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Start Time using Timeclock

1. Select Phase from Assignments or Queue

<table>
<thead>
<tr>
<th>Assignments (6)</th>
<th>Phase 001</th>
<th>Save</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Order</td>
<td>18-007070</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>No air blowing from vent in 0408B</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>0408B 0002</td>
<td></td>
</tr>
<tr>
<td>Property</td>
<td>UNIVERSITY HOSPITAL</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>ASSIGNED</td>
<td></td>
</tr>
<tr>
<td>Work Code</td>
<td>HVAC</td>
<td></td>
</tr>
<tr>
<td>Priority</td>
<td>URGENT</td>
<td></td>
</tr>
<tr>
<td>Shop</td>
<td>HVAC - CT</td>
<td></td>
</tr>
<tr>
<td>Asset</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extra Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes Log</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Related Documents</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Tap stopwatch icon to start clock
3. Tap OK
Stop Time using Timeclock

1. Tap stopwatch again to stop clock

2. Change Time Type, if needed
3. Change Labor Class, if needed
4. Adjust Hours, if needed
5. Tap Save
6. Tap OK

7. Tap Done
## Enter Time Manually

### Assignments (8)

<table>
<thead>
<tr>
<th>Work Order</th>
<th>Phase</th>
<th>Description</th>
<th>Location</th>
<th>Property</th>
<th>Status</th>
<th>Work Code</th>
<th>Priority</th>
<th>Shop</th>
<th>Asset</th>
<th>PM</th>
<th>Contract</th>
<th>Extra Description</th>
<th>Notes Log</th>
<th>Related Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-007000</td>
<td>001</td>
<td>No air blowing from vent in 04088</td>
<td>04088</td>
<td>0002</td>
<td>ASSIGNED</td>
<td>HVAC</td>
<td>URGENT</td>
<td>HVAC - DT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **Select Phase from Assignments or Queue**

   - **Work Order:** 18-007000
   - **Phase:** 001
   - **Description:** No air blowing from vent in 04088
   - **Location:** 04088
   - **Property:** 0002 - UNIVERSITY HOSPITAL
   - **Status:** ASSIGNED
   - **Work Code:** HVAC
   - **Priority:** URGENT
   - **Shop:** HVAC - DT
   - **Asset:**
   - **PM:**
   - **Contract:**
   - **Extra Description:**
   - **Notes Log:**
   - **Related Documents:**

2. **Tap clock icon**
3. Change Time Type, if needed
4. Change Labor Class, if needed
5. Enter Hours
6. Tap Save

7. Tap OK
8. Tap Done
1. Select Phase from Assignments or Queue

2. Tap the arrow for Notes Log
3. Tap + to add a note

4. Enter note using keyboard or microphone

5. Tap Save
6. Tap < Phase to go back to phase
# Attach a Picture to a Phase

1. **Select Phase from Assignments or Queue**

<table>
<thead>
<tr>
<th>Assignments (8)</th>
<th>Phase 001</th>
<th>Save</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Order</td>
<td>18-007000</td>
<td></td>
</tr>
<tr>
<td>Phase</td>
<td>001</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>No air blowing from vent in 0408B</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>0408B</td>
<td>START OFFICE</td>
</tr>
<tr>
<td>Property</td>
<td>0002</td>
<td>UNIVERSITY HOSPITAL</td>
</tr>
<tr>
<td>Status</td>
<td>ASSIGNED</td>
<td>The Phase has been assigned to staff</td>
</tr>
<tr>
<td>Work Code</td>
<td>HVAC</td>
<td>HEATING INCLUDING BOILERS, CHLAIERS, FAN COIL UNITS, AIR HANDLING UNITS ETC</td>
</tr>
<tr>
<td>Priority</td>
<td>URGENT</td>
<td>TYPICALLY A DISPATCHED CALL</td>
</tr>
<tr>
<td>Shop</td>
<td>HVAC - DT</td>
<td>HVAC - DT</td>
</tr>
<tr>
<td>Asset</td>
<td></td>
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</tr>
<tr>
<td>PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extra Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes Log</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Related Documents</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Tap camera icon**
3. Tap Take Photo

4. Take the picture
5. Tap Use Photo

6. Enter Image Name
7. Tap Save
Change Status

Assignments (8)

1. Select Phase from Assignments or Queue

2. Tap the arrow for Status
3. Select the appropriate status

4. Tap Save
Enter Purchase Request for Stock

1. Select Phase from Assignments or Queue

2. Tap hand truck icon
3. Tap the arrow for Description

4. Tap white area to bring up keyboard
5. Enter description using keyboard or microphone
6. Tap Done
7. Tap the arrow for Line Items

8. Tap + to add a line item
9. Select Warehouse
10. Select Class, Commodity, or Item to filter parts list, if desired
11. Select Part (use search box to filter by description)
12. Enter Quantity
13. Tap Save

14. Tap + to add another line item and repeat steps 9-13
15. Tap < Material Request to go back
16. Tap the arrow for Status

17. Select APPROVED REQ
18. Tap Save
19. Tap Phase number to return to the phase