



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:

Additional Questions for Job Completion

Add Field

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

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.

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

Assigned To

Facilities Manager

Resource

Fred Smith

Instruct

Reset

Expected By

Job Duration
(hrs)

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)

31/08/2021 15:04

Expected Complete

31/08/2021 17:04

Request for Quote

☐

Include Worksheet (PDF)

☐

Budget

0.00

Attach Forms to Task (1)

Choose Forms

Attach Documents to Task (0)

Choose Documents

Cancel

Next Step

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

Instruct Resource - Step 1 - Select Forms

< Back

Form Name

Form Category

Type

☐

Carbon Dioxide Fire Extinguisher Monthly Test

Inspection

☒

Completion Form 2

Job Complete Additional Questions

☐

Conveyor Hind Quarter Line Trim Belt BH/10/B

Inspection

☐

Date Test

Reactive

☐

Delevator SH/31

Inspection

☐

efef

Meter Reading

☐

Fat Belt 1 SH/25

Inspection

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

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

Job Task

Pending

Status

Additional Questions

Was the site safe

Yes

No

Is the Customer happy

Yes

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: