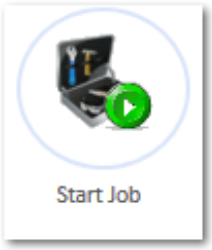
Starting a Job

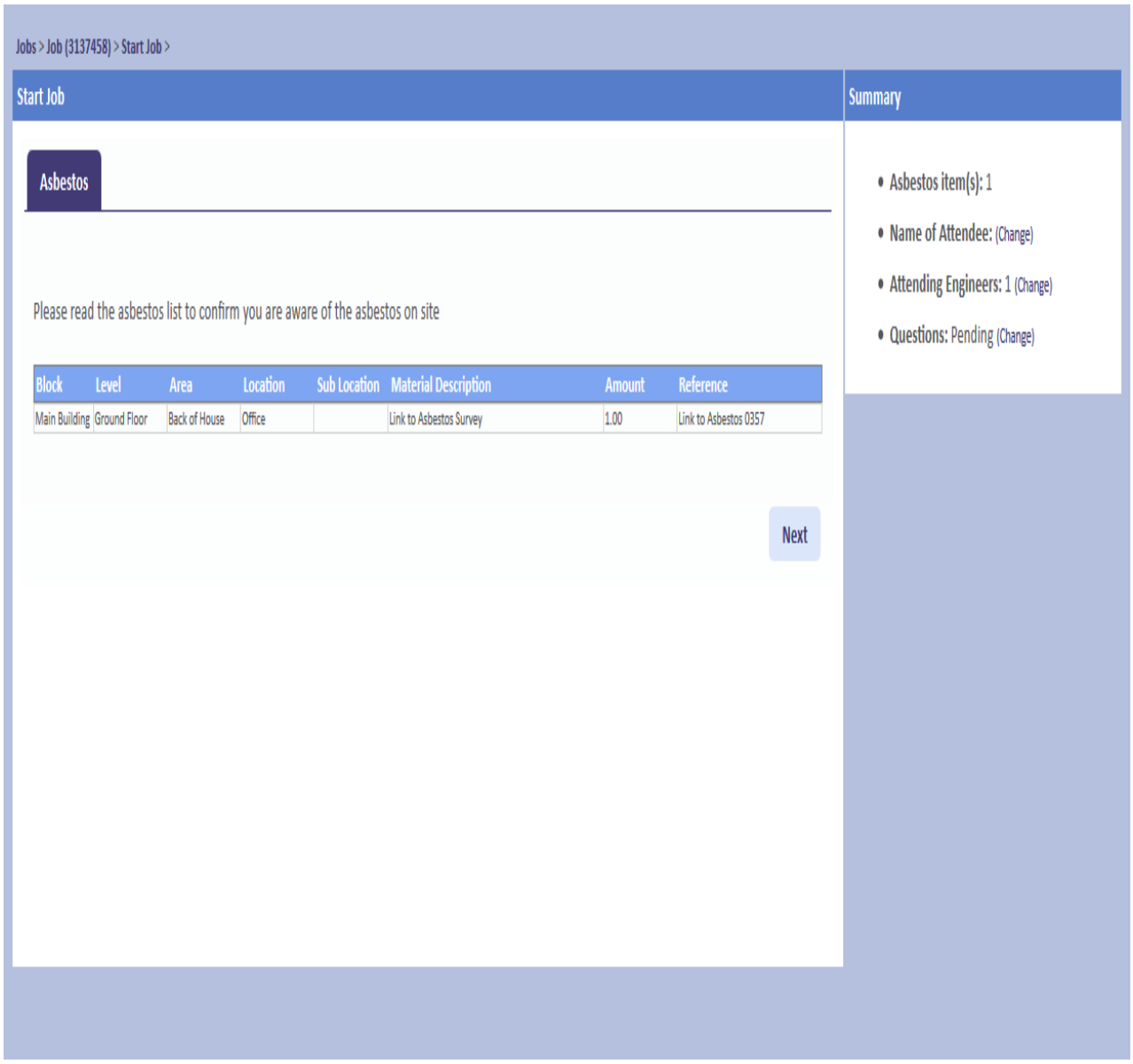
Fri, Jan 19, 2024 Job Detail Actions

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.

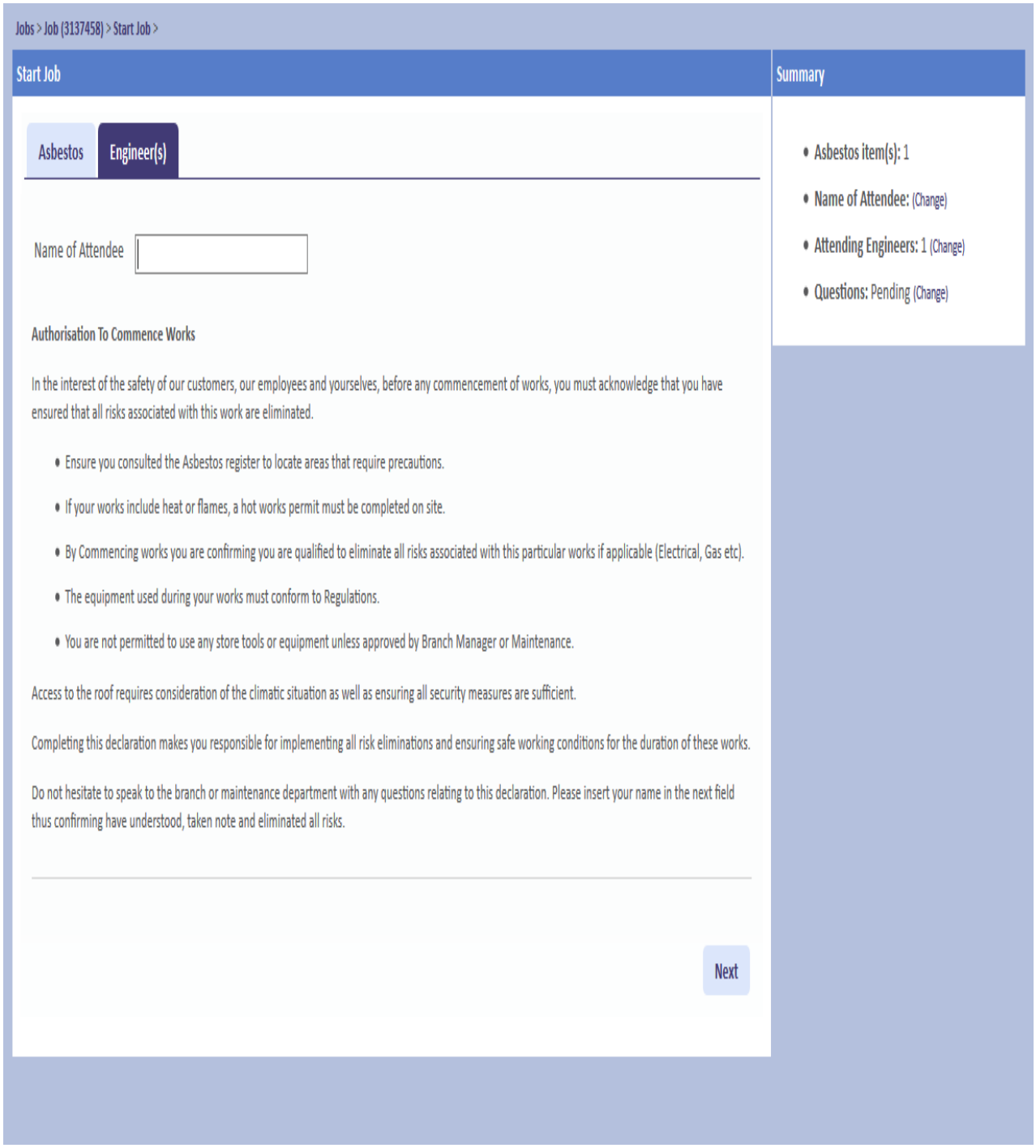


2. Upon selecting "Start Job", the first tab shown depends on the what is present against the Building. In some cases, this will be the Asbestos tab. This tab will display a table of Asbestos Records present against the Building the Work Order is for. Once these have been read through, click the "Next"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



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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.

