Mobile Timesheets

Start a Shift

1. Access the mobile app main menu and select Timesheets. The Timesheets menu appears.

2. Select Start Shift.

3. After you have started your shift, select Back to return to the mobile app main menu.

Start Break

1. Access the mobile app main menu and select Timesheets. The Timesheets menu appears.

2. Select Start Break.

End Break

1. Select End Break when you are ready to end your break.

2. After selecting End Break, select Back to return to the mobile app main menu where you can choose your next job or activity.

End a Shift

1. Access the mobile app main menu and select Timesheets. The Timesheets menu appears.

2. Select End Shift.

3. After you have started your shift, select Back to return to the mobile app main menu and Exit to leave the mobile app.
**STREETSMART™ MOBILE APP BASIC PHONE QUICK GUIDE**

**Mobile Jobs**

**View and Start a Job**

1. Access the mobile app main menu and select **Jobs**.

2. The **Jobs** menu appears and displays a list of your jobs. To view and start a particular job, select the job of interest to you and then select OK.

3. The **Job Summary** menu appears. Select **Job Details** to get additional information about the job.

4. The **Job Details** menu with additional job details—such as priority and duration—appears.

5. When you are ready to start the job, select **Back** to return to the Job Summary menu and then select **Status** to go to the Job Status menu.

6. The Job Status menu appears. Select **Job Start** to begin the job.

**End a Job**

1. To end a job, select **Back** to return to the Job Status screen and select **Job End**.

   **NOTE:** Depending on the type of job you've been assigned, there may be additional tasks, such as forms to complete. When you have completed these tasks, select **Back** until you arrive at the Job Status menu.
Mobile Forms

**Complete a Mobile Form**

1. Access the mobile app main menu and select **Forms**.

![Forms menu](image)

2. The **Forms** menu appears. Select the form you need to complete from the drop-down menu. In this case, we will select the Odometer Form.

![Odometer Form](image)

3. The Odometer Form appears. Enter your data into the form.

![Enter data](image)

4. Select Send to send the information to your office.

5. Select Back to return to the mobile app main menu.

**Trips**

**Starting and Ending a Trip**

**Starting a Trip**

1. Enter the Start Odometer value
2. Check the box for “Auto-fill with last end odometer: to fill in your last odometer value
3. Select Category
4. Select Purpose
5. Select a job to link to your current trip if applicable
6. Enter notes related to your trip
7. Tap Start

![Start Trip](image)

**Ending a Trip**

1. Enter the End Odometer value. The Odometer value will be calculated by your Start and End Odometer entries.
2. Enter Additional Expenses if applicable
3. Enter Trip related notes
4. Tap End

![End Trip](image)