



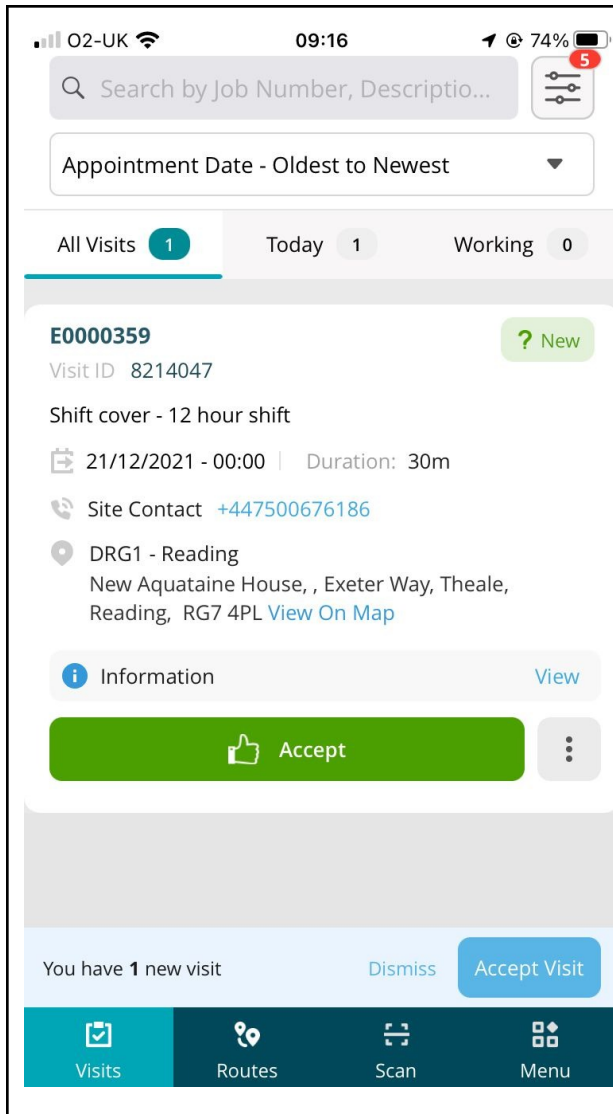
Joblogic Step By Step Guide

1 - 13 Job start - On site

14 - 20 Adding information to the job

21 - 41 Closing down the Joblogic

42 - 48 Troubleshooting guide



1.

This is how a standard Joblogic job will appear on your device screen.

You will most likely have the entire month's jobs sent to you in a batch, to make it easier to locate they are dated.

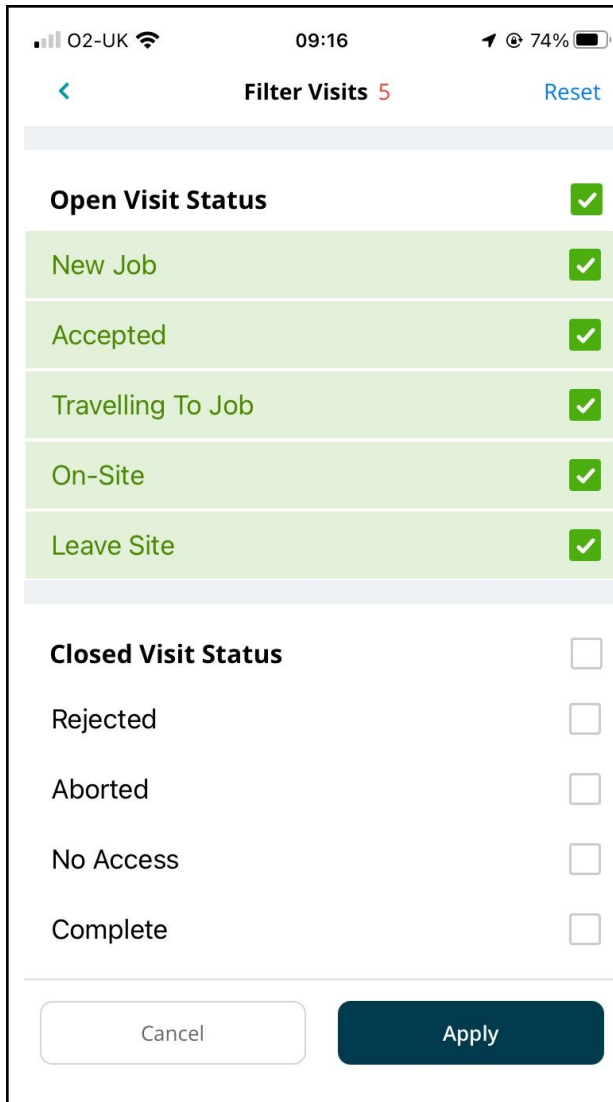
Find the job with the current date and click "Accept"

All site information including the address can be found on the Joblogic job.

Note:

If you cannot find any jobs on your joblogic, please open the filter box shown here:

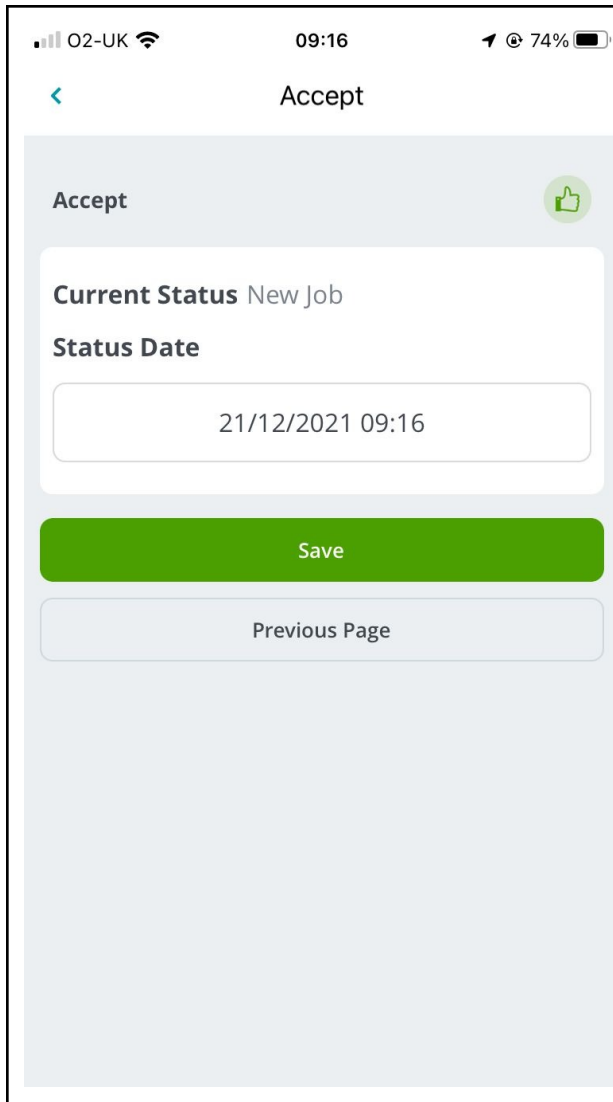




2.

Please make sure the following options are ticked, when this is complete, all jobs allocated to you should be available to see and edit.

Once they have been selected, click "Apply"



3.

Click "Accept" on the job you are starting today, this will bring you to this page.

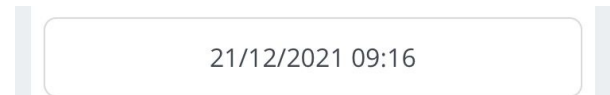
As long as the job is being accepted before traveling to site, there is no need to edit this page.

All jobs should be accepted when they are sent to your device to prevent and need to backdate in future.

Note:

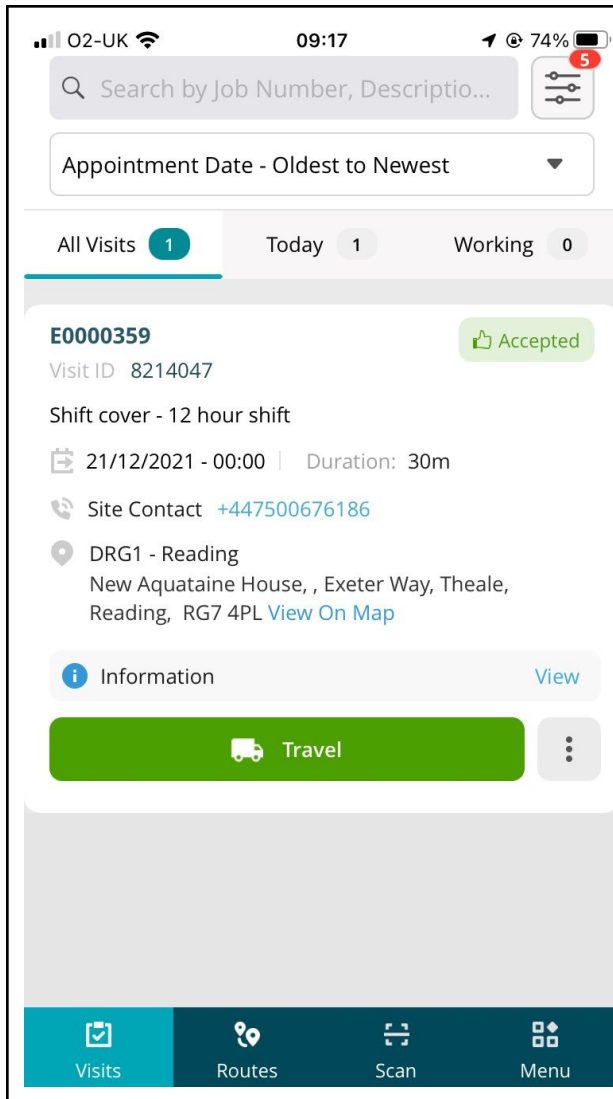
If you are backdating a job from a previous day, this time will need to be edited.

By clicking on the date:



The time can be edited. Move the time and date back to before the job was meant to start and click "Save"

If backdating, the date will have to be adjusted everytime it appears on screen.



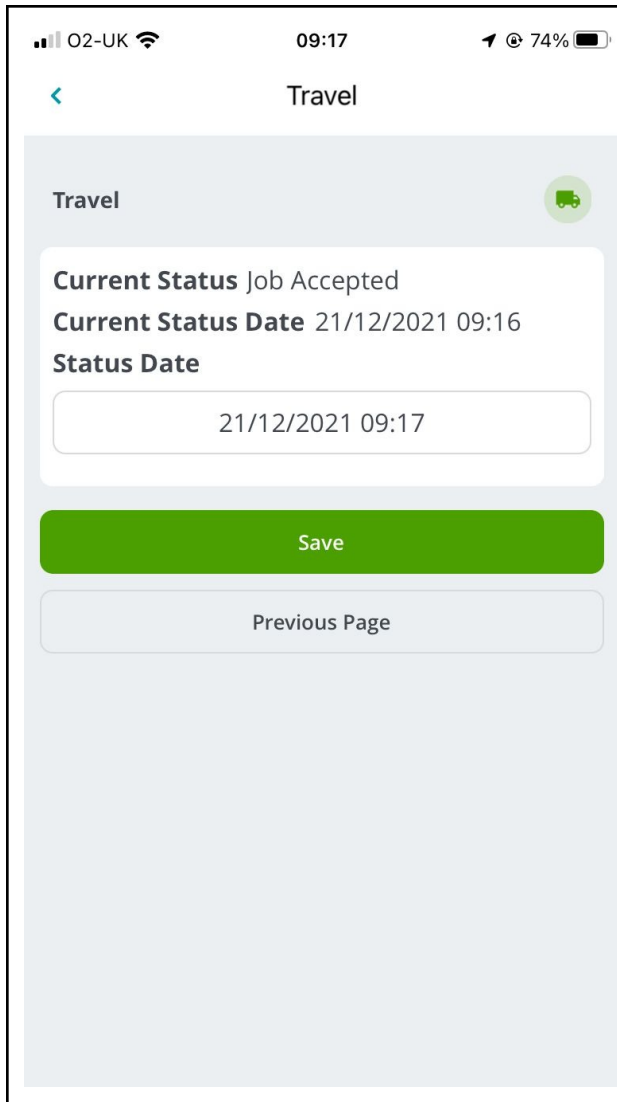
4.

Now that the job has been accepted, it will sit on your device like this until you are ready to start the job.

Find the job for the day you are working and as you are leaving your home, click "Travel"

Note:

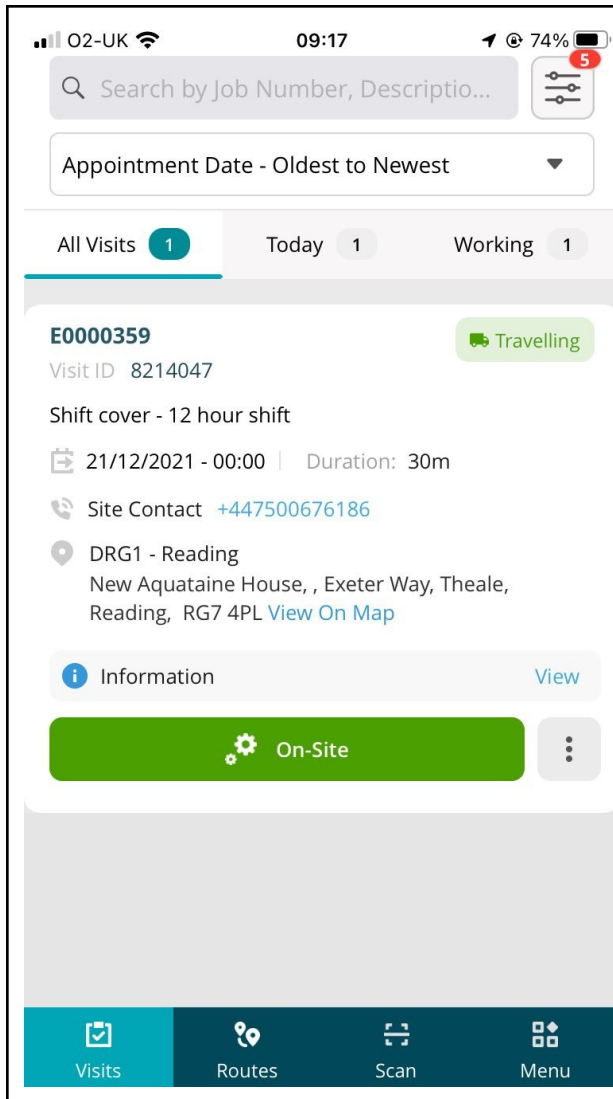
Joblogic errors can be kept to a minimum by following the procedure in this guide, by completing the steps at the appropriate times, there should be no need to backdate any jobs.



5.

Joblogic will take the time from your device and input it into the time bar, assuming you are completing this step as you are leaving your home, there should be no need to edit.

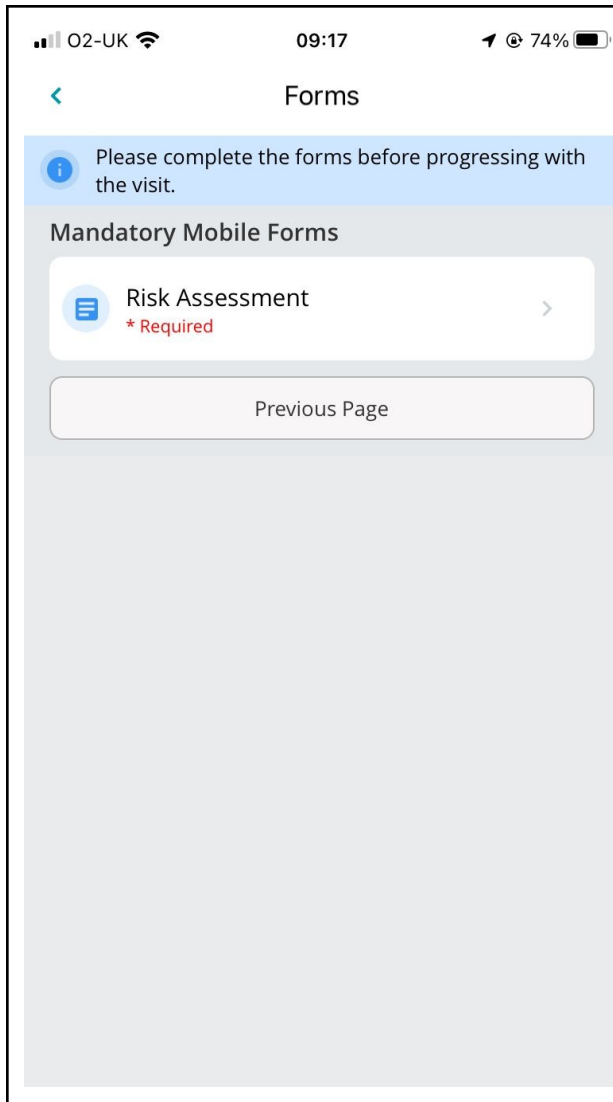
Click "Save"



6.

Travel to site.

When you arrive, click "On-site"

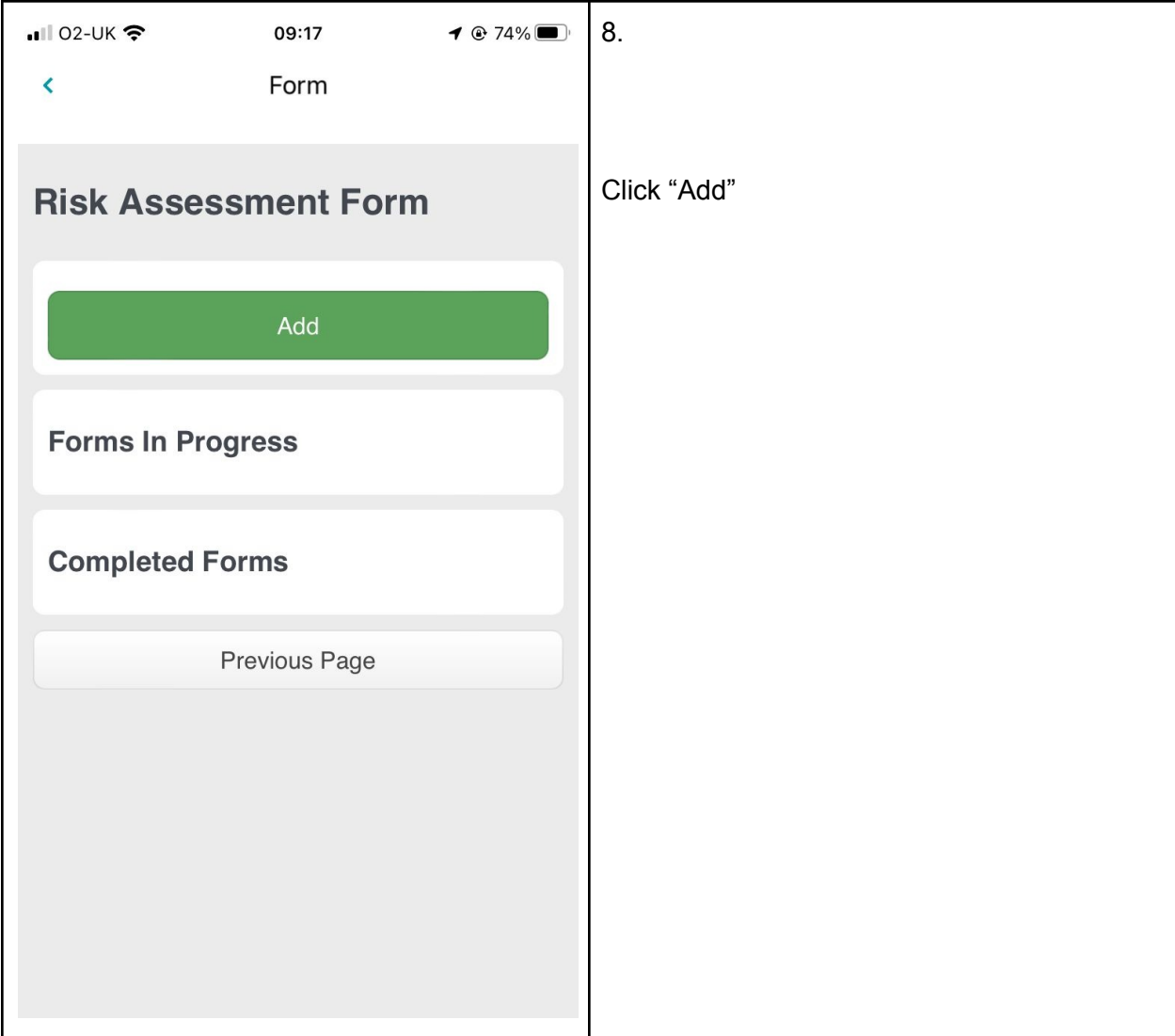


7.

When you click "On-site", Joblogic will direct you to this page.

There is a mandatory Risk Assessment that needs to be carried out on every visit.

Click on the "Risk Assessment" form.



8.

Click "Add"

9.

Fill out the Risk Assessment by clicking Yes/No on each question and then "Next"

There will be multiple pages of questions, please fill out fully.

The screenshot shows a mobile application interface for a form. At the top, the status bar displays 'O2-UK' and '74%' battery. The app header shows a back arrow and the title 'Form'. The main content area is titled 'Type of hazard operation - Access and Egress'. It contains three questions, each with 'YES' and 'NO' buttons. The questions are: 'Have you signed in?', 'Have you completed site induction?', and 'Are you aware of site welfare facilities?'. A large green 'Next' button is positioned at the bottom of the form.

Form

Type of hazard operation - Access and Egress

Have you signed in?

YES NO

Have you completed site induction?

YES NO

Are you aware of site welfare facilities?

YES NO

Next

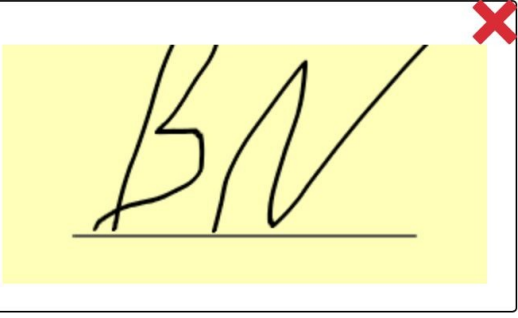
02-UK 09:18 73%

< Form

Declaration

I have assessed the conditions on site.
Unless listed below, there are no additional significant hazards observed that are not addressed in the completed model risk assessments for the work to be undertaken

Engineer Signature [Please rotate screen to landscape to capture a signature]

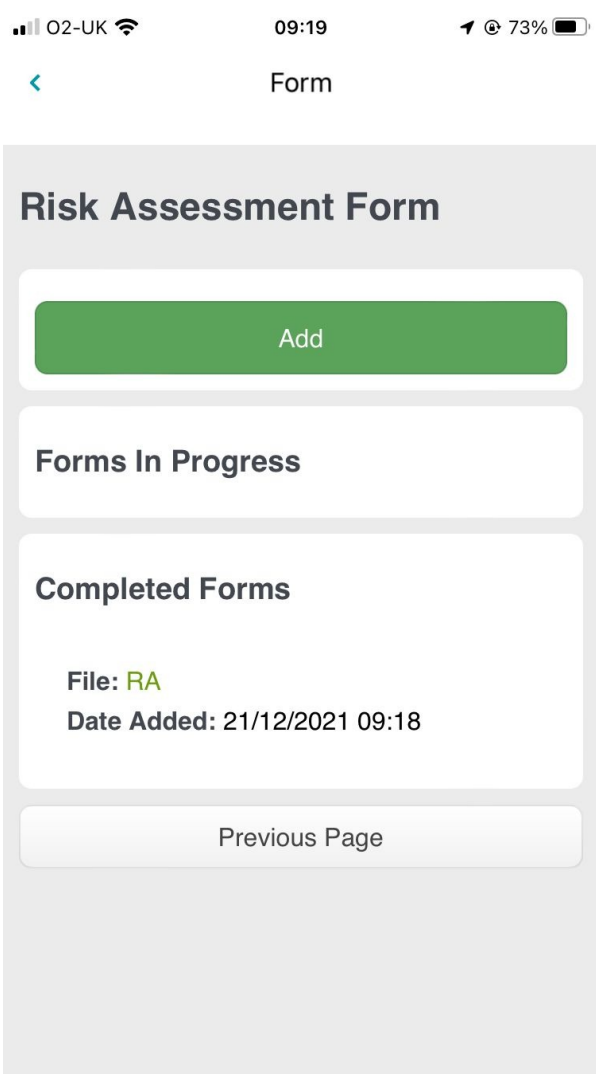


Back Complete

10.

At the end of the Risk Assessment, it will ask for your signature.

Fill out your signature and click "Complete"

 <p>The screenshot shows a mobile application interface. At the top, the status bar displays '02-UK', '09:19', and '73%' battery. Below the status bar is a navigation bar with a back arrow and the title 'Form'. The main content area is titled 'Risk Assessment Form' and contains three sections: 1. A green button labeled 'Add'. 2. A section titled 'Forms In Progress' which is currently empty. 3. A section titled 'Completed Forms' containing one entry: 'File: RA' and 'Date Added: 21/12/2021 09:18'. At the bottom of the main content area is a button labeled 'Previous Page'.</p>	<p>11.</p> <p>Ensure that your Risk Assessment has been successfully added to the completed forms section.</p> <p>Click "Previous Page"</p>
--	---

02-UK 09:19 73%

< On Site

On Site

Current Status Travelling To Job

Current Status Date 21/12/2021 09:17

Status Date

21/12/2021 09:19

Mileage

0

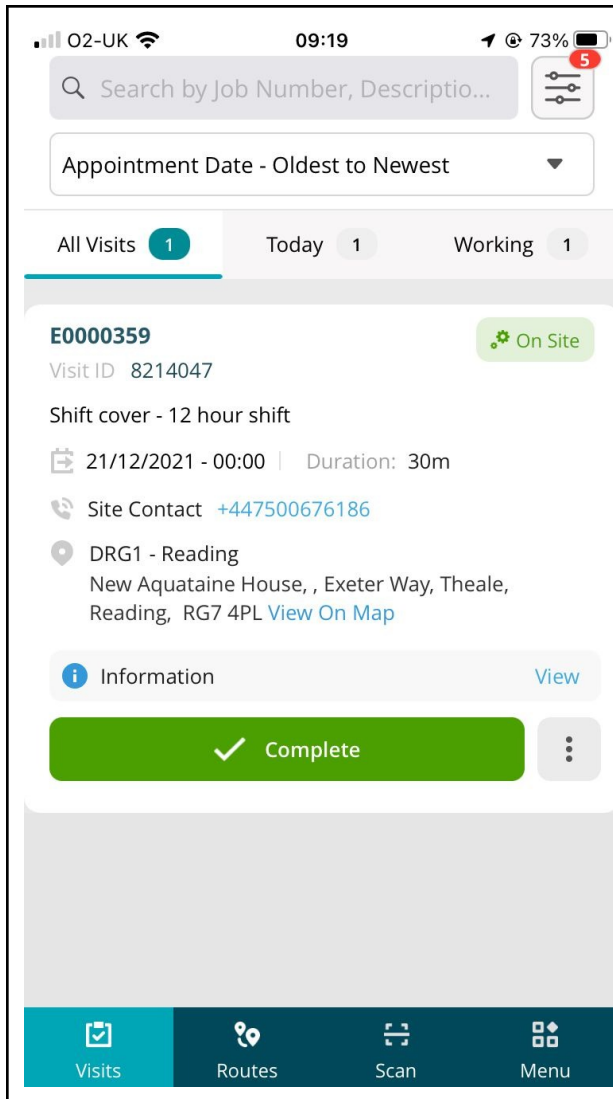
Save

Previous Page

12.

