

# WD WORKDASH®

## WorkDash Instruction

### Adding Job Attachments

## 1. Purpose and Scope

The purpose and scope of this work instruction is for Technicians to capture the completion of job details. The scope relates to pending jobs that have been completed by the Technician.

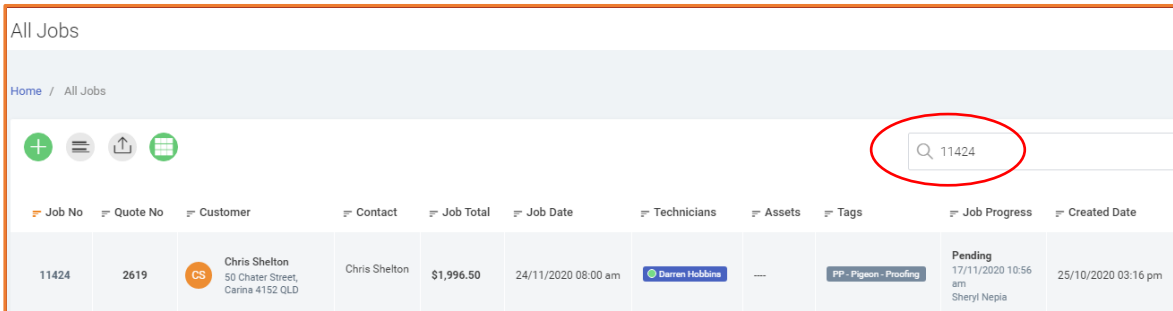
## 2. Instruction Details

As required, the contractors shall provide before/ after images and a legible copy of the job sheet (white copy) to every job assigned to them. When capturing before-and-after imagery, try to take both sets of photos from identical angles that's as similar as possible. Before and after pictures will confirm to customers that we have. Job attachments can be added at any time.

### 2.1 Access Job

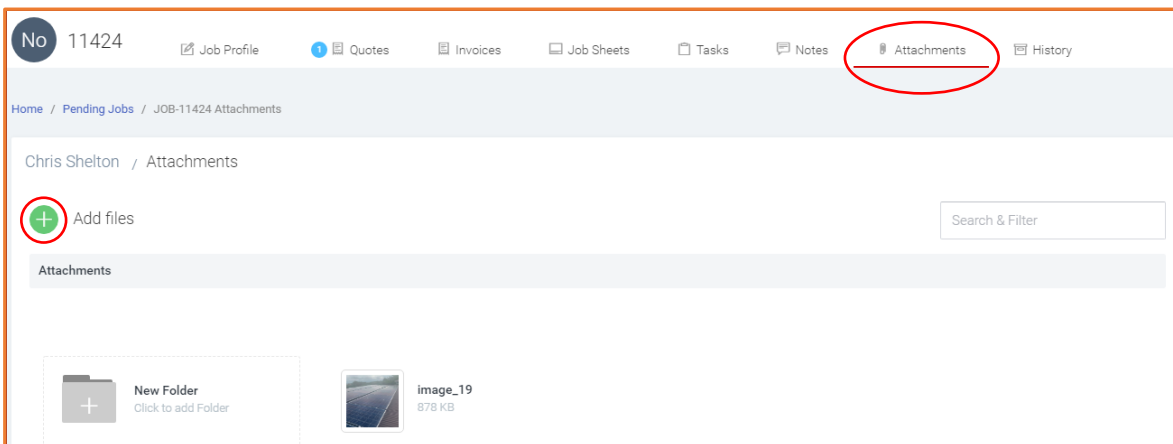
Log in to WorkDash and select **Jobs > All Jobs** and search for the **Job number**. You can also search other job details such as customer and address. The job can also be accessed from the calendar.

