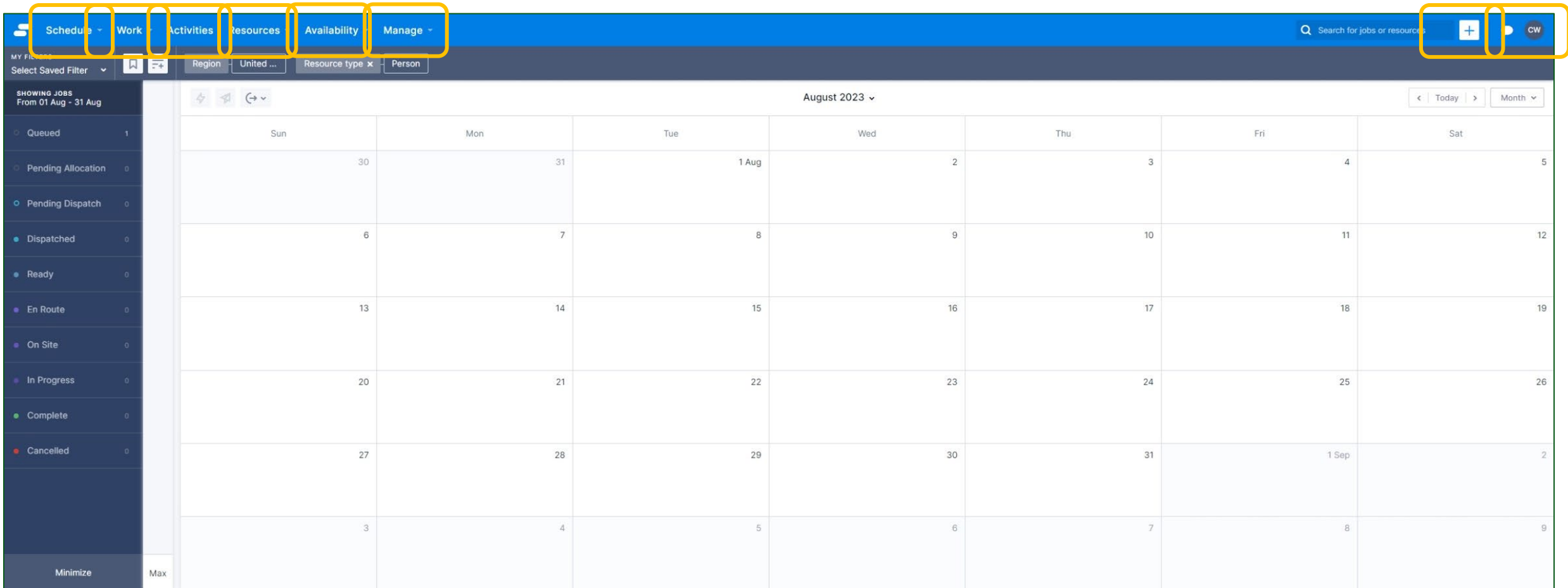


Skedulo Job Booking Procedure

2024 Refresher Training



There are several different options to choose from

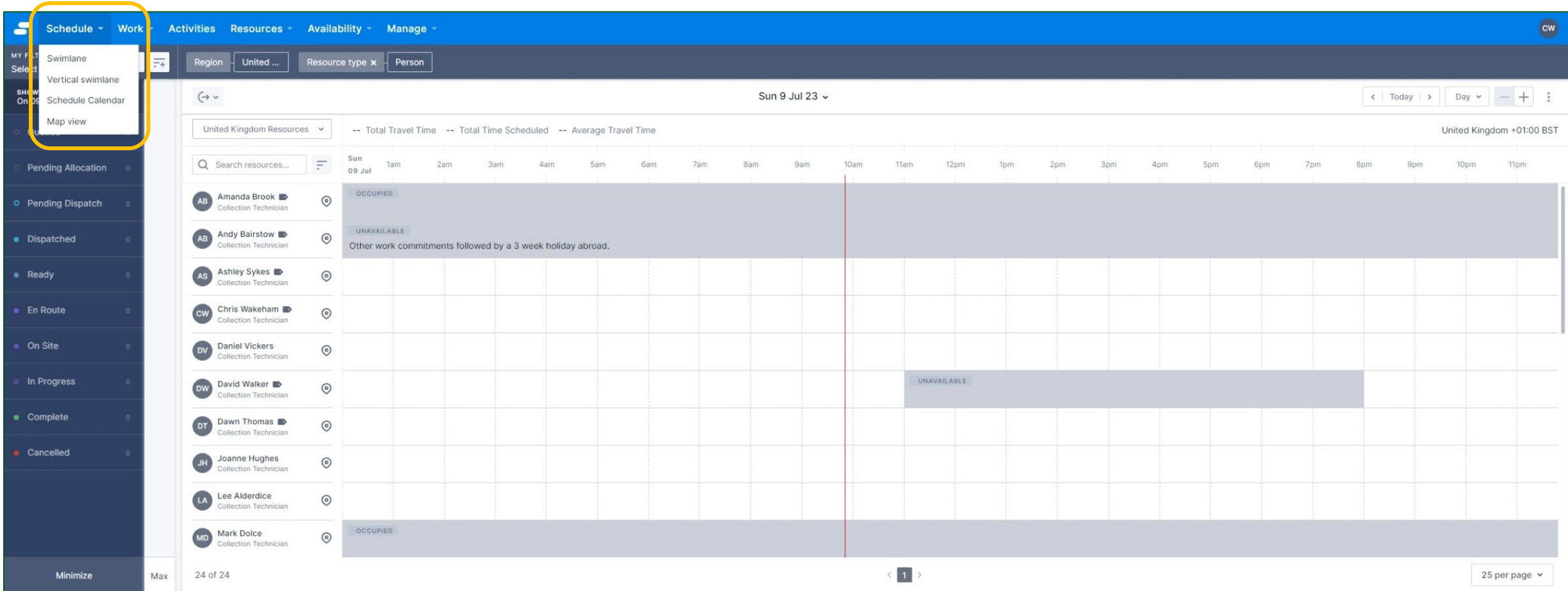


The screenshot displays a software interface for job scheduling. At the top, a blue navigation bar contains several tabs: 'Schedule', 'Work', 'Activities', 'Resources', 'Availability', and 'Manage'. A search bar on the right of the navigation bar contains the text 'Search for jobs or resources'. Below the navigation bar, there are filter tabs for 'Region', 'United ...', 'Resource type x', and 'Person'. The main content area shows a calendar for August 2023. The calendar is currently empty of tasks. On the left side, there is a sidebar with a list of job statuses and their counts:

- Queued: 1
- Pending Allocation: 0
- Pending Dispatch: 0
- Dispatched: 0
- Ready: 0
- En Route: 0
- On Site: 0
- In Progress: 0
- Complete: 0
- Cancelled: 0

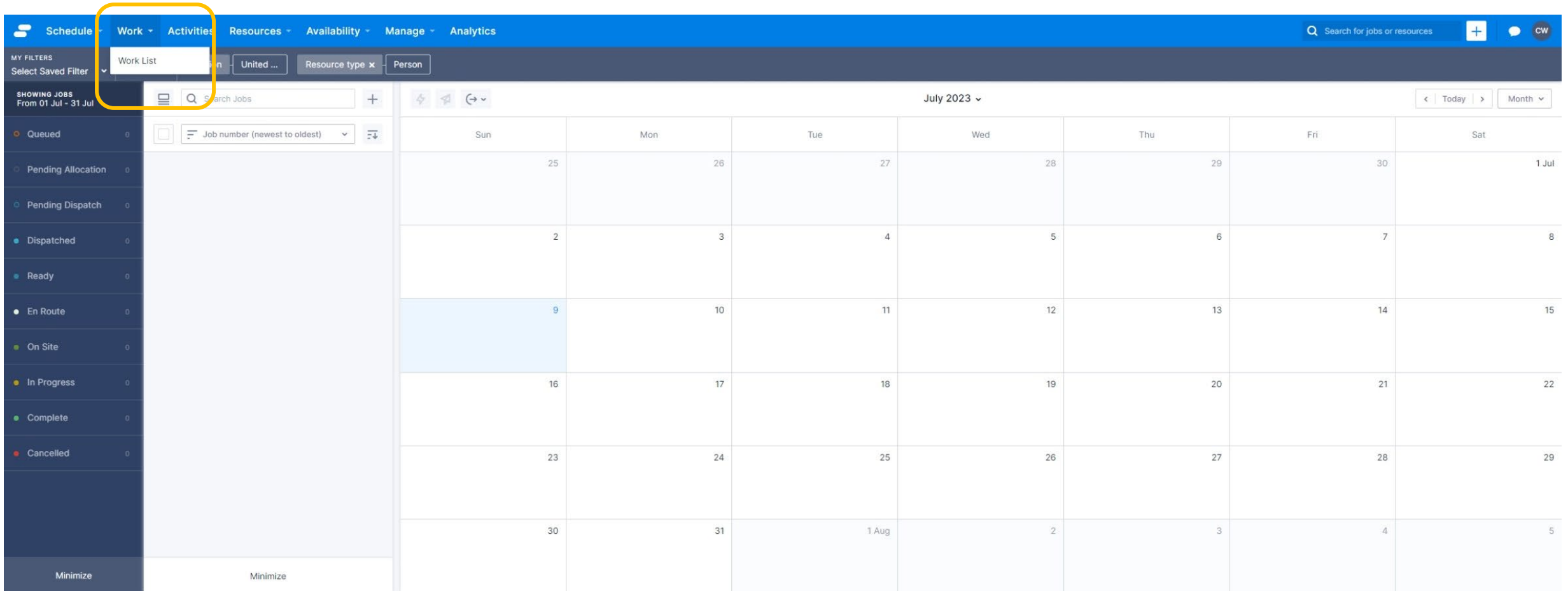
At the bottom of the sidebar, there are 'Minimize' and 'Max' buttons. The calendar grid shows dates from 1st to 9th of August 2023. The days of the week are labeled as Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The calendar is currently empty of tasks.

You have different options to view



The screenshot displays the Hampton Knight Schedule interface. A yellow box highlights a dropdown menu in the top-left corner, which contains the following options: Swimlane, Vertical swimlane, Schedule Calendar, and Map view. The main interface shows a calendar view for Sunday, 9th July 2023. The left sidebar lists various resource statuses: Pending Allocation (0), Pending Dispatch (0), Dispatched (0), Ready (0), En Route (0), On Site (0), In Progress (0), Complete (0), and Cancelled (0). The main area shows a list of resources on the left and a grid on the right. The resources listed are: Amanda Brook (Collection Technician), Andy Bairstow (Collection Technician), Ashley Sykes (Collection Technician), Chris Wakeham (Collection Technician), Daniel Vickers (Collection Technician), David Walker (Collection Technician), Dawn Thomas (Collection Technician), Joanne Hughes (Collection Technician), Lee Alderdice (Collection Technician), and Mark Dolce (Collection Technician). The grid shows occupancy and availability for each resource. For example, Amanda Brook is marked as 'OCCUPIED' from 10am onwards. Andy Bairstow is marked as 'UNAVAILABLE' with the note 'Other work commitments followed by a 3 week holiday abroad.' David Walker is marked as 'UNAVAILABLE' from 11am to 8pm. Mark Dolce is marked as 'OCCUPIED' from 10am onwards. The interface also includes filters for Region (United Kingdom), Resource type (Person), and a search bar for resources. The top navigation bar includes 'Schedule', 'Work', 'Activities', 'Resources', 'Availability', and 'Manage'. The bottom right corner shows a page number '1' and a '25 per page' dropdown.

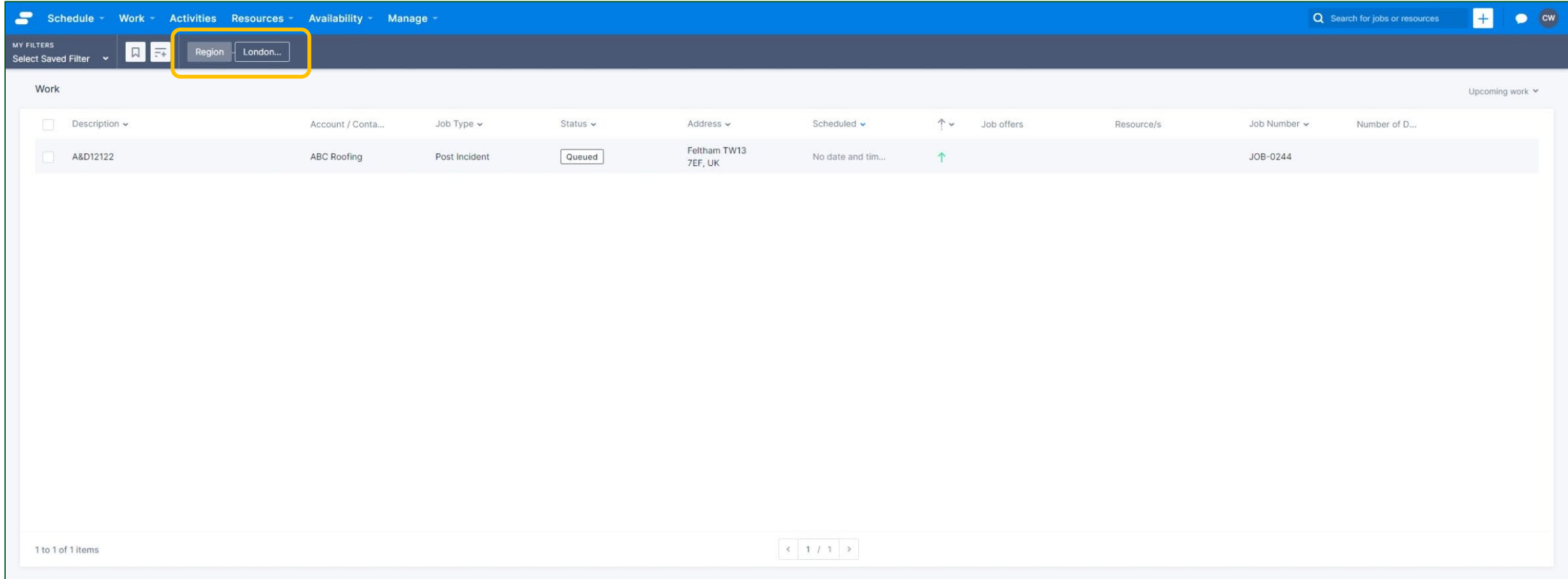
Use the “**Work**” tab to view the “**Work List**”



The screenshot displays a software interface for managing work schedules. At the top, a blue navigation bar contains tabs for 'Schedule', 'Work', 'Activities', 'Resources', 'Availability', 'Manage', and 'Analytics'. The 'Work' tab is selected and highlighted with a yellow box. Below the navigation bar, there are filter options including 'MY FILTERS', 'Select Saved Filter', 'United ...', 'Resource type x', and 'Person'. A search bar for jobs is visible, along with a date selector for 'July 2023'. The main area is a calendar grid showing dates from Sunday to Saturday. Job numbers are placed in specific cells: 25, 26, 27, 28, 29, 30 on the first row; 2, 3, 4, 5, 6, 7, 8 on the second row; 9, 10, 11, 12, 13, 14, 15 on the third row; 16, 17, 18, 19, 20, 21, 22 on the fourth row; 23, 24, 25, 26, 27, 28, 29 on the fifth row; and 30, 31, 1 Aug, 2, 3, 4, 5 on the sixth row. A sidebar on the left lists job statuses: Queued, Pending Allocation, Pending Dispatch, Dispatched, Ready, En Route, On Site, In Progress, Complete, and Cancelled. A 'Minimize' button is located at the bottom of the sidebar.

Work list

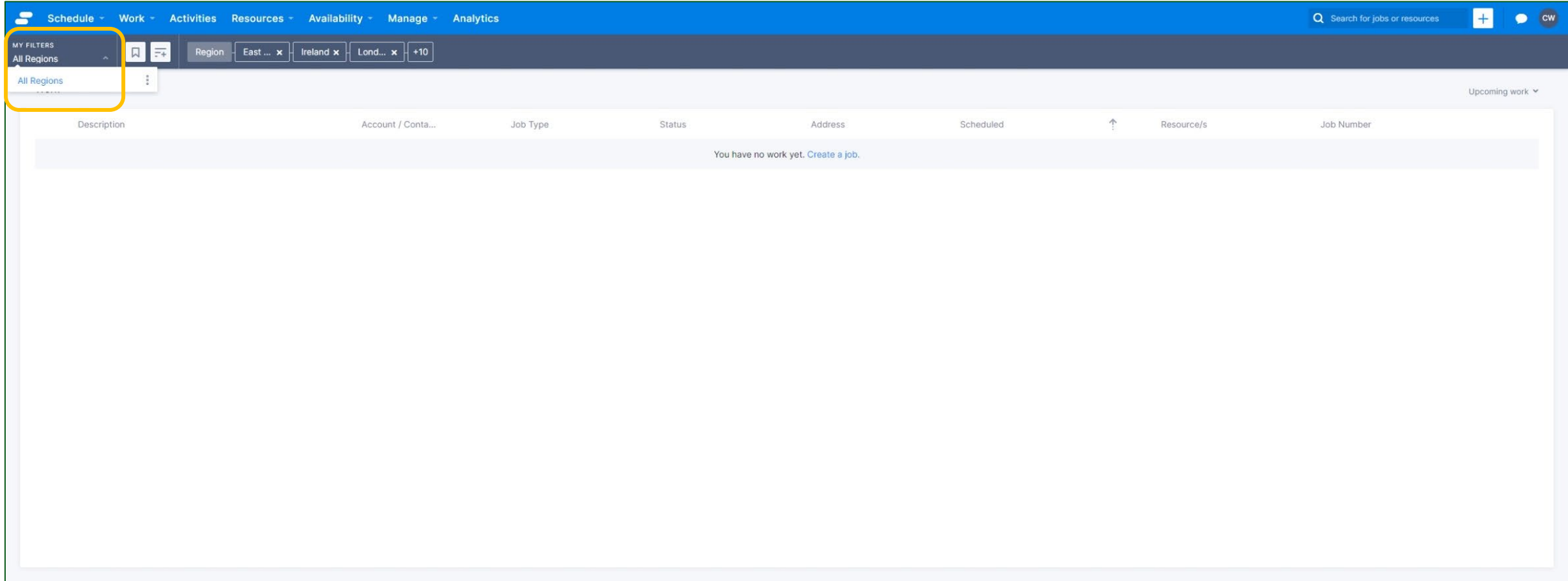
When you select the “**Work List**”, it shows which “**Region**” you are viewing



The screenshot shows a software interface for managing work. At the top, there is a navigation bar with tabs: Schedule, Work, Activities, Resources, Availability, and Manage. A search bar on the right contains the text "Search for jobs or resources". Below the navigation bar, there is a "MY FILTERS" section with a "Select Saved Filter" dropdown and a "Region" filter set to "London...". The main area is titled "Work" and contains a table of work items. The table has columns for Description, Account / Contact, Job Type, Status, Address, Scheduled, Job offers, Resource/s, Job Number, and Number of Days. A single item is listed with ID A&D12122, Account ABC Roofing, Job Type Post Incident, Status Queued, Address Feltham TW13 7EF, UK, and Job Number JOB-0244. At the bottom left, it says "1 to 1 of 1 items" and at the bottom center, there is a pagination control showing "< 1 / 1 >".

Description	Account / Contact	Job Type	Status	Address	Scheduled	Job offers	Resource/s	Job Number	Number of Days
A&D12122	ABC Roofing	Post Incident	Queued	Feltham TW13 7EF, UK	No date and time...			JOB-0244	

To view all regions, select “**My Filters**” and “**All Regions**”



The screenshot displays the 'Work' application interface. The top navigation bar includes 'Schedule', 'Work', 'Activities', 'Resources', 'Availability', 'Manage', and 'Analytics'. A search bar on the right contains the text 'Search for jobs or resources'. Below the navigation bar, the 'MY FILTERS' dropdown menu is open, showing 'All Regions' as the selected filter. The main content area features a table with columns: 'Description', 'Account / Conta...', 'Job Type', 'Status', 'Address', 'Scheduled', 'Resource/s', and 'Job Number'. A message in the center of the table reads 'You have no work yet. Create a job.'.

