

SMART User Guide – Facilities Management

iPads are located at the Gatehouse and/or Reception at selected sites.



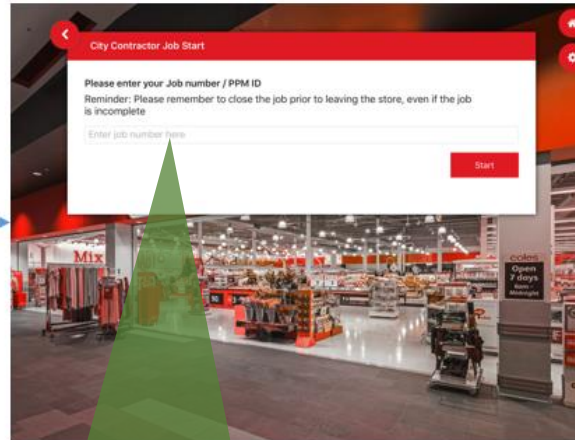
What do you need to do?

- You are responsible for providing this user guide and training to your technicians.
- Sign in to the Coles site and clock job time using the iPad.
- If you encounter any issues while using the iPad please contact CITY IT Helpdesk on 03 8562 0790

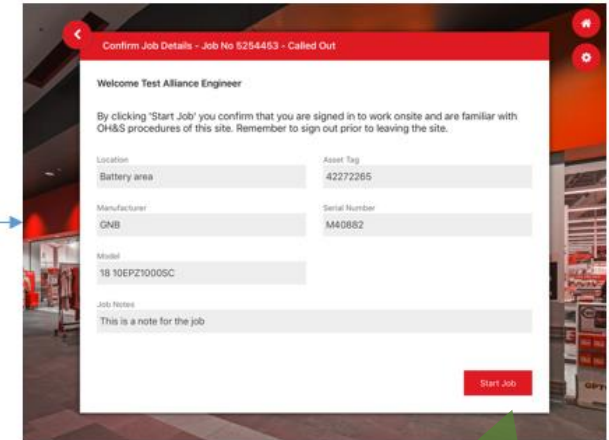
Facilities Management Contractors – Starting a Job



Before you start work, tap on the *Job Start* button.



Enter your job number in this textbox, and tap the *Start* button to pull up the job details.

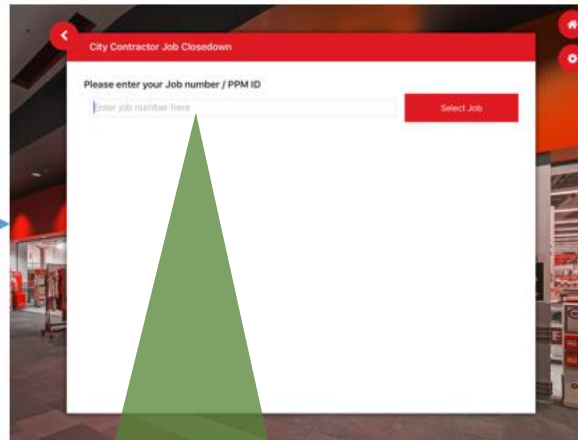


Review the job details on this page, then tap on *Start Job* to confirm. You may then proceed to begin work.

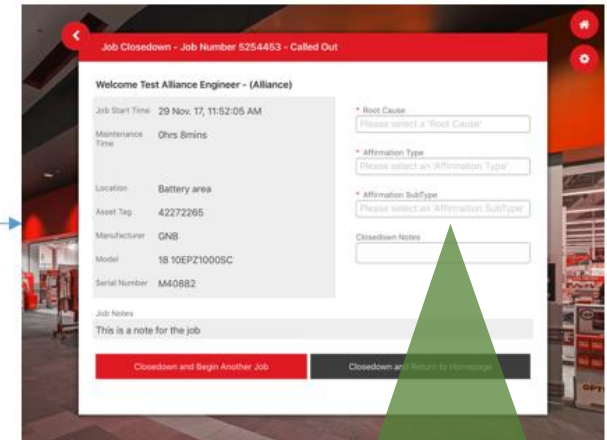
Facilities Management Contractors – Completing a Job



When you finish work, tap on the *Job Completion* tile.



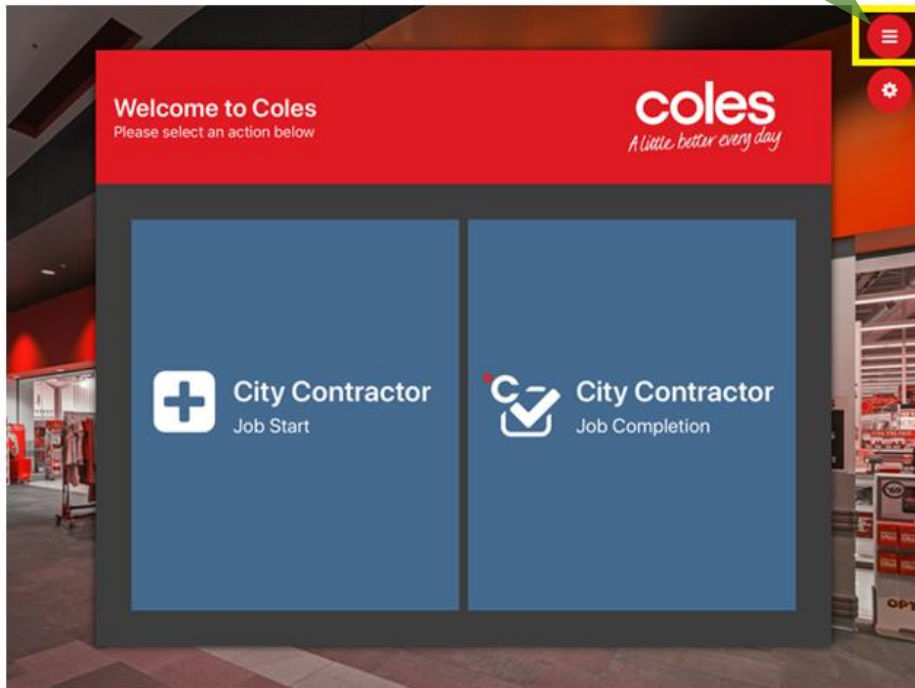
Type in the job number you wish to complete, then tap on the *Select Job* button.



Enter the root cause, affirmation details and any closedown notes in the provided text box. Once done, tap on *Closedown and Return to Homepage* button to complete closedown, or complete *Closedown and Start another Job* button to closedown this job and begin another job.

Accessing Time Target

Tap this icon to bring up the secondary menu



You can then select Time Target from the popup displayed.

