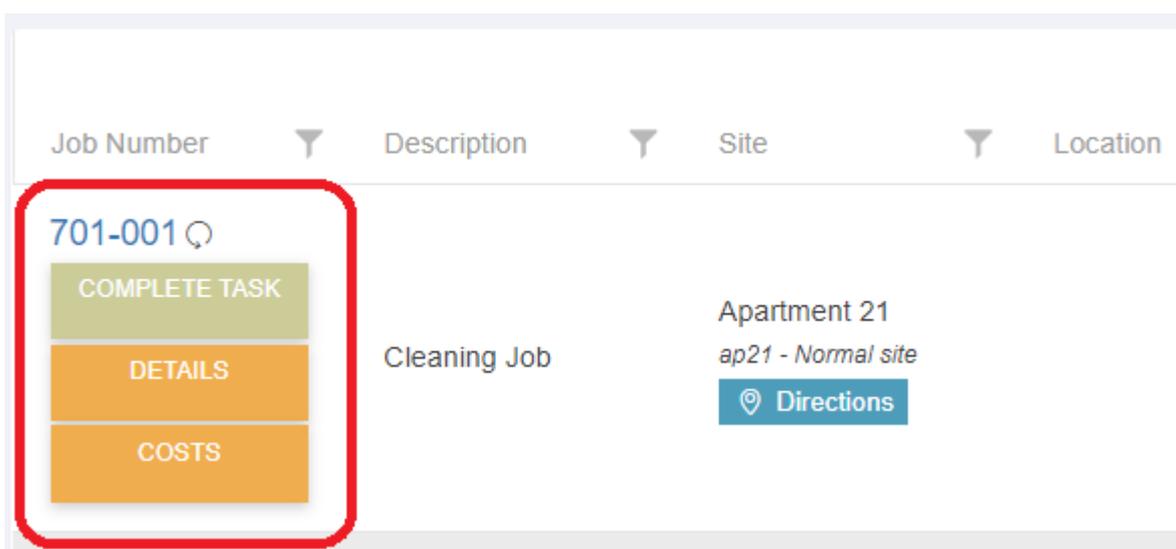


Job Completion by a Resource

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.

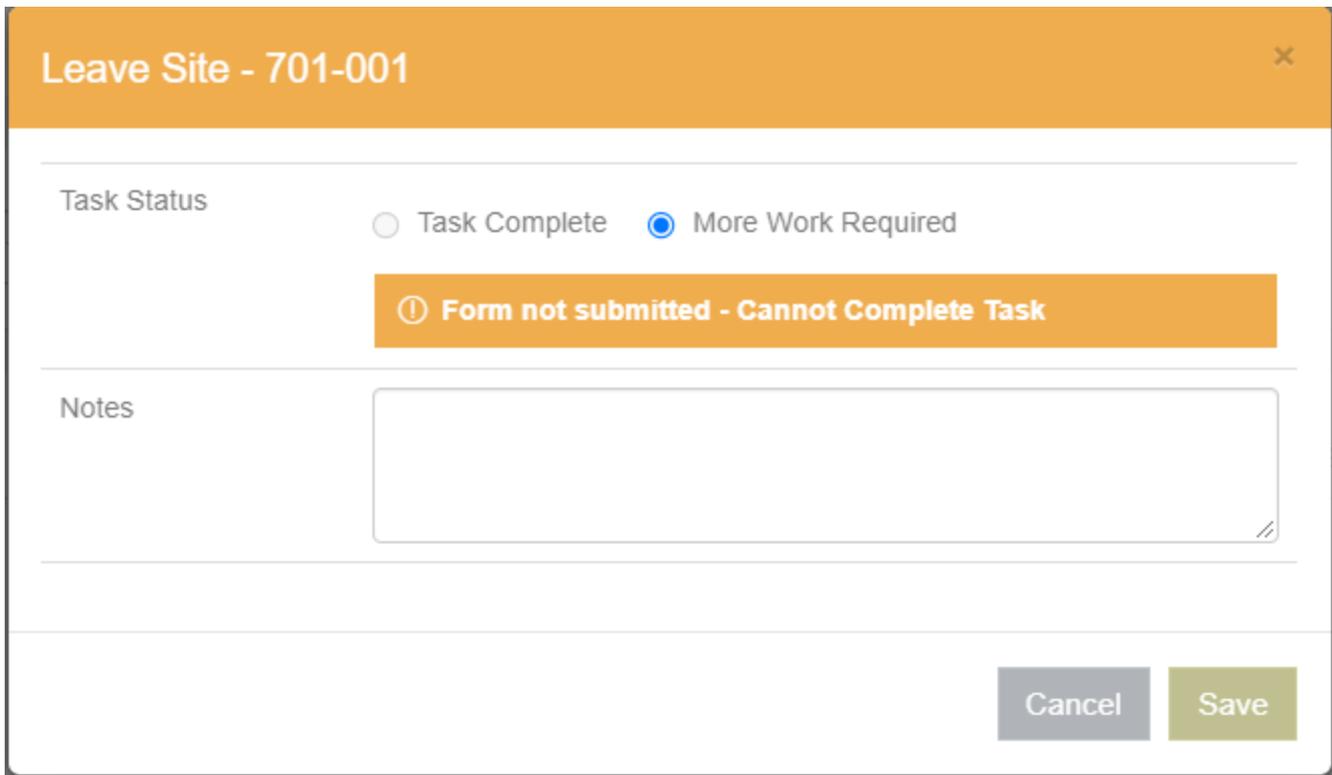
In the *Portal & App* tab, the “Settings Common to the Online Portal and Resource App” will have the option for you to decide if “Completing task completes job” for this resource.

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.



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:



The screenshot shows a web form titled "Leave Site - 701-001". Under the "Task Status" heading, there are two radio button options: "Task Complete" (unselected) and "More Work Required" (selected). Below these options is a red error message box with a warning icon and the text "Form not submitted - Cannot Complete Task". Under the "Notes" heading, there is a large, empty text input area. At the bottom right of the form, there are two buttons: "Cancel" (grey) and "Save" (green).

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	let - Cefni Hospital	Resource Confirmed Complete			
Job No.	Site	Status			
Job Detail	Job Tasks(1)	Costs	Quotes	Assets	Documents (3)

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:

Sign Off Job As Complete ×

Job Closure Date

Notes

⊗ Cancel ▶ Confirm

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

2580

Job No.

let - Cefni Hospital

Site

Complete

Status

Job Detail

Job Tasks(1)

Costs

Quotes

Assets

Documents