You have different view options for the work list

Schedule Work Activities Resources Availability Manage

Search for jobs or resources

Work list BETA

180 items Default view Save as duplicate

Sort 1 Filters Columns 10+

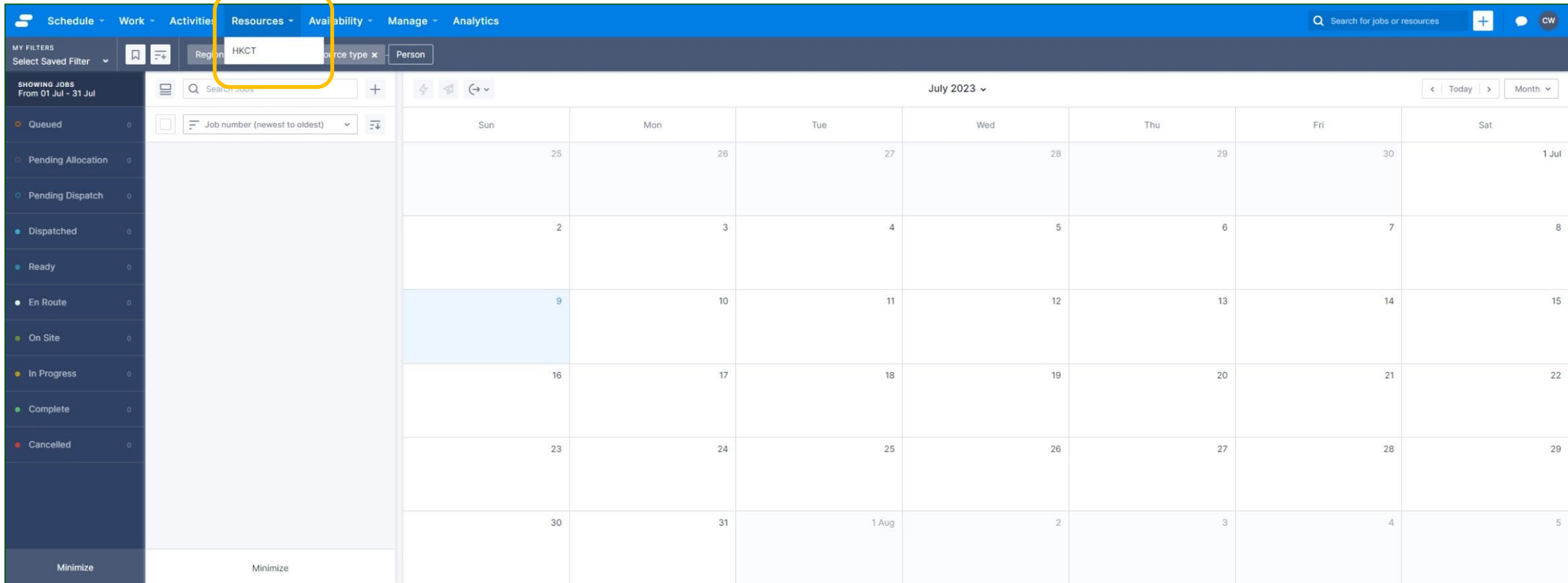
Search views

All views Shared views Private views

- Default view
- Created Today
- This weeks Jobs
- Todays Jobs

HK JOB NUMBER	STATUS	HKCT	JOB CREATEDBY	DATE AND TIME OF BOOKING	DATE AND TIME OF JOB	CLIENT	ADDRESS	REGION	MAN DEC SENT	
A&D12122	Booked		Chris Wakeham	Fri 7 Jul 2023, 11:32am	Not Set	ABC Roofing	Feltham TW13 7EF, UK	London and Surrounding		
A&D122333	Booked		Chris Wakeham	Fri 7 Jul 2023, 11:32am	Not Set	Beta	Congleton CW12, UK	North West		
A&D4311	Pending Allocation		Chris Wakeham	Fri 7 Jul 2023, 11:30am	Fri 7 Jul 2023, 12:15pm - 1:15pm (BST)	Beta	Wrexham LL12, UK	Avon and Somerset		
A&D4522	Pending Allocation		Chris Wakeham	Fri 7 Jul 2023, 11:29am	Fri 7 Jul 2023, 12:15pm - 1:15pm (BST)	ABC Roofing	Great Western Rd, Glasgow G12 0YN, UK	Cumbria		
A&D98876	Pending Allocation		Chris Wakeham	Fri 7 Jul 2023, 11:27am	Fri 7 Jul 2023, 11:45am - 12:45pm (BST)	Beta	Southwick, Fareham PO17 6EJ, UK	South West		
A&D98765	Pending Allocation		Chris Wakeham	Fri 7 Jul 2023, 11:04am	Fri 7 Jul 2023, 10:00am - 11:00am (BST)	Beta	Stretton en le Field, Swadlincote DE12 8AA, UK	Midlands		
Test - Alecia	Booked		Sked Admin	Fri 7 Jul 2023, 10:52am	Not Set	No Account	Cumbria, UK	Cumbria		
A&D74685	Ready	C	Chris Wakeham	Thu 6 Jul 2023, 3:40pm	Thu 6 Jul 2023, 11:30am - 1:30pm (BST)	Balfour Beatty - T.E & MP ...	Relay Dr, Wilnecote, Tamworth B77 5PR, UK	United Kingdom		
A&D74685	Ready	C	Chris Wakeham	Thu 6 Jul 2023, 3:18pm	Thu 6 Jul 2023, 11:30am - 1:30pm (BST)	Balfour Beatty - T.E & MP ...	Relay Dr, Wilnecote, Tamworth B77 5PR, UK	United Kingdom		
A&D009988	Pending Allocation		Chris Wakeham	Thu 6 Jul 2023, 12:30pm	Thu 6 Jul 2023, 1:30pm - 3:30pm (BST)	Great Waste	Swadlincote DE12 6GA, UK	United Kingdom		
A&D69754	Complete	C	Chris Wakeham	Thu 6 Jul 2023, 12:21pm	Thu 6 Jul 2023, 11:30am - 12:30pm (BST)	Beta	Relay Dr, Wilnecote, Tamworth B77 5PR, UK	United Kingdom		
A&D12987	Pending Allocation		Chris Wakeham	Tue 4 Jul 2023, 4:33pm	Tue 4 Jul 2023, 4:30pm - 5:30pm (BST)	Great Waste	Copt Oak Rd, Markfield LE67 9PJ, UK	East of England		
Standard Alcc	Ready	M	Chris Wakeham	Mon 3 Jul 2023, 4:28pm	Tue 4 Jul 2023, 10:00am - 11:00am (BST)	easyjet (Medigold)	Aztec W, Almondsbury, Bristol BS32 4AQ, UK	United Kingdom		
Network Rail Alcohol (Breath)/Urine (STL)	Random	Dispatched	D	Chris Wakeham	Mon 3 Jul 2023, 4:11pm	Tue 4 Jul 2023, 9:00am - 1:00pm (BST)	Balfour Beatty - T.E & MP ...	Devon PI, Newport NP20 4NN, UK	United Kingdom	
Standard Alcohol (Breath)/Oral Fluid (Onsite LIR)	New Starter	Complete	R	Chris Wakeham	Mon 3 Jul 2023, 3:37pm	Tue 4 Jul 2023, 8:00am - 9:00am (BST)	easyjet (Medigold)	Horley, Gatwick RH6 0DW, UK	United Kingdom	Yes
A&D12345	For Cause	Complete	C	Chris Wakeham	Mon 3 Jul 2023, 2:33pm	Mon 3 Jul 2023, 3:00pm - 4:00pm (BST)	Beta	United Kingdom	United Kingdom	
A&D09876	For Cause	Complete	S	Chris Wakeham	Mon 3 Jul 2023, 10:46am	Mon 3 Jul 2023, 11:15am - 12:15pm (BST)	Beta	Birmingham Business Park, Solihull Pkwy, Birmingham B37 7YN, UK	United Kingdom	

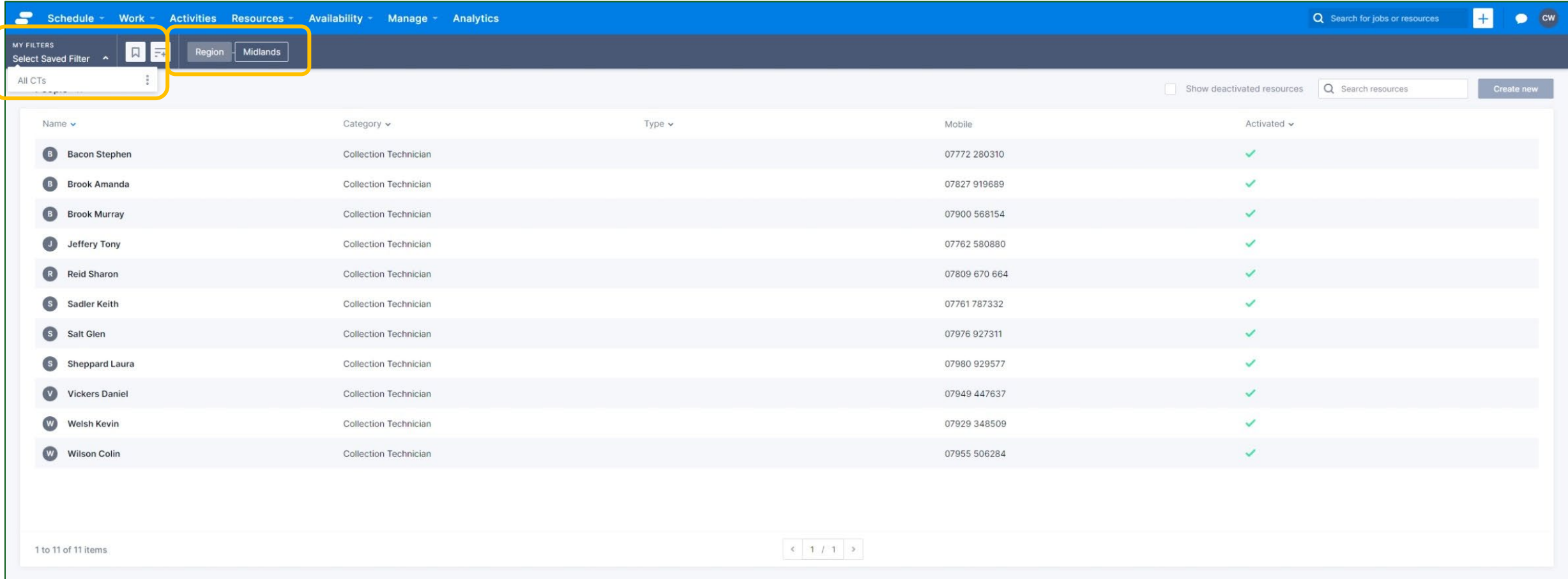
You can view the HKCTs from the “**Resources**” tab



The screenshot displays the 'Resources' tab in the Hampton Knight software. The top navigation bar includes 'Schedule', 'Work', 'Activities', 'Resources', 'Availability', 'Manage', and 'Analytics'. The 'Resources' tab is highlighted. Below the navigation bar, there are filters for 'Region' (set to 'HKCT') and 'Resource type' (set to 'Person'). A sidebar on the left shows 'SHOWING JOBS From 01 Jul - 31 Jul' with various status filters: Queued, Pending Allocation, Pending Dispatch, Dispatched, Ready, En Route, On Site, In Progress, Complete, and Cancelled. The main area features a calendar for July 2023, with dates from 1st to 5th of August. The calendar grid shows dates from Sunday to Saturday. The date 9th is highlighted in blue. The interface also includes a search bar for jobs and resources, and a 'Minimize' button at the bottom of the sidebar.

Viewing CT list

The region being viewed is highlighted in “**Region**”, to view all CTs, select “**My Filters**”



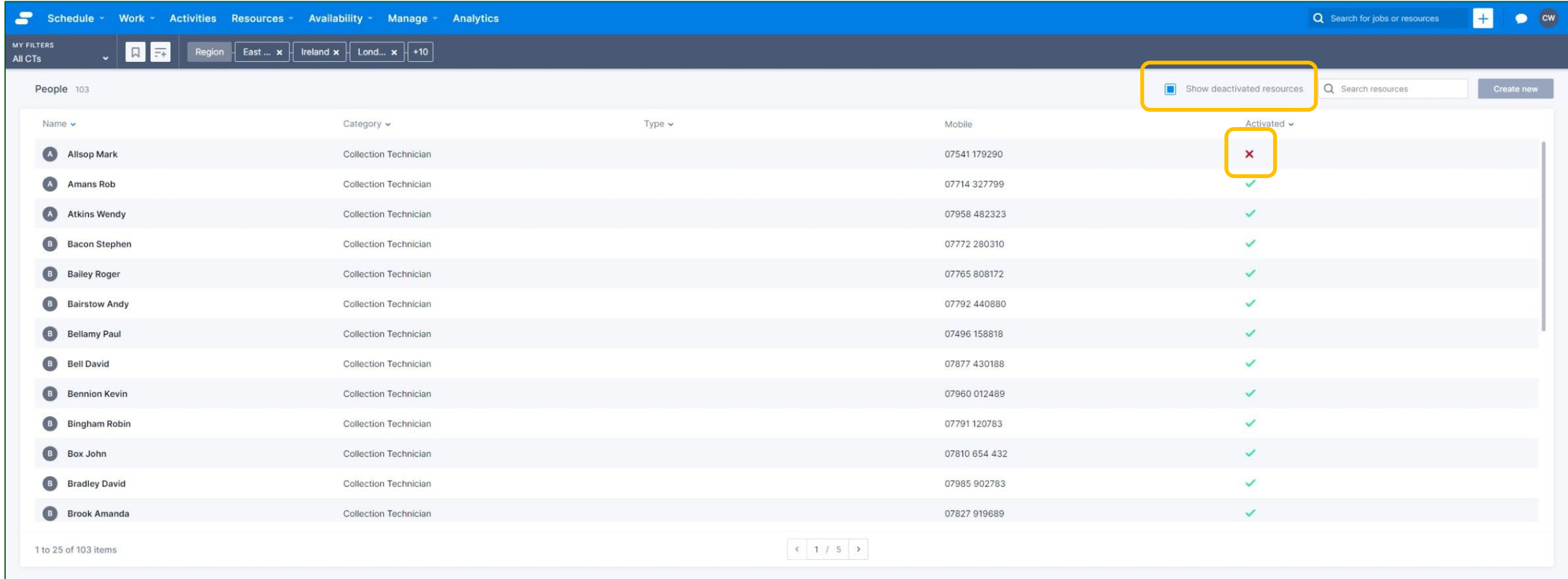
The screenshot displays the Hampton Knight interface for viewing Collection Technicians (CTs). The top navigation bar includes 'Schedule', 'Work', 'Activities', 'Resources', 'Availability', 'Manage', and 'Analytics'. A search bar is located in the top right corner. The 'MY FILTERS' section is highlighted with a yellow box, showing 'Select Saved Filter' and 'All CTs' options. The 'Region' filter is set to 'Midlands'. The main table lists 11 Collection Technicians, all of whom are active (indicated by a green checkmark in the 'Activated' column). The table columns are Name, Category, Type, Mobile, and Activated.

Name	Category	Type	Mobile	Activated
Bacon Stephen	Collection Technician		07772 280310	✓
Brook Amanda	Collection Technician		07827 919689	✓
Brook Murray	Collection Technician		07900 568154	✓
Jeffery Tony	Collection Technician		07762 580880	✓
Reid Sharon	Collection Technician		07809 670 664	✓
Sadler Keith	Collection Technician		07761 787332	✓
Salt Glen	Collection Technician		07976 927311	✓
Sheppard Laura	Collection Technician		07980 929577	✓
Vickers Daniel	Collection Technician		07949 447637	✓
Welsh Kevin	Collection Technician		07929 348509	✓
Wilson Colin	Collection Technician		07955 506284	✓

1 to 11 of 11 items

Deactivated resources

You can see deactivated CTs using **“Show deactivated resources”**



The screenshot shows a web application interface for managing resources. The top navigation bar includes 'Schedule', 'Work', 'Activities', 'Resources', 'Availability', 'Manage', and 'Analytics'. A search bar is located in the top right corner. Below the navigation bar, there are filters for 'Region' (East, Ireland, Lond...) and a '+10' button. The main content area displays a list of resources under the heading 'People 103'. A checkbox labeled 'Show deactivated resources' is highlighted with a yellow box. The list of resources includes columns for Name, Category, Type, Mobile, and Activated. The first resource, 'Allsop Mark', has a red 'X' in the 'Activated' column, also highlighted with a yellow box. The other resources have a green checkmark in the 'Activated' column. The bottom of the page shows pagination information: '1 to 25 of 103 items' and a page number '1 / 5'.

Name	Category	Type	Mobile	Activated
Allsop Mark	Collection Technician		07541 179290	X
Amans Rob	Collection Technician		07714 327799	✓
Atkins Wendy	Collection Technician		07958 482323	✓
Bacon Stephen	Collection Technician		07772 280310	✓
Bailey Roger	Collection Technician		07765 808172	✓
Bairstow Andy	Collection Technician		07792 440880	✓
Bellamy Paul	Collection Technician		07496 158818	✓
Bell David	Collection Technician		07877 430188	✓
Bennion Kevin	Collection Technician		07960 012489	✓
Bingham Robin	Collection Technician		07791 120783	✓
Box John	Collection Technician		07810 654 432	✓
Bradley David	Collection Technician		07985 902783	✓
Brook Amanda	Collection Technician		07827 919689	✓

And “Requests”

Schedule Work Activities Resources Availability Manage CW

MY FILTERS
Select Saved Filter Region Midlands Calendar Requests

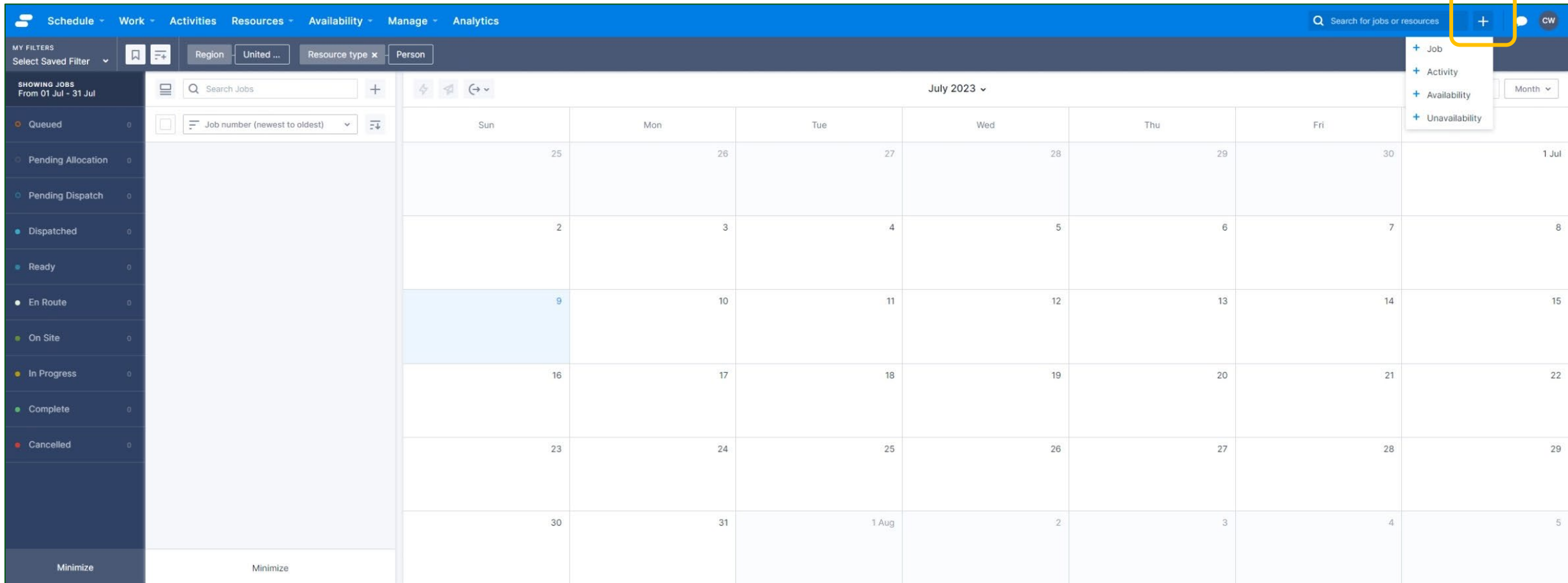
Availability requests 30 Past requests

<input type="checkbox"/> Resource	Type	Notes	Created	Start	End	Conflicts	Status
<input type="checkbox"/> Amanda Brook	Occupied		12/06/23	14/06/23 2:00pm BST	14/06/23 11:59pm BST		Approved
<input type="checkbox"/> Amanda Brook	Occupied		12/06/23	14/06/23 7:00am BST	14/06/23 10:00am BST		Approved
<input type="checkbox"/> Amanda Brook	Occupied		12/06/23	13/06/23 12:00am BST	13/06/23 11:59pm BST		Approved
<input type="checkbox"/> Amanda Brook	Occupied		12/06/23	13/06/23 7:00am BST	13/06/23 10:00am BST		Approved
<input type="checkbox"/> Amanda Brook	Available		12/06/23	13/06/23 7:00am BST	13/06/23 9:00am BST		Approved
<input type="checkbox"/> Amanda Brook	Other Job Commitments		07/06/23	17/06/23 12:00am BST	30/06/23 11:59pm BST		Approved
<input type="checkbox"/> Amanda Brook	Occupied		07/06/23	15/06/23 3:00pm BST	15/06/23 11:59pm BST		Approved
<input type="checkbox"/> Amanda Brook	Occupied		07/06/23	14/06/23 3:00pm BST	14/06/23 11:00pm BST		Approved
<input type="checkbox"/> Amanda Brook	Occupied		07/06/23	13/06/23 1:00pm BST	13/06/23 3:00pm BST		Approved
<input type="checkbox"/> Amanda Brook	Occupied		07/06/23	12/06/23 7:00am BST	12/06/23 7:00pm BST		Approved
<input type="checkbox"/> Amanda Brook	Occupied		07/06/23	11/06/23 12:00am BST	11/06/23 11:59pm BST		Approved
<input type="checkbox"/> Amanda Brook	Occupied		07/06/23	10/06/23 6:00am BST	10/06/23 9:00am BST		Approved
<input type="checkbox"/> Sharon Reid (M)	Occupied	Contactable by phone	07/06/23	08/06/23 12:00am BST	08/06/23 11:59pm BST		Approved

1 to 25 of 30 items < 1 / 2 >

Adding a job

Click on the **+** button to access the drop-down list



The screenshot displays the Hampton Knight software interface. The top navigation bar includes tabs for Schedule, Work, Activities, Resources, Availability, Manage, and Analytics. A search bar on the right contains the text "Search for jobs or resources". A yellow box highlights a "+" button in the top right corner, which has opened a dropdown menu with the following options: Job, Activity, Availability, and Unavailability.

The main area shows a calendar view for July 2023. The calendar is organized by days of the week (Sun, Mon, Tue, Wed, Thu, Fri) and dates. The dates shown are 25, 26, 27, 28, 29, 30, 1 Jul, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 1 Aug, 2, 3, 4, 5. The date 9 is highlighted in blue.

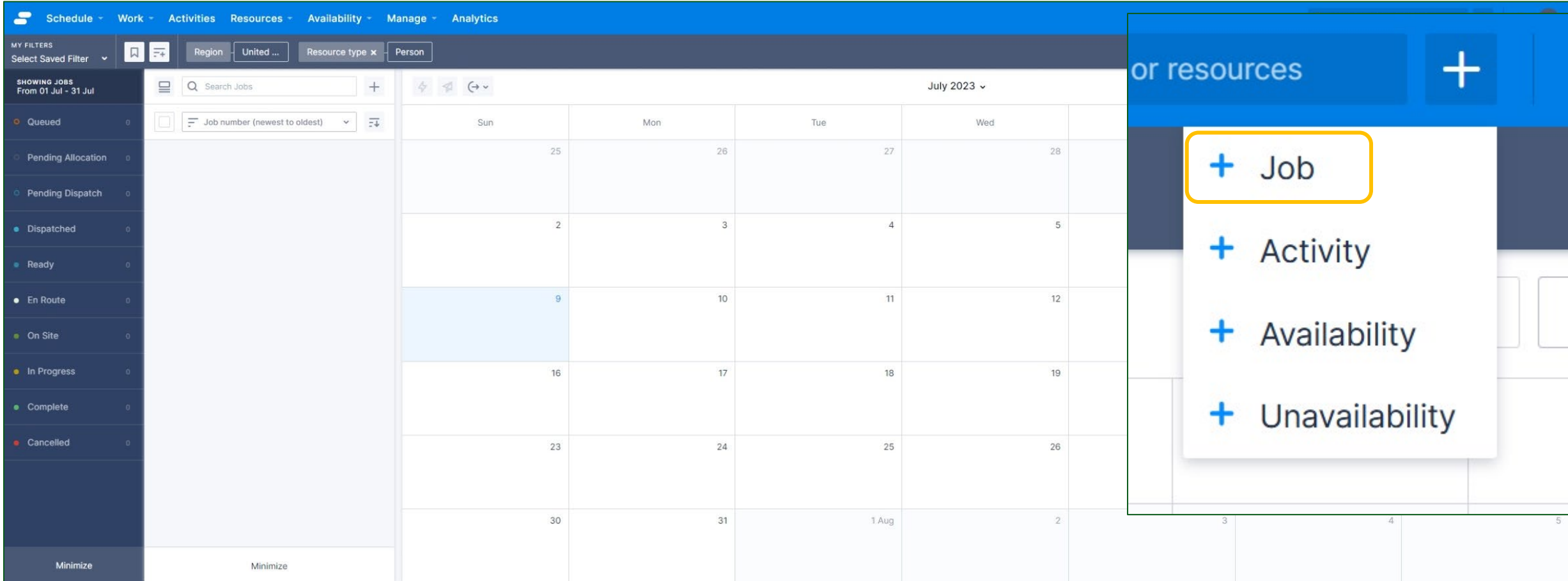
On the left side, there is a "MY FILTERS" section with a "Select Saved Filter" dropdown. Below this, there are filters for "Region" (United ...), "Resource type" (Person), and "Person". A "SHOWING JOBS" section is also visible, with a "Search Jobs" input field and a "Job number (newest to oldest)" dropdown menu. The jobs are listed in a table with columns for status and count:

Status	Count
Queued	0
Pending Allocation	0
Pending Dispatch	0
Dispatched	0
Ready	0
En Route	0
On Site	0
In Progress	0
Complete	0
Cancelled	0

At the bottom of the interface, there are "Minimize" buttons for the filters and the jobs list.

Adding a Job

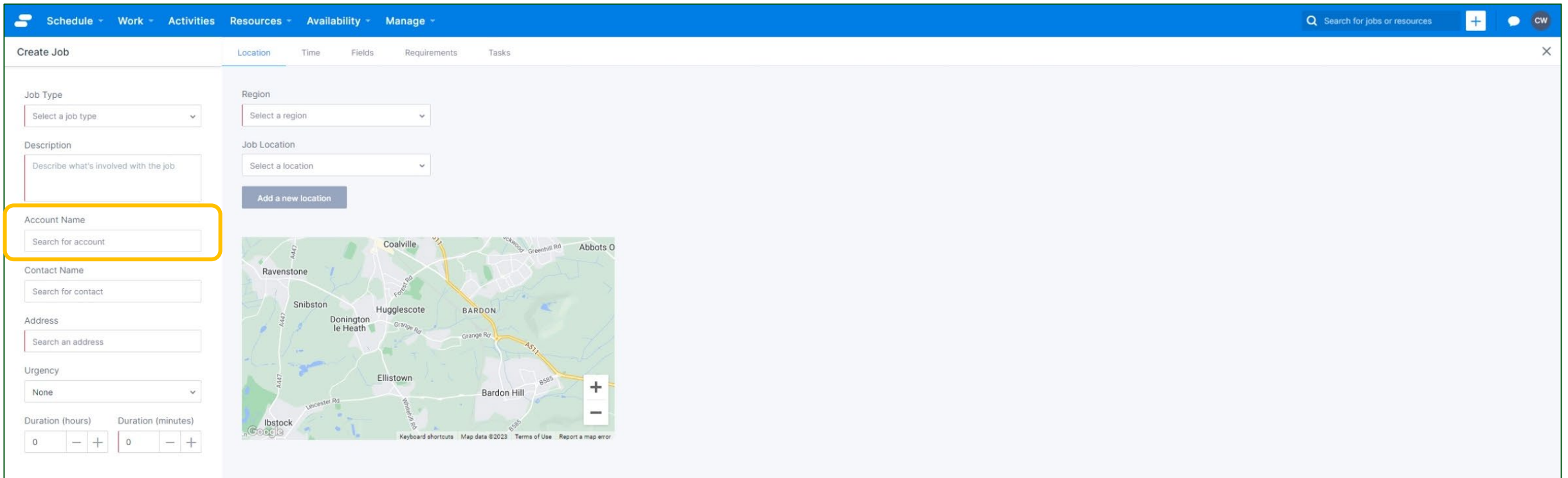
Select “Job”



The screenshot displays a software interface for job scheduling. The top navigation bar includes 'Schedule', 'Work', 'Activities', 'Resources', 'Availability', 'Manage', and 'Analytics'. Below this, there are filter tabs for 'Region' (United ...), 'Resource type' (Person), and 'Person'. The main area shows a calendar for July 2023 with columns for Sun, Mon, Tue, and Wed. A dropdown menu is open over the calendar, listing options: Job, Activity, Availability, and Unavailability. The 'Job' option is highlighted with a yellow border. The left sidebar shows a list of job statuses: Queued, Pending Allocation, Pending Dispatch, Dispatched, Ready, En Route, On Site, In Progress, Complete, and Cancelled. The bottom of the interface has 'Minimize' buttons.

Checking an account

To check to see if the client is in the database, select the “**Account Name**” field and start typing the name of the client



The screenshot shows the 'Create Job' form in the Hampton Knight system. The form is divided into several sections:

- Job Type:** A dropdown menu with the text 'Select a job type'.
- Description:** A text input field with the placeholder text 'Describe what's involved with the job'.
- Account Name:** A text input field with the placeholder text 'Search for account'. This field is highlighted with a yellow border.
- Contact Name:** A text input field with the placeholder text 'Search for contact'.
- Address:** A text input field with the placeholder text 'Search an address'.
- Urgency:** A dropdown menu with the text 'None'.
- Duration:** Two input fields for 'Duration (hours)' and 'Duration (minutes)', each with a '0' value and minus/plus buttons.

On the right side of the form, there are additional fields:

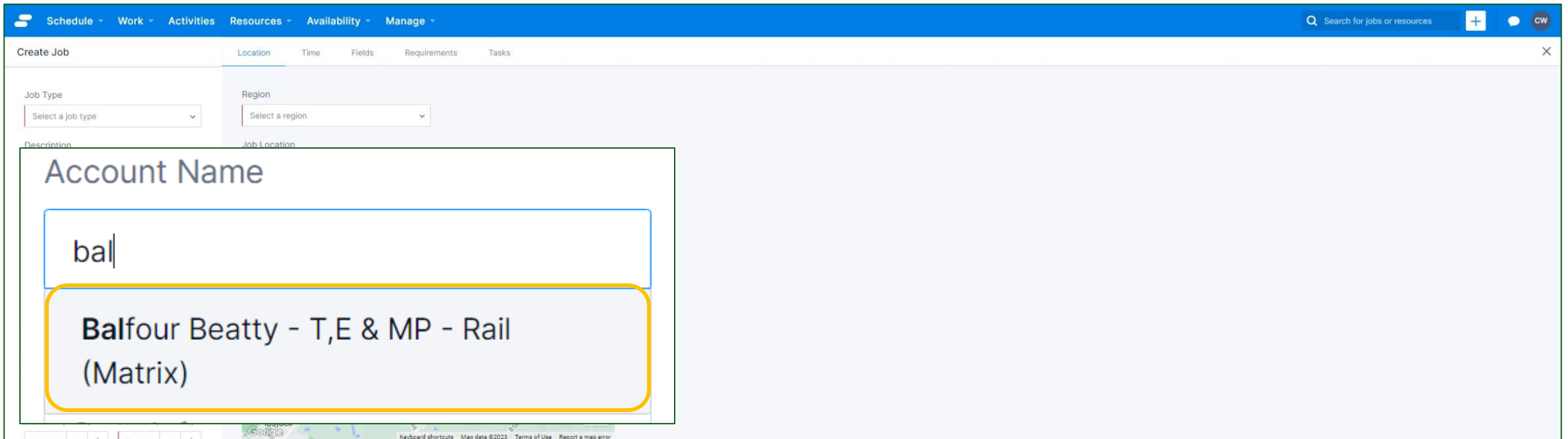
- Region:** A dropdown menu with the text 'Select a region'.
- Job Location:** A dropdown menu with the text 'Select a location'.
- Add a new location:** A blue button.

Below these fields is a map showing the area around Bardon Hill, with labels for Ravenstone, Snibston, Donington le Heath, Hugglescote, BARDON, Ellistown, Bardon Hill, and Ibstock. The map includes a search bar and zoom controls.

Adding an account

If the client's name appears, click on the client's name to save it and go to **slide 27**

If the client's name **does not** appear, continue to **slide 19**

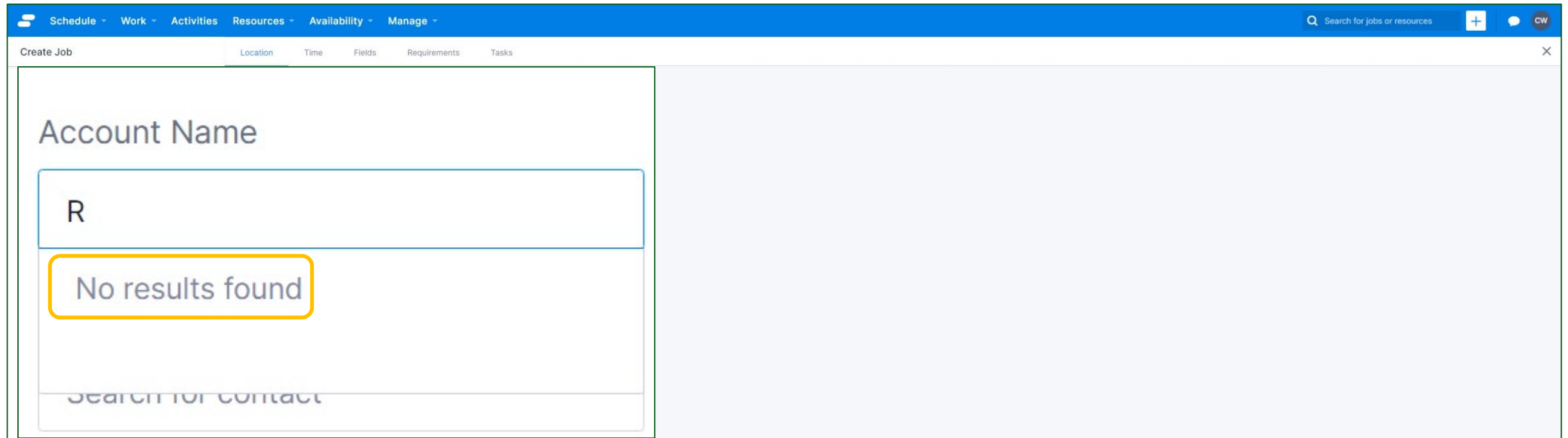


The screenshot shows the 'Create Job' interface with the following elements:

- Navigation bar: Schedule, Work, Activities, Resources, Availability, Manage
- Search bar: Search for jobs or resources
- Form tabs: Location, Time, Fields, Requirements, Tasks
- Job Type: Select a job type (dropdown)
- Region: Select a region (dropdown)
- Description: Account Name
- Job Location: bal
- Dropdown menu: Balfour Beatty - T,E & MP - Rail (Matrix)

Adding an account

If “**No results found**” you will need to add the client to the database, continue to **slide 20**



Schedule Work Activities Resources Availability Manage

Search for jobs or resources

Create Job Location Time Fields Requirements Tasks

Account Name

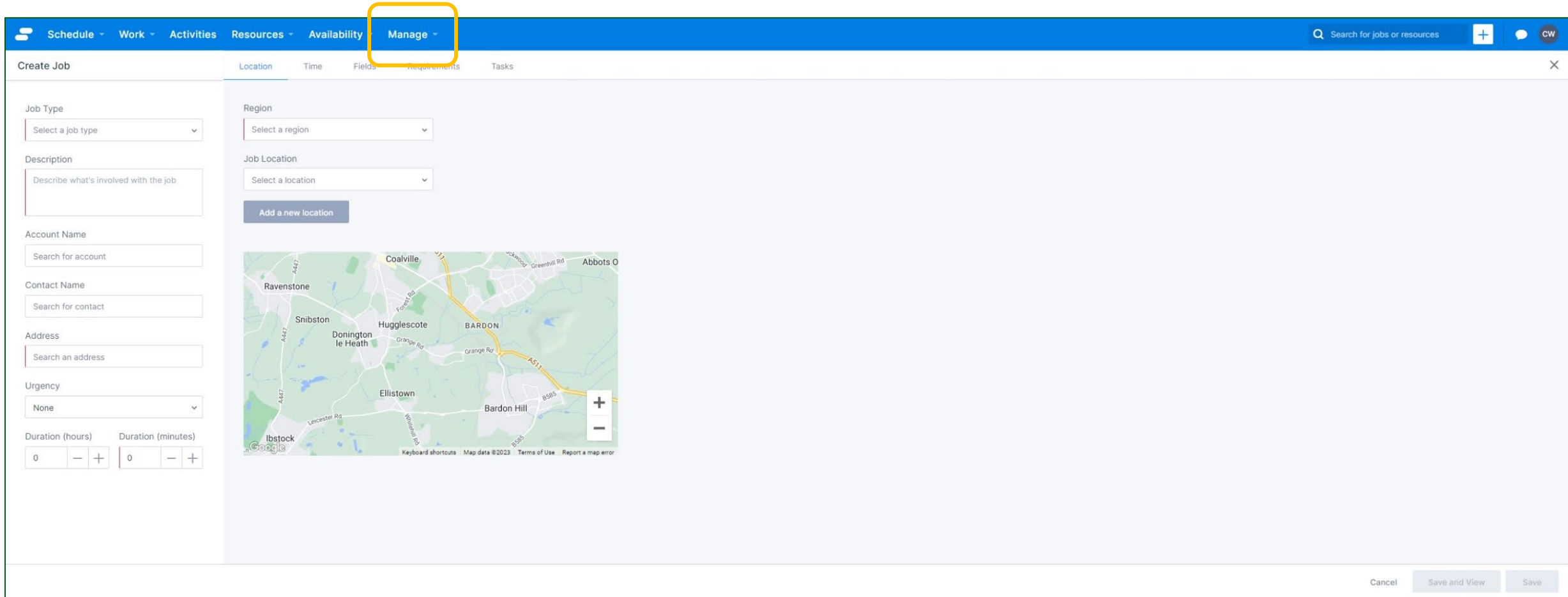
R

No results found

Search for contact

Adding a client

Select “**Manage**”



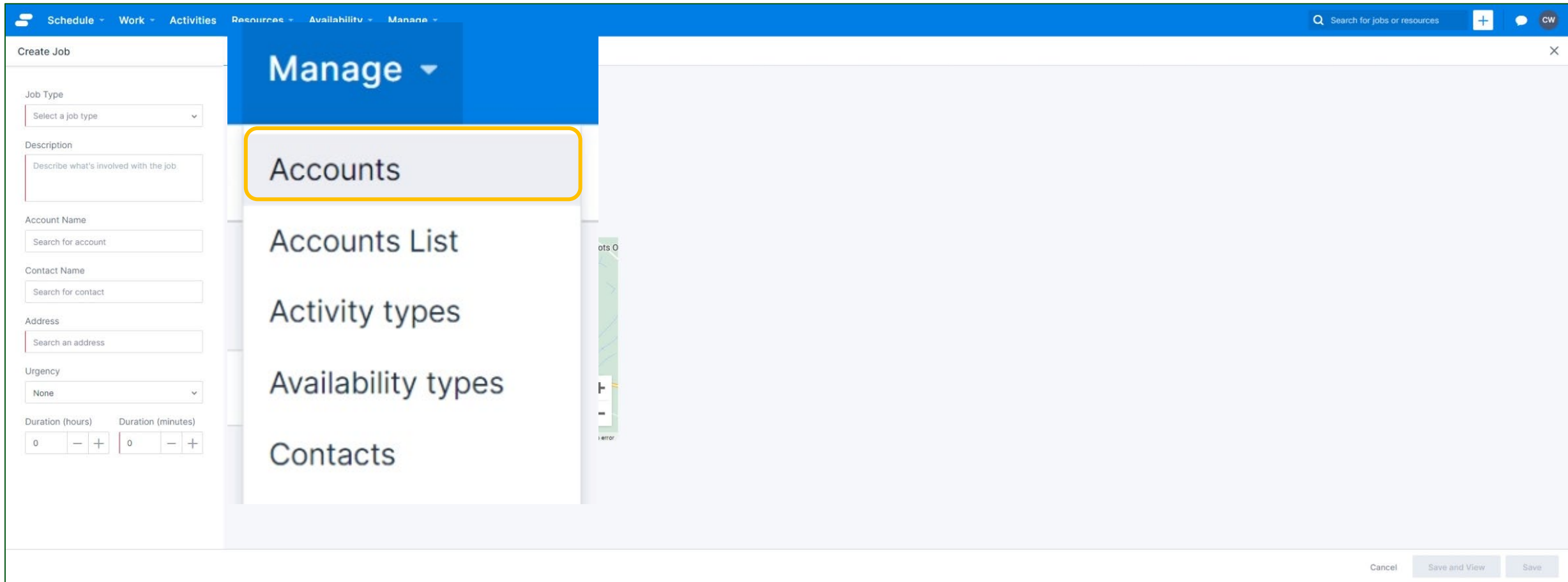
The screenshot displays the Hampton Knight software interface for adding a client. The top navigation bar is blue and contains the following menu items: Schedule, Work, Activities, Resources, Availability, and **Manage** (highlighted with a yellow box). A search bar on the right of the navigation bar contains the text "Search for jobs or resources" and a plus icon. Below the navigation bar, the "Create Job" window is open, showing a form with the following fields:

- Job Type: Select a job type (dropdown menu)
- Description: Describe what's involved with the job (text input)
- Account Name: Search for account (text input)
- Contact Name: Search for contact (text input)
- Address: Search an address (text input)
- Urgency: None (dropdown menu)
- Duration (hours): 0 (input field with minus and plus buttons)
- Duration (minutes): 0 (input field with minus and plus buttons)

The "Region" section includes a "Select a region" dropdown menu and a "Job Location" section with a "Select a location" dropdown menu and an "Add a new location" button. A map of the Bardon area is displayed, showing locations such as Ravenstone, Snibston, Donington le Heath, Hugglescote, BARDON, Ellistown, Bardon Hill, and Ibstock. The map includes a Google logo and a keyboard shortcuts link. At the bottom right of the window, there are buttons for "Cancel", "Save and View", and "Save".