#### PC View

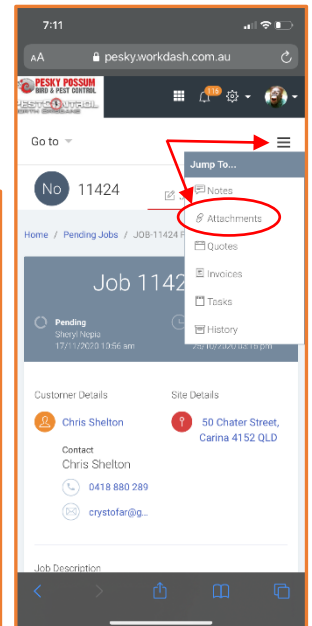
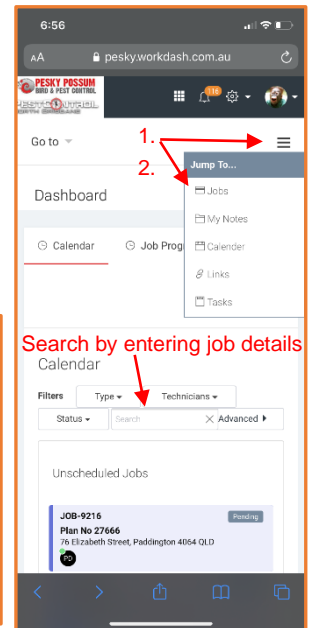


