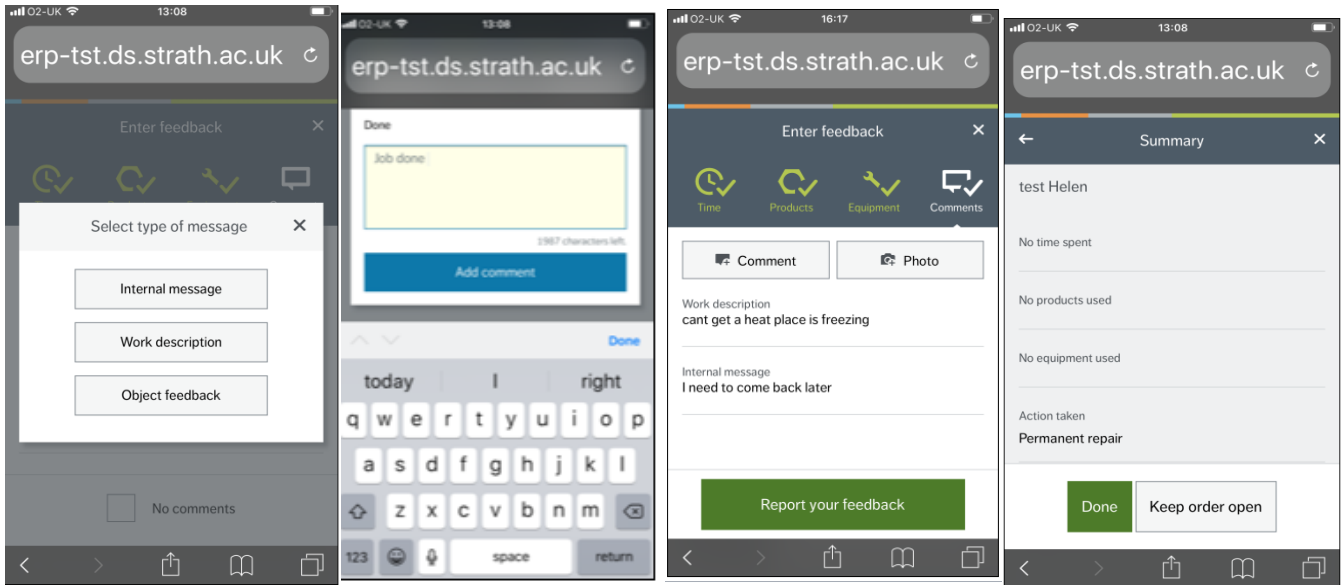


Jobs come into my service orders. Click on the job to select it and press “In progress”

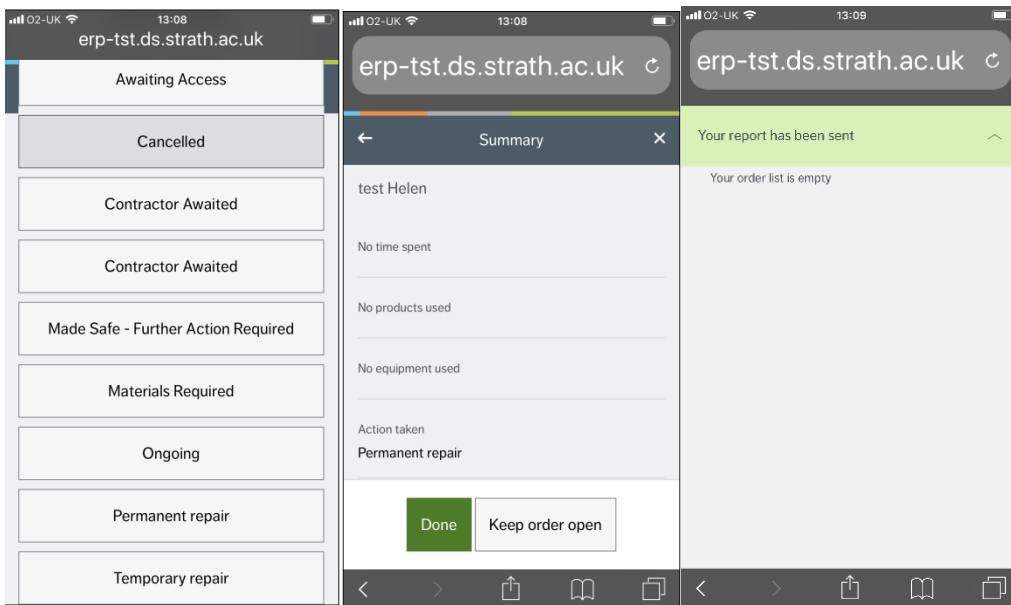
You can select “Date and Time”, “Description”, “Location” or “Contacts” to get more information



Once complete, the Job has to be closed off - by ticking the box under the categories above



Then entering an “internal message” or again ticking the no comments box and then selecting Done



If you are the Responsible Operative, you get an additional screen to select your feedback.