Adding a client

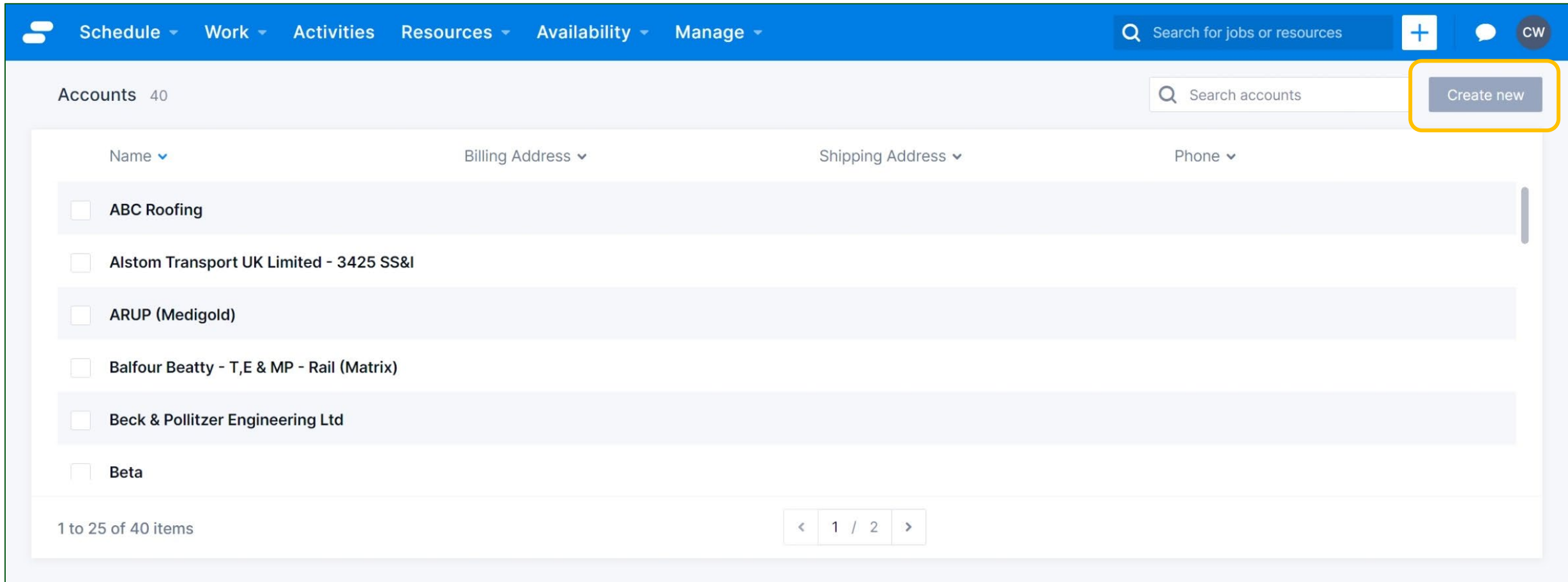
Select “**Accounts**” from the drop-down list



The screenshot displays a software interface for job management. On the left, a 'Create Job' form is visible with fields for Job Type, Description, Account Name, Contact Name, Address, Urgency, and Duration. The main area features a blue 'Manage' dropdown menu. The dropdown list is open, showing several options: 'Accounts', 'Accounts List', 'Activity types', 'Availability types', and 'Contacts'. The 'Accounts' option is highlighted with a yellow border. The interface also includes a search bar at the top right and a 'Cancel' button at the bottom right.

Adding a client

Click on the “**Create new**” button



The screenshot shows a software interface with a blue navigation bar at the top. The navigation bar contains the following items: a hamburger menu icon, 'Schedule', 'Work', 'Activities', 'Resources', 'Availability', and 'Manage'. On the right side of the navigation bar, there is a search bar with the text 'Search for jobs or resources', a plus sign icon, a chat icon, and a user profile icon labeled 'CW'. Below the navigation bar, the main content area is titled 'Accounts 40'. On the right side of this area, there is a search bar with the text 'Search accounts' and a 'Create new' button, which is highlighted with a yellow box. Below the search bar, there is a table with the following columns: 'Name', 'Billing Address', 'Shipping Address', and 'Phone'. The table contains the following rows:

Name	Billing Address	Shipping Address	Phone
<input type="checkbox"/> ABC Roofing			
<input type="checkbox"/> Alstom Transport UK Limited - 3425 SS&I			
<input type="checkbox"/> ARUP (Medigold)			
<input type="checkbox"/> Balfour Beatty - T,E & MP - Rail (Matrix)			
<input type="checkbox"/> Beck & Pollitzer Engineering Ltd			
<input type="checkbox"/> Beta			

At the bottom of the table, there is a pagination control showing '1 to 25 of 40 items' and a page navigation button with the text '< 1 / 2 >'.

Adding a client

Add the client's details in the “**Account Name**” field

CREATE ACCOUNT ×

Details

Account name

Account phone

Billing address

Street

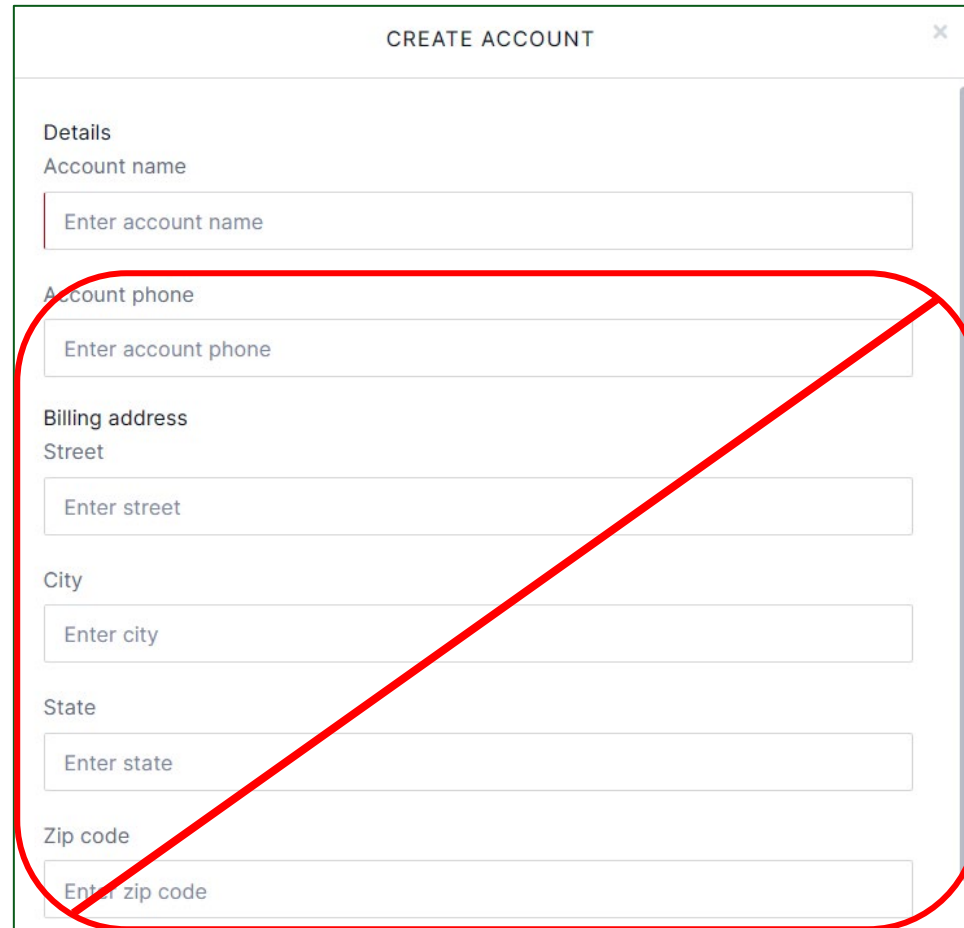
City

State

Zip code

Adding a client

Do **not** add any other details



CREATE ACCOUNT

Details

Account name

Enter account name

Account phone

Enter account phone

Billing address

Street

Enter street

City

Enter city

State

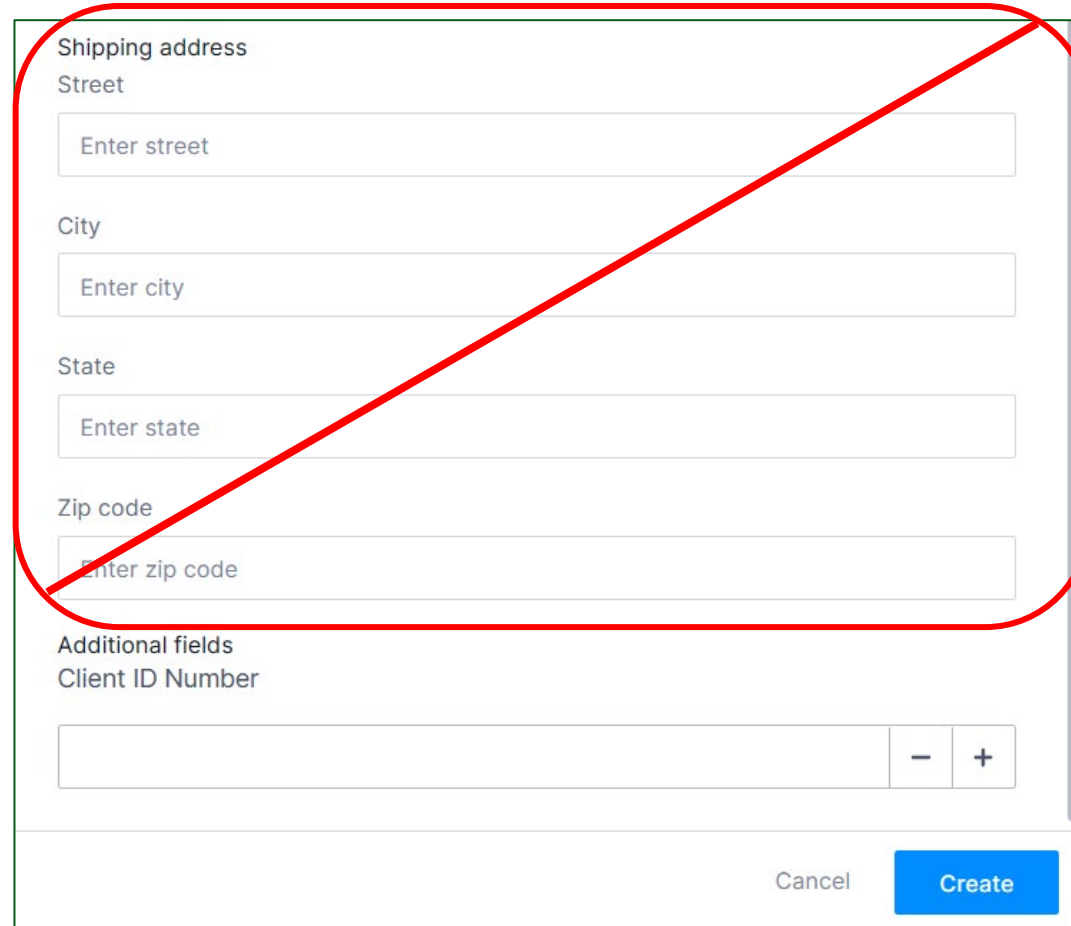
Enter state

Zip code

Enter zip code

Adding a client

Do **not** add any other details



The screenshot shows a form for adding a client. The 'Shipping address' section is circled in red and has a red diagonal line drawn across it, indicating that these fields should not be filled. The 'Additional fields' section is visible below, with a 'Client ID Number' field and a '+' button.

Shipping address

Street

City

State

Zip code

Additional fields

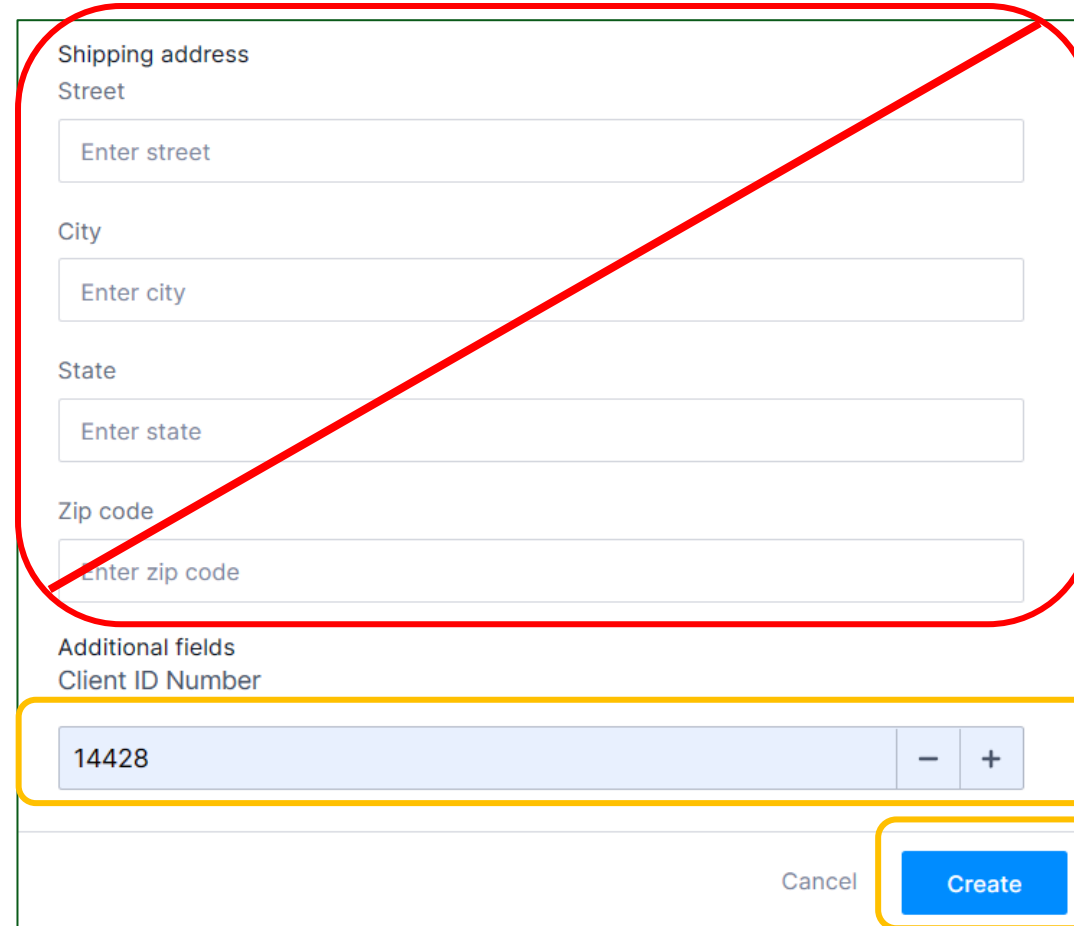
Client ID Number

- +

Cancel Create

Adding a client

Add the “**Client ID Number**” and press the “**Create**” button



The screenshot shows a web form for adding a client. The form is divided into two main sections: 'Shipping address' and 'Additional fields'. The 'Shipping address' section includes four input fields: 'Street', 'City', 'State', and 'Zip code'. Each field has a placeholder text 'Enter [field name]'. A red rounded rectangle highlights this entire section, with a red diagonal line crossing through it from the bottom-left to the top-right. The 'Additional fields' section contains a single input field for 'Client ID Number' with the value '14428' entered. This field has a light blue background and is flanked by minus and plus signs. A yellow rounded rectangle highlights this field. At the bottom right of the form, there are two buttons: a grey 'Cancel' button and a blue 'Create' button. A yellow rounded rectangle highlights the 'Create' button.

Shipping address

Street

Enter street

City

Enter city

State

Enter state

Zip code

Enter zip code

Additional fields

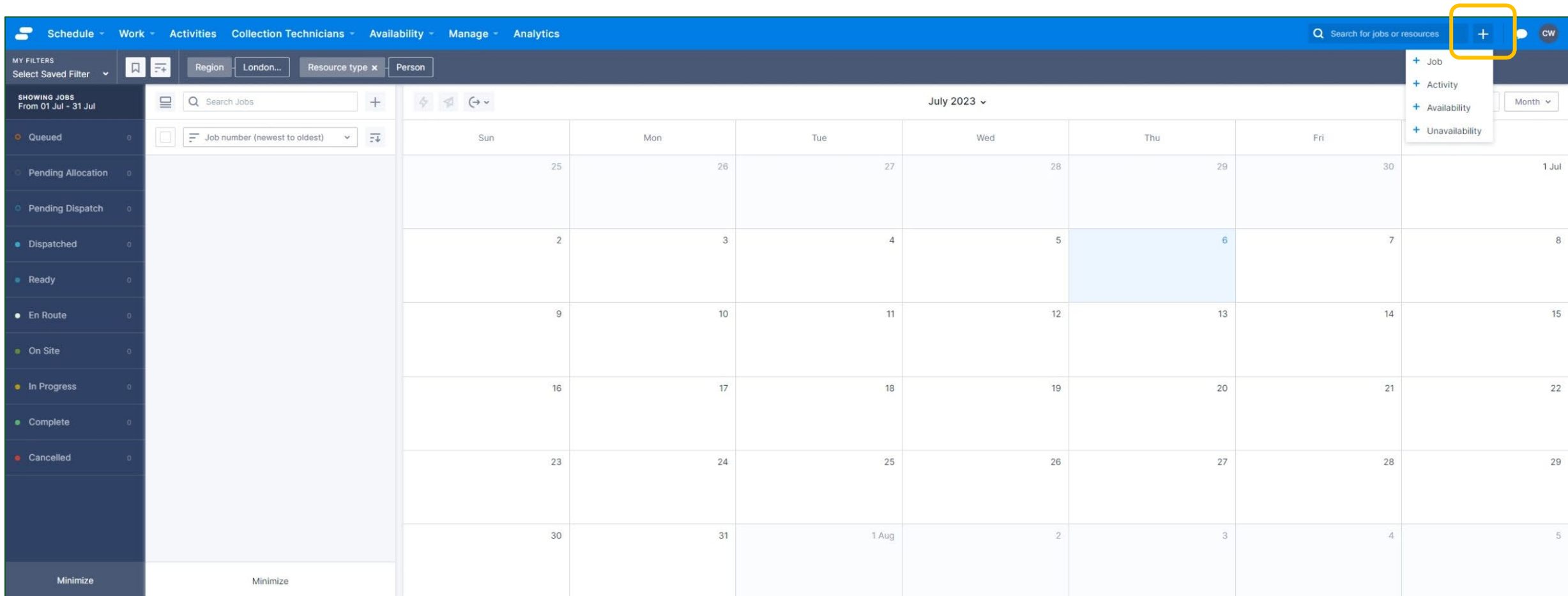
Client ID Number

14428 - +

Cancel Create

Adding a Job

Click on the **+ button** to access the drop-down list

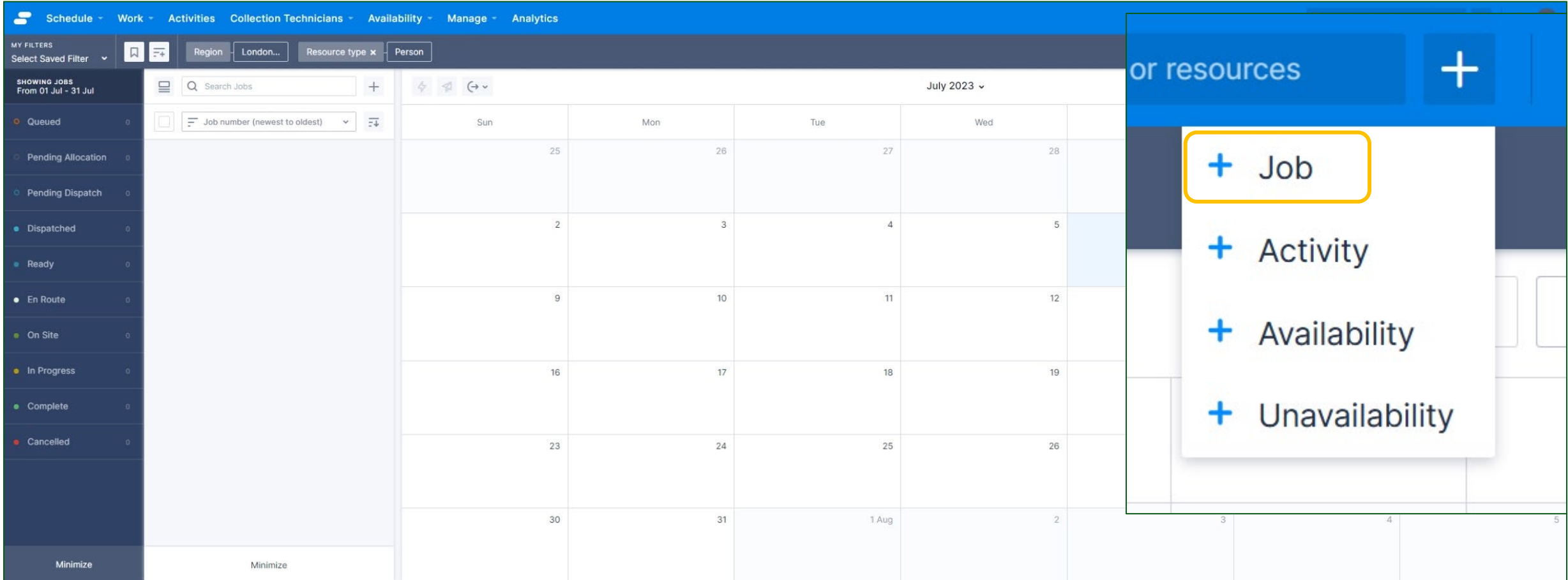


The screenshot displays the Hampton Knight software interface. The top navigation bar includes tabs for Schedule, Work, Activities, Collection Technicians, Availability, Manage, and Analytics. A search bar on the right contains the text "Search for jobs or resources". A yellow box highlights a "+" button in the top right corner, which has opened a dropdown menu with the following options: Job, Activity, Availability, and Unavailability.

The main area shows a calendar view for July 2023. The calendar is organized by days of the week (Sun, Mon, Tue, Wed, Thu, Fri) and dates. The date 6th July is highlighted in blue. The left sidebar shows a list of job statuses: Queued, Pending Allocation, Pending Dispatch, Dispatched, Ready, En Route, On Site, In Progress, Complete, and Cancelled. The bottom of the interface has "Minimize" buttons.

Adding a Job

Select “Job”



The screenshot displays the Hampton Knight software interface. At the top, there is a navigation bar with tabs for Schedule, Work, Activities, Collection Technicians, Availability, Manage, and Analytics. Below this is a filter section with 'MY FILTERS' and 'Select Saved Filter'. The main area shows a calendar for July 2023. On the left, there is a 'SHOWING JOBS' sidebar with a list of job statuses: Queued, Pending Allocation, Pending Dispatch, Dispatched, Ready, En Route, On Site, In Progress, Complete, and Cancelled. A dropdown menu is open over the calendar, showing options to add '+ Job', '+ Activity', '+ Availability', and '+ Unavailability'. The '+ Job' option is highlighted with a yellow box.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28				
2	3	4	5				
9	10	11	12				
16	17	18	19				
23	24	25	26				
30	31	1 Aug	2	3	4	5	

Adding a job type

Select “Job Type”

Schedule Work Activities Resources Availability Manage

Search for jobs or resources + CW

Create Job Location Time Fields Requirements Tasks

Job Type
Select a job type

Description
Describe what's involved with the job

Account Name
Balfour Beatty - T,E & MP - Rail (Matrix)

Contact Name
Search for contact


Address
Search an address

Urgency
None

Duration (hours) 0 - + Duration (minutes) 0 - +

Region
Select a region

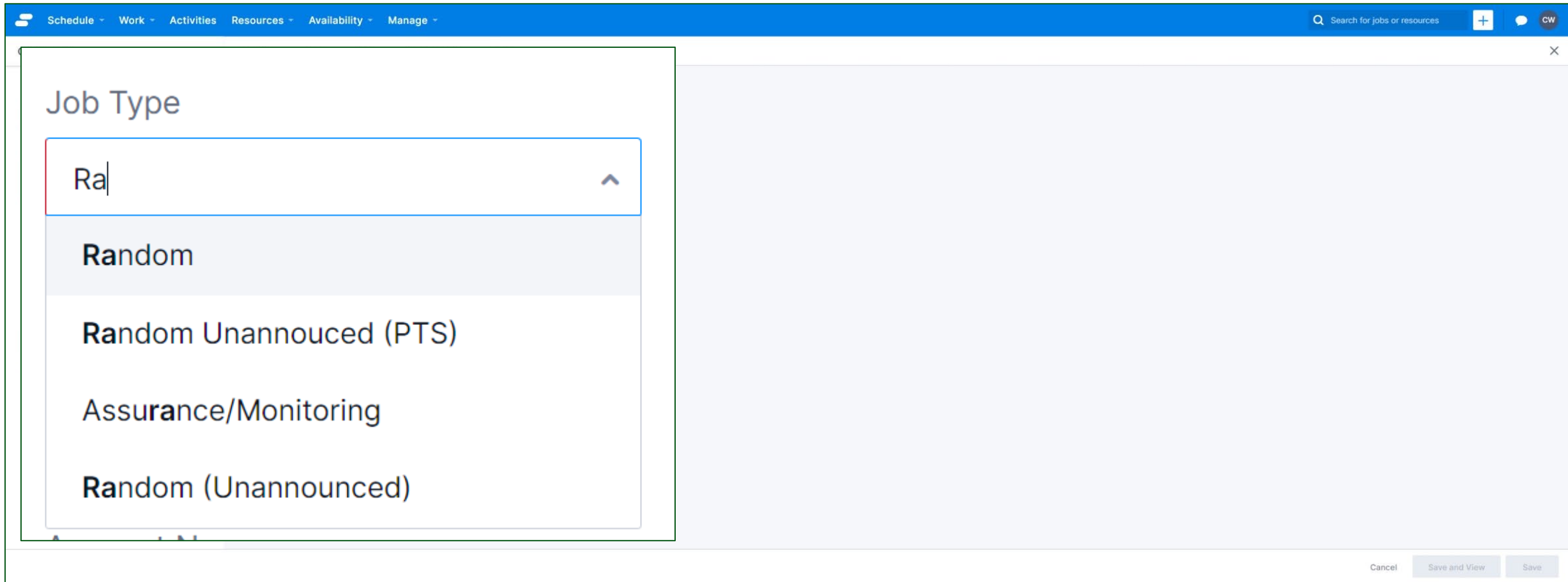
Job Location
Select a location
Add a new location



Cancel Save and View Save

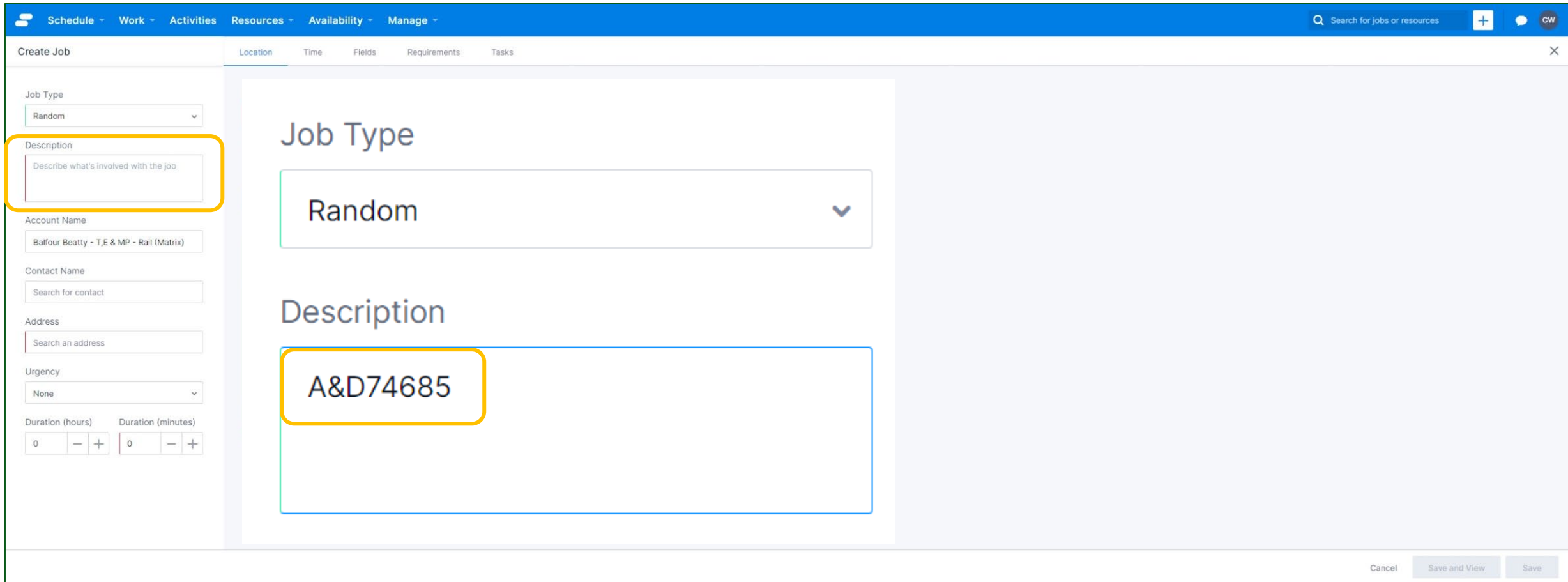
Adding a job type

Either select from the drop-down list or start typing the job type



The screenshot shows a software interface with a blue header bar containing navigation tabs: Schedule, Work, Activities, Resources, Availability, and Manage. A search bar on the right says "Search for jobs or resources". A modal window titled "Job Type" is open, showing a text input field with "Ra" and a dropdown arrow. Below the input field, a list of job types is displayed: "Random" (highlighted), "Random Unannounced (PTS)", "Assurance/Monitoring", and "Random (Unannounced)". At the bottom right of the modal, there are buttons for "Cancel", "Save and View", and "Save".

Select “**Description**” field and add the **Job Number**



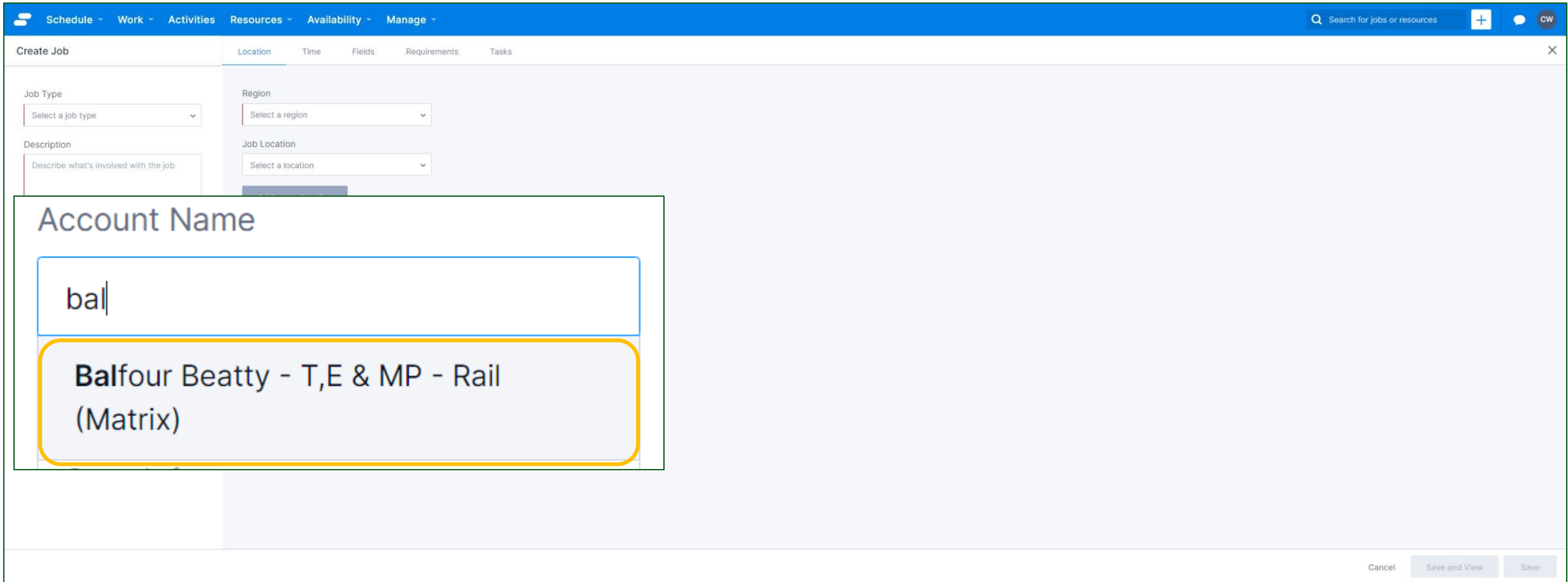
The screenshot shows a 'Create Job' form with the following fields and values:

- Job Type:** Random (dropdown menu)
- Description:** A&D74685 (text input field)
- Account Name:** Balfour Beatty - T,E & MP - Rail (Matrix)
- Contact Name:** Search for contact
- Address:** Search an address
- Urgency:** None (dropdown menu)
- Duration (hours):** 0
- Duration (minutes):** 0

Buttons at the bottom right: Cancel, Save and View, Save.

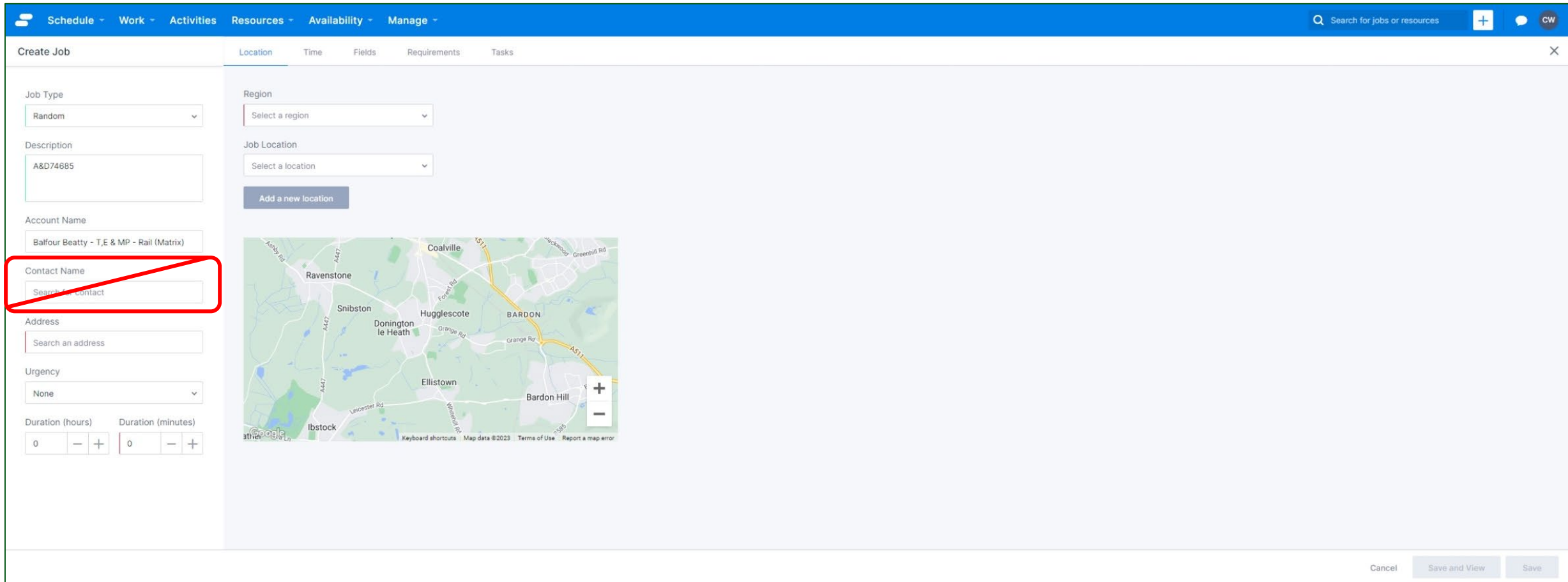
Account Name

Start typing the **Account Name** and click on the client's name to save it



The screenshot shows a software interface for creating a job. The main window is titled "Create Job" and has a blue header bar with navigation options: Schedule, Work, Activities, Resources, Availability, and Manage. A search bar in the top right corner says "Search for jobs or resources". Below the header, there are tabs for Location, Time, Fields, Requirements, and Tasks. The "Location" tab is active. On the left side, there are several input fields: "Job Type" with a dropdown menu, "Region" with a dropdown menu, "Job Location" with a dropdown menu, and "Description" with a text area. The "Account Name" field is highlighted with a blue border and contains the text "bal". A dropdown menu is open below the "Account Name" field, showing the suggestion "Balfour Beatty - T,E & MP - Rail (Matrix)" which is highlighted with a yellow border. At the bottom right of the form, there are three buttons: "Cancel", "Save and View", and "Save".

Do not complete the “Contact Name” field

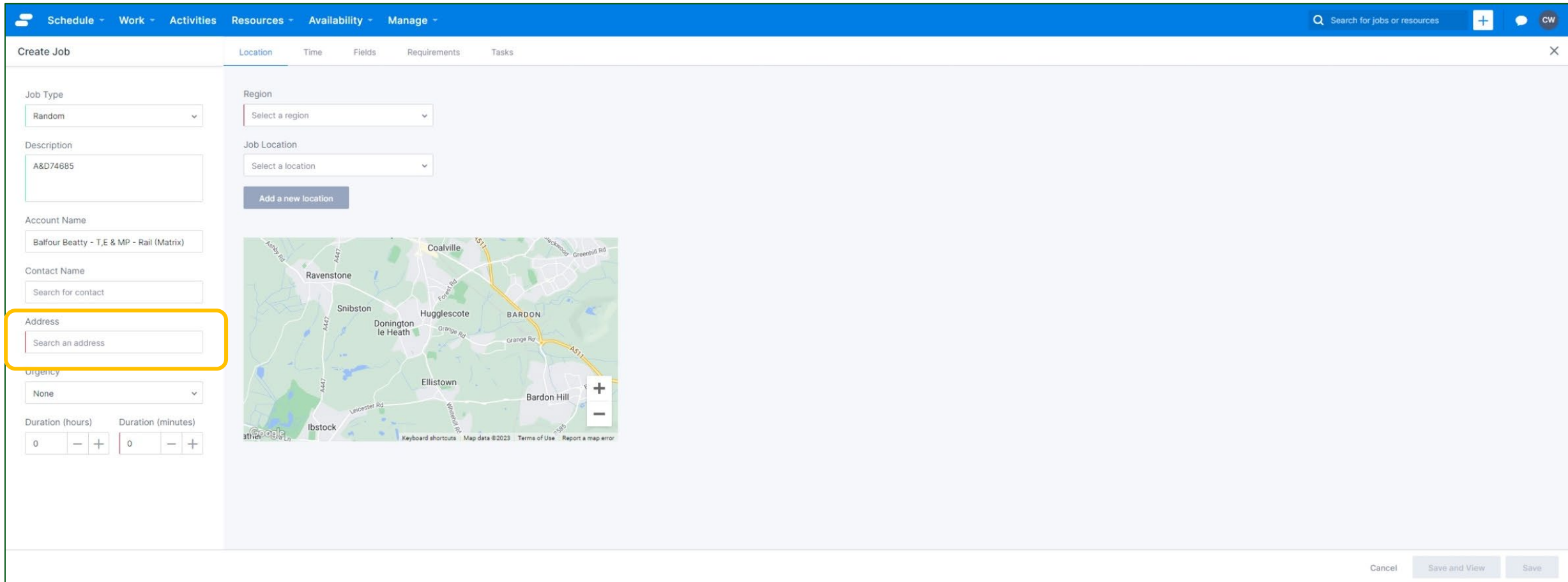


The screenshot shows a 'Create Job' form with the following fields and values:

- Job Type: Random
- Description: A&D74685
- Account Name: Balfour Beatty - T,E & MP - Rail (Matrix)
- Contact Name: Search for contact (highlighted with a red box and a diagonal line through it)
- Address: Search an address
- Urgency: None
- Duration (hours): 0
- Duration (minutes): 0

The form also includes a map of the Bardon area in Leicestershire, showing locations like Ravenstone, Snibston, Donington le Heath, Hugglescote, BARDON, Ellistown, and Bardon Hill. The map is titled 'Add a new location'.

Start typing the **post code** of the site into the “**Address**” field



The screenshot shows a web application interface for creating a job. The top navigation bar includes 'Schedule', 'Work', 'Activities', 'Resources', 'Availability', and 'Manage'. A search bar on the right says 'Search for jobs or resources'. The main content area is titled 'Create Job' and has tabs for 'Location', 'Time', 'Fields', 'Requirements', and 'Tasks'. The 'Location' tab is active.

