

## SMART User Guide – Facilities Management

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



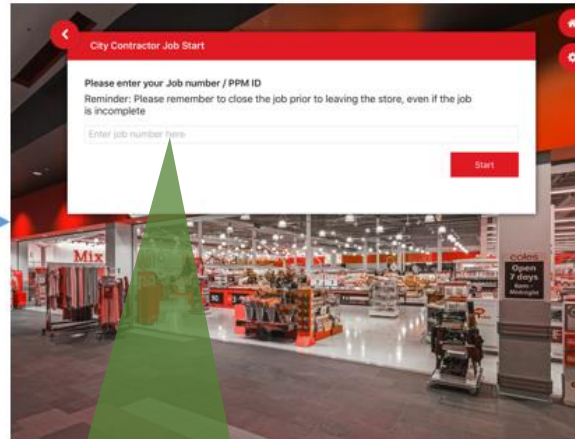
### What do you need to do?

- 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

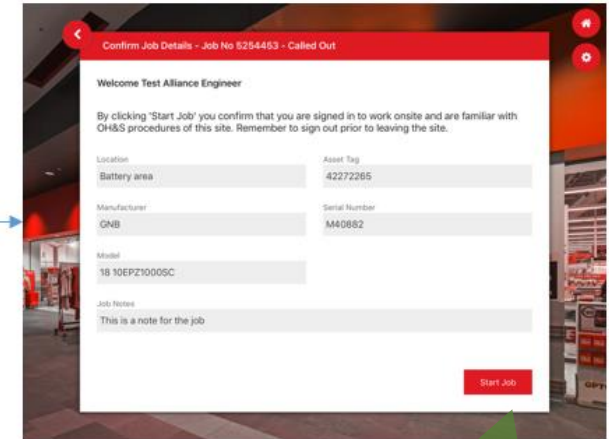
## Facilities Management Contractors – Starting a Job



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.

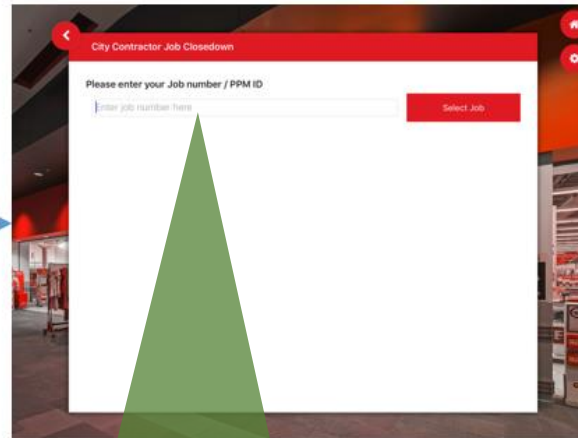


Review the job details on this page, then tap on *Start Job* to confirm. You may then proceed to begin work.

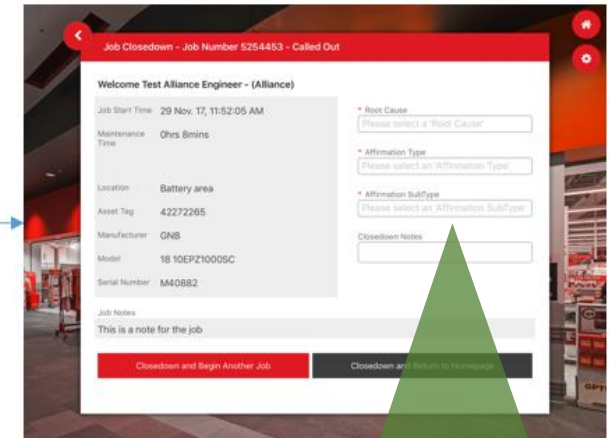
## Facilities Management Contractors – Completing a Job



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



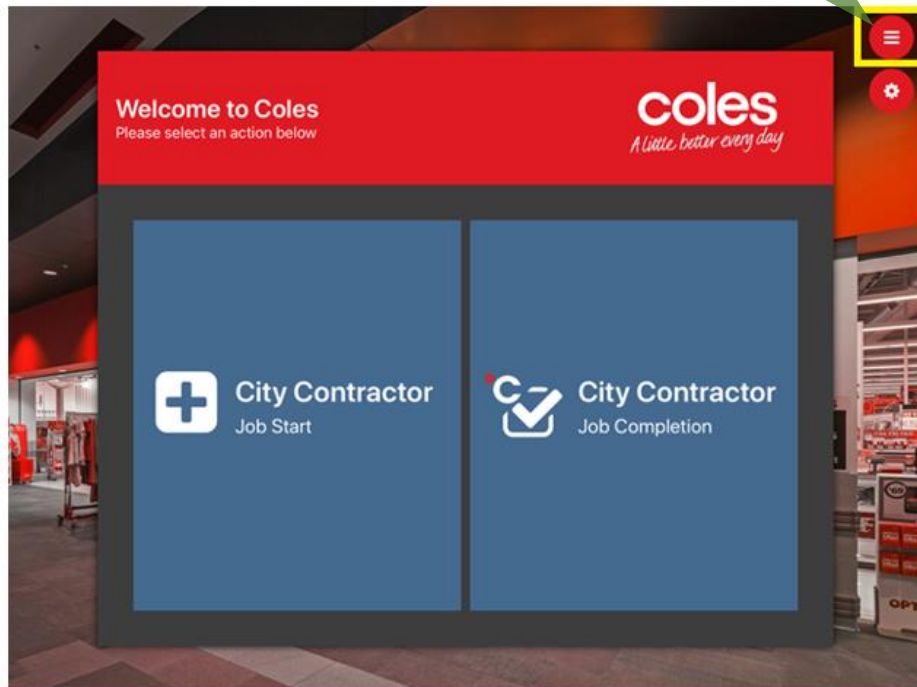
Type in the job number you wish to complete, then tap on the *Select Job* button.



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.

