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fieldd Staff App
User Guide

Welcome to fieldd!

We are excited to have you onboard, the following guide is to guide you through the fieldd staff app.

It's time to take control of your operations and become an industry leader.

Let's get started!

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Staff App, the Basics

This is the staff app, here you will have access to all the information you need to perform your role including inbuilt job notes, photos, checklists and forms.

You have access to dispatched jobs, manage your schedule and manage mobile point of sale from the field.

The app feeds live to your administrator CRM updating jobs live, providing live tracking updates to your customers and communications with the admin team.
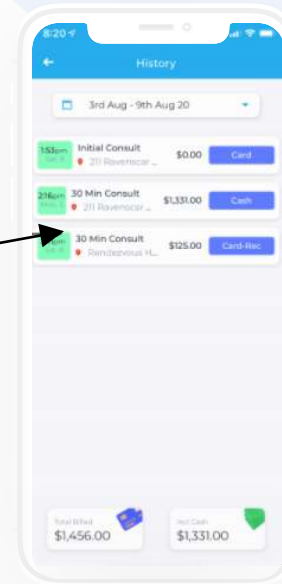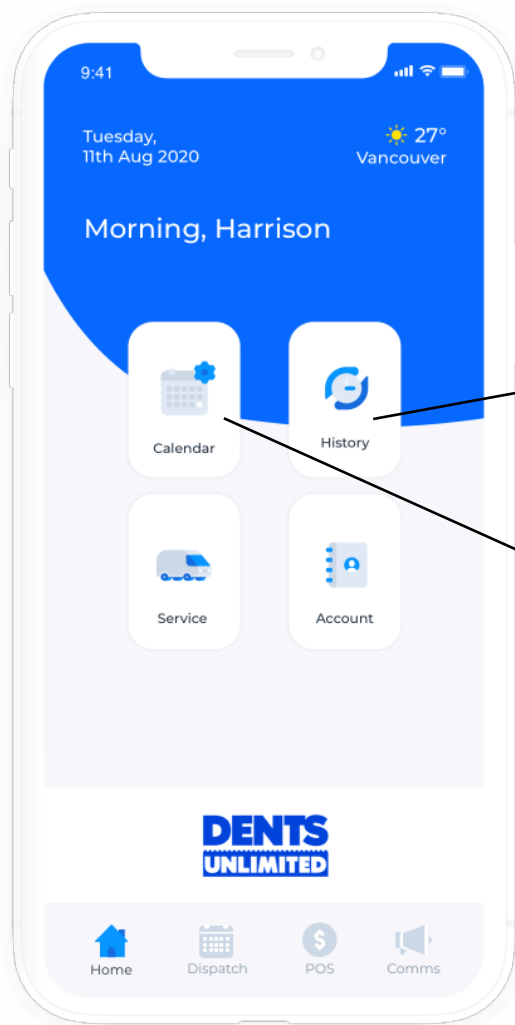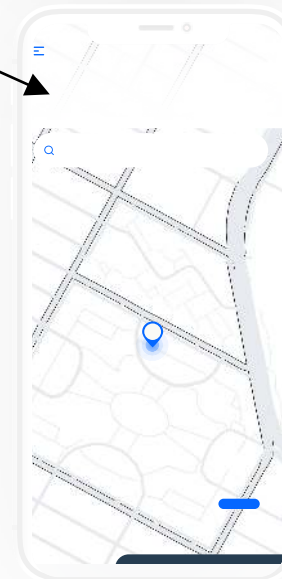

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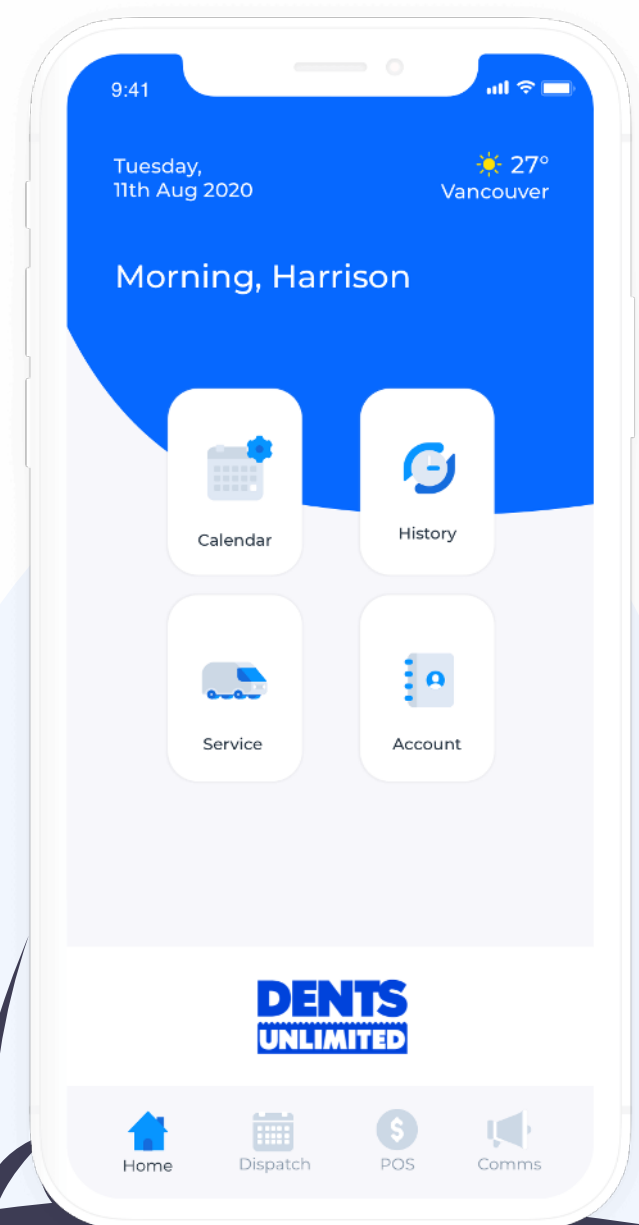
How to login to the staff app

1). When your administrator has added your profile to the CRM you will
   receive a welcome email with a link to download the staff app.

2). Tap login and input your email address. As a first time user you
   will be prompted to generate a password

3). Login

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# Updating Calendar, Schedule and View Job History

1. Here you can view your job history, payments and job details

2. The calendar allows you to sync your fieldd jobs with your personal google calendar. The schedule tab is where you manage your hours of work and time off.