On the left side, there are several form fields:

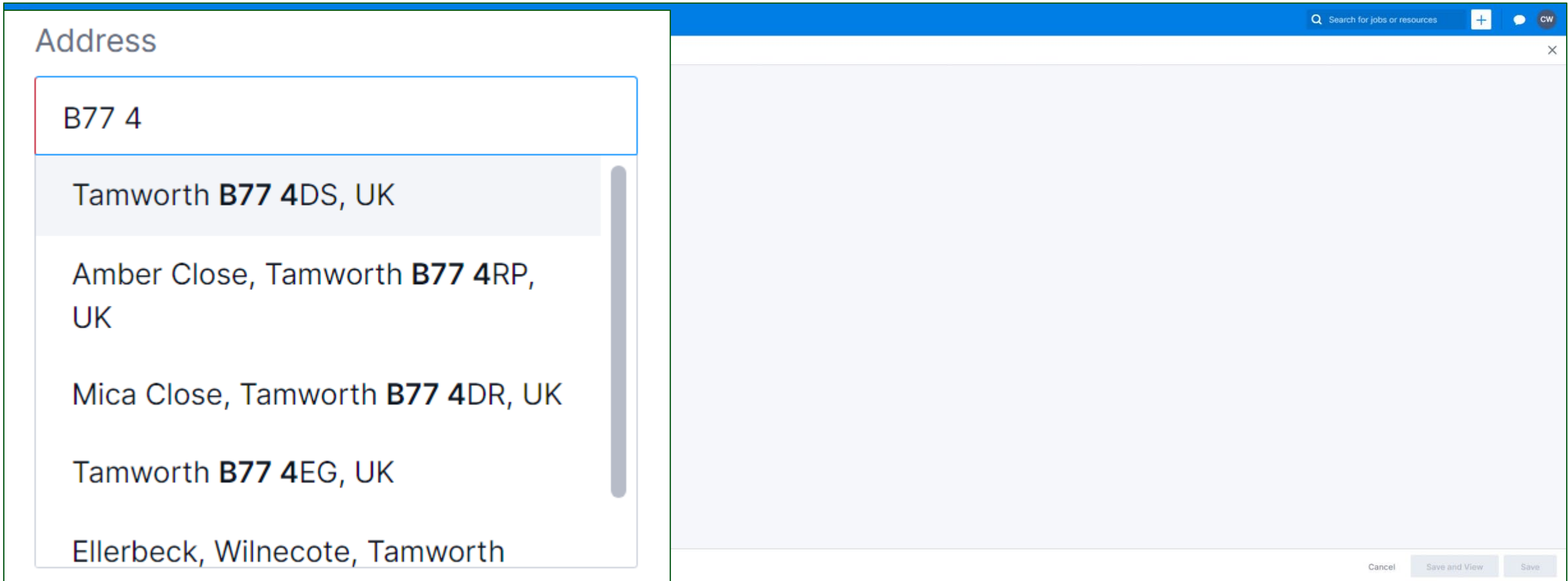
- Job Type: A dropdown menu with 'Random' selected.
- Description: A text input field containing 'A&D74685'.
- Account Name: A text input field containing 'Balfour Beatty - T,E & MP - Rail (Matrix)'.
- Contact Name: A text input field with the placeholder 'Search for contact'.
- Address: A text input field with the placeholder 'Search an address', highlighted with a yellow border.
- Urgency: A dropdown menu with 'None' selected.
- Duration (hours): A numeric input field with '0' and minus/plus buttons.
- Duration (minutes): A numeric input field with '0' and minus/plus buttons.

On the right side, there are two dropdown menus:

- Region: A dropdown menu with 'Select a region' selected.
- Job Location: A dropdown menu with 'Select a location' selected.

Below these dropdowns is a button labeled 'Add a new location'. To the right of the form is a map showing a geographical area with labels for 'Ravenstone', 'Snibston', 'Donington le Heath', 'Hugglescote', 'BARDON', 'Ellistown', 'Bardon Hill', and 'Ibstock'. The map includes a Google logo and copyright information: 'Map data ©2023 Terms of Use Report a map error'. At the bottom right of the form are three buttons: 'Cancel', 'Save and View', and 'Save'.

Select the correct option from the drop-down list



The screenshot shows a software interface with a blue header bar. On the left, a dropdown menu is open, displaying a list of address options. The first option, "B77 4", is highlighted with a red border. The other options are "Tamworth B77 4DS, UK", "Amber Close, Tamworth B77 4RP, UK", "Mica Close, Tamworth B77 4DR, UK", "Tamworth B77 4EG, UK", and "Ellerbeck, Wilnecote, Tamworth". The main content area of the interface is currently empty. At the bottom right, there are three buttons: "Cancel", "Save and View", and "Save".

Address

B77 4

Tamworth **B77 4DS**, UK

Amber Close, Tamworth **B77 4RP**, UK

Mica Close, Tamworth **B77 4DR**, UK

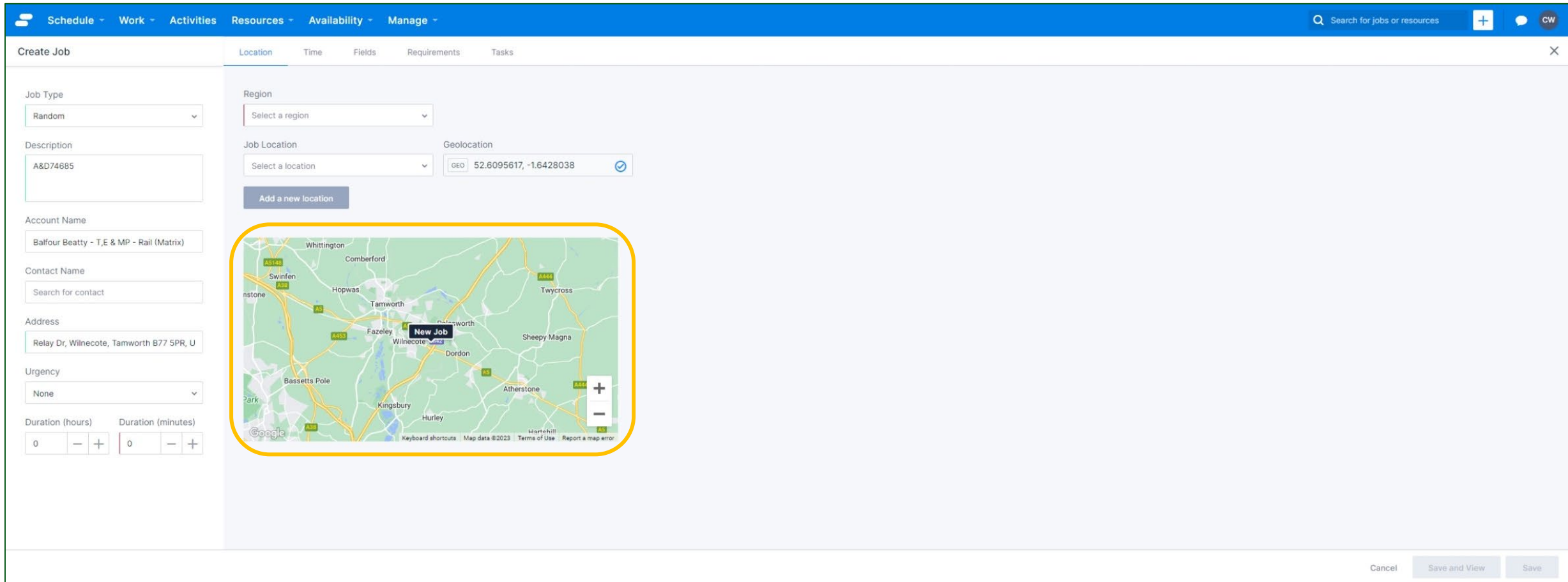
Tamworth **B77 4EG**, UK

Ellerbeck, Wilnecote, Tamworth

Search for jobs or resources + CW

Cancel Save and View Save

The map will now show the location of the job



The screenshot displays a software interface for creating a job. The top navigation bar includes 'Schedule', 'Work', 'Activities', 'Resources', 'Availability', and 'Manage'. A search bar on the right contains the text 'Search for jobs or resources'. The main content area is titled 'Create Job' and has tabs for 'Location', 'Time', 'Fields', 'Requirements', and 'Tasks'. The 'Location' tab is active.

On the left side, there are several input fields:

- Job Type:** A dropdown menu with 'Random' selected.
- Description:** A text box containing 'A&D74685'.
- Account Name:** A text box containing 'Balfour Beatty - T,E & MP - Rail (Matrix)'.
- Contact Name:** A text box with the placeholder 'Search for contact'.
- Address:** A text box containing 'Relay Dr, Wilnecote, Tamworth B77 5PR, U'.
- Urgency:** A dropdown menu with 'None' selected.
- Duration (hours):** A numeric input field with '0' and minus/plus buttons.
- Duration (minutes):** A numeric input field with '0' and minus/plus buttons.

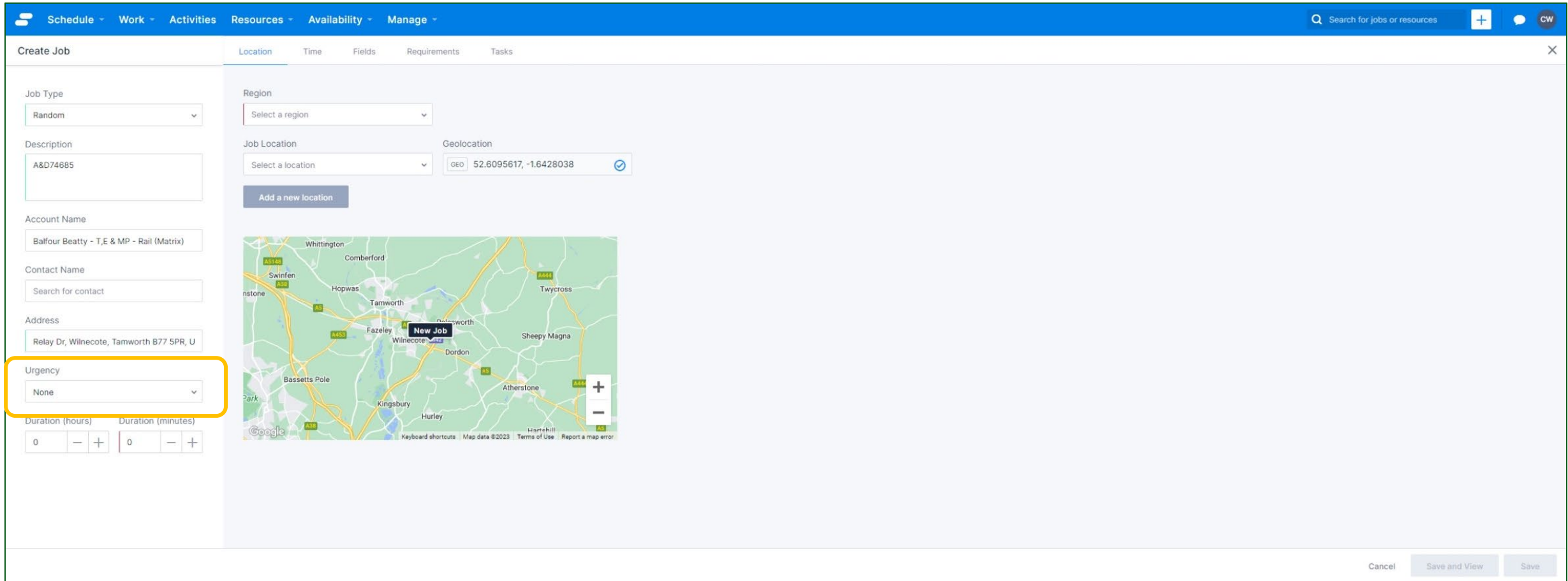
On the right side, there are additional location-related fields:

- Region:** A dropdown menu with 'Select a region'.
- Job Location:** A dropdown menu with 'Select a location'.
- Geolocation:** A text box containing the coordinates '52.6095617, -1.6428038' with a checkmark icon.
- Add a new location:** A button below the geolocation field.

The central part of the interface features a map of the Tamworth area, outlined in orange. A black marker labeled 'New Job' is placed on the map near Wilnecote. The map shows various roads, including A5148, A58, A450, A45, A44, A43, and A38, and several towns like Whittington, Comberford, Swinfen, Hopwas, Tamworth, Fazeley, Wilnecote, Dordon, Kingsbury, Hurley, Bassetts Pole, Park, Atherstone, Sheepy Magna, and Twycross. The map is powered by Google and includes a copyright notice for 2023.

At the bottom right of the interface, there are three buttons: 'Cancel', 'Save and View', and 'Save'.

Select the field “Urgency”



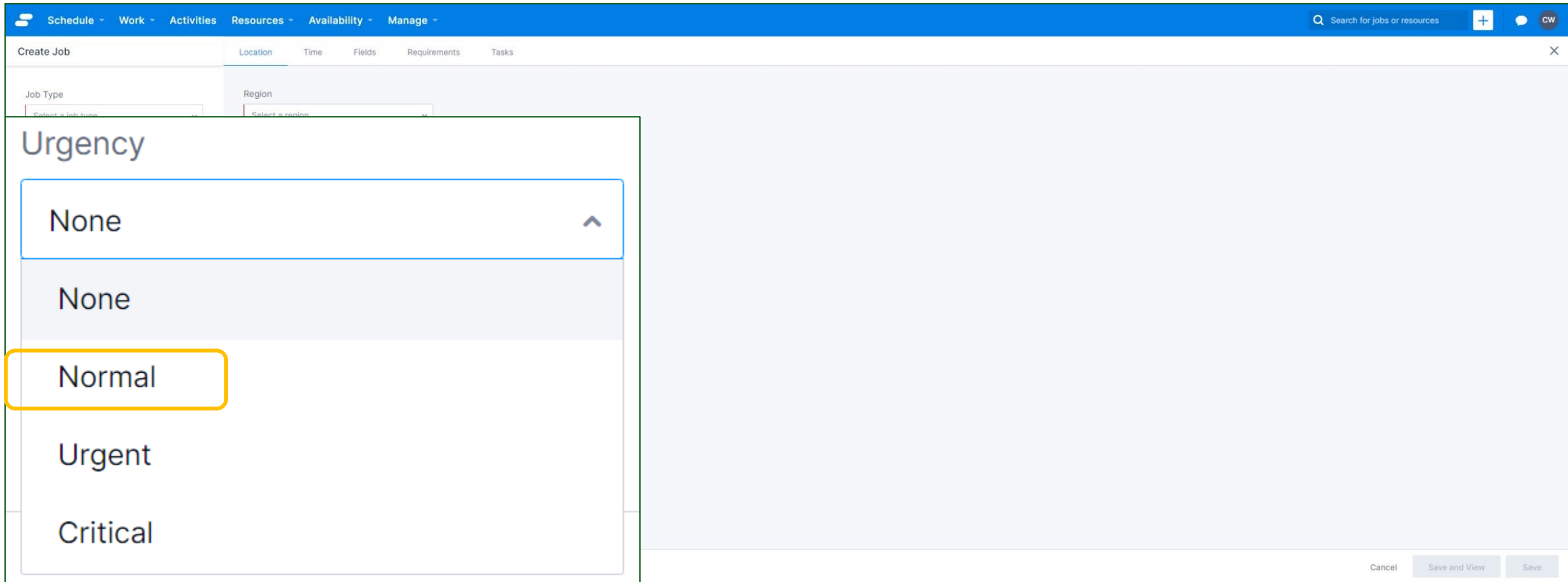
The screenshot shows a 'Create Job' form with the following fields and values:

- Job Type:** Random
- Description:** A&D74685
- Account Name:** Balfour Beatty - T,E & MP - Rail (Matrix)
- Contact Name:** Search for contact
- Address:** Relay Dr, Wilnecote, Tamworth B77 5PR, U
- Urgency:** None (highlighted with a yellow box)
- Duration (hours):** 0
- Duration (minutes):** 0

The form also includes a map view showing the location of the job, with a 'New Job' marker. The map shows the area around Tamworth, including locations like Swinfen, Hopwas, Tamworth, Fazeley, Wilnecote, Dordon, Kingsbury, Hurley, Bassetts Pole, and Atherstone. The map is powered by Google Maps.

Urgency

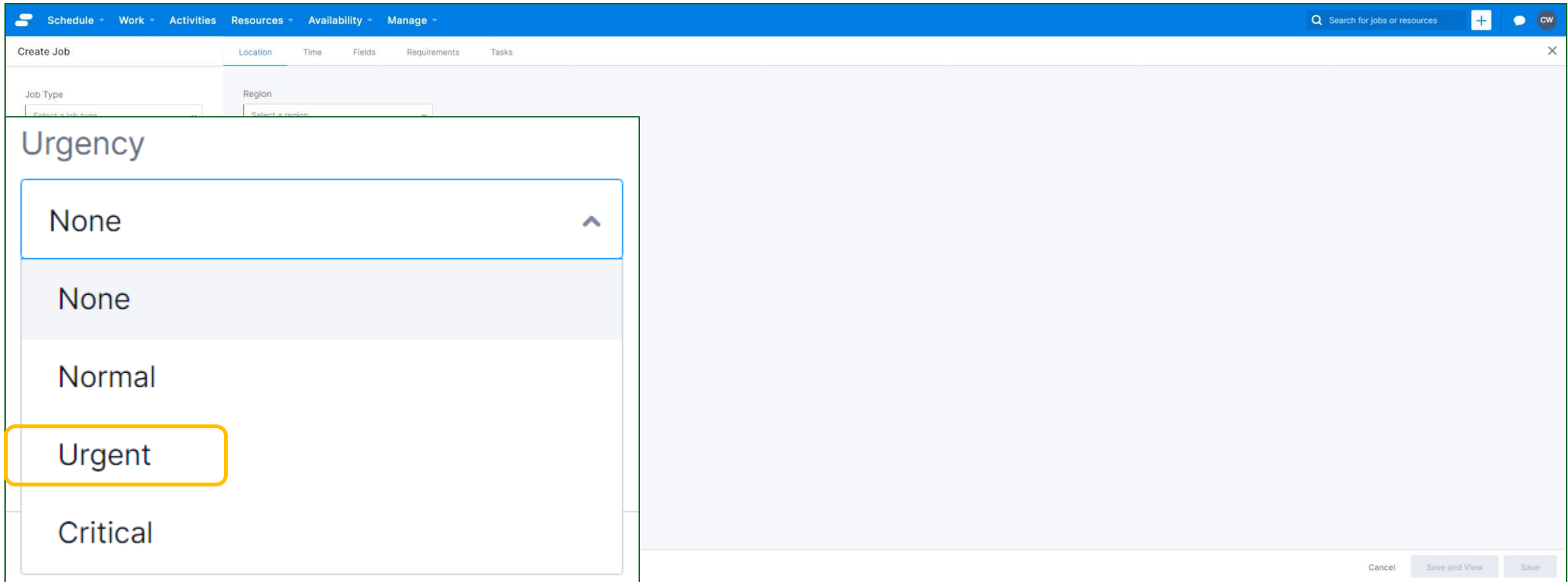
If the job is scheduled, select “**Normal**” in the drop-down list



The screenshot shows a software interface for creating a job. The top navigation bar includes 'Schedule', 'Work', 'Activities', 'Resources', 'Availability', and 'Manage'. A search bar is present on the right. The main content area is titled 'Create Job' and has tabs for 'Location', 'Time', 'Fields', 'Requirements', and 'Tasks'. Below these tabs, there are input fields for 'Job Type' and 'Region'. A dropdown menu for 'Urgency' is open, showing the following options: 'None', 'Normal', 'Urgent', and 'Critical'. The 'Normal' option is highlighted with a yellow border. At the bottom right of the interface, there are buttons for 'Cancel', 'Save and View', and 'Save'.

Urgency

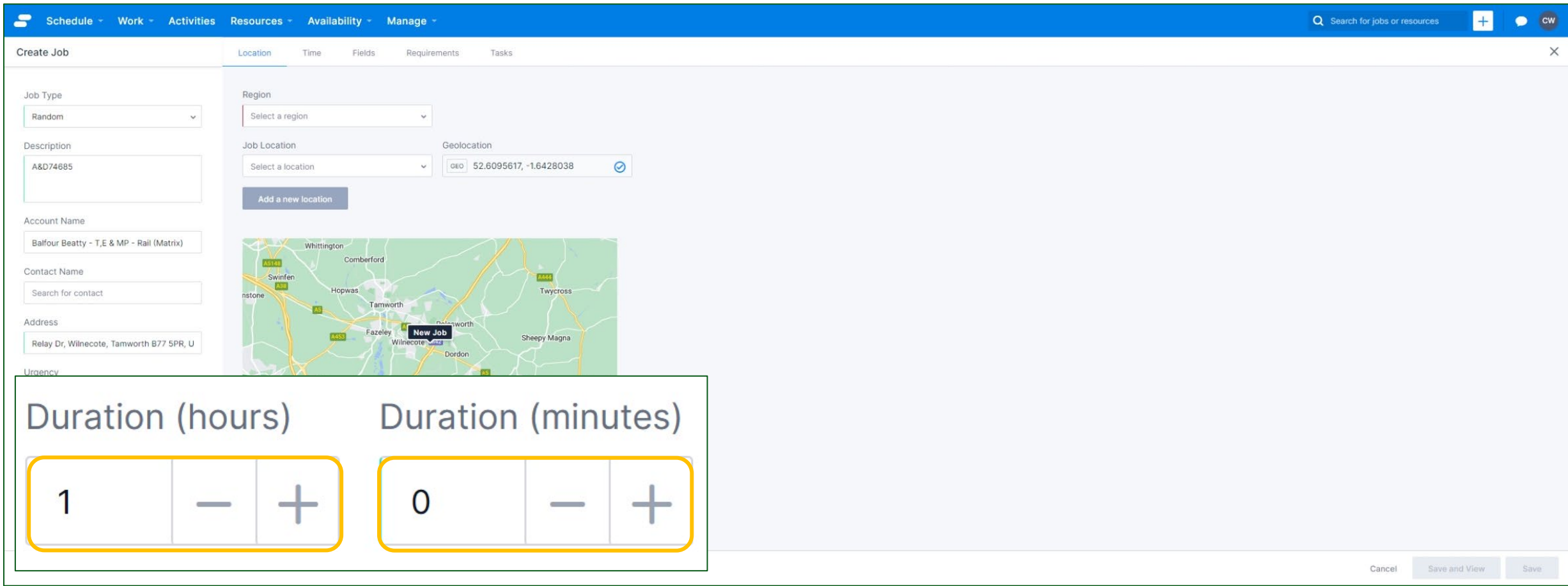
If the job is a **2-hour call-out**, select **“Urgent”** in the drop-down list



The screenshot displays a software interface for creating a job. The top navigation bar includes 'Schedule', 'Work', 'Activities', 'Resources', 'Availability', and 'Manage'. A search bar on the right contains the text 'Search for jobs or resources'. Below the navigation bar, the 'Create Job' window is open, showing tabs for 'Location', 'Time', 'Fields', 'Requirements', and 'Tasks'. The 'Urgency' dropdown menu is expanded, showing the following options: 'None' (with an upward arrow), 'None' (highlighted), 'Normal', 'Urgent' (highlighted with a yellow box), and 'Critical'. At the bottom right of the window, there are buttons for 'Cancel', 'Save and View', and 'Save'.

Duration

If the job is a **2-hour call-out for one donor**, the job will automatically set to 1 hour. If you need to add time, use the **+** buttons



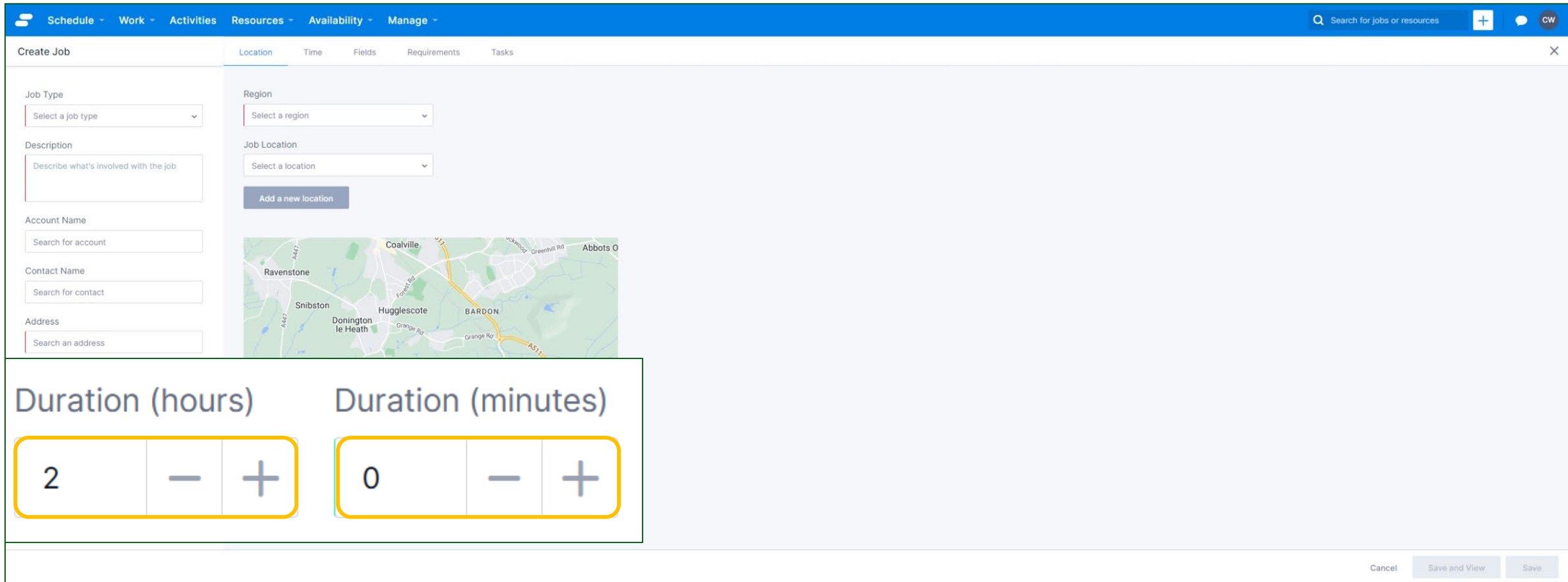
The screenshot shows the 'Create Job' interface with the following fields and controls:

- Job Type:** Random
- Description:** A&D74685
- Account Name:** Balfour Beatty - T,E & MP - Rail (Matrix)
- Contact Name:** Search for contact
- Address:** Relay Dr, Wilnecote, Tamworth B77 5PR, U
- Region:** Select a region
- Job Location:** Select a location
- Geolocation:** 52.6095617, -1.6428038
- Map:** A map showing the location of the job in Tamworth, with a 'New Job' marker.
- Duration (hours):** 1 (with minus and plus buttons)
- Duration (minutes):** 0 (with minus and plus buttons)

Buttons at the bottom right: Cancel, Save and View, Save

Duration

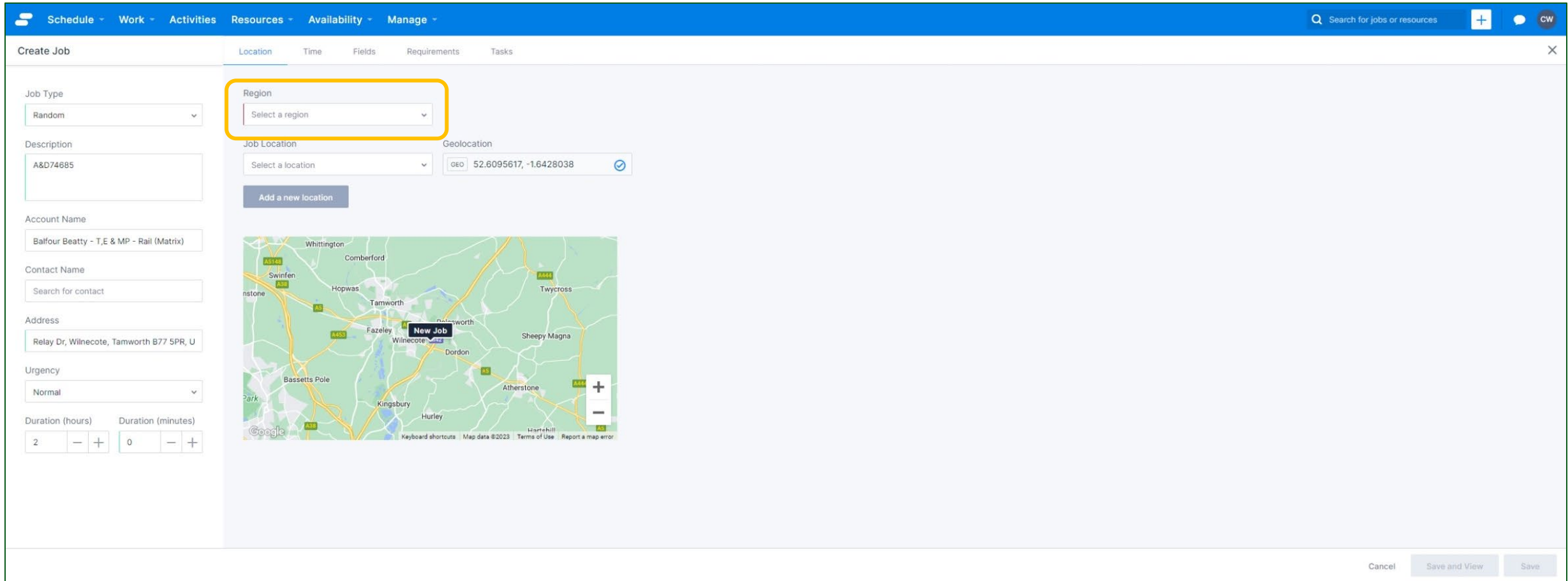
If the job is for more than **one donor**, select **1 hour per 2 donors**. If you need to add time, use the **+** button



The screenshot shows the 'Create Job' form in the Hampton Knight system. The form is divided into several sections: 'Job Type', 'Description', 'Account Name', 'Contact Name', and 'Address' on the left; 'Region', 'Job Location', and a map on the right. The 'Duration' section is highlighted with a red box and contains two input fields: 'Duration (hours)' and 'Duration (minutes)'. The 'Duration (hours)' field is set to '2' and the 'Duration (minutes)' field is set to '0'. Both fields have minus and plus buttons for adjustment. The bottom right of the form has 'Cancel', 'Save and View', and 'Save' buttons.

Duration (hours)	Duration (minutes)
2	0

Select “Region”



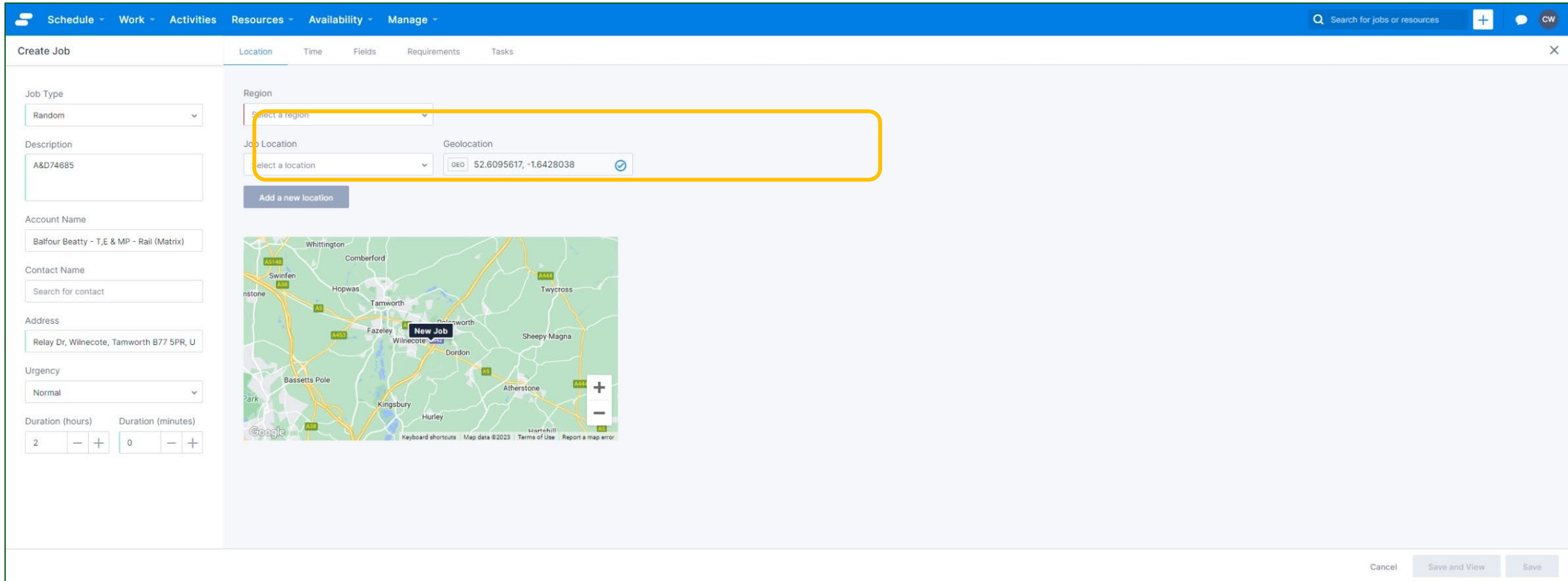
The screenshot shows the 'Create Job' form in a software application. The form is divided into several sections:

- Job Type:** A dropdown menu with 'Random' selected.
- Description:** A text input field containing 'A&D74685'.
- Account Name:** A text input field containing 'Balfour Beatty - T,E & MP - Rail (Matrix)'.
- Contact Name:** A text input field with the placeholder 'Search for contact'.
- Address:** A text input field containing 'Relay Dr, Wilnecote, Tamworth B77 5PR, U'.
- Urgency:** A dropdown menu with 'Normal' selected.
- Duration (hours):** A numeric input field with '2' and minus/plus buttons.
- Duration (minutes):** A numeric input field with '0' and minus/plus buttons.

The right side of the form features a map of the Tamworth area. A yellow box highlights the 'Region' dropdown menu, which currently shows 'Select a region'. Below the map, there is a 'New Job' label and a 'Add a new location' button. The map shows various locations including Whittington, Comberford, Swinfen, Hopwas, Tamworth, Fazeley, Wilnecote, Dordon, Kingsbury, Hurley, Bassetts Pole, Sheepy Magna, and Atherstone. The map also displays road networks and a 'New Job' marker.

At the bottom right of the form, there are three buttons: 'Cancel', 'Save and View', and 'Save'.

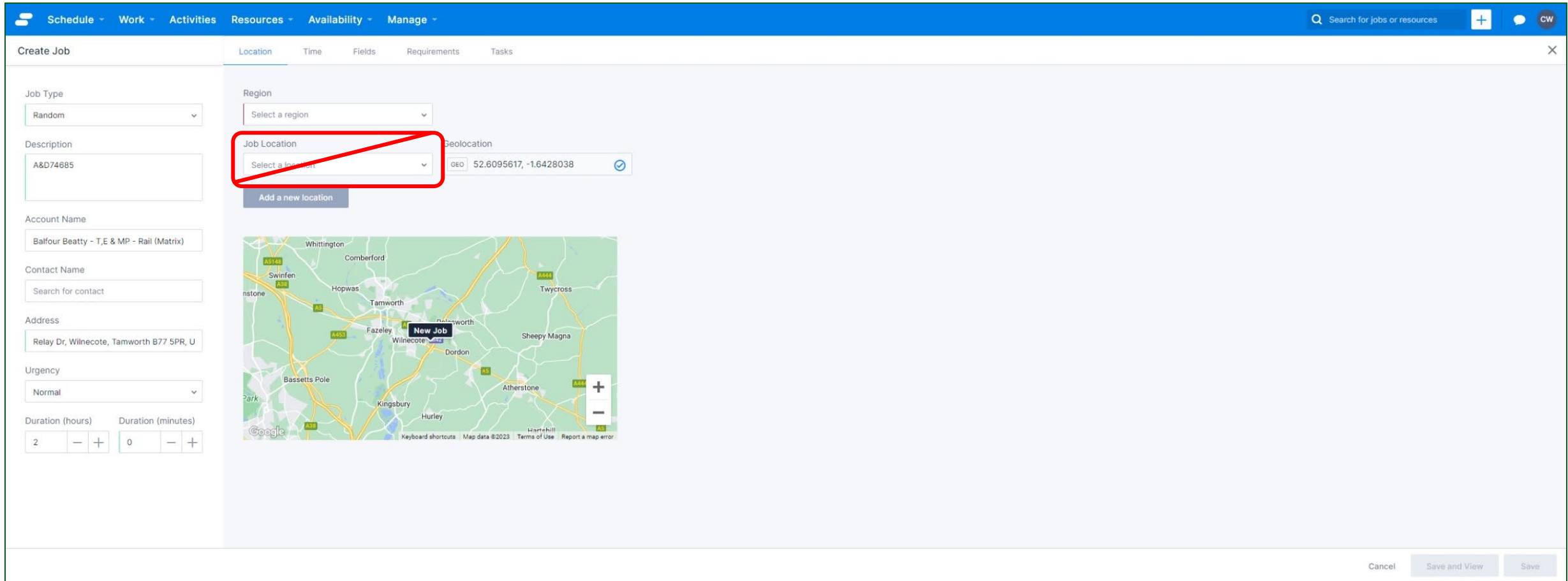
Either select from the drop-down list or start typing the region



The screenshot displays the 'Create Job' interface with the following details:

- Navigation:** Schedule, Work, Activities, Resources, Availability, Manage.
- Search:** Search for jobs or resources.
- Job Details:**
 - Job Type: Random
 - Description: A&D74685
 - Account Name: Balfour Beatty - T,E & MP - Rail (Matrix)
 - Contact Name: Search for contact
 - Address: Relay Dr, Wilnecote, Tamworth B77 5PR, U
 - Urgency: Normal
 - Duration (hours): 2, Duration (minutes): 0
- Location Section (highlighted with a yellow box):**
 - Region: Select a region
 - Job Location: Select a location
 - Geolocation: 52.6095617, -1.6428038
 - Button: Add a new location
- Map:** A map showing the area around Tamworth, with a 'New Job' marker at Wilnecote.
- Footer:** Cancel, Save and View, Save.

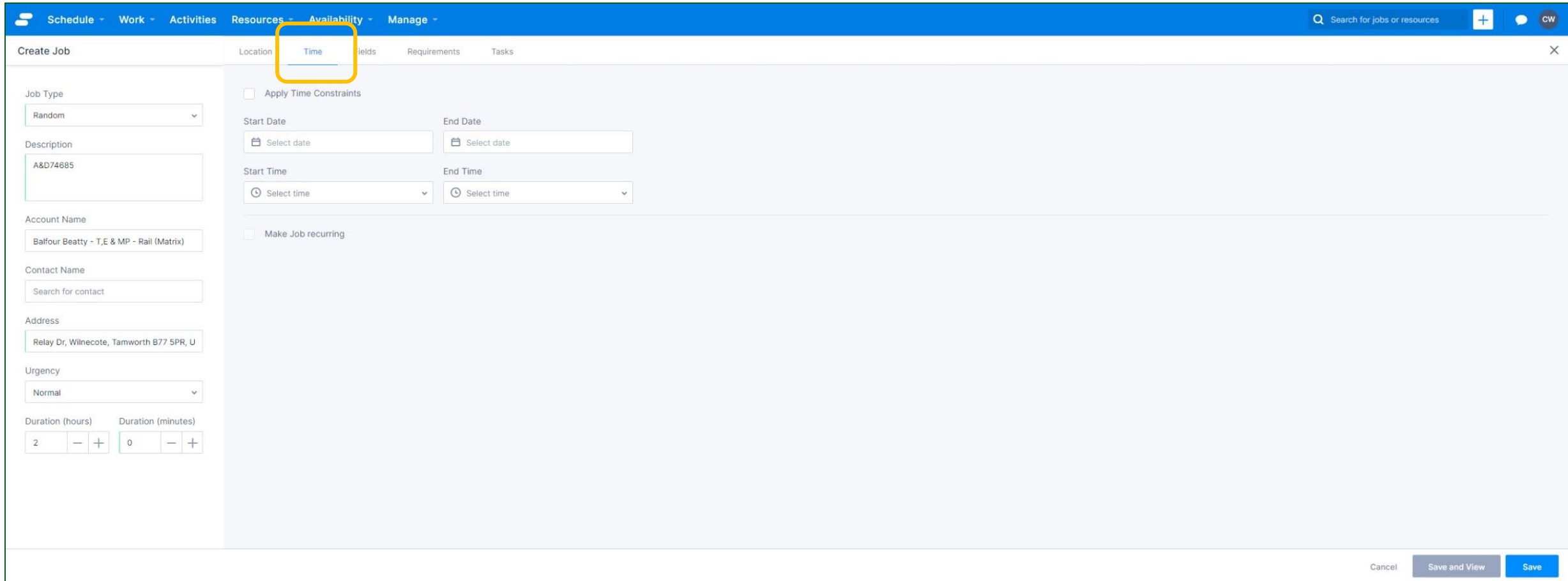
Do not use “**Job Location**”



The screenshot shows the 'Create Job' interface with the following details:

- Navigation:** Schedule, Work, Activities, Resources, Availability, Manage
- Search:** Search for jobs or resources
- Form Fields:**
 - Job Type: Random
 - Description: A&D74685
 - Account Name: Balfour Beatty - T,E & MP - Rail (Matrix)
 - Contact Name: Search for contact
 - Address: Relay Dr, Wilnecote, Tamworth B77 5PR, U
 - Urgency: Normal
 - Duration (hours): 2, Duration (minutes): 0
- Location Section:**
 - Region: Select a region
 - Job Location: **Select a location** (highlighted with a red box and a red diagonal line)
 - Geolocation: 52.6095617, -1.6428038
 - Button: Add a new location
- Map:** A map showing the area around Tamworth, with a 'New Job' marker at Wilnecote.
- Footer:** Cancel, Save and View, Save

Select the **“Time”** tab



The screenshot shows the 'Create Job' form in a software application. The 'Time' tab is highlighted with a yellow box. The form includes the following fields and options:

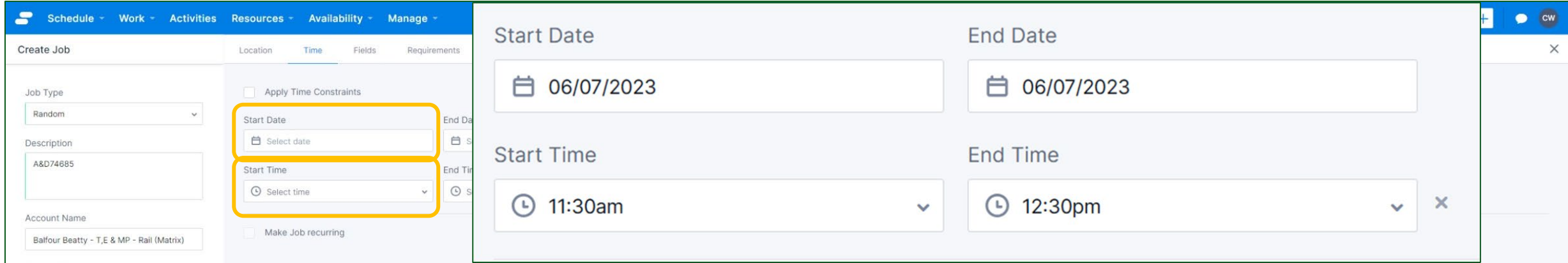
- Job Type:** Random
- Description:** A&D74685
- Account Name:** Balfour Beatty - T,E & MP - Rail (Matrix)
- Contact Name:** Search for contact
- Address:** Relay Dr, Wilnecote, Tamworth B77 5PR, U
- Urgency:** Normal
- Duration (hours):** 2
- Duration (minutes):** 0
- Time-related fields:**
 - Apply Time Constraints
 - Start Date:** Select date
 - End Date:** Select date
 - Start Time:** Select time
 - End Time:** Select time
 - Make Job recurring

At the bottom right, there are buttons for 'Cancel', 'Save and View', and 'Save'.

