OperationsIP

OIP-GDE-010 · Version 1.0 · Effective 1 December 2026

Jobs Guide

Jobs are the work your team does. The name changes with your type of business (see Service Types Guide (OIP-GDE-016)).

DOCUMENT	VERSION	EFFECTIVE	OWNER	NEXT REVIEW
OIP-GDE-010	1.0	1 December 2026	Director	December 2027

Guide · Feature guides

1. Add a job

1. Open Jobs and tap Add
2. Type a title or choose a suggestion for your type of business
3. Choose the site and the staff member
4. Set the start and end times
5. Add notes for the staff member if needed
6. Tap Save

2. Job status

Status	Meaning
Scheduled	Planned and not started
In progress	Someone clocked in to it
Completed	Someone clocked out of it
Cancelled	Called off. It stays on record

3. Change or cancel

Tap Edit on a job to change it, or Cancel job to call it off. Staff only see jobs assigned to them.

Related documents

- Service Types Guide (OIP-GDE-016)

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