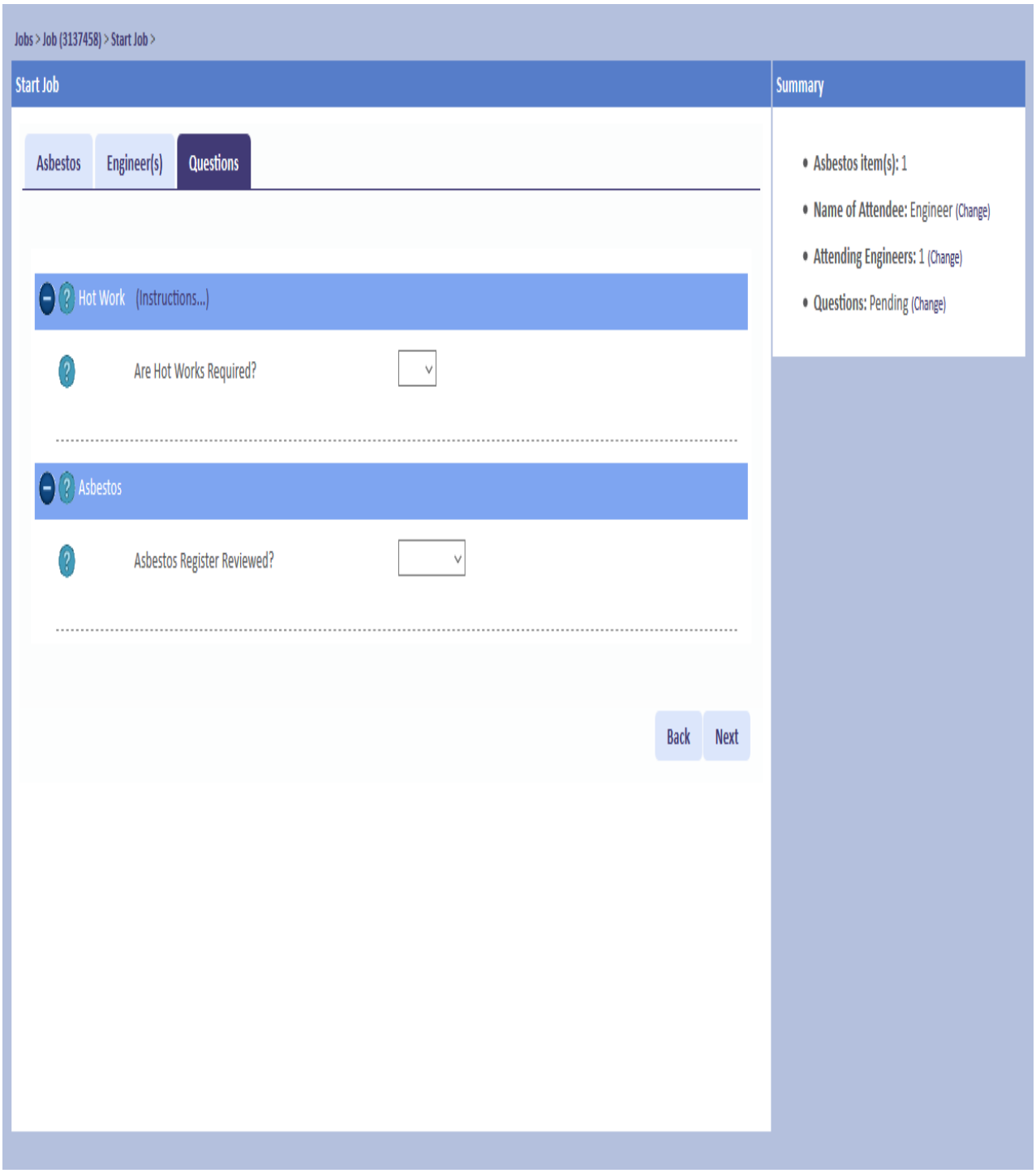


Once all has been read and confirmed, click "Next" to proceed.

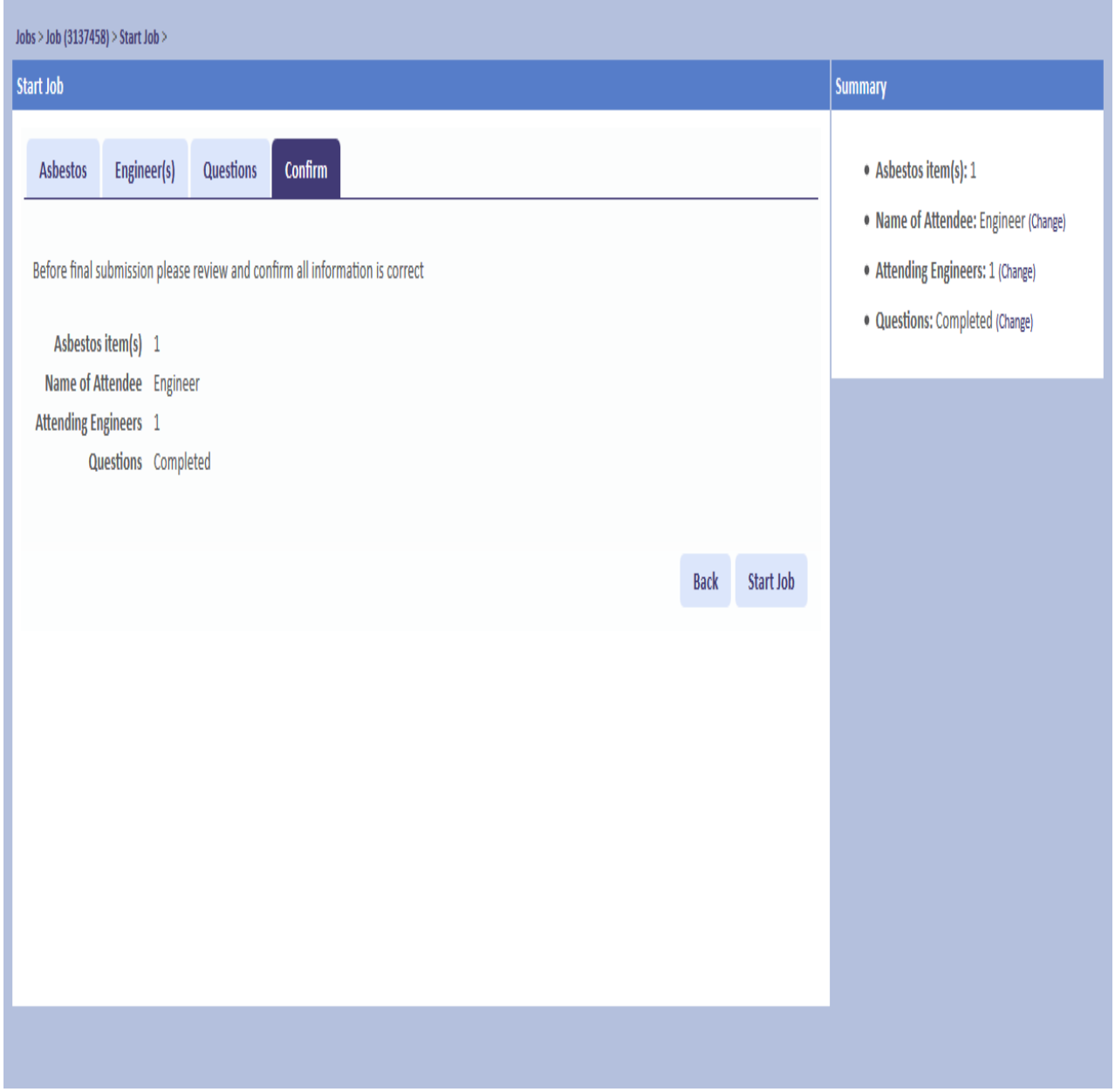
Note: It is possible to change the number of "Attending Engineers by changing the value in the "Attending Engineers" column. However, this number cannot exceed the number of "Approved Engineers". If more engineers are required, then more should be requested before starting the job.

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.



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.



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.

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