assuredJobCheck™

Project Manager Tutorial

How To: Use the Job Feed on the Mobile App

This tutorial will demonstrate how to use the job feed on the mobile app.

Details	Feed	Photos	Attachments	Work Board
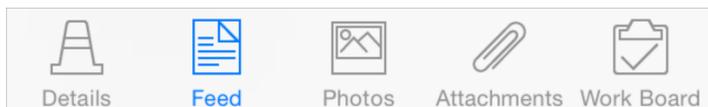
Features of the Job Feed on the Mobile App

Similar to the feed on the web desktop, users can create posts, add comments, attach images to posts and tag other users using the '@' mention function.

How to Create a Post

1. Log into the Assured JobCheck mobile app on your iDevice.
2. From the menu ☰, select *My Jobs*.
3. Open the job that you want to post a note for.
4. From the bottom navigation panel, select *Feed*. Feed
5. Select the create new post icon.
6. You will be presented with a *New Post* view, go ahead and type your note.
    a. Use the @ icon to direct the comment or post to a specific user.
    b. Tap the camera icon to attach a new photo or choose one from the library.

7. When ready to post the note, click *Share*. The new note will be uploaded to the web and all users will be able to view it and comment on it.

> Note that the feed on the mobile app will only present posts from the job feed and will only update the job feed. To view the account feed or general feed, users must log into the web desktop.

Job Feed Notifications

If you create a post, comment on a post or if you have been tagged in a post (@ mentioned), then you will be notified of any activity regarding that post.

There are two types of job feed notifications, this tutorial will focus on the mobile notifications:

1. *Mobile Notifications*: Badges, Banners and Sound alerts.
2. *Email Notifications*: Email updates and Daily Digest, which contains a summary of activity from the last day.

Mobile Notifications

Anytime you are assigned a job, task or work order or if you are tagged in a post, you will be alerted to the new activity on your mobile app.

The app icon on your iDevice will show a badge for a new notification pending your review, a summary of the notification will appear in a banner and in the notification panel and upon opening the app you will be able to view the last 20 notifications by clicking the bell.

Clicking on the notification from the banner or notification screen will take you directly to the relevant page for the task, work order, job or post.

Figure 1   From left to right: a notification banner for an '@ mention', the notification as seen in the iOS notification center and all recent notifications as viewed from within the app.

> ⓘ Note that you must be a licensed JobCheck user to be tagged in posts and only users will receive notifications.

By default, notifications may not be enabled for the Assured JobCheck app. To turn on app notifications, on your iDevice, open *Settings* → *Notifications*, select *JobCheck* and click *Allow Notifications*.

For additional support or assistance, visit our online support portal, contact our technical support team at 1-877-277-9933 or email us directly at support@assuredsoftware.com.