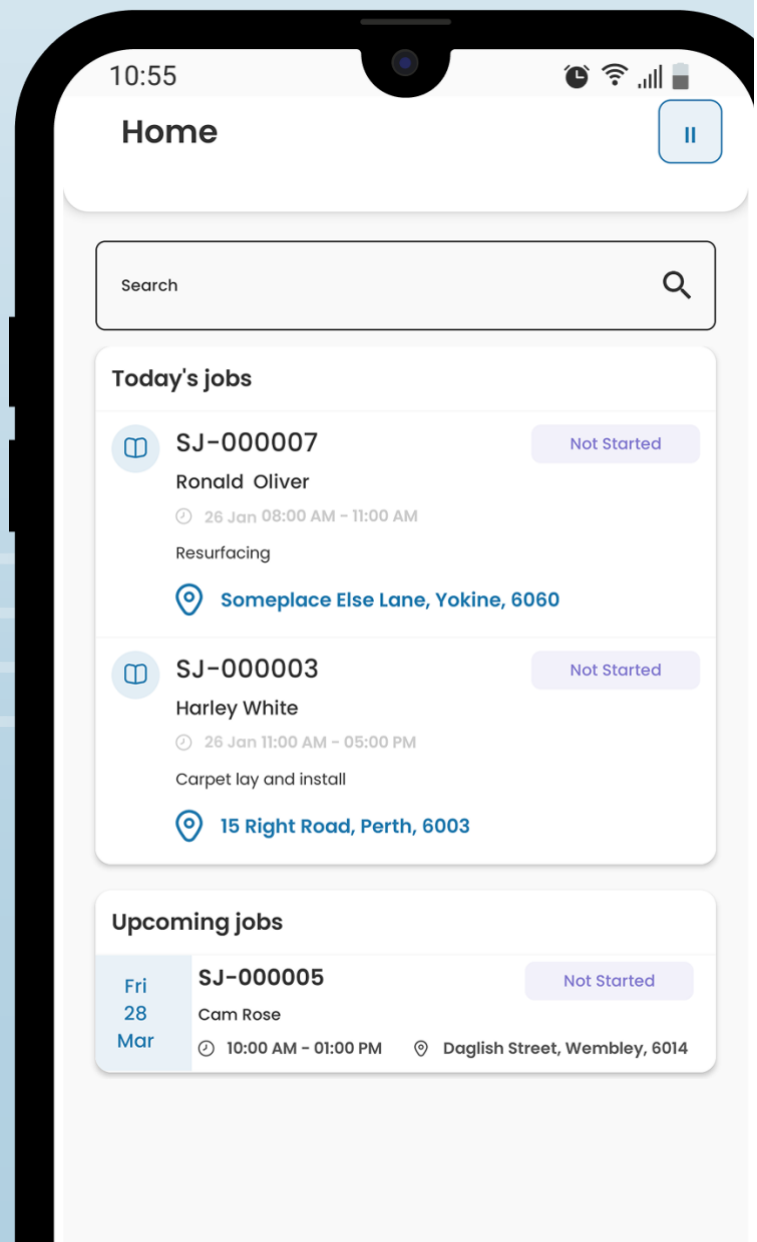




Spenda Jobs App

User Guide



Spenda Jobs

The Spenda Jobs App is a mobile application designed to help Carpet Court installers, subcontractors, and service technicians manage and track their work efficiently during a job.



Key features of the App include:

Job Management

- i. **Job assignment:** See the specific jobs assigned, including details such as location, customer information, and scheduled dates.
- ii. **Job status:** Use the job actions to control the state of the job, putting it into Started, Paused, Completed, or marking it as needing to be Rescheduled by the main office.

Job Details

- i. **Job description:** Access detailed instructions for each task, including required materials and any special considerations.
- ii. **Customer information:** View customer details such as name, address, and contact information to prepare for the job.

Uploading photos and documents

- i. **Photos:** Take and upload photos directly from the job site to document work, site conditions, or issues. Photos are automatically added to the job and shared with the internal team.

