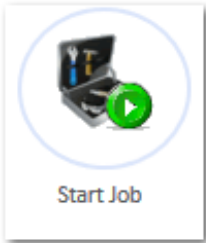


# Starting a Job

Resources will require the ability to start their jobs from the Portal, if the machine has had its location set. This can be done using the "Start Job" action.

1. On the Job Detail screen, select the "Start Job" button to display the Start Job process.



2. Upon selecting "Start Job", the first tab shown depends on the what is present against the Building. In some cases, this will be the Asbestos tab. This tab will display a table of Asbestos Records present against the Building the Work Order is for. Once these have been read through, click the "Next" button to proceed with the Start Job action.

Jobs > Job (3137458) > Start Job >

Start Job

Asbestos

Please read the asbestos list to confirm you are aware of the asbestos on site

Block	Level	Area	Location	Sub Location	Material Description	Amount	Reference
Main Building	Ground Floor	Back of House	Office		Link to Asbestos Survey	1.00	Link to Asbestos 0357

Next

Summary

- Asbestos item(s): 1
- Name of Attendee: (Change)
- Attending Engineers: 1 (Change)
- Questions: Pending (Change)

3. Next is the Engineer(s) tab. If there are no Asbestos Records then this tab will be shown firstly. From here, a "Resource Name" field and details on the Rate Group used as well as the number of engineers attending the job will be presented. Enter the Resource name in the "Resource Name" and check that the Rate Group details are correct. The Rate Group table will display the "Rate Group" being used, the number of "Approved Engineers" and the number of "Attending Engineers". Lastly, the "Authorisation To Commence Works" statement will also be displayed.

Jobs > Job (3137458) > Start Job >

Start Job	Summary
<div> <div>Asbestos</div> <div>Engineer(s)</div> </div> <div> <div>Name of Attendee</div> <input type="text"/> </div> <div> <div>Authorisation To Commence Works</div> <p>In the interest of the safety of our customers, our employees and yourselves, before any commencement of works, you must acknowledge that you have ensured that all risks associated with this work are eliminated.</p> <ul style="list-style-type: none"> <li>• Ensure you consulted the Asbestos register to locate areas that require precautions.</li> <li>• If your works include heat or flames, a hot works permit must be completed on site.</li> <li>• By Commencing works you are confirming you are qualified to eliminate all risks associated with this particular works if applicable (Electrical, Gas etc).</li> <li>• The equipment used during your works must conform to Regulations.</li> <li>• You are not permitted to use any store tools or equipment unless approved by Branch Manager or Maintenance.</li> </ul> <p>Access to the roof requires consideration of the climatic situation as well as ensuring all security measures are sufficient.</p> <p>Completing this declaration makes you responsible for implementing all risk eliminations and ensuring safe working conditions for the duration of these works.</p> <p>Do not hesitate to speak to the branch or maintenance department with any questions relating to this declaration. Please insert your name in the next field thus confirming have understood, taken note and eliminated all risks.</p> <div></div> <div>Next</div> </div>	<ul style="list-style-type: none"> <li>• Asbestos item(s): 1</li> <li>• Name of Attendee: (Change)</li> <li>• Attending Engineers: 1 (Change)</li> <li>• Questions: Pending (Change)</li> </ul>

Once all has been read and confirmed, click "Next" to proceed.

**Note:** It is possible to change the number of "Attending Engineers" by changing the value in the "Attending Engineers" column. However, this number cannot exceed the number of "Approved Engineers". If more engineers are required, then more should be [requested](#) before starting the job.

**Note:** There may also be cases where certain questions need answering before the works can take place. In these cases the "Question" tab will be shown. Fill out the questions and

click "Next" to proceed.

Jobs > Job (3137458) > Start Job >

Start Job	Summary
<div>AsbestosEngineer(s)Questions</div> <div><div>Hot Work (Instructions...)</div><div>Are Hot Works Required?<div>▼</div></div><div>Asbestos</div><div>Asbestos Register Reviewed?<div>▼</div></div></div> <div>BackNext</div>	<ul style="list-style-type: none"><li>Asbestos item(s): 1</li><li>Name of Attendee: Engineer (Change)</li><li>Attending Engineers: 1 (Change)</li><li>Questions: Pending (Change)</li></ul>

4. The last tab shown is the Confirm tab. All this tab shows is a summary of the details entered when performing the "Start Job" action. If any changes need to be made then either click the relevant tab or the "Change" button next to the relevant item in the Summary section. If no changes are required, click the "Start Job" button to start the job.

Start Job	Summary
<div> <div>Asbestos</div> <div>Engineer(s)</div> <div>Questions</div> <div>Confirm</div> </div> <p>Before final submission please review and confirm all information is correct</p> <p>Asbestos item(s) 1</p> <p>Name of Attendee Engineer</p> <p>Attending Engineers 1</p> <p>Questions Completed</p> <div> <div>Back</div> <div>Start Job</div> </div>	<ul style="list-style-type: none"> <li>• Asbestos item(s): 1</li> <li>• Name of Attendee: Engineer (Change)</li> <li>• Attending Engineers: 1 (Change)</li> <li>• Questions: Completed (Change)</li> </ul>

**Note:** If there are any RFIs that trigger during Stop Job then these will appear just before the Confirm tab. (See the "[Questions on Jobs](#)" page for more information).

Starting a job will then move it to the Attendance Started Status.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=651>