

# Job & Task Custom PDF designer

Settings -> Job Settings -> **Print Job and Instruct Job Worksheet PDF & Print Job Task and Job Task Completion PDF** allows the user to design how the PDF looks when printed.

## Print Job and Instruct Job Worksheet PDF

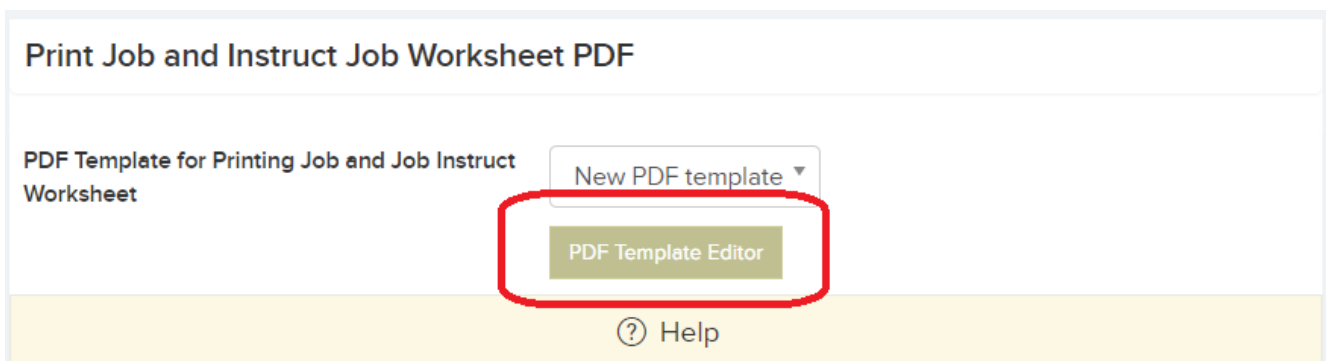
The job details can be printed off to PDF. This can be generated by:

- The Print button on the Job Details page
- When a job is instructed to a resource, the PDF worksheet is created and will appear in the documents tab of the job. It will also be attached to the email sent to the resource, and will also appear in the Resource App.

## Print Job Task and Job Task Completion PDF

The job task details (a job task is created once a job is instructed) can be printed off to PDF. This can be generated by:

- The Print button on the Job Task Details page
- When a job task is completed by a resource, the PDF Job Task worksheet is created and will appear in the documents tab of the job. It can also be attached to notification emails send to users who have been chosen to receive task or job completion emails.



Clicking on the 'PDF Template Editor' button on the edit screen opens the PDF Manager where you can edit an existing template or create a new one. A list of available tags can be found in the HELP Card.

The screenshot displays the PDF Manager interface. At the top, there is a header with the 'logo!' and a '+ New' button. Below the header, there is a dropdown menu with '(Please Select)' and a red arrow pointing to it. To the left of the dropdown are 'Save' and 'Back' buttons. The main area is a large text editor with a toolbar containing various formatting options like bold, italic, underline, and font color. Below the editor is a yellow 'Help' card with a red arrow pointing to it. The help card contains a list of dynamic tags and their descriptions:

| Tag               | Description   |
|-------------------|---|
| [ClientLogo]      | Your company logo from Settings -> General Settings area. |
| [JobNumber]       | The job number  |
| [SiteName]        | The name of the job site                                  |
| [SiteCode]        | The code of the job site                                  |
| [SiteContact]     | Contacts information of the job site                      |
| [SiteFullAddress] | Full address of the job site                              |
| [SiteCode]        | Post code of the job site                                 |
| [SiteTown]        | The town of the job site                                  |
| [ExpectedDate]    | The expected date for the job to start                    |
| [ContractName]    | The job contract name                                     |
| [Priority]        | The job priority  |
| [JobDetails]      | Detailed information of the job                           |
| [Avatar]          | Avatar of the job   |
| [Photos]          | Photos of the job   |
| [SiteWarningNote] | Site Warning Note   |
| [JobType]         | Job Type  |
| [JobSubType]      | Job Sub Type  |
| [JobCategory]     | Job Category  |