- ii. **Documents:** View documents added to the job record by the main office including PDF's and images

Notes and comments

- i. **Add notes:** Add internal notes to the job record, including updates, customer feedback, or challenges encountered
- ii. **View existing notes:** Review notes added by other team members or the customer.

Labour cost visibility

- i. **Labour cost information:** View the labour cost price for each job to ensure accurate invoicing to the store upon completion.

Job completion

- i. **Marking as complete:** Mark the job as complete once finished. This updates the system and makes the job eligible for invoicing.

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How to download and set up the Spenda Jobs App

For **Android** users, scan the QR code to visit the GooglePlay store and follow the on-screen app installation instructions.



For **iPhone** users, scan the QR code to visit the App Store and follow the on-screen app installation instructions.



How to log into the Spenda Jobs App

Once you have installed the Spenda Jobs app:

1. Open the app.
2. Log in using the same **email address, password**, and **2FA code** set up during registration.

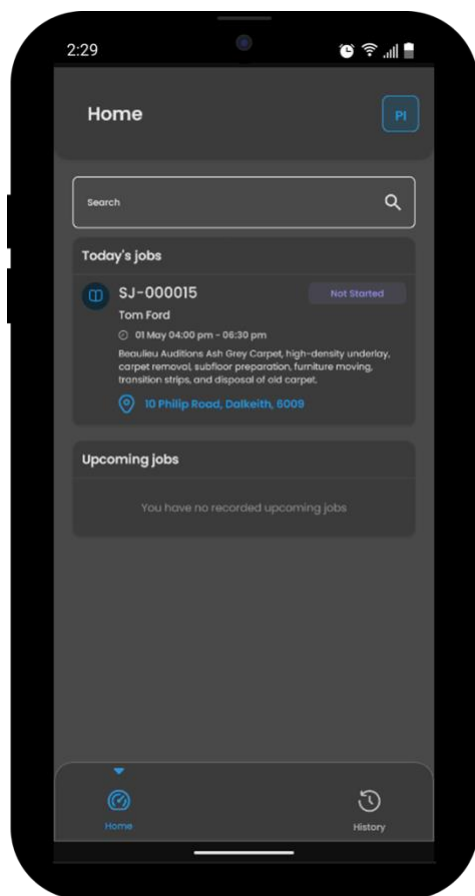
Upon successful login, users will have access to their scheduled jobs.

How to view upcoming jobs

Upon logging into the Spenda Jobs app, you will be presented with the **Home Screen** which displays:

- Jobs scheduled for the current day
- Upcoming jobs scheduled over the **next 7 days**

This provides a clear, easy-to-navigate view of your upcoming workload.



How to select a job

You can **select a** job by tapping on the job listed on the Home Screen. Once selected, the following information is displayed:

- **Customer Name**
- **Customer contact number**
- **Job Address** (linked directly to the technician's default maps application for easy navigation)

Action Job Button

Action Job



After selecting a job, the technician can press '**Action Job**' to:

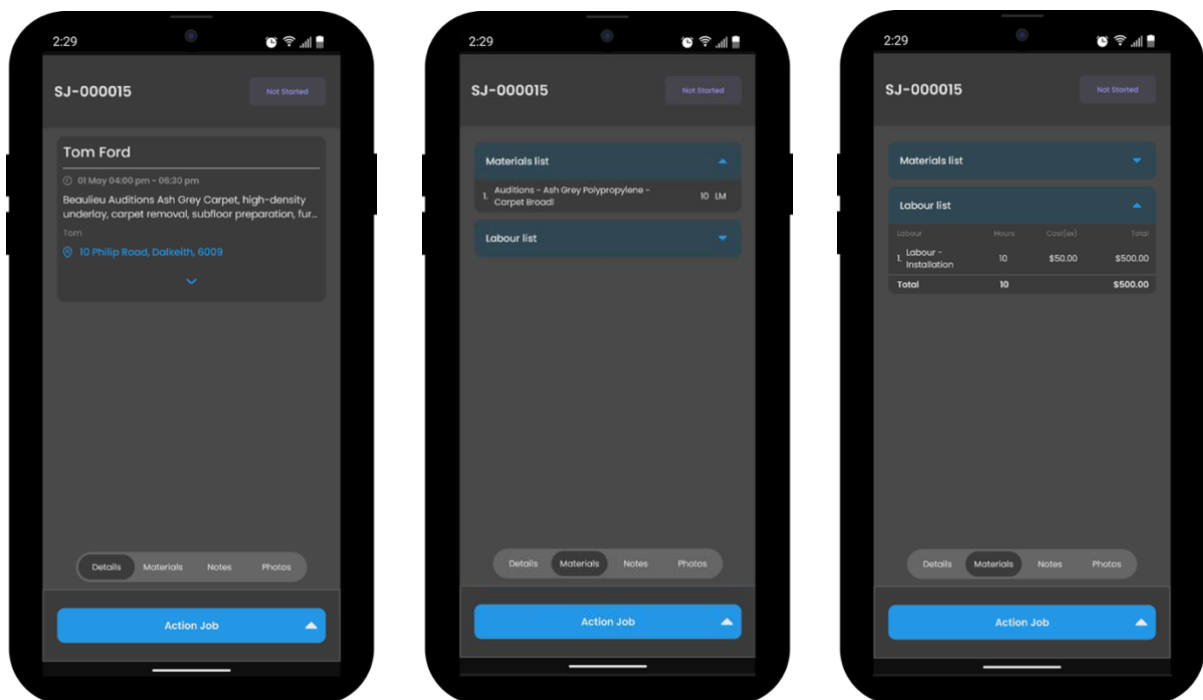
- **Start** the job
- **Pause** the job
- **Reschedule** the job
- **Complete** the job



Navigating job details

Within a selected job, you can navigate through different sections:

- **Job details:** View key information about the job.
- **Materials:** Review the list of materials associated with the job.
- **Notes:** Add real-time notes to the job, allowing for updates, clarifications, or communication back to the main office.
- **Photos:** Upload real-time photos of the job.



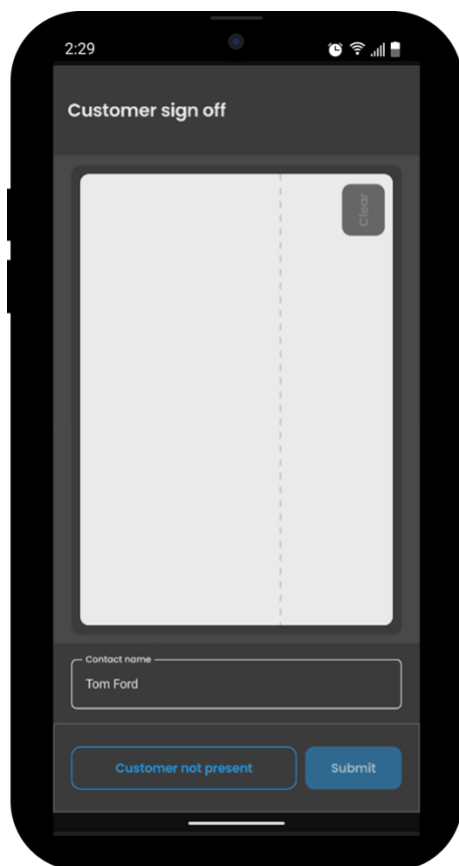
Important: Any attachments, including floor plans or documentation sent out with the original quote, will also be visible under the job in the App.

How to mark the job as complete

Once the job has been finished, you can mark it as **Complete**.

- If the **customer is present**, they will be prompted to **sign directly on the device** to confirm that the job has been completed.
- If the **customer is not on-site**, the technician can select '**Customer Not Present**', which will complete the job **without requiring a signature**.

This ensures all jobs are properly closed off, even if the customer is unavailable at completion.



How to view job history

The **History** tab, located on the bottom right of the app, allows technicians to view all **previously assigned jobs**.

Here you can access full job details for any completed or past jobs you have worked on, providing an easy reference point if needed.

Support

If you have any issues using the Spenda Jobs App, please reach out to your local Carpet Court Store as a first point of contact. For technical assistance, reach out to Spenda on support@spenda.co or call [1300 682 108](tel:1300682108)

