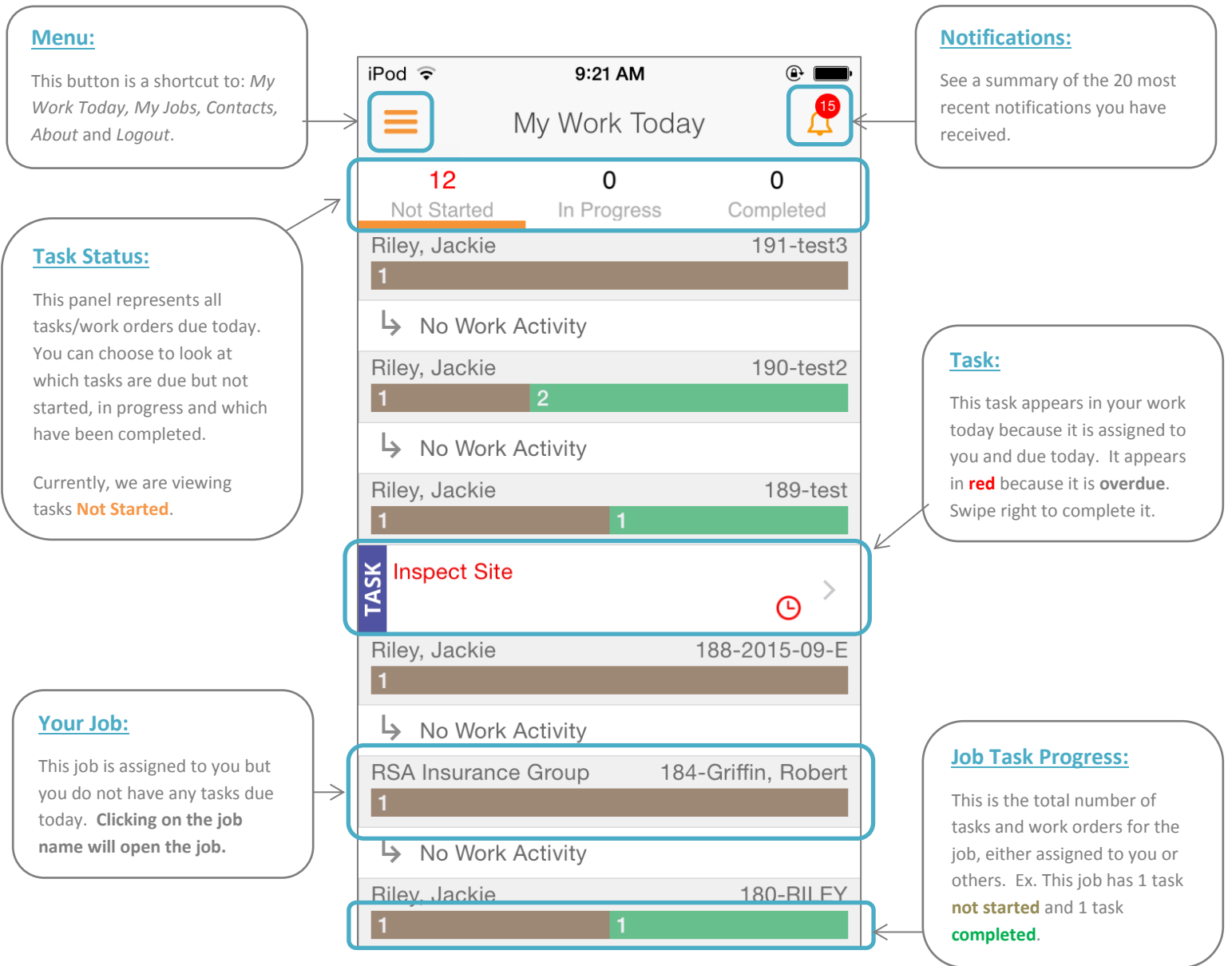



Getting Started: JobCheck App Navigation

Default Start Screen – My Work Today

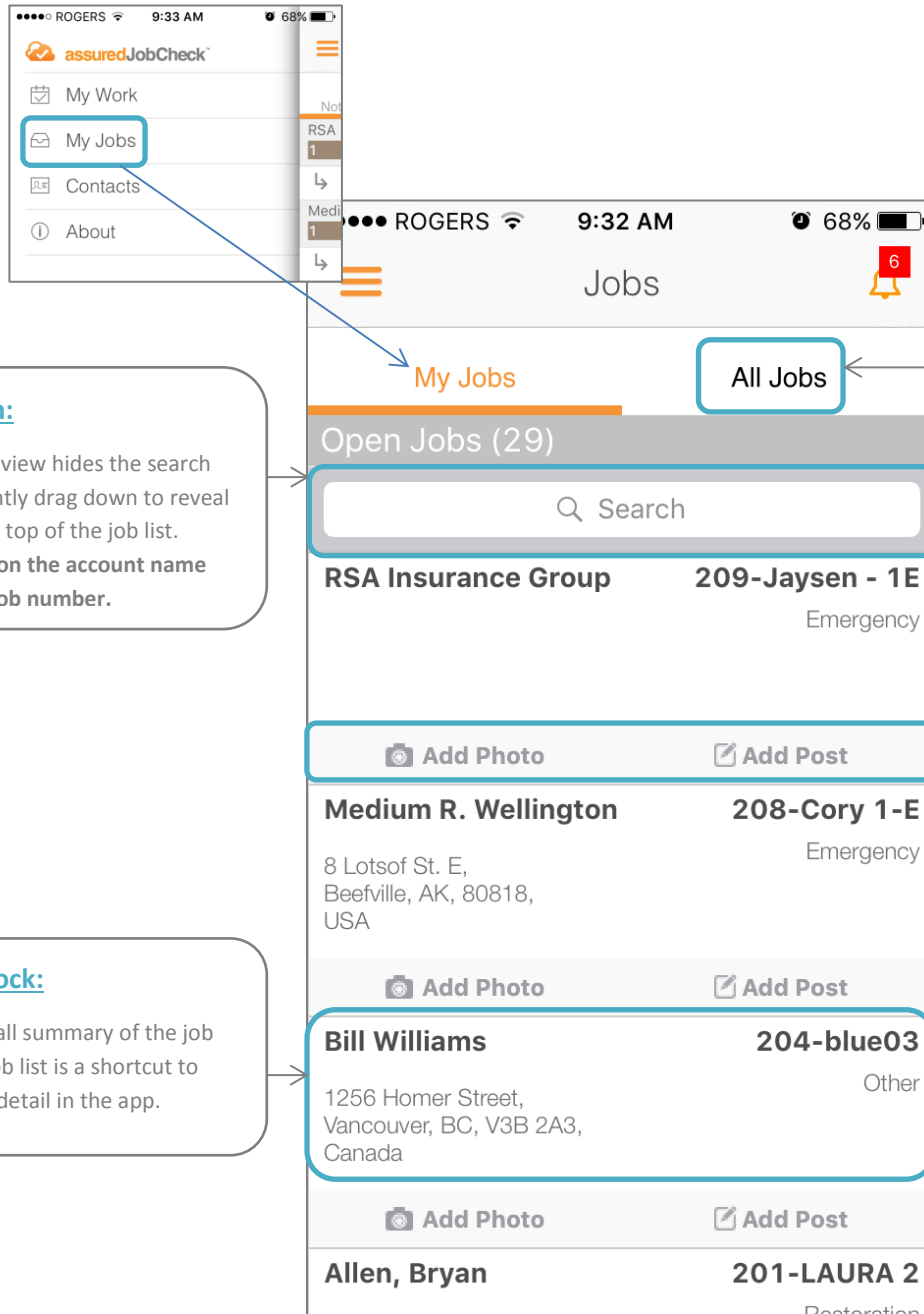
My work today only displays jobs on which you have been assigned on ownership role on (i.e. Admin, Estimator, Project Manager or Accountant).



 To refresh any screen in the app, simply pull your finger down the screen towards the bottom; you will notice a small panel appear at the top of the screen that says 'refreshing'.

Menu → My Jobs (default)

This view will display all jobs on which you have been assigned an ownership role: Admin, Estimator, Project Manager or Accountant. Tap “All Jobs” to view jobs for which you are not assigned.



Search:

Default view hides the search bar; gently drag down to reveal it at the top of the job list.
Search on the account name or the job number.

All Jobs:

Full job list, including jobs that are assigned to you. Use this view to find and assist a colleague on a job

Quick Tools:

Quickly upload a photo or update a job without having to open the job.

Job Block:

This small summary of the job in the job list is a shortcut to the job detail in the app.

My Work Today / My Jobs → Job Detail

This is the full view of the job available on the iPhone: **Job Detail**, Feed, Photos, Attachments and Work Board. This is where you will update the job with new information discovered at the job site. Access this view from **My Work Today** or **My Jobs**.

