



# Additional Questions for Job Completion

When contractors are completing a job you have the ability to capture additional information if you wish by attaching an Additional Questions Form. In the *Settings* -> *Job Settings* area, you will find the Completed Job Settings section:

Completed Job Settings	
Ask for Job Substatus when jobs are completed	<input checked="" type="radio"/> Yes <input type="radio"/> No
Out Of Service Enabled for Jobs	<input type="radio"/> Yes <input checked="" type="radio"/> No
Send email to site contact on job or task completion	<input type="radio"/> Yes <input checked="" type="radio"/> No

In this section you can enable the “Ask for Job Substatus when Jobs are Completed” , “Out of Service Enabled for Jobs” and “Send email to site contact on job or task completion” options by selecting Edit at the top of the page:

 Edit	 Back to Settings Menu
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You can also create your own Additional Questions Template:

### Completed Job Settings

Ask for Job Substatus when jobs are completed  Yes  No

Out Of Service Enabled for Jobs  Yes  No

Send email to site contact on job or task completion  Yes  No

Additional Questions Template [+ New Completion Question Template](#)

Selecting this button will take you to a new page where you can name your new template:

### Form Header

Form Name

[? Help](#)

Once you have named the template, select save, and this will open the template designer page where you can begin adding your questions:

Selecting the *Add Field* button will create a new row in the template you can populate with the question Name, Type, Order, Section, and if it is required:

Field Name	Type	Is Required?	Order	Default	Section	Tag	
<input type="text"/>	--Please Select--	<input type="checkbox"/>	0		Not Selected		<a href="#">+</a> <a href="#">-</a>

[+ Add Field](#) [...](#)

You can add as many questions as you like. The additional questions template uses the same architecture as the Trackplan Form Designer, which provides as many question types as when

creating any other form giving you more freedom to capture additional information:

Additional Questions for Job Completion								Add Field	...
Field Name	Type		Is Required?	Order	Default	Section	Tag		
Was the site safe	Yes/No		<input checked="" type="checkbox"/>	0	Not Selected	Additional Quest...			
Is the Customer happy	Yes/No		<input checked="" type="checkbox"/>	1	Not Selected	Additional Quest...			

When you have completed your template, simply select the *Back* button at the top of the page to return to the *Job Settings* area and your template will be saved as a new form, and can be found in the *Forms* area.

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The additional questions form can be added to any future job when instructing a resource:

<b>Assigned To</b>	Facilities Manager	
<b>Resource</b>	Fred Smith	
	<span>Instruct</span> <span>Reset</span>	
<b>Expected By</b>		
<b>Job Duration (hrs)</b>	2.00 Hours	

Once a resource is selected, the *Instruct* button will prompt a pop-up window. This pop-up will enable you to add forms and documents to a job for the resource:

### Instruct Resource - Step 1

Expected Start (ETA)

Expected Complete

Request for Quote

Include Worksheet (PDF)

Budget

Attach Forms to Task (1)

Attach Documents to Task (0)

Selecting *Choose Forms* will allow you to select the form(s) you wish to attach to this job:

### Instruct Resource - Step 1 - Select Forms

	Form Name	Form Category	Type
<input type="checkbox"/>	Carbon Dioxide Fire Extinguisher Monthly Test		Inspection
<input checked="" type="checkbox"/>	Completion Form 2		Job Complete Additional Questions
<input type="checkbox"/>	Conveyor Hind Quarter Line Trim Belt BH/10/B		Inspection
<input type="checkbox"/>	Date Test		Reactive
<input type="checkbox"/>	Delevator SH/31		Inspection
<input type="checkbox"/>	efef		Meter Reading
<input type="checkbox"/>	Fat Belt 1 SH/25		Inspection

Once you have chosen the correct form, you can continue with instructing the resource.

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When a user is ready to complete a job, the Sign Off Job as Complete window will be prompted, and the Additional Questions form will be visible:

Completion Form 2	
Form Name	
2551-002	Pending
Job Task	Status

Additional Questions <span style="float: right;">^</span>	
Was the site safe	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the Customer happy	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Required sections will be highlighted in red (as seen in the above image). When the form has been filled out, the job can then be completed. Once it has been completed, a new section will appear in the *Job Details* page; the Additional Questions section will now be visible, showing the results of the form: