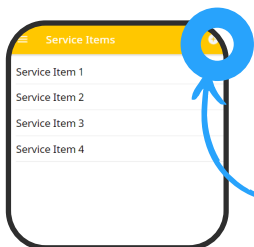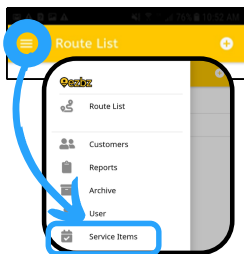# HOW TO ADD OR EDIT SERVICE ITEMS

GO TO SERVICE ITEMS

Click on the NAVIGATION BAR in the top left corner and select "Service Items"
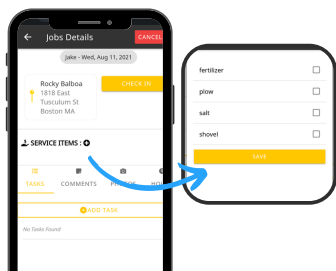
CREATE SERVICE ITEM

Click on the ➕ button in the top right corner.
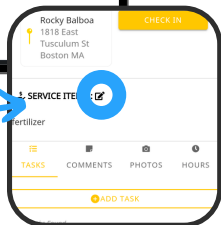Enter the name of the service item and tap Save.

ADD SERVICE ITEM TO JOB

Select the job on which you want to add a service item. Tap the ➕ to the right of SERVICE ITEMS. Select the Service Item(s) to be completed by the crew and tap SAVE.
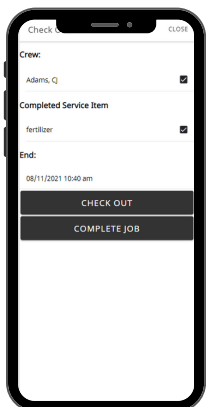
EDIT SERVICE ITEM ON JOB

Tap the ✎ button.
Check service items to add.
Uncheck service items to remove.
Tap Save.

MARK SERVICE ITEMS AS COMPLETE

When a crew member checks out of a job, they can also mark service items as complete.

SEND THE BILLS!

Go to Reports and select "Service Items by Customer/Date" report. Select the Start and End date, then tap View or Download