

1. Create a Job Template for your daily tasks

- Use 'hr' as the default unit
- Default all tasks that are on most days (tick Template Default)

Home / Templates / Daily Tasks

Hi S2usera! [Logout >](#)

Daily Tasks

[Save Template](#) [Cancel](#)

Name

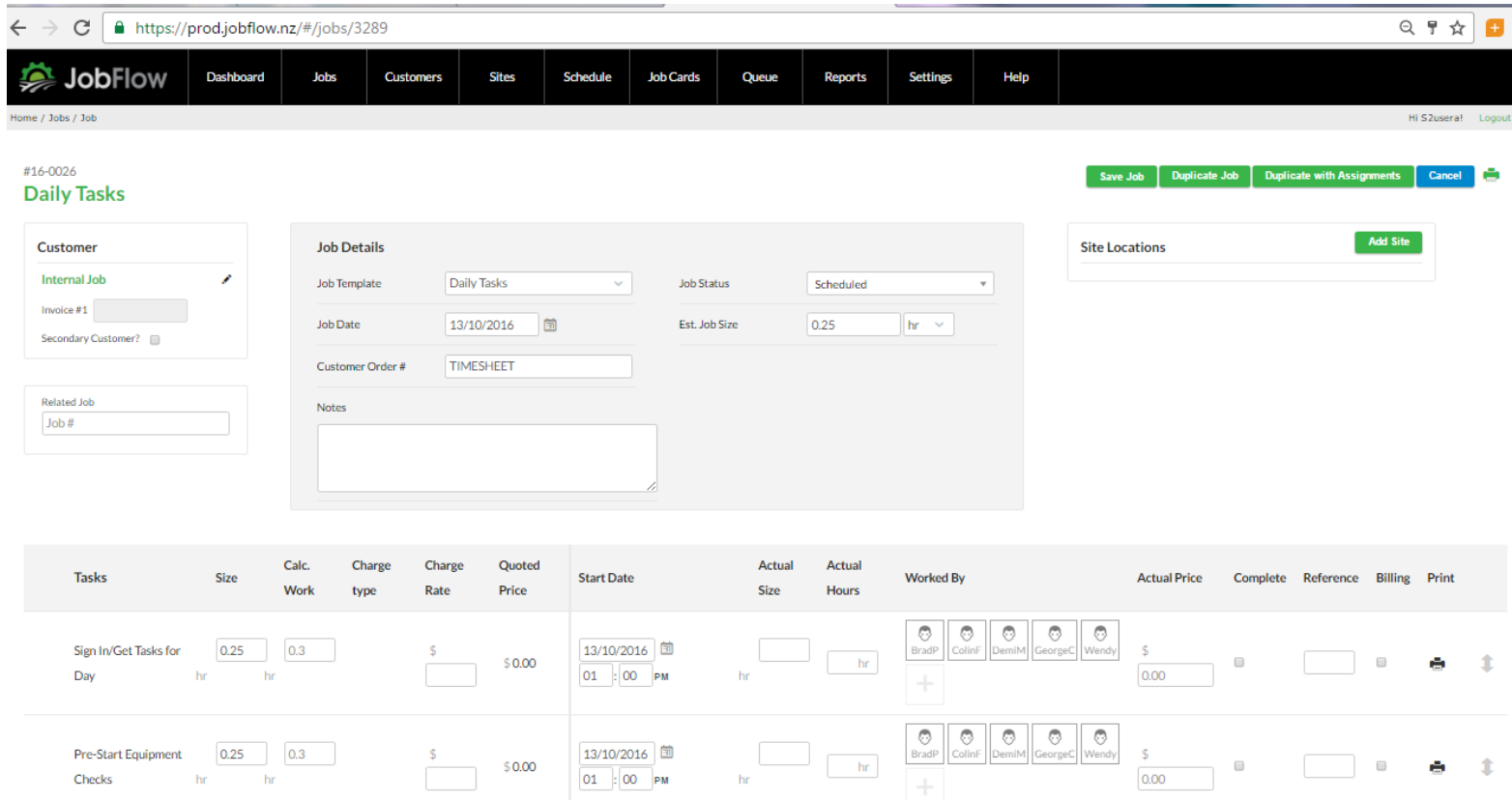
Job Card Type

Default Unit

Tasks	Work Rate Calc.	Print Card Type	Item Code	G/L Code	Template Default	Billing	
<input type="text" value="Sign In/Get Tasks for Day"/>	<input type="text" value="1"/>	<input type="text" value="Single"/>	<input type="text" value="Select Item"/>	<input type="text" value="Select G/LC"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Duplicate
<input type="text" value="Pre-Start Equipment Checks"/>	<input type="text" value="1"/>	<input type="text" value="Single"/>	<input type="text" value="Select Item"/>	<input type="text" value="Select G/LC"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Duplicate
<input type="text" value="Travel to Job"/>	<input type="text" value="1"/>	<input type="text" value="Single"/>	<input type="text" value="Select Item"/>	<input type="text" value="Select G/LC"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Duplicate
<input type="text" value="Meetings"/>	<input type="text" value="1"/>	<input type="text" value="Single"/>	<input type="text" value="Select Item"/>	<input type="text" value="Select G/LC"/>	<input type="checkbox"/>	<input type="checkbox"/>	Duplicate
<input type="text" value="Depot Maintenance"/>	<input type="text" value="1"/>	<input type="text" value="Single"/>	<input type="text" value="Select Item"/>	<input type="text" value="Select G/LC"/>	<input type="checkbox"/>	<input type="checkbox"/>	Duplicate
<input type="text" value="Equipment Maintenance"/>	<input type="text" value="1"/>	<input type="text" value="Single"/>	<input type="text" value="Select Item"/>	<input type="text" value="Select G/LC"/>	<input type="checkbox"/>	<input type="checkbox"/>	Duplicate
Add Task				Set All:	<input type="checkbox"/>	<input type="checkbox"/>	

2. Create a Job (using your template)

- Job Status should be 'scheduled' to allow allocation of workers and to show in a operators task list