Once the Risk Assessment has been completed, click "Previous page", Joblogic will allow you to add the time of your arrival on site.

Again this is taken from your device time and does not need to be edited unless you are backdating a job.



13.

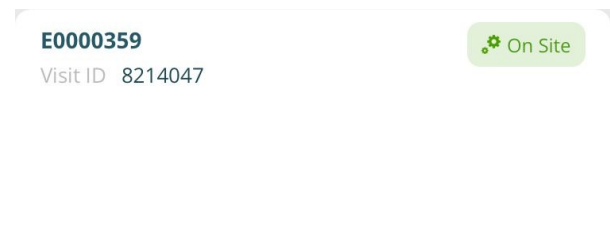
Now that you are onsite on Joblogic, you can carry out standard checks/ duties on site.

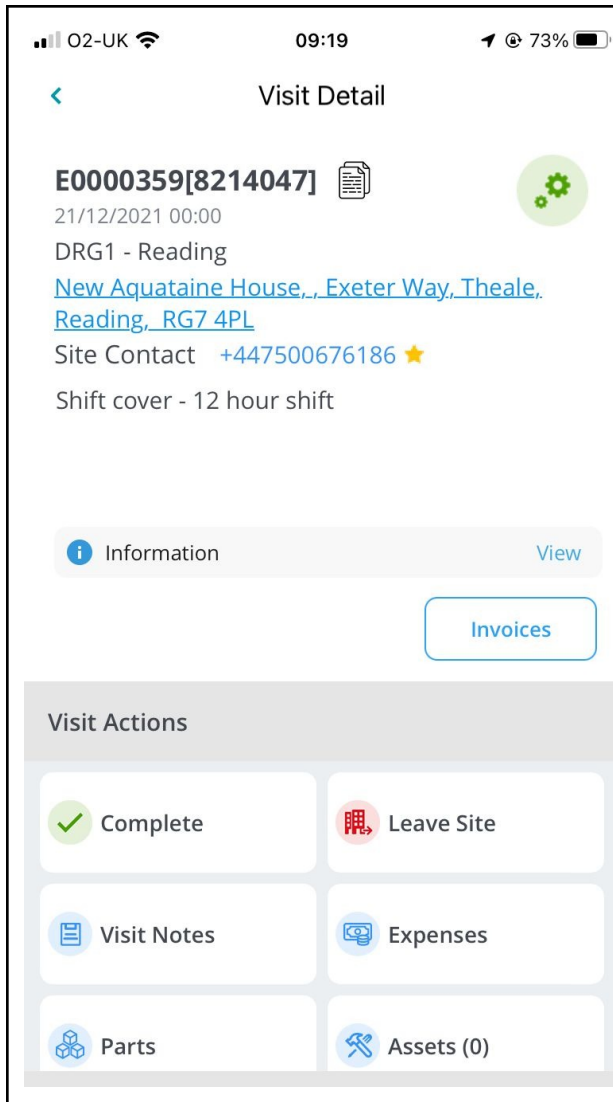
The job will sit like this on your device until you need to add any notes/photos of the work that you have carried out.

To add notes, click on any part of the job to open up the internal menu.

Note:

While on site, you need to ensure this symbol is present and the joblogic job is declaring you on site.

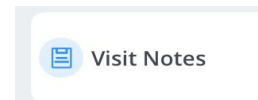


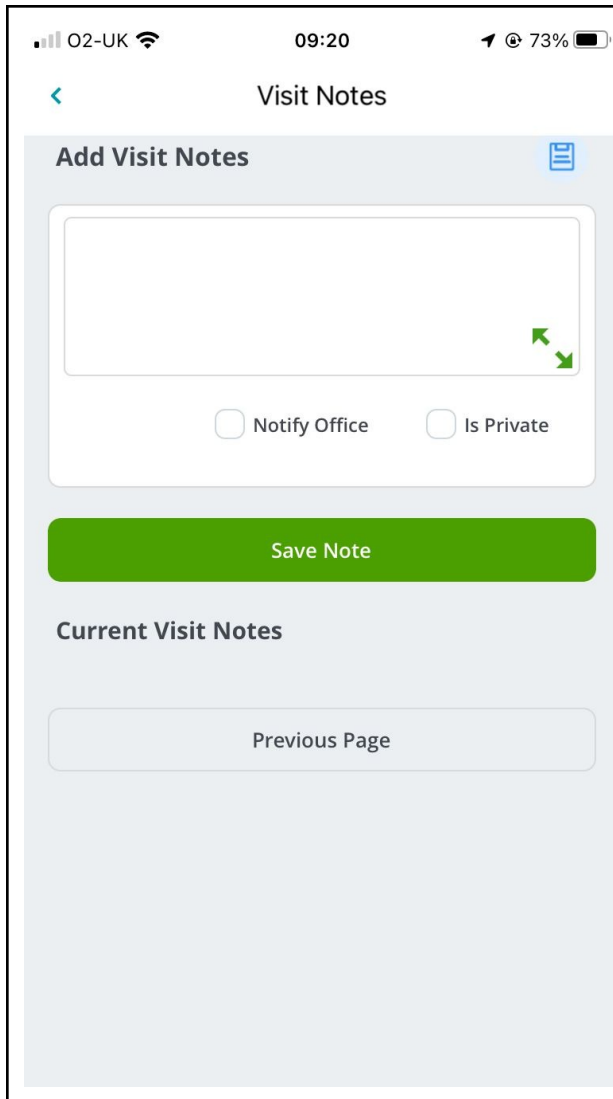


14.

After clicking on the job, this internal menu will let you navigate the job and any work attributed to it.

To add notes, click on "Visit Notes"





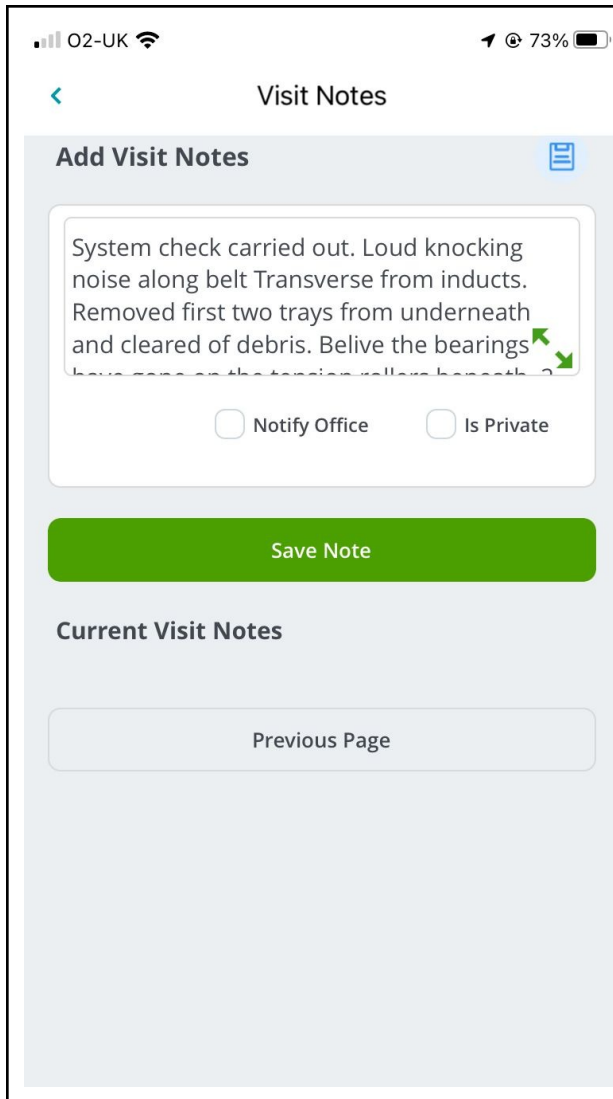
15.

Here we can add notes to the job, this should be a detailed list of any and all work carried out on the system.

Note:

Our customer can see these notes and so they are expected to be formal, detailed and precise.

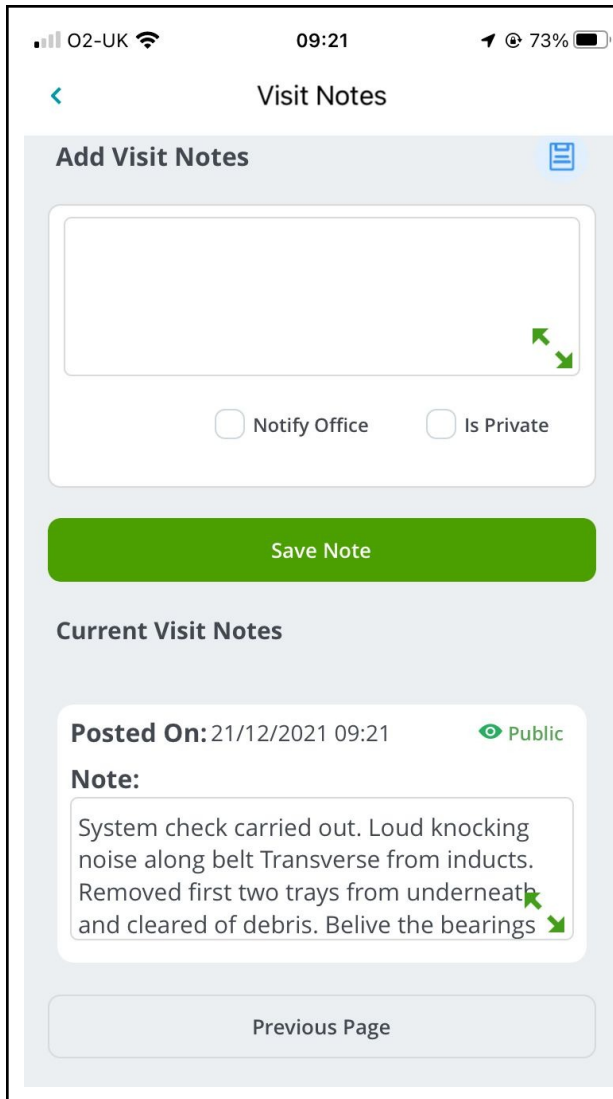
All work carried out must be noted.



16.

After the note has been typed out it will appear at the top of the screen. This note is not saved and could be lost.

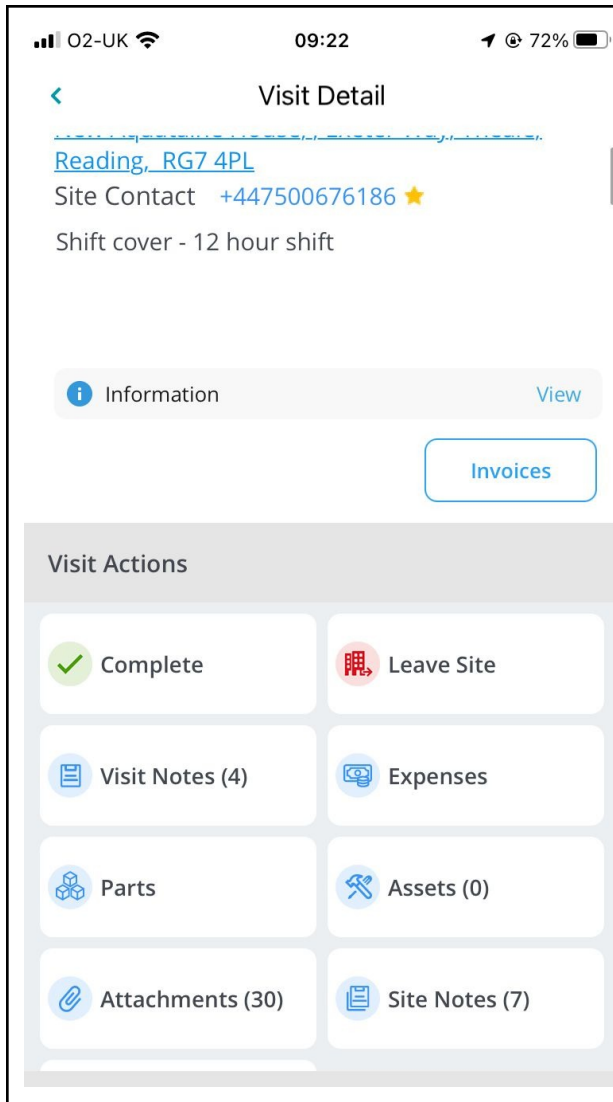
Click "Save Note"



17.

After the note is saved, it will drop to the bottom section and the text box will clear for another note if needed.

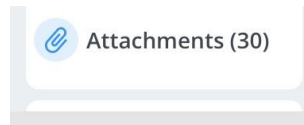
Notes can be added constantly so it is recommended that notes are added frequently through the night and immediately after work is carried out.

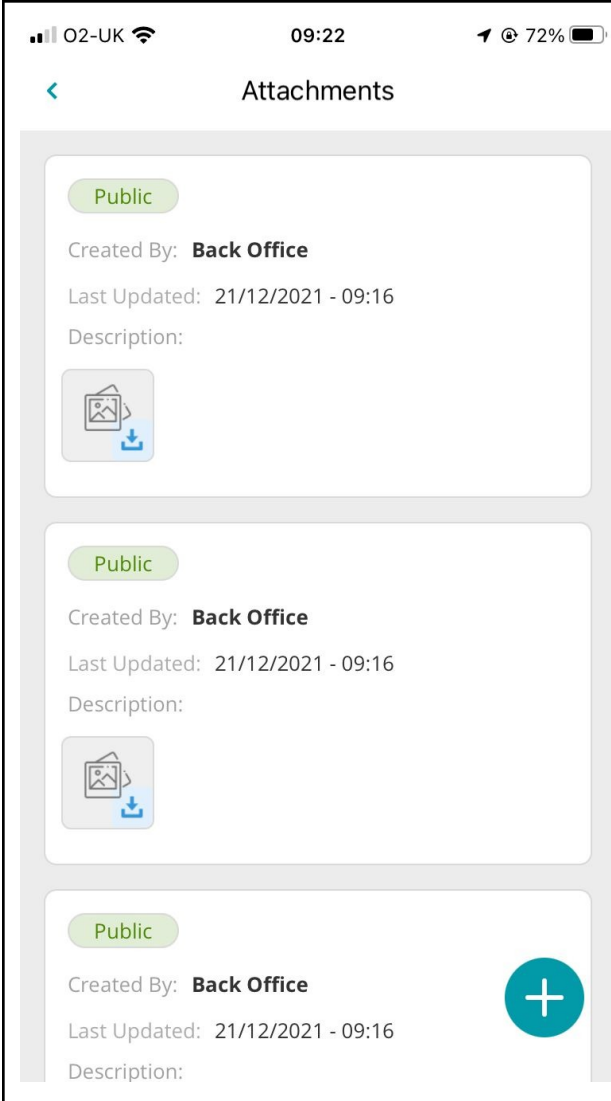


18.

Now that the notes have been added, we can add any photos of the work carried out.

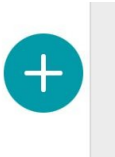
To do this, click "Attachments"

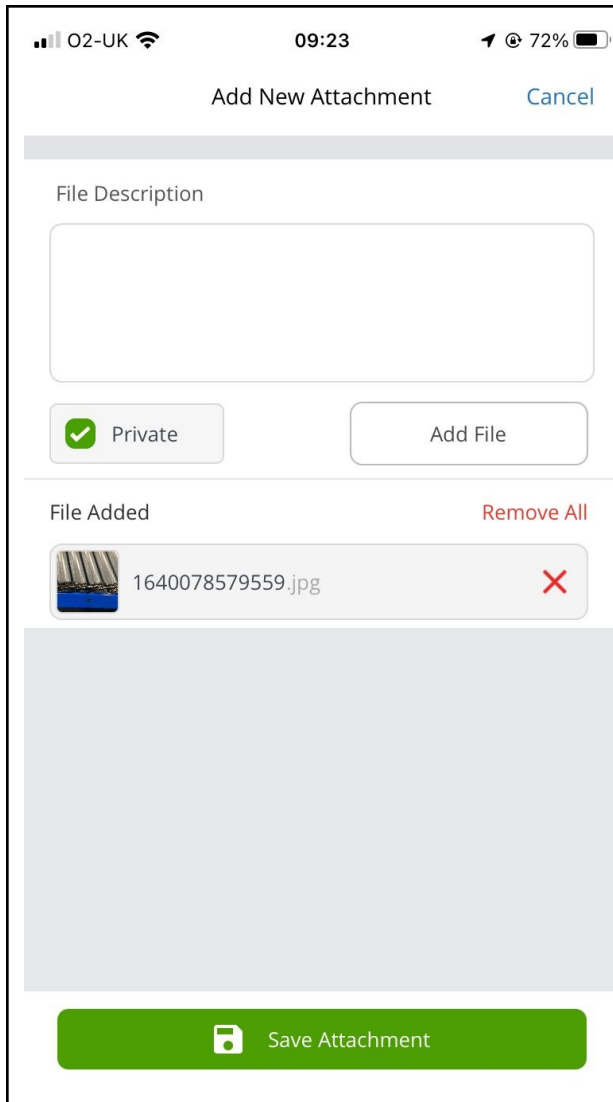




19.

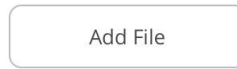
To add your photos, click on the plus symbol.





20.

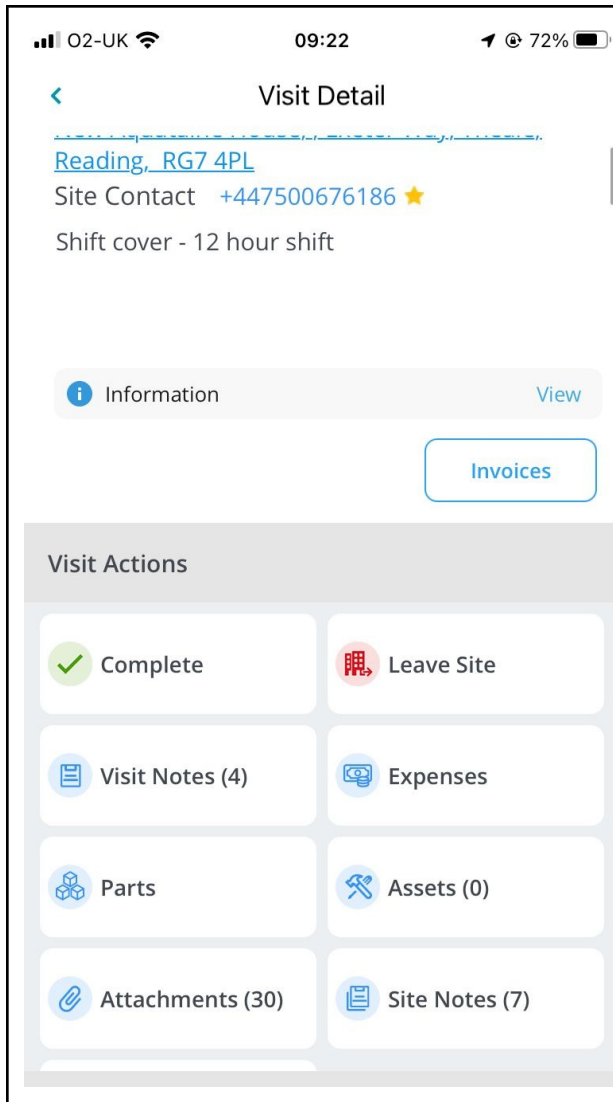
Click "Add file" and choose any images needed to be added of the work carried out.



After the relevant images have been added, click "Save Attachment"

Note:

A maximum of 10 images can be added at one time. If more need to be added, save these 10 and repeat from step 18 to add the rest.

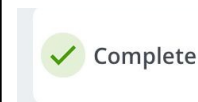


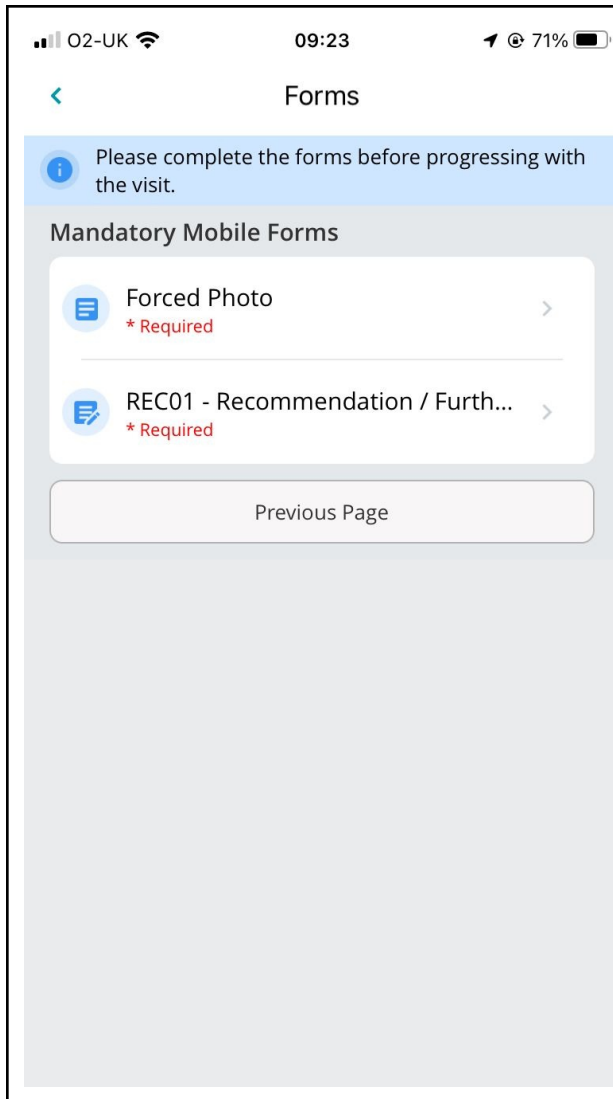
21.

When you are getting ready to leave site, the job will look like this.

Make sure all notes and photos have been added.

When you are sure that all relevant notes/photos have been added, click "Complete"





22.

When you click "Complete" you will be met with this page.

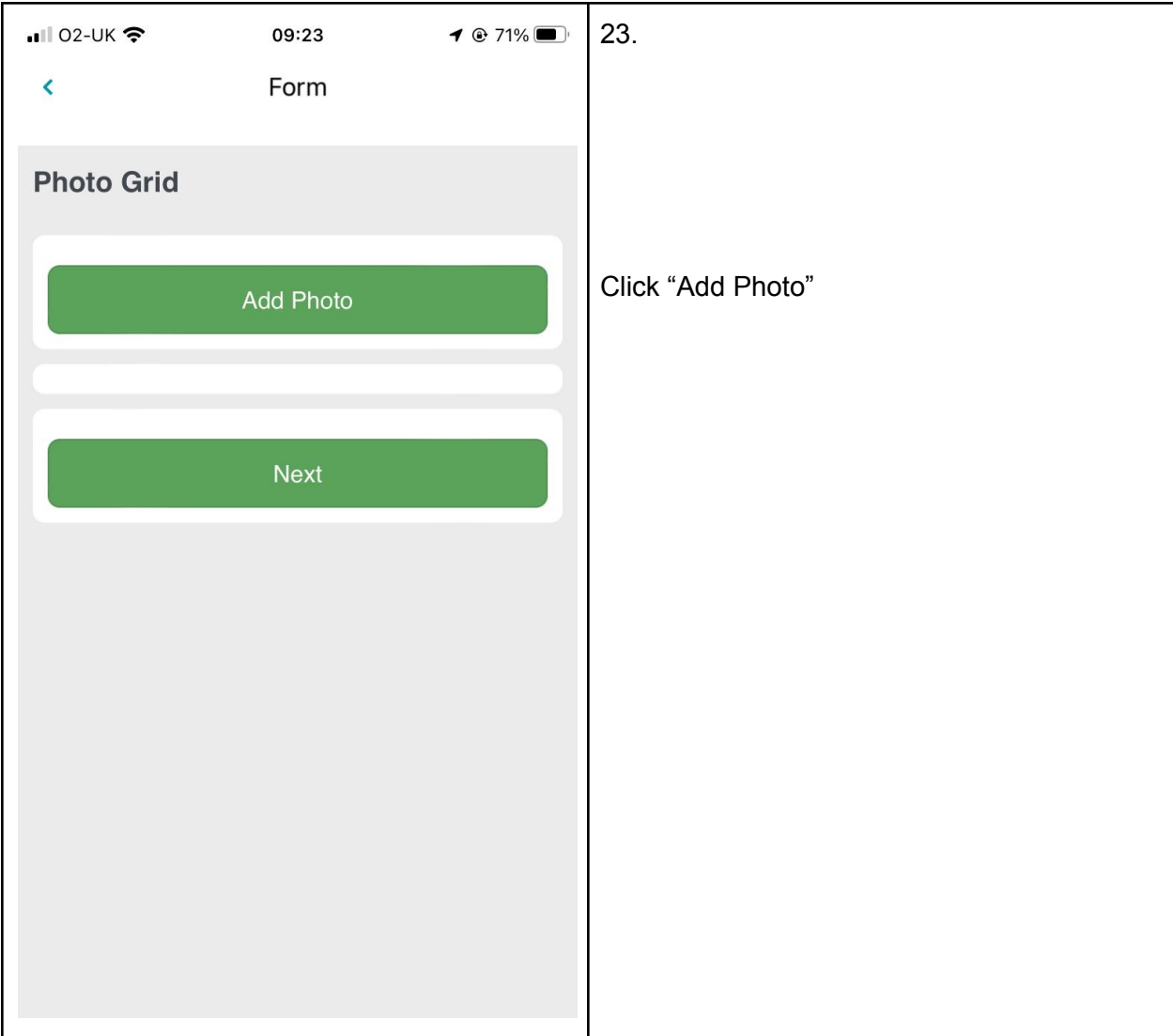
Joblogic requires that a photo is added to the job, despite whether or not a photo has been added on step 19.

This is to ensure that at least 1 photo has been added from the work carried out.

Joblogic also requires any recommendation for further work.

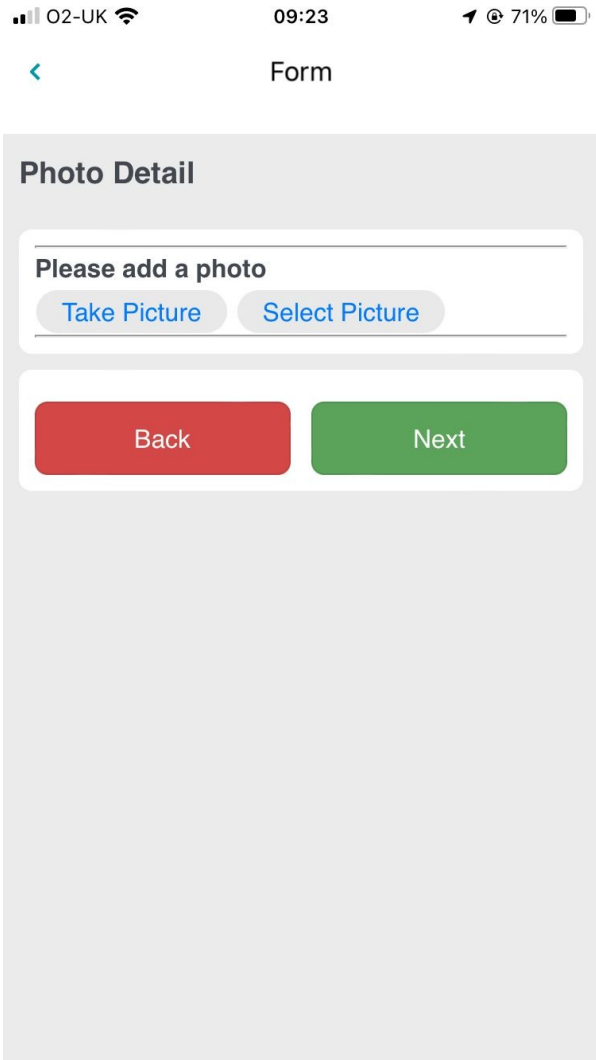
We'll start with the forced photo.

