



# HOW TO DETERMINE JOB STATUS & JOB ICONS



## JOB STATUS COLOR CODING

### IN PROGRESS

Someone has checked into the job and may be actively working, or may have checked out and will return later.

Reports\* to Use: *Active Jobs by Date/Route* or *Users Checked In*

### CANCELED

The job has been canceled. Open the job to see cancellation reason.

Report\* to Use: *Canceled Jobs by Date/Route*

### COMPLETE

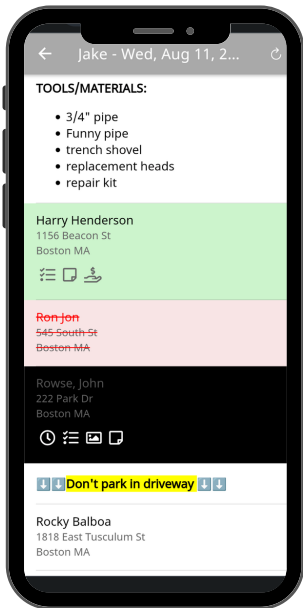
The job has logged hours and has been marked as complete. Admins can reactivate completed jobs.

Report\* to Use: *Completed Jobs by Date/Route*

### NOT YET STARTED

The job has not started yet. There are no logged hours or users checked in.

Report\* to Use: *Job Status by Route*



## JOB ICON KEY



### USER COMMENTS

Report\* to Use: *Job Comments by Date/Route*



### SERVICE ITEMS\*

Report\* to Use: *Service Items by Customer/Date*



### PHOTOS



### JOB TASKS



### LOGGED HOURS/TIME

Reports\* to Use:  
*Total Hours by Customers*  
*Total Hours by Team Member*  
*Total Hours by Customer/Date*  
*Single Customer Hours by Date*

\*SOME FEATURES ARE ONLY AVAILABLE FOR SPECIFIC PLAN LEVELS. FOR EXAMPLE, REPORTS ARE ONLY AVAILABLE FOR SILVER AND GOLD PLANS. SERVICE ITEMS ARE ONLY AVAILABLE ON THE GOLD PLAN.