- Job size to re-calculate the hrs eg .25 if you expect them to be 15mins or 1/4hr each in a day.
- Allocate all your workers to each task.



Browser address: <https://prod.jobflow.nz/#/jobs/3289>

Navigation: Dashboard | Jobs | Customers | Sites | Schedule | Job Cards | Queue | Reports | Settings | Help

User: Hi S2user1 | Logout

Job ID: #16-0026

Buttons: Save Job | Duplicate Job | Duplicate with Assignments | Cancel

Daily Tasks

Customer

Internal Job

Invoice #1

Secondary Customer?

Related Job

Job #

Job Details

Job Template: | Job Status:

Job Date: | Est. Job Size: hr

Customer Order #:

Notes:

Site Locations



Tasks	Size	Calc. Work	Charge type	Charge Rate	Quoted Price	Start Date	Actual Size	Actual Hours	Worked By	Actual Price	Complete	Reference	Billing	Print
Sign In/Get Tasks for Day	<input type="text" value="0.25"/> hr	<input type="text" value="0.3"/> hr		\$ <input type="text"/>	\$ 0.00	<input type="text" value="13/10/2016"/> 01:00 PM	<input type="text"/>	<input type="text"/>	BradP ColinF Demim GeorgeC Wendy	\$ <input type="text" value="0.00"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Print"/>
Pre-Start Equipment Checks	<input type="text" value="0.25"/> hr	<input type="text" value="0.3"/> hr		\$ <input type="text"/>	\$ 0.00	<input type="text" value="13/10/2016"/> 01:00 PM	<input type="text"/>	<input type="text"/>	BradP ColinF Demim GeorgeC Wendy	\$ <input type="text" value="0.00"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Print"/>




3. On 'Schedule' set the time for each task










- Remember to select "Save and /or Confirm" after your changes are complete.

Home / Schedule

Schedule Jobs

Filter Jobs... To 20/10/2016  Job Type All 

1 - Daily Tasks | #16-0026 13/10/16   0/6 Completed
 [Hide Tasks](#) 

Task	Date	Time	Worker	Vehicle	Implement
Sign In/Get Tasks for Day 0.25 hr, 0.25 hrs	13/10/16 	08 : 00 AM	BradP - Brad Pit 	Select Vehicle 	Select Implemer
Pre-Start Equipment Checks 0.25 hr, 0.25 hrs	13/10/16 	08 : 15 AM	BradP - Brad Pit 	Select Vehicle 	Select Implemer
Travel to Job 0.25 hr, 0.25 hrs	13/10/16 	08 : 30 AM	BradP - Brad Pit 	Select Vehicle 	Select Implemer