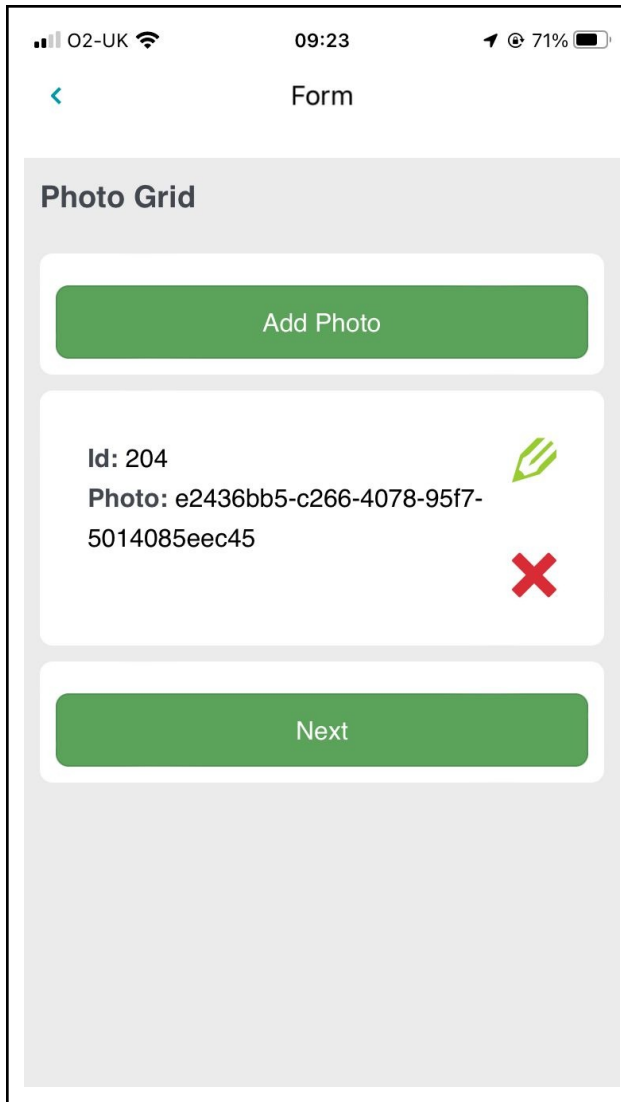
Click on the "Forced photo" form.



23.

Click "Add Photo"

 <p>Photo Detail</p> <p>Please add a photo</p> <p>Take Picture Select Picture</p> <p>Back Next</p>	<p>24.</p> <p>Click "Select Picture"</p> <p>Note:</p> <p>Joblogic will not have access to your phone camera and will not function if you click "Take Picture"</p>
--	--

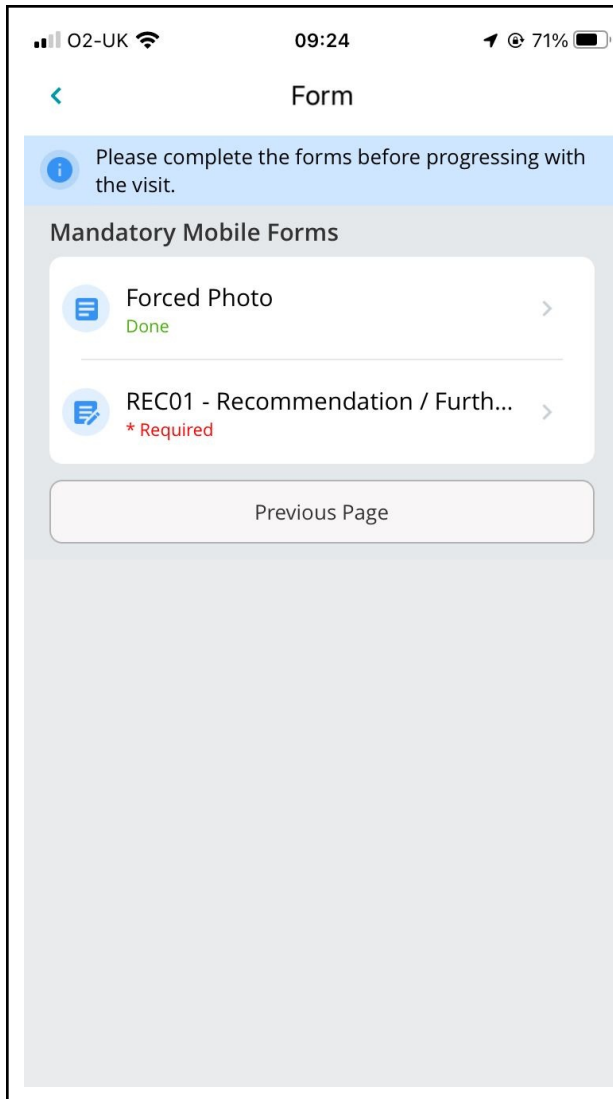


25.

Once the photo has been selected, you'll see the proof that the photo has been accepted.



Click "Next"



26.

The forced photo form will now be marked as "Done".

Click on the "Recommendation/Further Works Request" form.

02-UK 09:24 71%

< Form

Recommendation / Further Works Request

* Engineer Name

* Date

Tap the box below if no recommendations required

Tap here if nothing required

Next

27.

Fill out the form with your full name.

The date will auto select from your device.

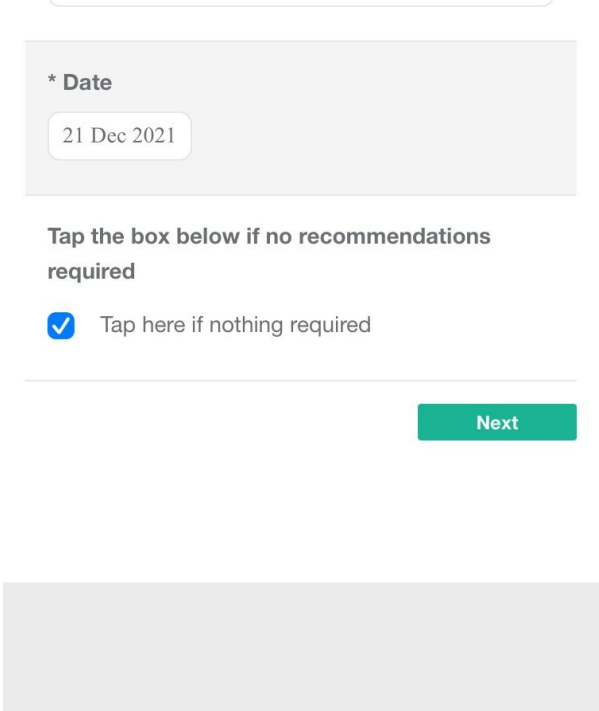
Tick the box.

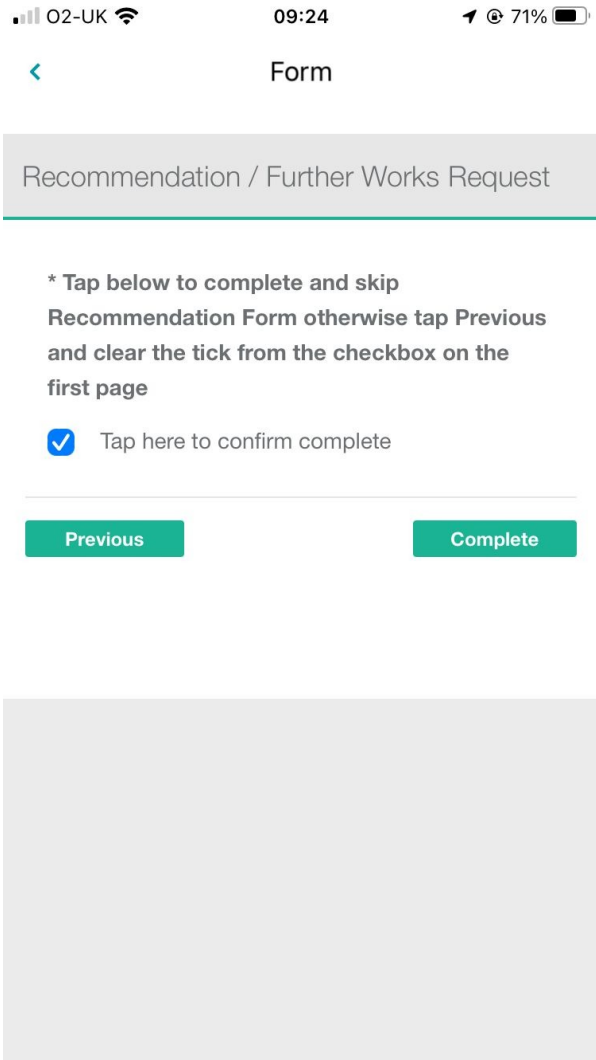
Note:

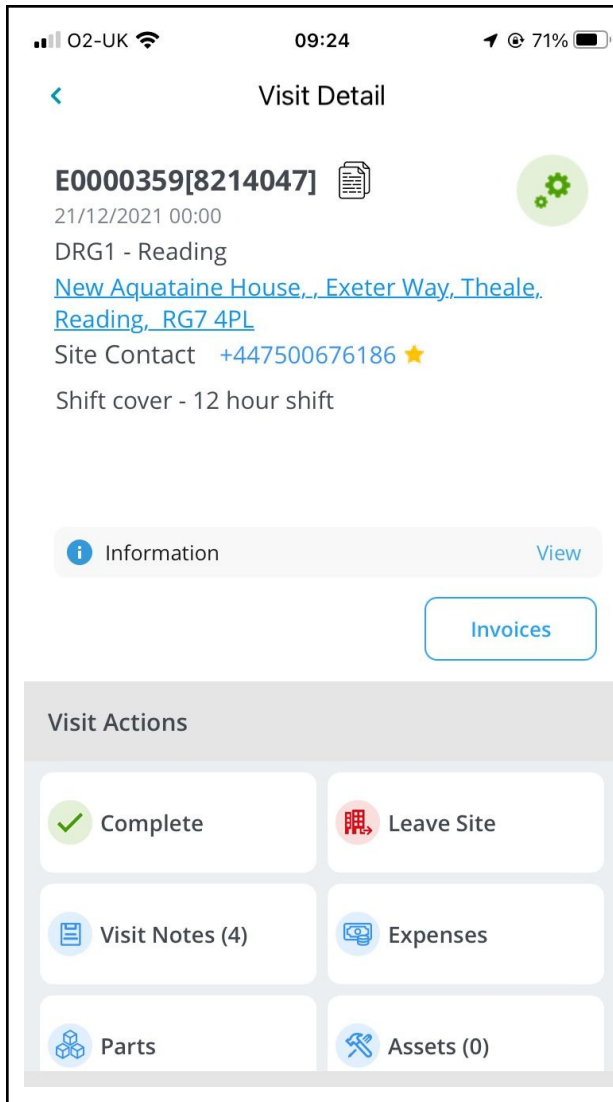
There will be a chance later to add any recommendations.

However, it is helpful for us if recommendations/ issues are highlighted in the notes section from 16/17.

Also, any recommendations should be added to the relevant Whatsapp Group for the site you are working on.

 <p>* Date</p> <p>21 Dec 2021</p> <p>Tap the box below if no recommendations required</p> <p><input checked="" type="checkbox"/> Tap here if nothing required</p> <p>Next</p>	<p>28.</p> <p>Once that has been complete, click "Next"</p>
--	---

 <p>29.</p> <p>Tap the box like before to "confirm complete".</p> <p>Click "Complete"</p>	
---	--

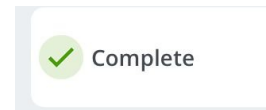


30.

Once these 2 forms have been completed, you'll be returned to this screen.

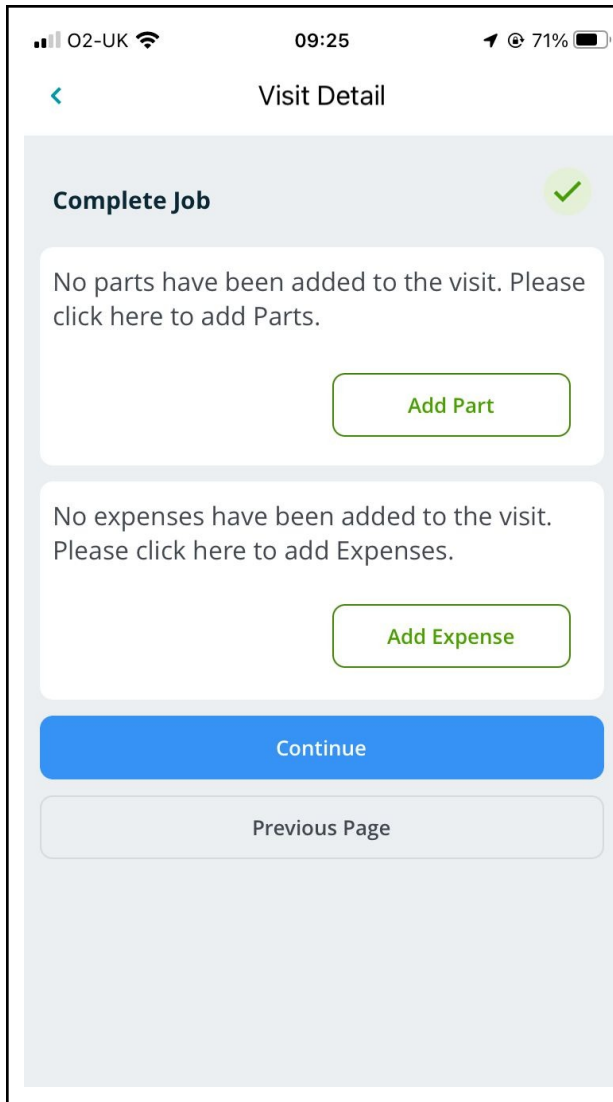
Any final notes/photos should be added now by following the processes above.