### 2.2 Access Attachments

Once in the Job Profile, go to the **Attachments Tab** and click **Add Files**



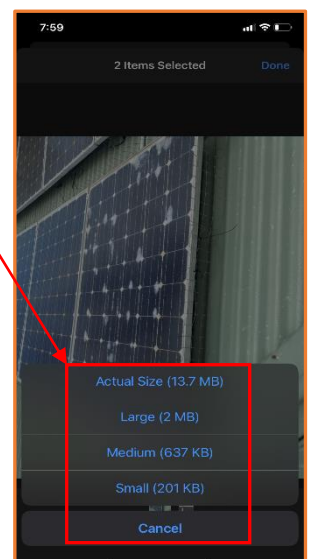
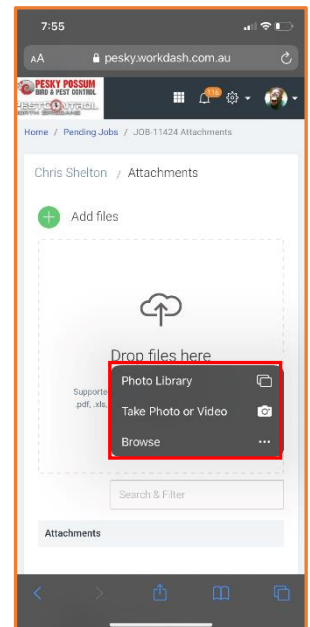
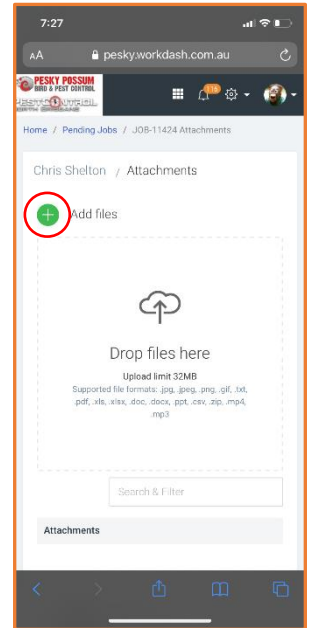
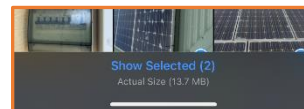
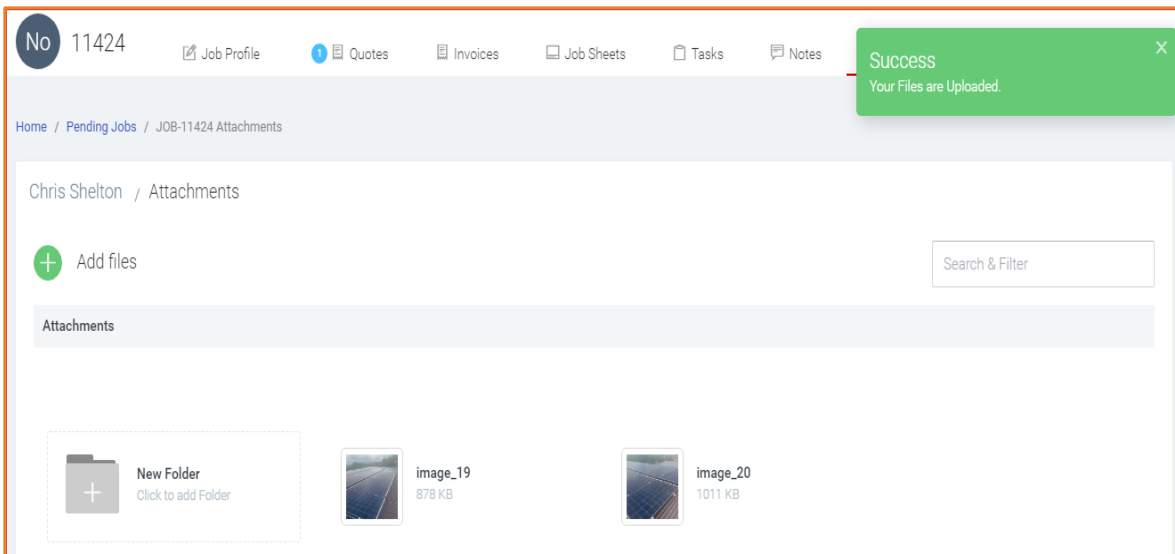
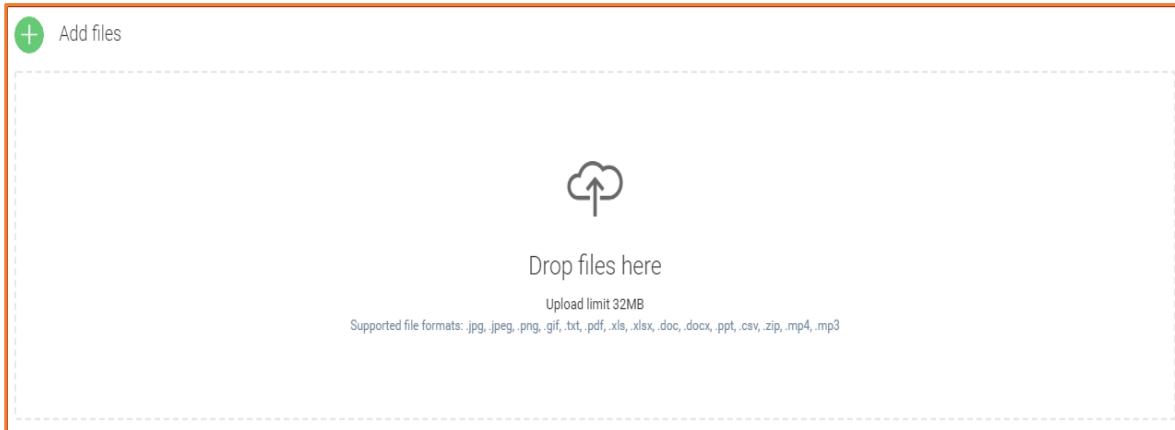
#### Mobile View



## 2.3 Add Files

Select the chosen images from your photo library or take a photo or video. A pop-up notification will appear to signal success in uploading the attachments.

Multiple images can be uploaded simultaneously using either PC or mobile device. When uploading from a mobile device there may be an option to change image size. Where possible reduce the image to 'Large'. Ensure that the job sheet is fully completed and legible prior to uploading into the job.



## 2.4 Update Job Status

- Return to the job profile and select Status. For mobile devices you may need to scroll down from the Job Ticket.
- Click on the Current Status and change job to completed. Note: Jobs must only be changed to completed once all before/ after photos and job sheets have been completed.
- Hit save once 'Completed' Status has been selected. The Status change pop-up notification will appear to signal success with the approved system change. This information is automatically captured in the job history.
- The office will then review and invoice the job. Any issues will revert to the technician.