Note: To move to next screen of the job click and hold the action (eg start, en-route, arrvied) button. It is designed like this so you dont accidently knock it on the job
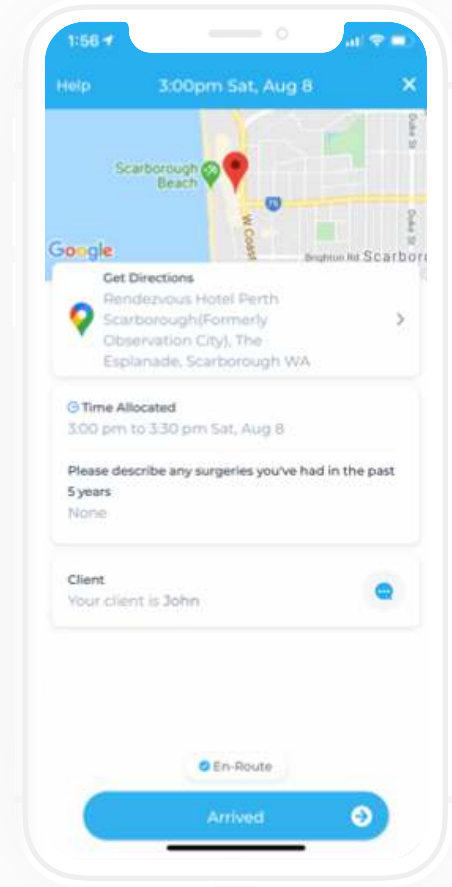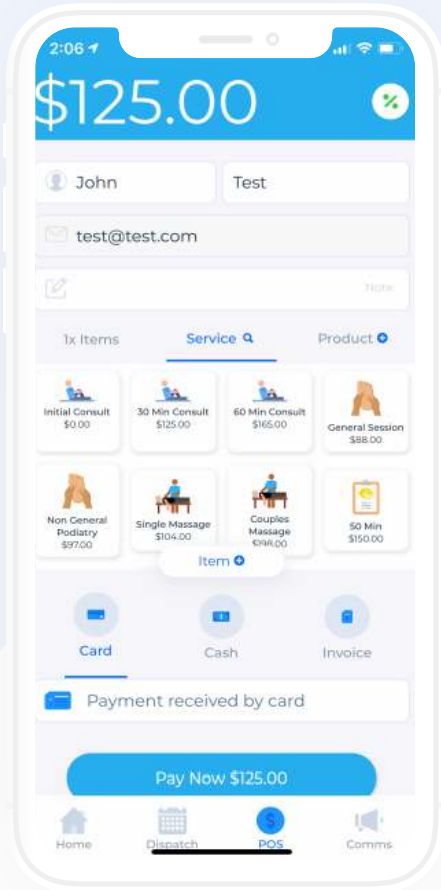
Accepting, Starting and Completing Jobs
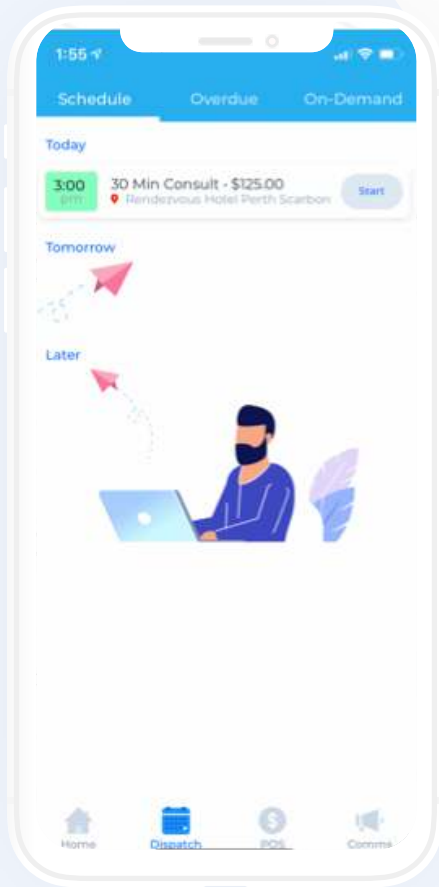
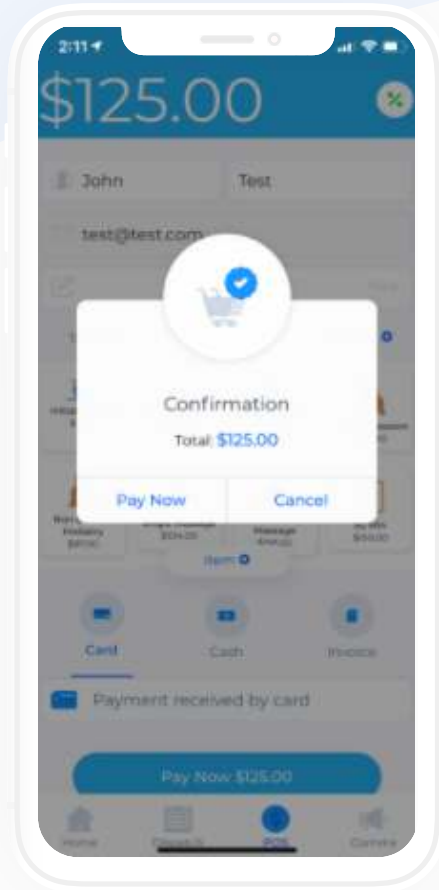To start your first job click 'start'
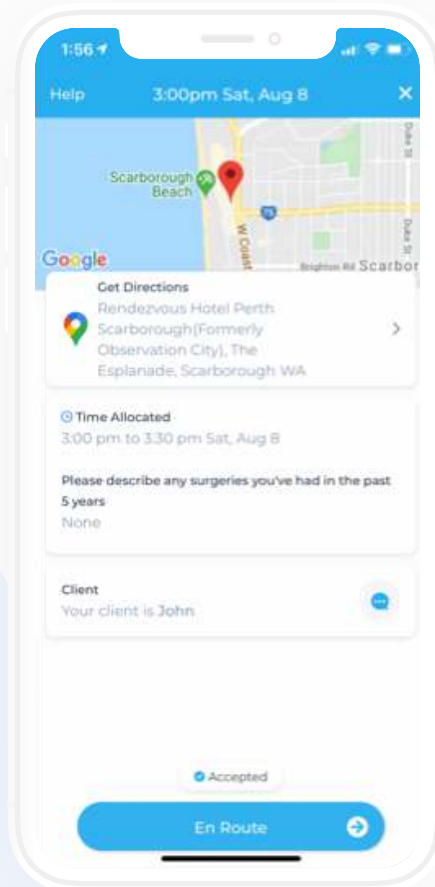
Job details, extra information and map directions are available at your finger tips.
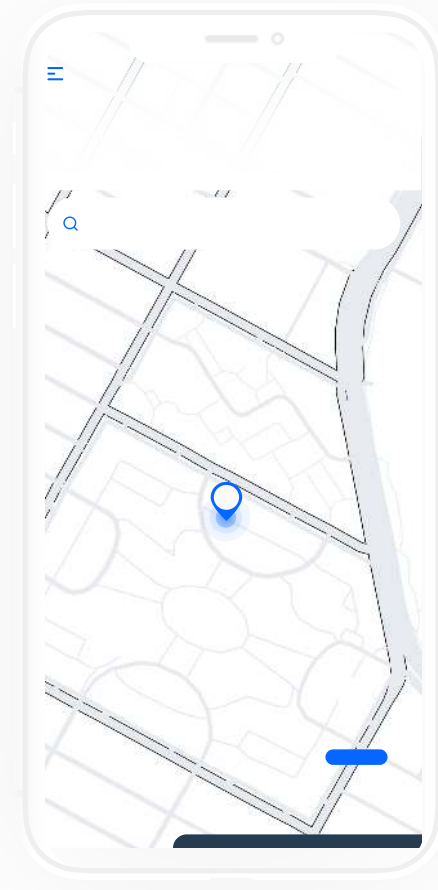

When at the job, click and hold the arrived button, continue through next steps of job

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Once job is completed the job will take you to POS, carrying over the job details

You have the ability to add extra add ons or charges before billing

Once billed by card, cash or invoice the customer will receive an instant invoice/receipt. Completing the job

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Tips....

Job Status Button
To move to next screen of the job click and hold the action (eg start, en-route, arrvied) button.
It is designed like this so you dont accidently knock it on the job

Tracking Updates
With each job status update the customer will receive push notifcations updating them on the job status

Customer Contact
If you need to contact your customer you are able to do this by clicking on the client button in the job

Customising Payment
The job will automatically flow to the mobile POS. Here you can accept varies payment types or generate quotes. When finalized the receipt or invoice will be sent to the customer instantly.

Messaging your admin team
At anytime you need to message the admin team atthe office by clicking on the COMS button.

Update your info
If you need to update your email address, phone number,
bio photos (if applicable to your business) or turn on colorblind friendly mode
you can do it all in app

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