CREATING DAILY TASKS FOR TIME RECORDING

4. The tasks will show on the day, in the time order they have been entered for the operator, check the “Queue” for your view

BRAD.PIT'S TASKS

DATE: 13-10-2016

🍃 **Task: Sign In/Get Tasks for Day** ○
 Size: 0.25 hr | Start: 8:00am

🍃 **Task: Pre-Start Equipment Checks** ○
 Size: 0.25 hr | Start: 8:15am

🍃 **Task: Travel to Job** ○
 Size: 0.25 hr | Start: 8:30am

5. check the “Queue” for your view

Work Queue

13/10/2016 📅 BradP ▼

Task Name	Customer	Site Location	Start	Size	Hours	Status
Sign In/Get Tasks for Day <small>Job #16-0026</small>	Internal Job / Client ID#3086		8:00am	0.25 hr	0.25	-
Pre-Start Equipment Checks <small>Job #16-0026</small>	Internal Job / Client ID#3086		8:15am	0.25 hr	0.25	-
Travel to Job <small>Job #16-0026</small>	Internal Job / Client ID#3086		8:30am	0.25 hr	0.25	-

Total: 0.75 hrs

6. Select the Job created and 'Duplicate with Assignments'


- Change the date

#16-0026

Daily Tasks

[Save Job](#)
[Duplicate Job](#)
[Duplicate with Assignments](#)
[Cancel](#)


Customer

Internal Job 

Invoice #1

Secondary Customer?


Related Job

Job #

Job Details

Job Template:

Job Status:













Job Date: 

Est. Job Size:

Customer Order #:

Notes

Site Locations [Add Site](#)



Tasks	Size	Calc. Work	Charge type	Charge Rate	Quoted Price	Start Date	Actual Size	Actual Hours	Worked By	Actual Price	Complete	Reference	Billing	Print
Sign In/Get Tasks for Day	<input type="text" value="0.25 hr"/>	<input type="text" value="0.3 hr"/>		<input type="text" value="\$"/>	\$ 0.00	<input type="text" value="13/10/2016"/>  08 : 00 AM	<input type="text" value="hr"/>	<input type="text" value="hr"/>	 <input type="text" value="BradP"/> <input type="text" value="+"/>	<input type="text" value="\$ 0.00"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	 
Pre-Start Equipment Checks	<input type="text" value="0.25 hr"/>	<input type="text" value="0.3 hr"/>		<input type="text" value="\$"/>	\$ 0.00	<input type="text" value="13/10/2016"/>  08 : 15 AM	<input type="text" value="hr"/>	<input type="text" value="hr"/>	 <input type="text" value="BradP"/> <input type="text" value="+"/>	<input type="text" value="\$ 0.00"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	 
Travel to Job	<input type="text" value="0.25 hr"/>	<input type="text" value="0.3 hr"/>		<input type="text" value="\$"/>	\$ 0.00	<input type="text" value="13/10/2016"/>  08 : 30 AM	<input type="text" value="hr"/>	<input type="text" value="hr"/>	 <input type="text" value="BradP"/> <input type="text" value="+"/>	<input type="text" value="\$ 0.00"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	 




7. On 'Schedule' set the time for each task






















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Home / Schedule

Schedule Jobs

Filter Jobs... To 20/10/2016  Job Type All 

1 - Daily Tasks | #16-0027 14/10/16   0/6 Completed [Hide Tasks](#) 

Task	Date	Time	Worker	Vehicle	Implement	Done
Sign In/Get Tasks for Day 0.25 hr, 0.25 hrs 	14/10/16 	08 : 00 AM	BradP - Brad Pit 	Select Vehicle 	Select Implement 	 
Pre-Start Equipment Checks 0.25 hr, 0.25 hrs 	14/10/16 	08 : 15 AM	BradP - Brad Pit 	Select Vehicle 	Select Implement 	 
Travel to Job 0.25 hr, 0.25 hrs 	14/10/16 	08 : 30 AM	BradP - Brad Pit 	Select Vehicle 	Select Implement 	 

Repeat for each day/week ahead. Nb you could also load a job template with 5-7 duplicates of each task and have the whole week set on one job, duplicating it each week rather than day as Ive done above.