Job Completion by a Resource

Completion of a job task by a resource (contractor / engineer) can fully complete job, or the status can be set to "Resource Confirmed Complete" still requiring full sign-off by a more senior member, or by the help-desk. These settings can be configured in the *Portal & App* tab of the *Resource Details* page:

×

In the *Portal & App* tab, the "Settings Common to the Online Portal and Resource App" will have the option for you to decide if "Completing task completes job" for this resource:

×

Once a resource as accessed the Contractors Portal (or Resource App) they will see all jobs that have been assigned to them. Selecting the Job Number (highlighted below) will open the *Job Details* view, which will display all relevant information for the job, including directions for travel.

Job Number 🌱	Description	T	Site	T	Location
701-001 O COMPLETE TASK			Apartment 21		
DETAILS	Cleaning Job		ap21 - Normal site © Directions		
COSTS	J				

Selecting the *Complete Task* button (highlighted above) will prompt a pop-up window where a resource can choose "Task

Complete" or "More Work Required" depending on the job status. A comment on the job will be required in the "Notes" section (For example, if "More Work Required" is selected, the Notes section may contain a list of tools required in order to continue with the job). All forms attached to the task must be completed at this stage:

Leave Site - 7	01-001	×
Task Status	 Task Complete More Work Required 	
	① Form not submitted - Cannot Complete Task	
Notes		
	Cancel Sa	ave

If "Require Customer Signature" is selected in the "Settings Common to the Online Portal and Resource App" section of the *Resource Details* area, the resource will be asked to provide their signature when completing a task:

×

When a job has been completed by a resource, it will appear in the *Jobs List* with the status of "Resource Confirmed Complete" and will require further sign-off from a more senior member in order to be fully completed:

2580 Job No.	let - Cefni H _{Site}	let - Cefni Hospital Site			ource firmed nplete
Job Detail	Job Tasks(1)	Costs	Quotes	Status	Documents (3)
JOD Detail	505 (dSKS(I)	CUSIS	Guoles	ASSELS	Documents (5)

A job with the status of "Resource Confirmed Complete" will have the option to *Complete* or *Cancel* on the *Job Details* page:

×

Selecting *Complete* will prompt a pop-up window where the job closure date, job sub status, and additional notes can be added:

	×
	4
⊗ Cancel	⊳ Confirm
	⊗ Cancel

Once this step has been carried out, the Job Status will now display "Complete":

2580	let - Cefni H	ospital		Con	nplete
Job No.	Site			Statu	5
Job Detail	Job Tasks(1)	Costs	Quotes	Assets	Documents