When you are ready to finish the job, click "Complete"



Note:

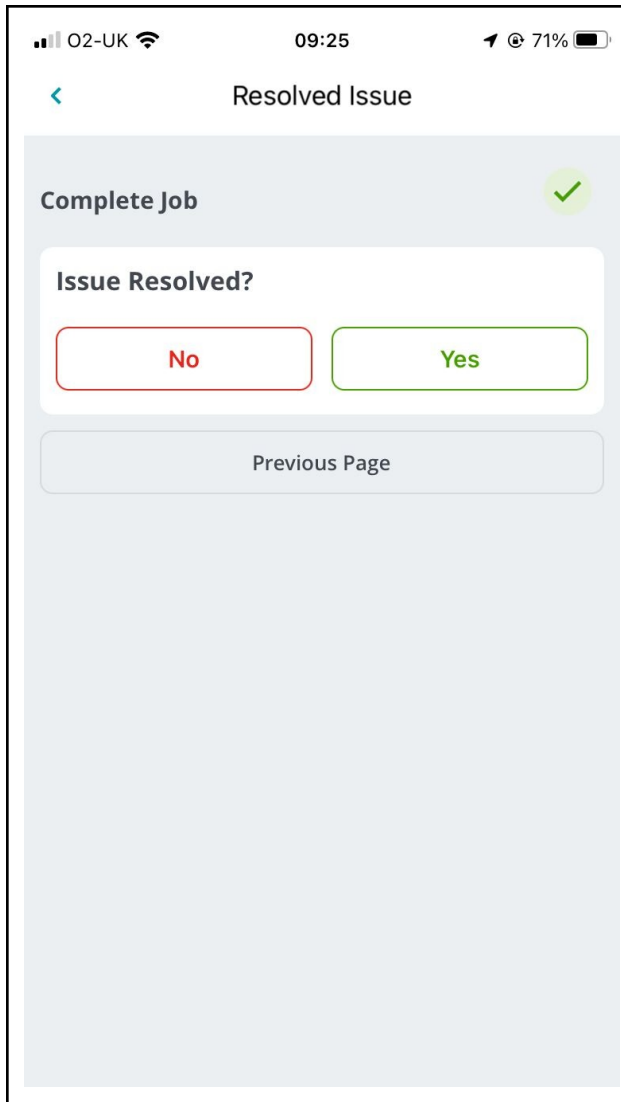
The following steps should be carried out when you are ready to leave site.



31.

Detailed descriptions of parts used/ required should be added to the notes/photos and to the relevant Whatsapp groups.

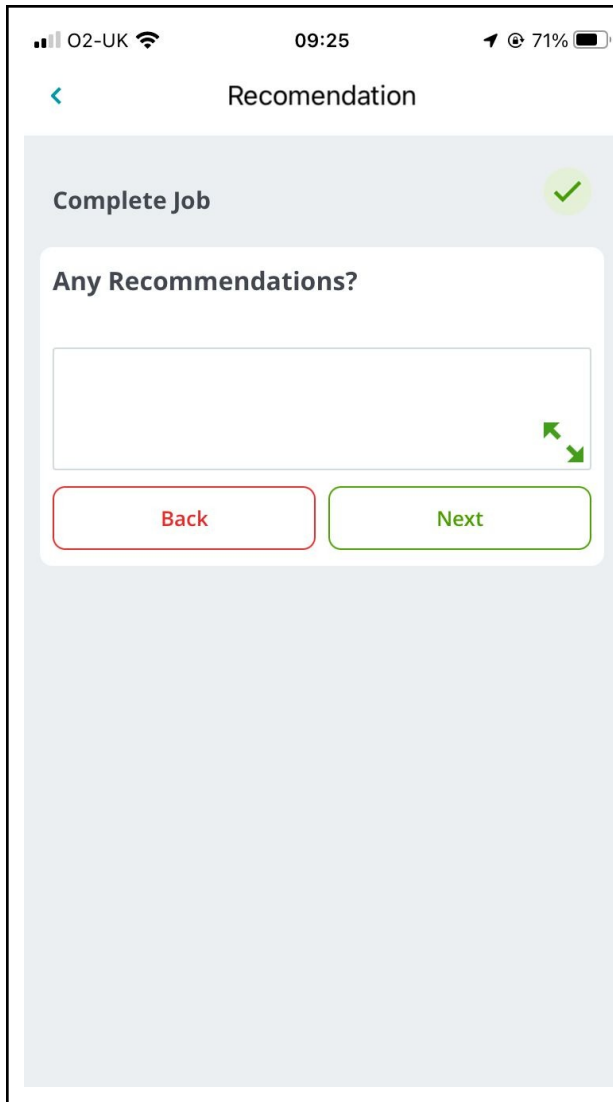
Click "Continue"



32.

That will take you to this page.

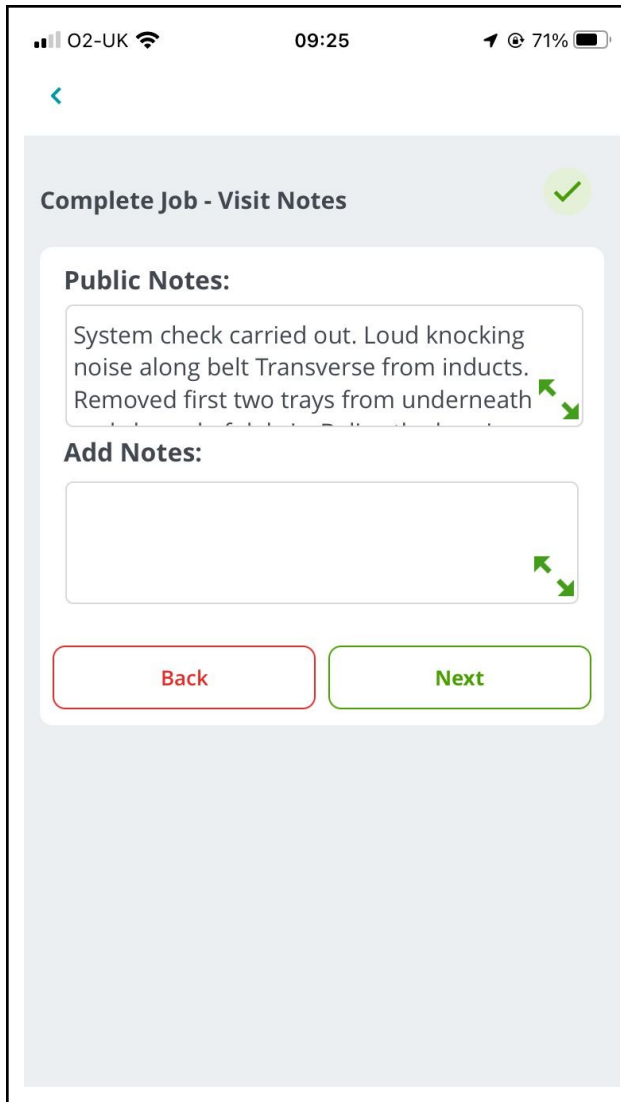
Click "Yes"



33.

Any recommendations can be added here. If they have been added to the notes/ Whatsapp group there will be no need to add information.

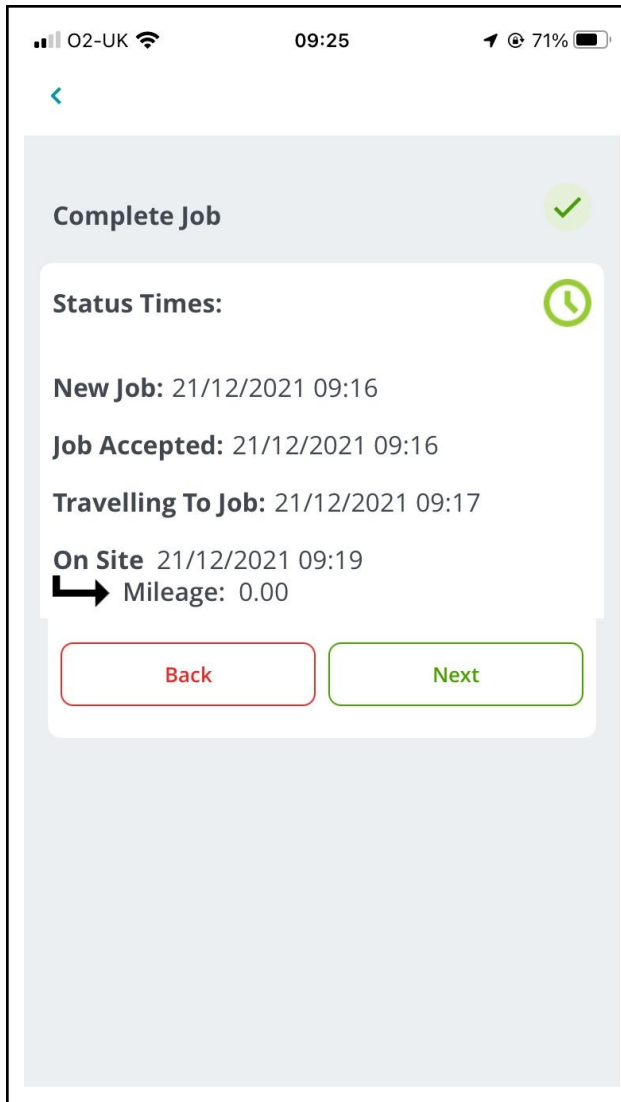
Click "Next"



34.

This will be the last chance to check over the notes added/ add any more if needed.

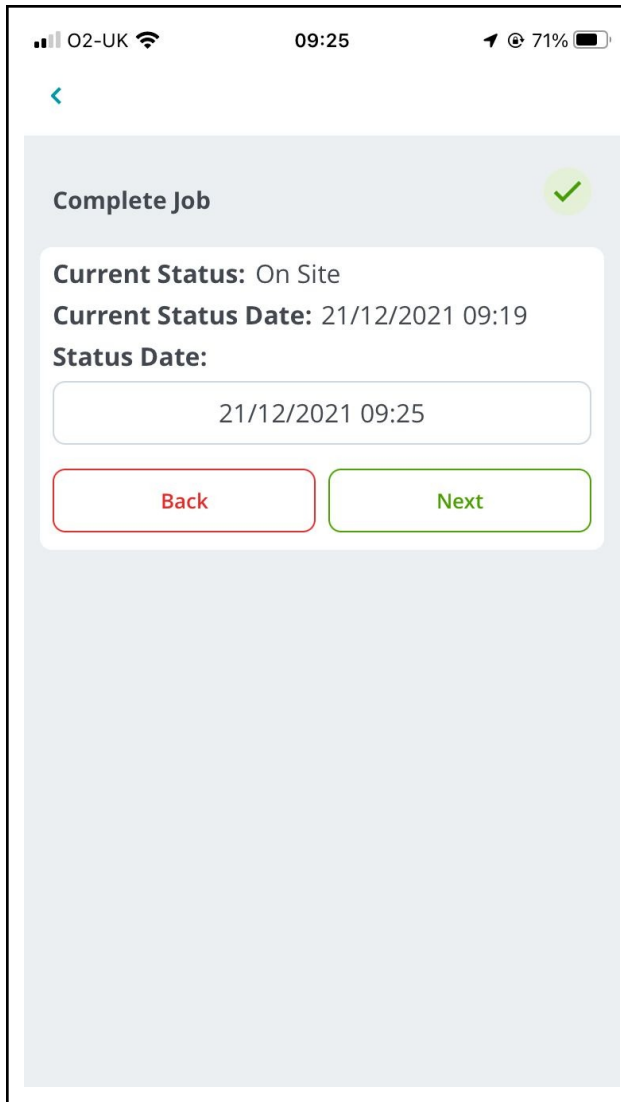
Click "Next"



35.

Joblogic will show you the relevant times saved to this job.

Click "Next"



36.

Joblogic will pull the time from your device. If you are completing this as you leave site there will be no need to adjust this time.

Click "Next"

02-UK 09:26 71%

<

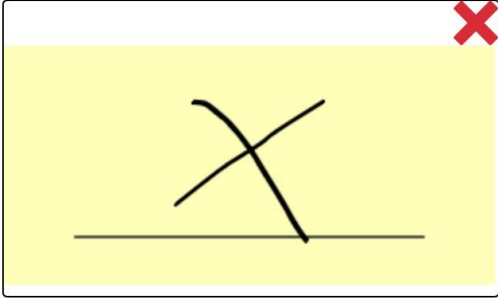
Complete Job ✓

Customer Information: 👤

Customer Name:
Amazon Management ✕

Position:
Night Shift Manager ✕

Customer Signature:



Back Next

37.

Joblogic will ask for the following information.

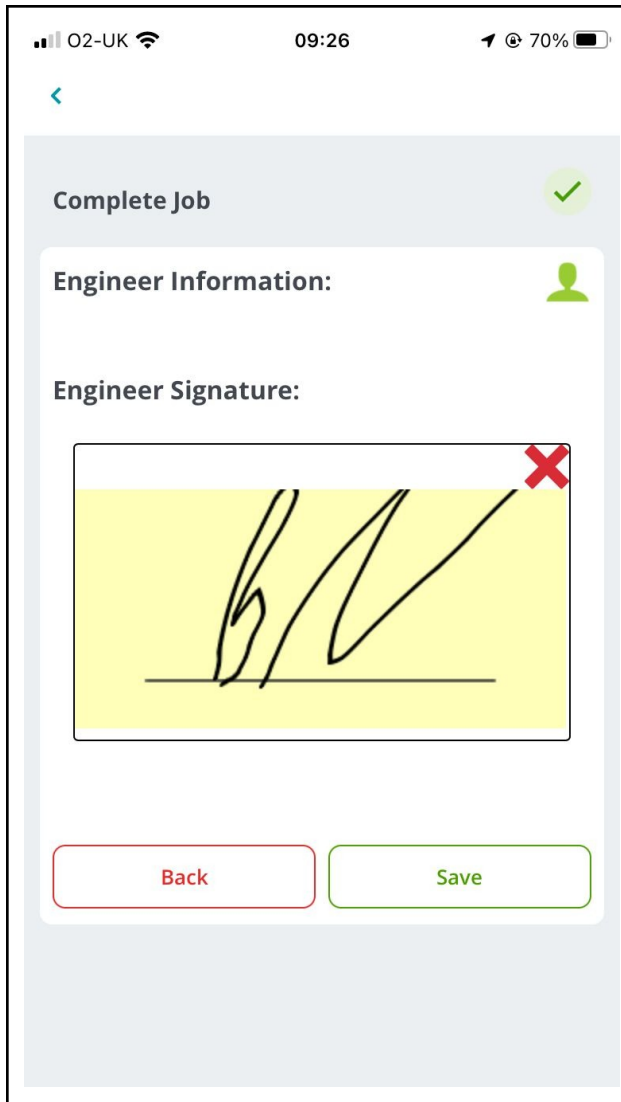
To sign off, get the name and position of any site management personnel.

Click "Next"

Note:

With COVID precautions, no-one should handle your device.

Please fill out the "Customer Signature" yourself with an X in the box.

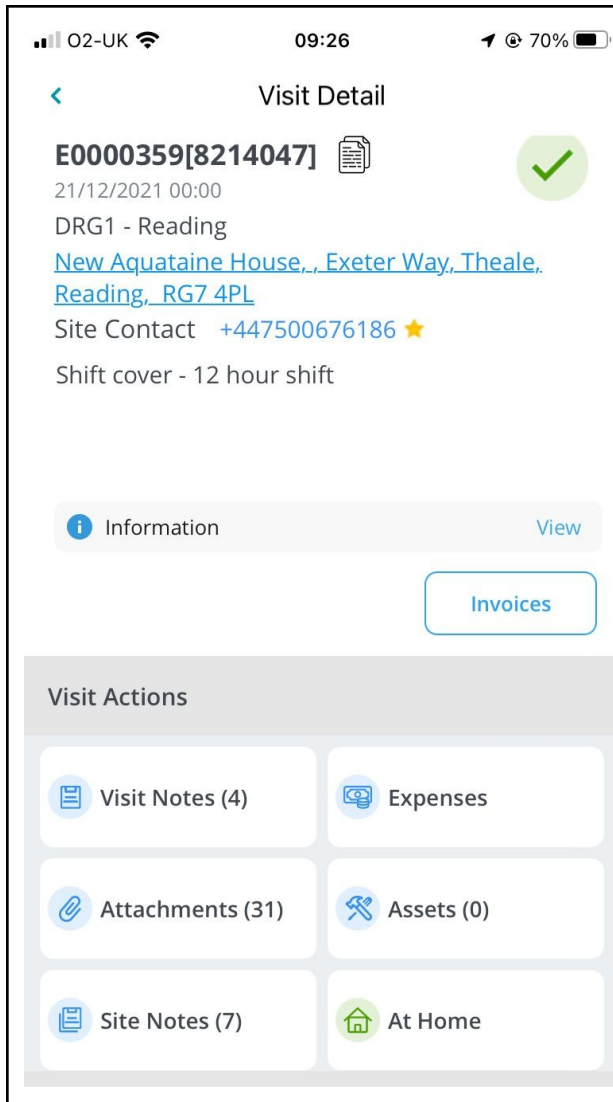


38.

Joblogic will ask for your signature.

Please fill this out as clearly as possible.

Click "Save"



39.

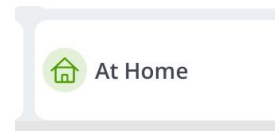
This will take you to this screen.

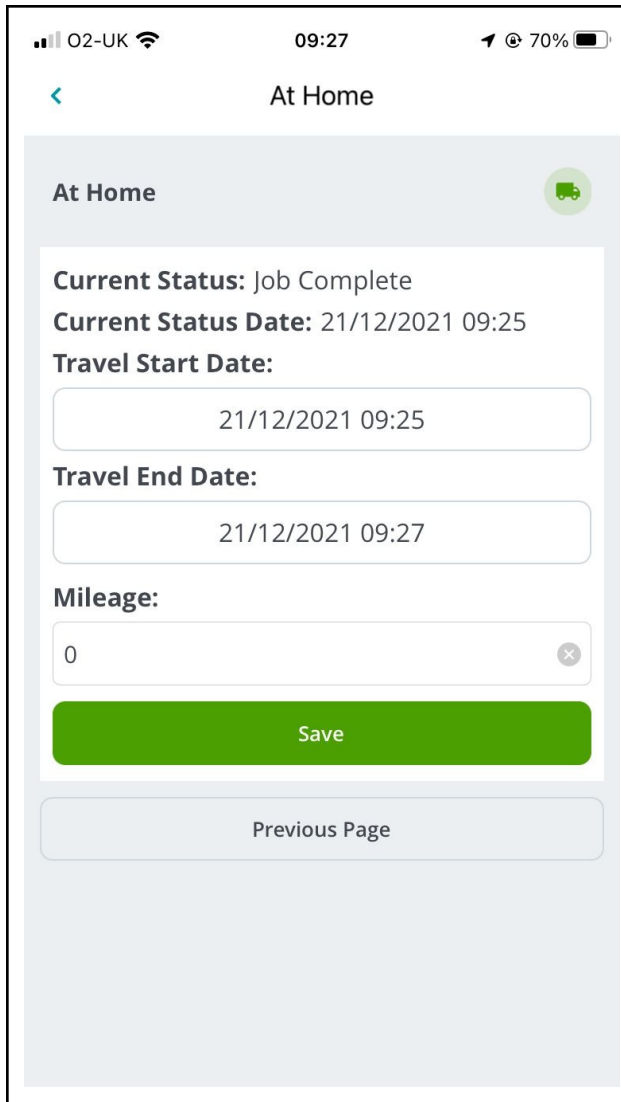
This job is now complete and you can start to travel home.

Note:

The job is NOT fully closed down, there is one more step that is often overlooked to complete the job fully.

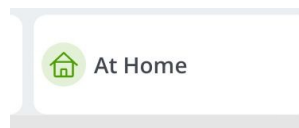
When you are home, click "At Home"





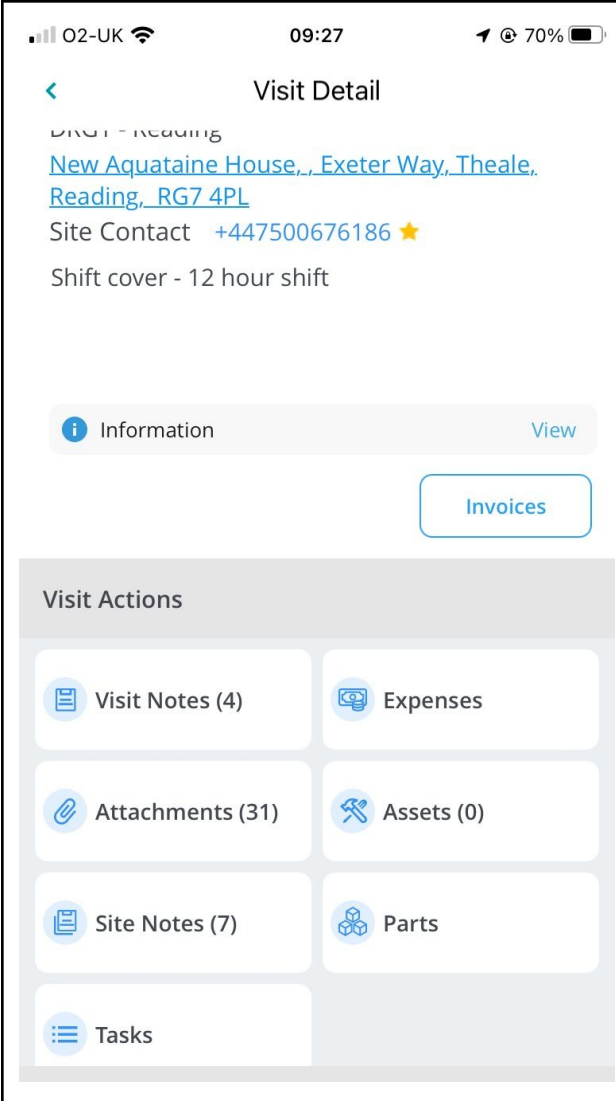
40.

When you get home, click "At Home".



Joblogic will pull the time from your device, there should be no need to edit this time.

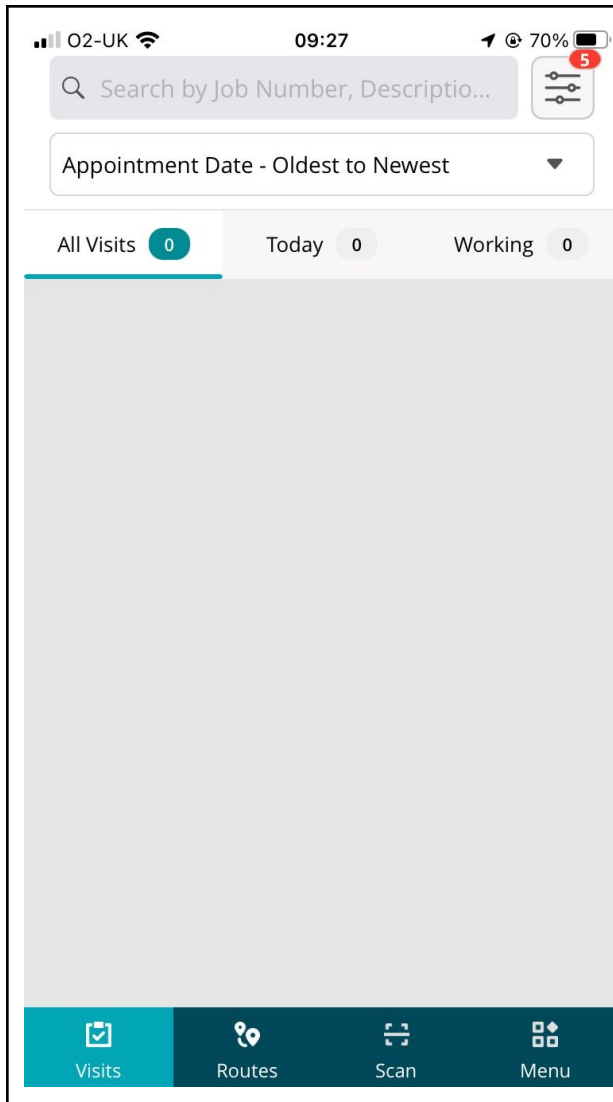
Click "Save"



41.

The job is now completely closed.

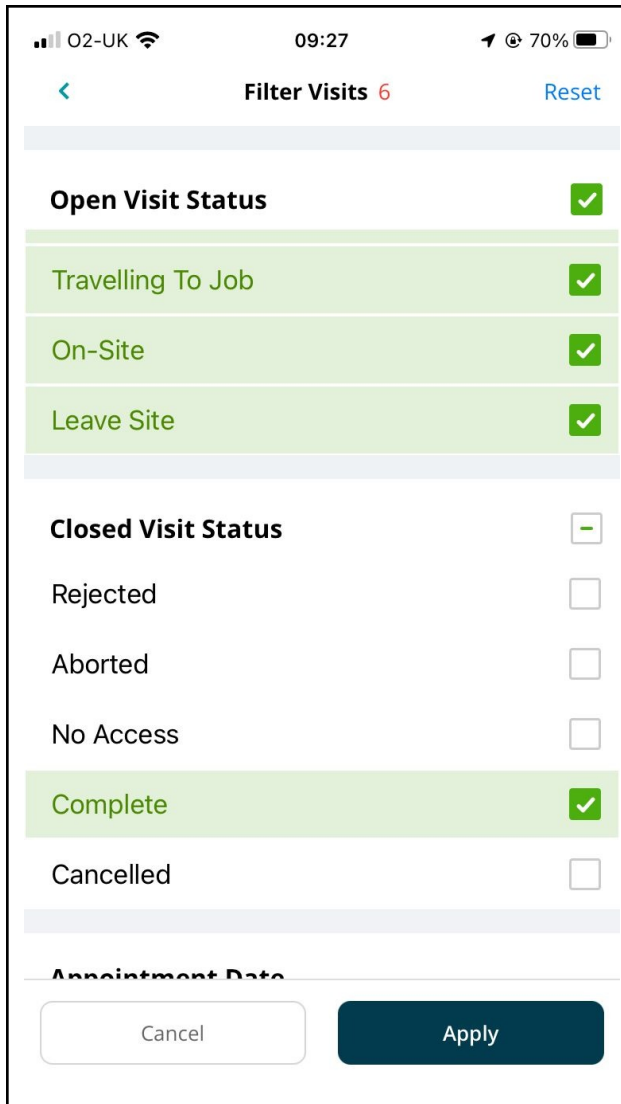
When you go back to your homepage, this job may disappear.



42.

To see previous jobs, you will need to re-open the filter.



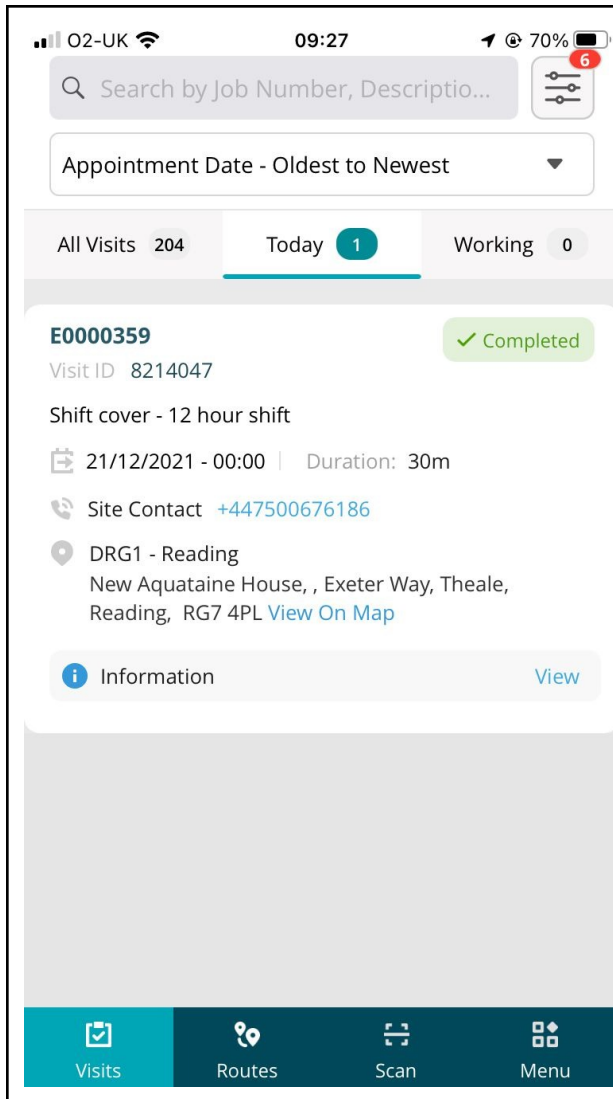


43.

Select "Complete"



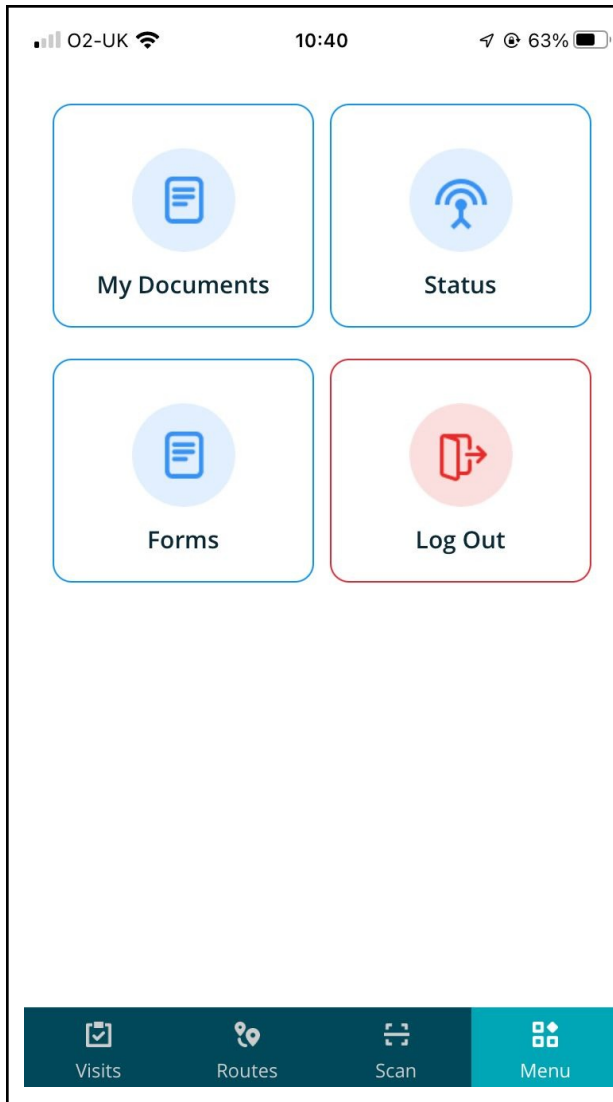
Click "Apply"



44.

Now your completed jobs can be viewed.

I would recommend unticking the “complete” box when you are done to revert to normal and only have future jobs on your homepage.



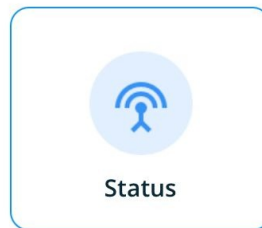
45.

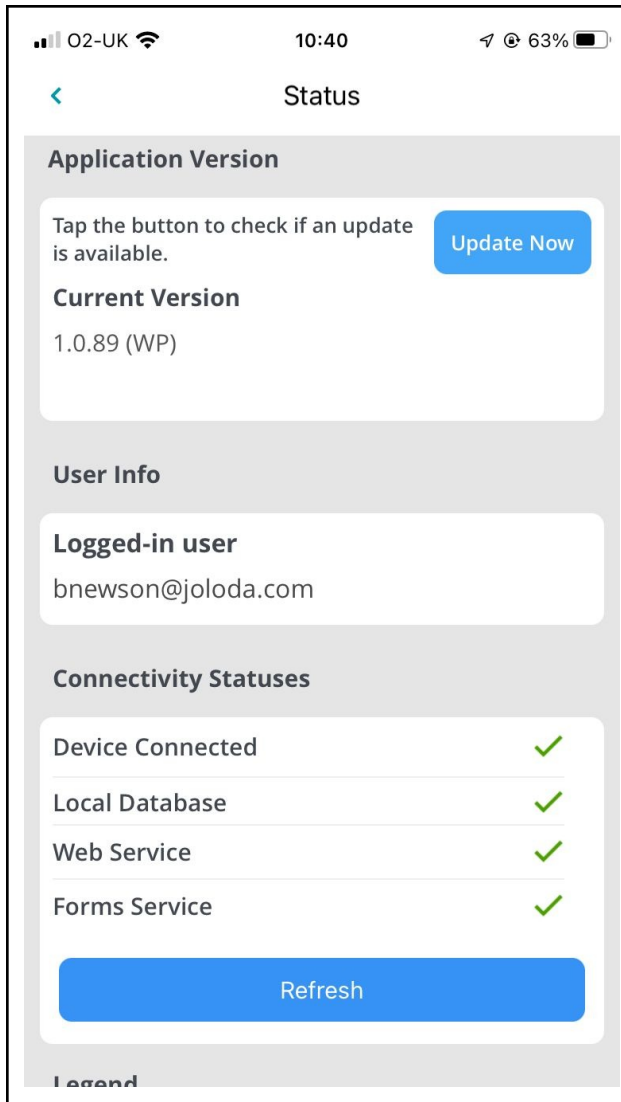
If you are missing jobs or jobs have disappeared from your homepage there are a few troubleshooting steps.

From your homepage, click on the “Menu” on the bottom of the page.



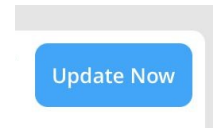
When you see this menu, click on “Status”



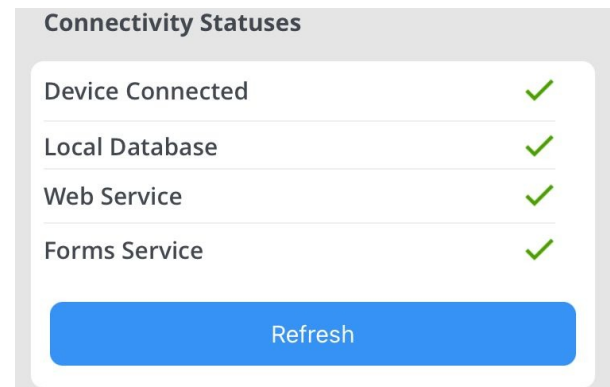


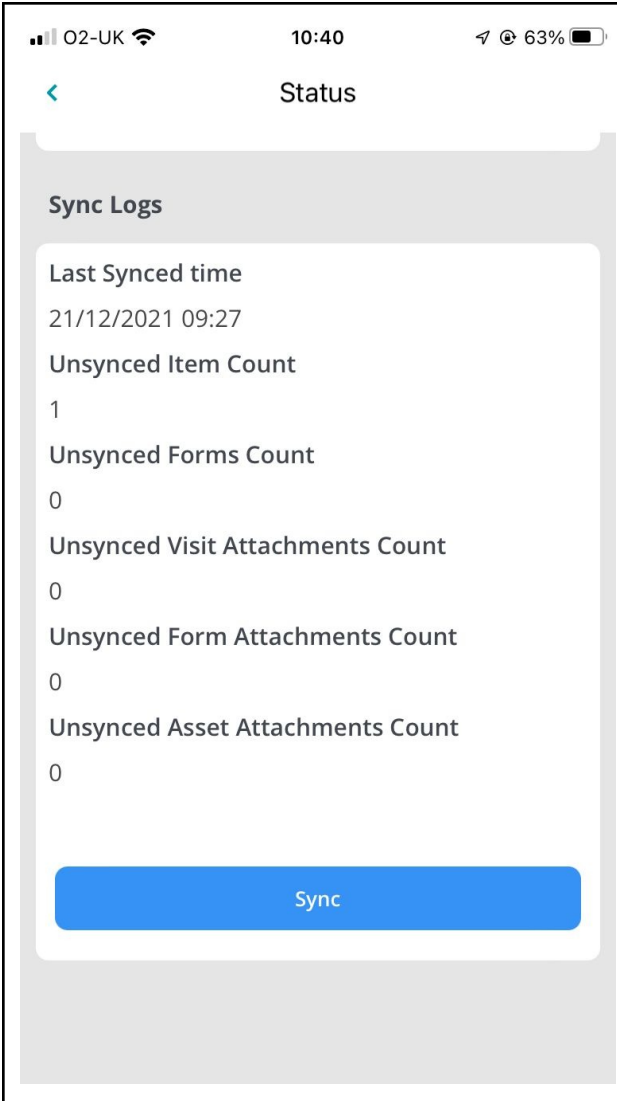
46.

Click on "Update Now"



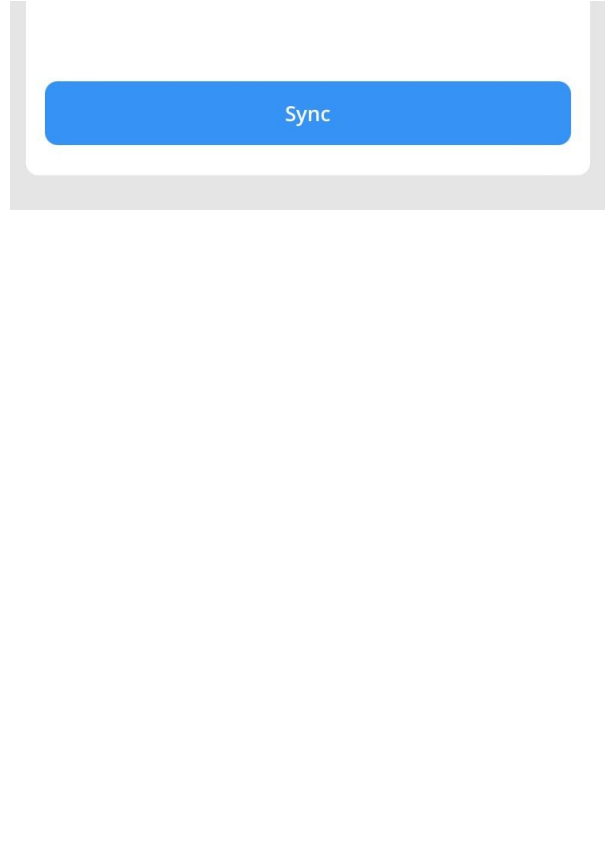
Click on "Refresh"

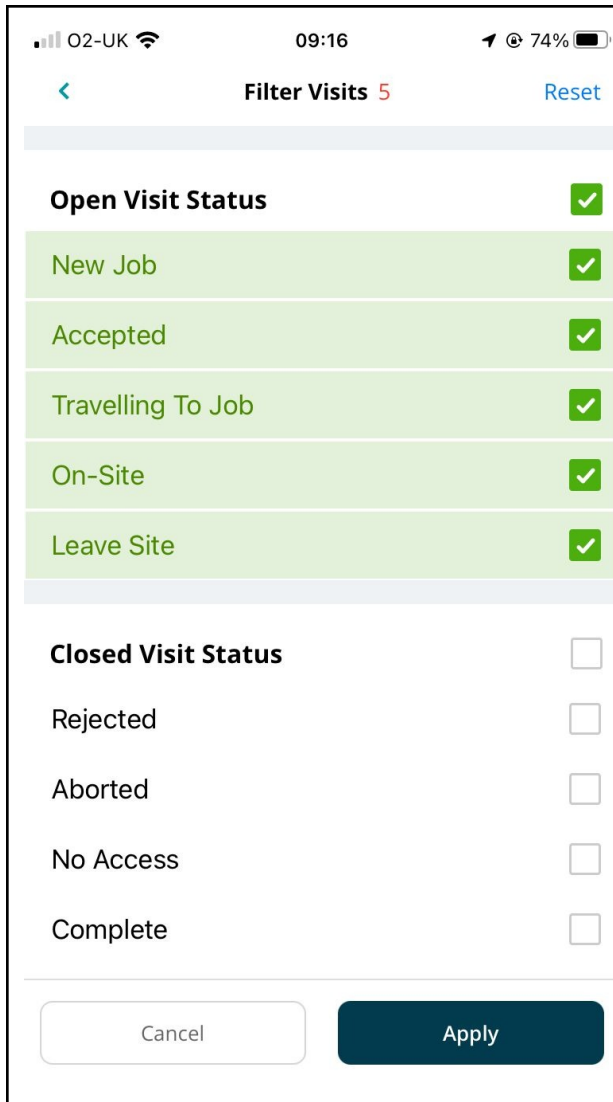




47.

Scroll down the page, click "Sync"





48.

After these steps, make sure the following are selected on your job filter.

Go back to your homepage and check for your jobs.

If this fails, please speak to your on duty escalation engineer.