Mobile Timesheets

### Start a Shift

1. Access the mobile app main menu and select the `Timesheets` icon.
2. Click `Start Shift`.
3. After you have started your shift, select the `Home` icon to return to the mobile app main menu.

### Start a Break

1. Access the mobile app main menu and select `Timesheets` icon.
   - The `Timesheets` menu appears.
2. Click `Start Break`.

### End a Break

1. Click `End Break` when you are ready to end your break.
2. After clicking `End Break`, click the `Home` icon 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 click the `Timesheets` icon.
   - 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.

### Timesheet Summary

1. Access the mobile app main menu and click on the `Timesheets` icon.
   - The `Timesheets` menu appears.
2. Click on the ‘Summary’ tab.
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Mobile Jobs

View and Start a Job

1. Access the mobile app main menu and select Jobs.
   NOTE: If you have been assigned new jobs, you will see a Job Notification Alert as well as an indication of the number of new jobs assigned to you under the Jobs icon.

2. Click OK to see the new jobs you have been assigned.

3. The Jobs menu appears.
   To view and start a particular job, select the job of interest to you.

4. Click Summary for an overview of the job.

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

6. The Job Details menu appears. Click Actions at the bottom of the screen when you are ready to start the job.
   NOTE: The Actions menu includes the specific actions required to perform the job.

7. Click Start Job to begin the job.

End a Job

1. When you have completed all required job actions, click End Job.
   NOTE: Clicking End Job sends all job data to your office.
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### Mobile Forms

#### Complete a Mobile Form

1. Access the mobile app main menu and click the **Forms** icon.

2. The **Forms** menu appears. Select the form you need to complete from the list. In this case, we will select the Expense Form.

3. The Expense Form appears. Click into the **Cost** window.

4. Enter your data into the form and click Submit.
   
   **NOTE:** The information you submit will be sent to your office.

5. After clicking submit, you will be returned to the **Forms** 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

**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
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**Trips**

**VIEWING TRIP LIST AND DETAILS**

Once you end the trip, Trip log screen appears on your phone showing the list of all the trips performed by you. Trips can be sorted based on Date/Distance/Dollars from this screen. Clicking on any trip from this screen will open up the Trip Details page for that particular trip on your mobile device.

<table>
<thead>
<tr>
<th>Current Trip</th>
<th>Trips</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Today 12:12 PM</strong></td>
<td>6.0 mi</td>
</tr>
<tr>
<td>1544.0 - 1550.0</td>
<td>$ 15.39</td>
</tr>
<tr>
<td><strong>Today 12:10 PM</strong></td>
<td>21.0 mi</td>
</tr>
<tr>
<td>1523.0 - 1544.0</td>
<td>$ 13.86</td>
</tr>
</tbody>
</table>

**Trip Details**

**Today 12:10 PM**

- **Distance**: 21.0 mi
- **Commuter Distance**: 0 mi
- **Total Expense**: $ 13.86
- **Category**: Business
- **Linked Job**: Parcel Delivery
- **Duration**: 0m
- **Start Odometer**: 1523.0
- **End Odometer**: 1544.0
- **Vehicle ID**: 3424
- **Notes**