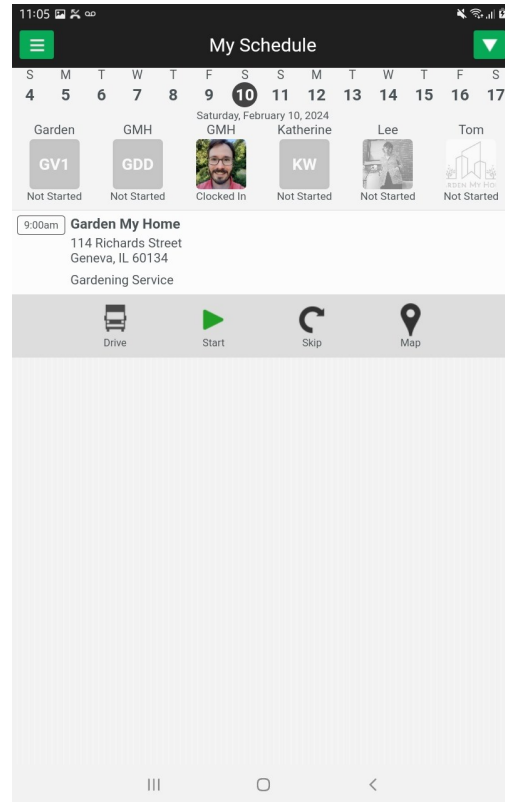


Starting/Stopping Jobs (Mobile Device)

Starting/Stopping jobs with *Service AutoPilot (SAP)* app

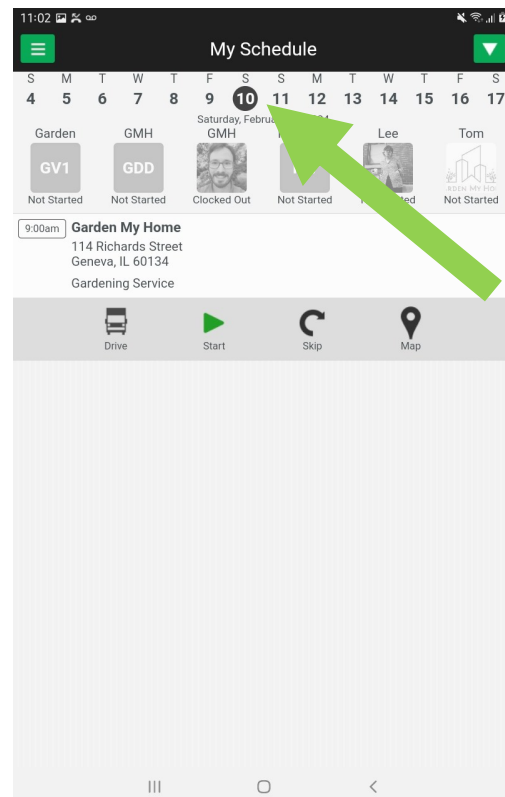
1. Clocked In

Employees must be clocked in before a job can be started.



2. Locate the daily job listing

At the top of the screen, make sure the correct date for the day is selected. The day of the week needs to be within a black circle. The jobs will then be listed with a name of the client and their address, along with the starting time for the job. Pres on the Name/Address of the client to view more information about the job.

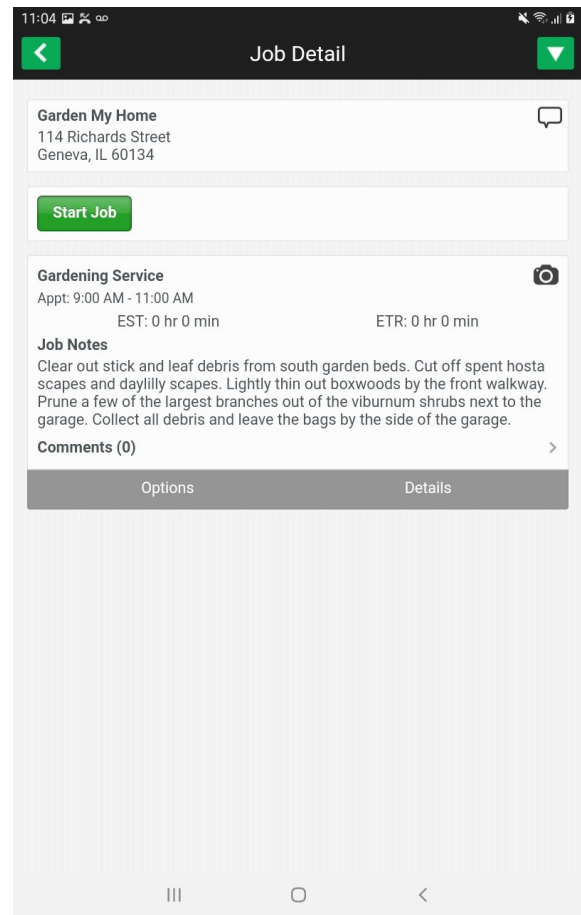


3. Reviewing/Starting job

When you have pressed on the job Name/Address, you will see some more job notes (*please review the notes within the image to the right for an idea of what you can expect*).

Push on the green "Start Job" button to start the time recording of the hourly job.

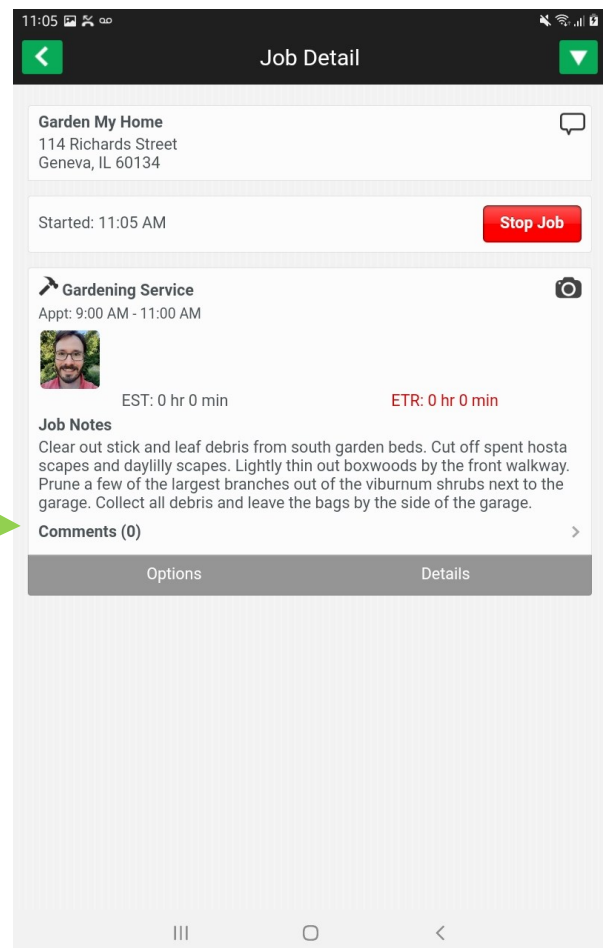
When you have done this the app will ask you if you reviewed the "Job Notes". Check yes and continue. You will see that the green "Start Job" will go away and a red "Stop Job" will appear



4. Comments #1 (mandatory)

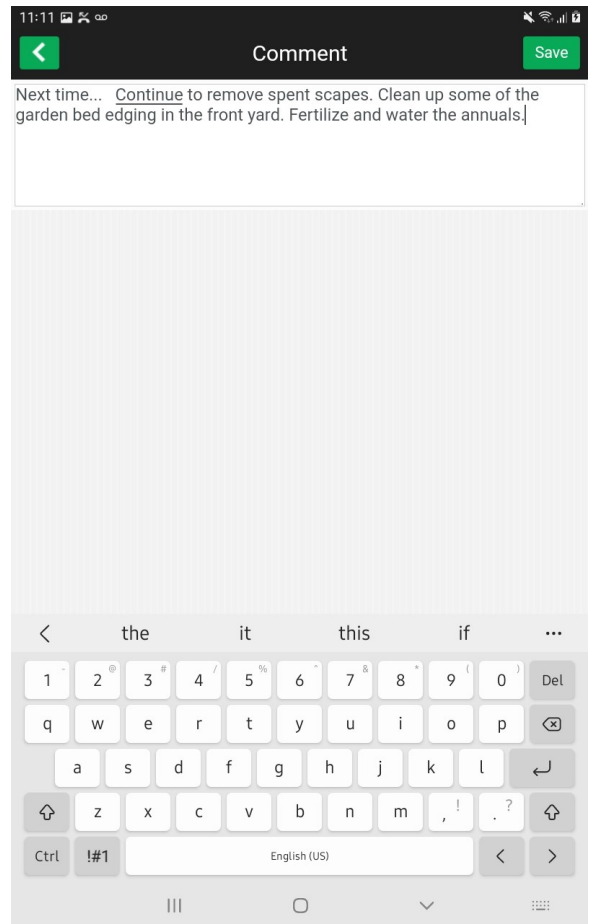
When you are finished performing your hands on work with the garden and the plants, you will need to add notes on what you have completed.

Press on the word "Comments" underneath the "Job Notes" section to add your first comment on what you have done at the clients home or business.



5. Comments #1 (mandatory)

A white box will appear with a keyboard at the bottom of the screen (if the keyboard doesn't show up, press inside of the white box). You will need to add all of the tasks you performed during the visit. Once done, press the green "Save" button at the top right of the screen.

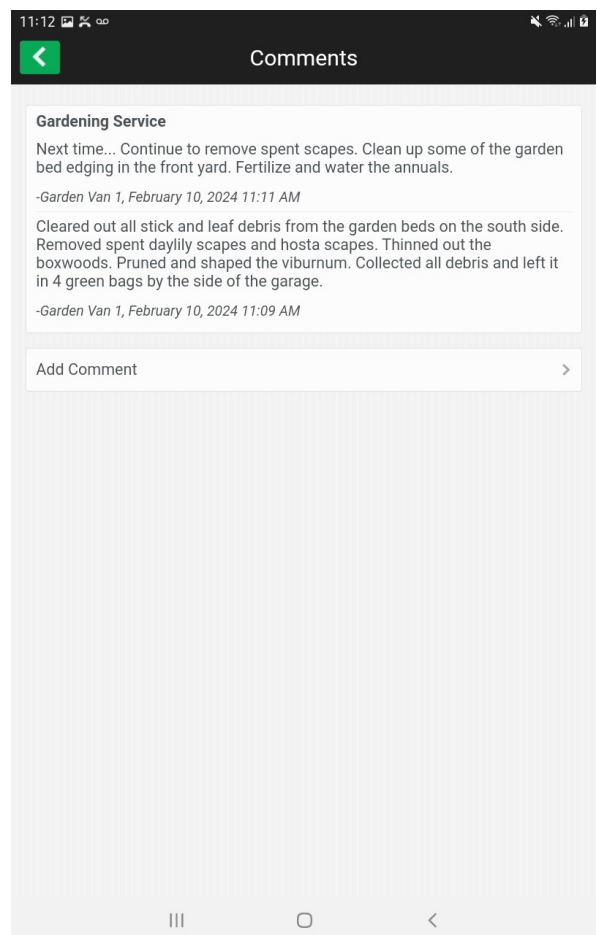


6. Comments #2 (mandatory)

Once the first comment has been added, repeat this same process to add the second comment.

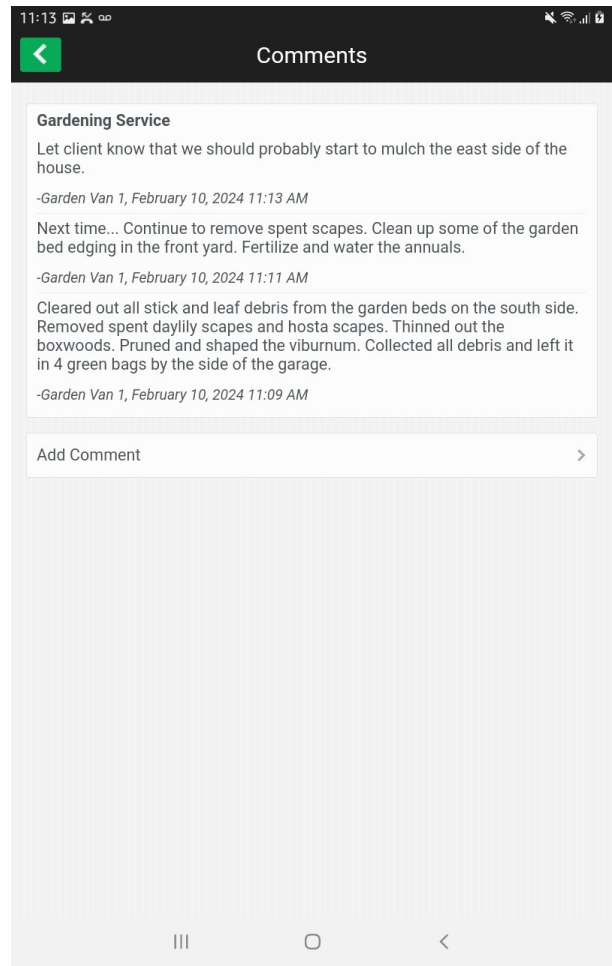
Entitle this comment "Next time..."

Type in any tasks you feel **have** to get done during the next visit. Then Save the comment (*please review the notes within the image to the right for an idea of what you should write out*).



7. Comments #3 (optional)

After the first two comments have been added, add another comment if necessary to communicate with the office or the client (*please review the notes within the image to the right for an idea of what you should write out*).



8. Stopping Job

When you have added your two or three comments you will press on the "Stop Job" button. The app will ask you if the service is complete. Press on the word "Yes" to finalize.

Note: On this screen you can see that there have been "3" comments added.