Date and time

Enter the “**Start Date**” and the “**Start Time**”

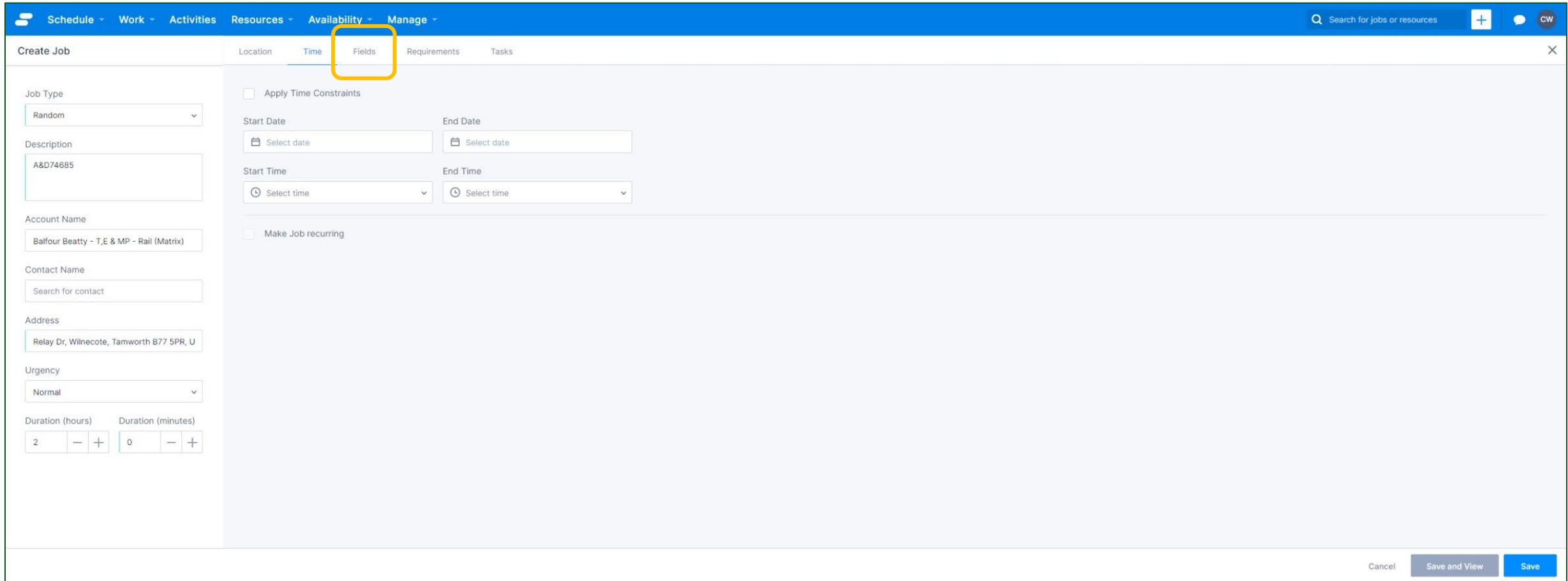
If the duration time has been set, the **End Date** and **End Time** will auto populate



The screenshot shows the 'Create Job' form with the 'Time' tab selected. The 'Start Date' and 'Start Time' fields are highlighted with a yellow box. The 'End Date' and 'End Time' fields are populated with values.

Field	Value
Start Date	06/07/2023
Start Time	11:30am
End Date	06/07/2023
End Time	12:30pm

The tab “**Fields**” is not used



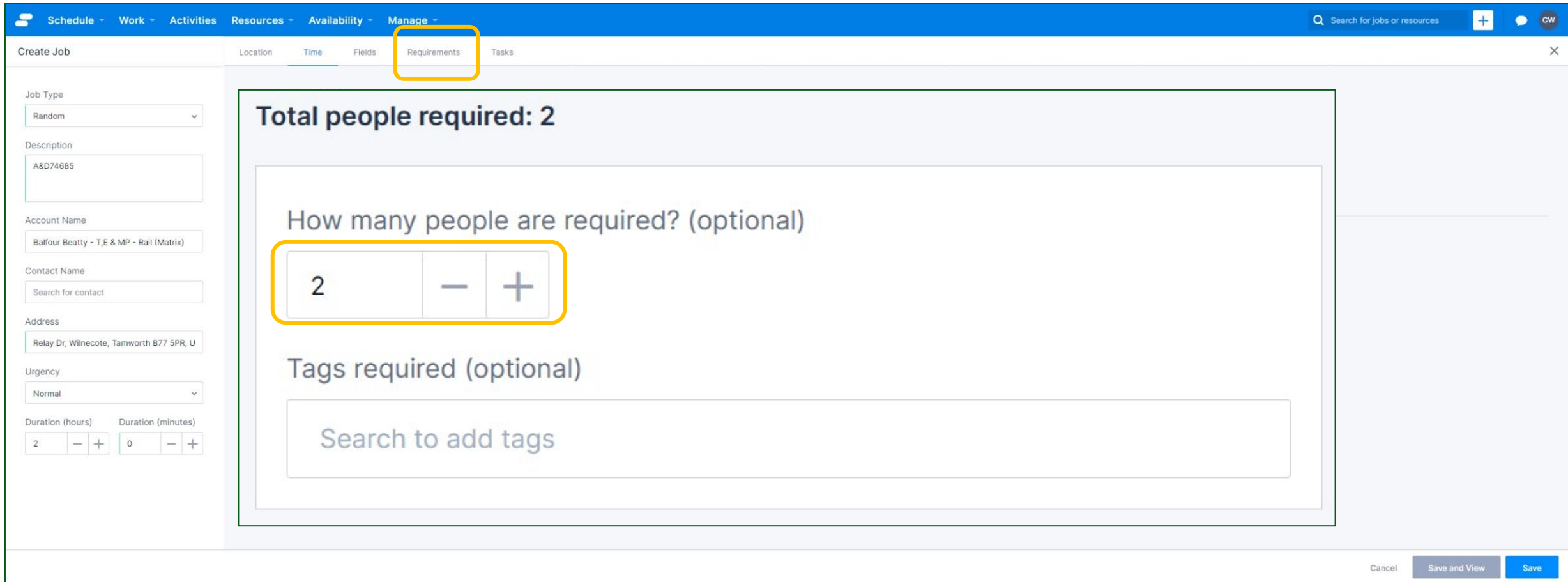
The screenshot shows the 'Create Job' form in a software application. The top navigation bar includes 'Schedule', 'Work', 'Activities', 'Resources', 'Availability', and 'Manage'. A search bar is located on the right. The 'Fields' tab is highlighted with a yellow box. The form contains the following fields:

- Job Type: Random
- Description: A&D74685
- Account Name: Balfour Beatty - T,E & MP - Rail (Matrix)
- Contact Name: Search for contact
- Address: Relay Dr, Wilnecote, Tamworth B77 5PR, U
- Urgency: Normal
- Duration (hours): 2
- Duration (minutes): 0

Additional options include 'Apply Time Constraints' and 'Make Job recurring', both of which are unchecked. The 'Start Date', 'End Date', 'Start Time', and 'End Time' fields are also present but empty.

Requirements

The tab “**Requirements**” gives you the option to add more than one CT to the job



The screenshot displays the 'Create Job' interface with the 'Requirements' tab selected. The interface includes a sidebar with job details and a main content area for requirements. The 'Requirements' tab is highlighted with a yellow box. The main content area shows 'Total people required: 2' and a numeric input field with '2' and minus/plus buttons, also highlighted with a yellow box. Below it is a 'Tags required (optional)' section with a search box.

Navigation: Schedule, Work, Activities, Resources, Availability, **Manage**

Search: Search for jobs or resources

Job Creation Fields:

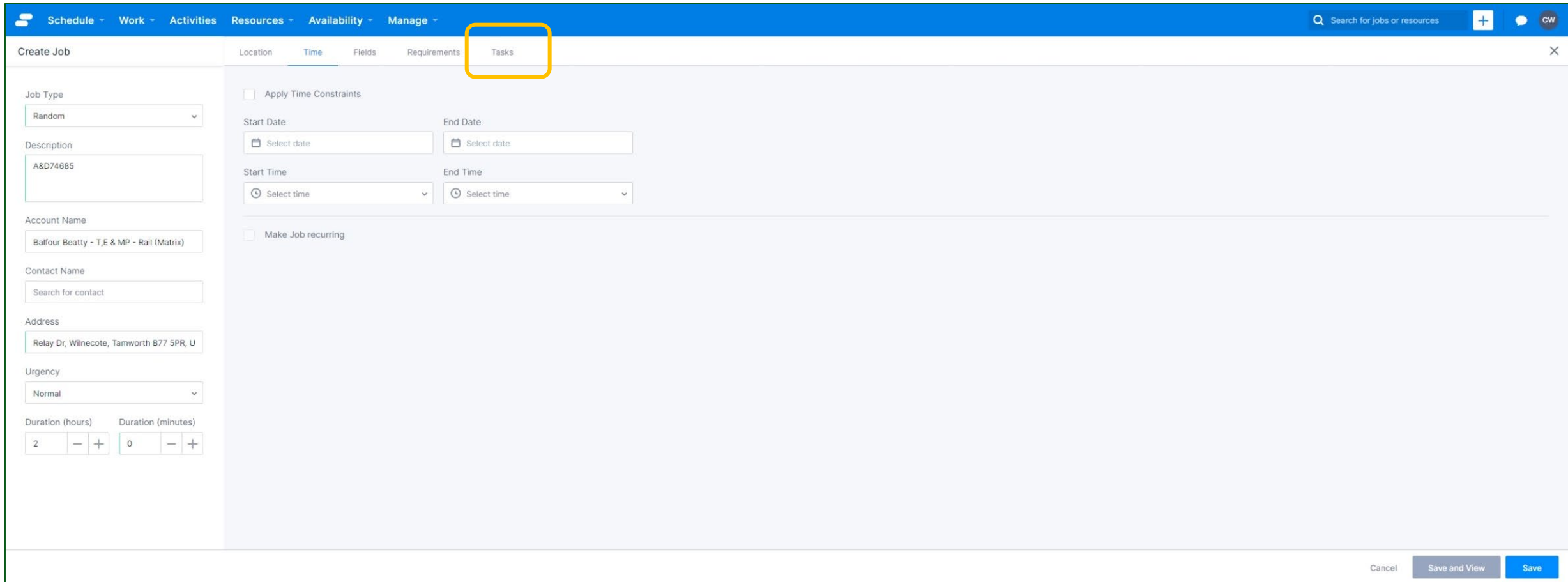
- Job Type: Random
- Description: A&D74685
- Account Name: Balfour Beatty - T,E & MP - Rail (Matrix)
- Contact Name: Search for contact
- Address: Relay Dr, Wilnecote, Tamworth B77 5PR, U
- Urgency: Normal
- Duration (hours): 2
- Duration (minutes): 0

Requirements Section:

- Total people required: 2
- How many people are required? (optional): 2
- Tags required (optional): Search to add tags

Buttons: Cancel, Save and View, Save

The tab “**Tasks**” will be set for the CTs to take an image of the Manager Declaration

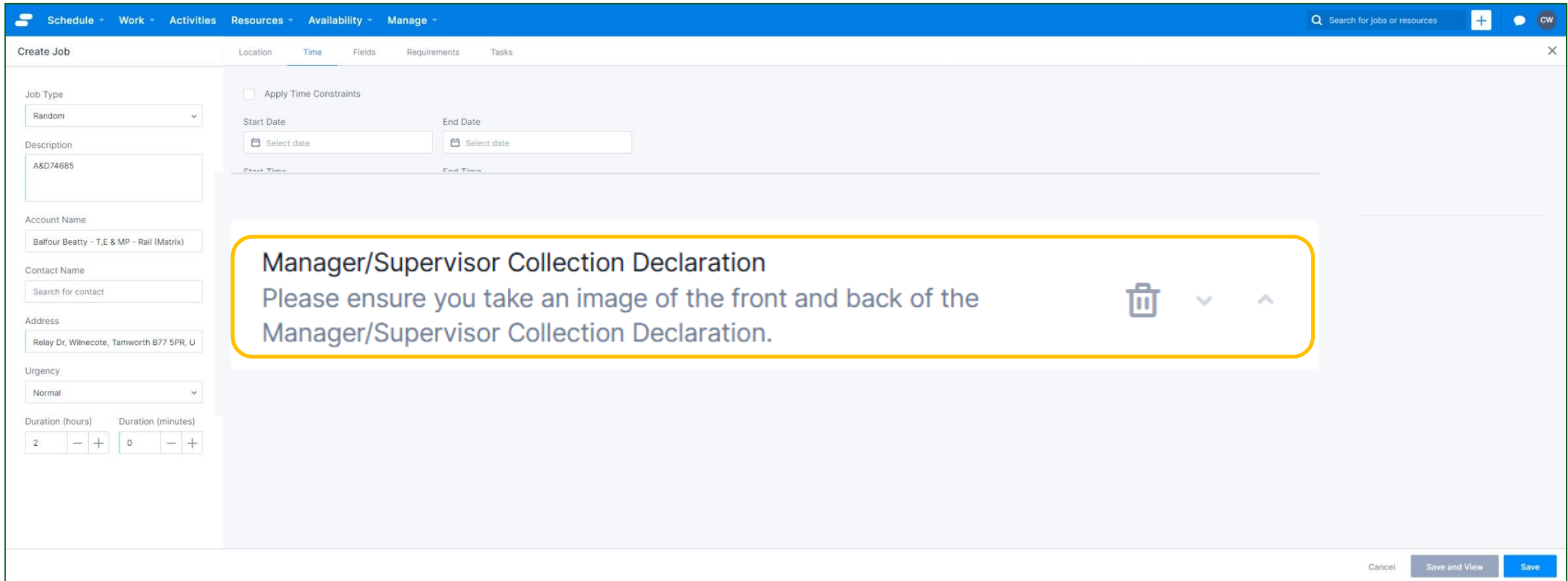


The screenshot shows the 'Create Job' form in a software application. The 'Tasks' tab is highlighted with a yellow box. The form includes the following fields and options:

- Job Type:** Random (dropdown)
- Description:** A&D74685
- Account Name:** Balfour Beatty - T,E & MP - Rail (Matrix)
- Contact Name:** Search for contact
- Address:** Relay Dr, Wilnecote, Tamworth B77 5PR, U
- Urgency:** Normal (dropdown)
- Duration (hours):** 2 (with minus and plus buttons)
- Duration (minutes):** 0 (with minus and plus buttons)
- Apply Time Constraints:**
- Start Date:** Select date
- End Date:** Select date
- Start Time:** Select time (dropdown)
- End Time:** Select time (dropdown)
- Make Job recurring:**

At the bottom right, there are buttons for 'Cancel', 'Save and View', and 'Save'.

All jobs will have this task assigned to it



Create Job | Location | **Time** | Fields | Requirements | Tasks

Job Type: Random

Description: A&D74685

Account Name: Balfour Beatty - T,E & MP - Rail (Matrix)

Contact Name: Search for contact

Address: Relay Dr, Wilnecote, Tamworth B77 5PR, U

Urgency: Normal

Duration (hours): 2 | Duration (minutes): 0




Apply Time Constraints

Start Date: Select date | End Date: Select date

Start Time: | End Time: |

Manager/Supervisor Collection Declaration

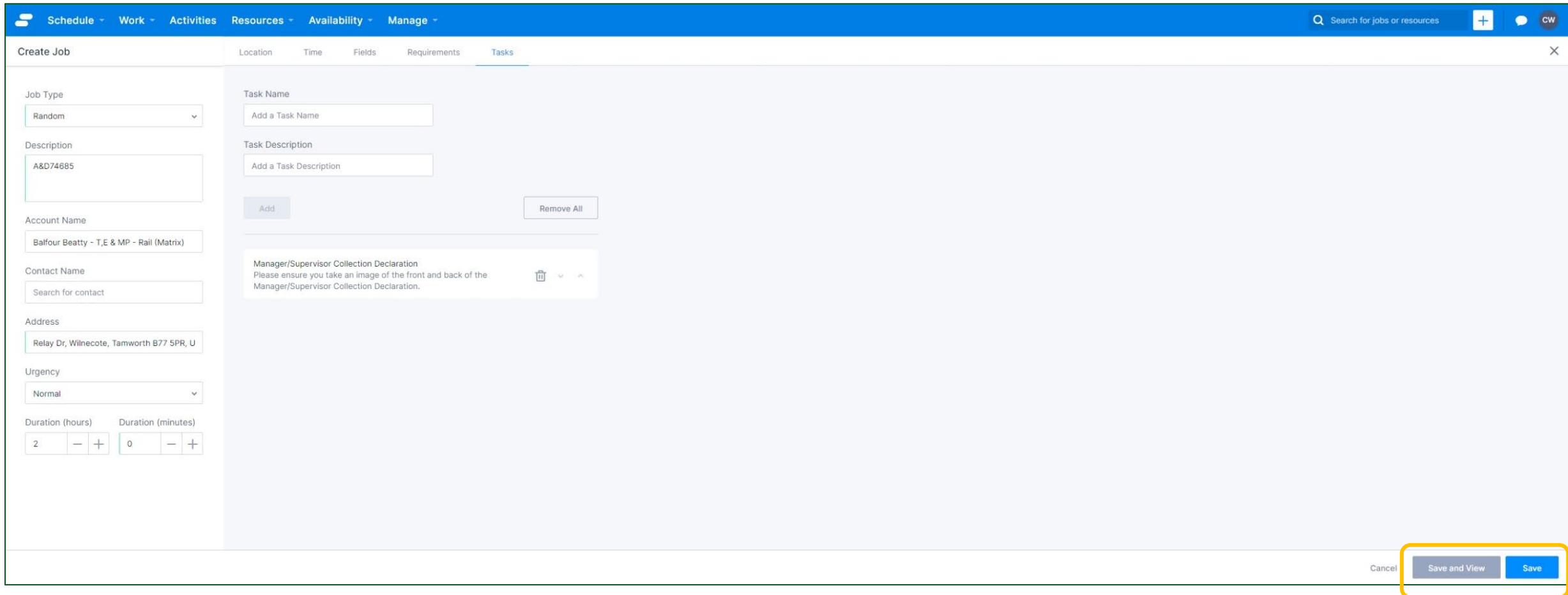
Please ensure you take an image of the front and back of the
Manager/Supervisor Collection Declaration.

Cancel | Save and View | Save

Save the job

You can either **“Save and View”** or **“Save the Job”**



Schedule - Work - Activities Resources - Availability - Manage - Search for jobs or resources + CW

Create Job Location Time Fields Requirements Tasks

Job Type
Random

Description
A&D74685

Account Name
Balfour Beatty - T,E & MP - Rail (Matrix)

Contact Name
Search for contact

Address
Relay Dr, Wilnecote, Tamworth B77 5PR, U

Urgency
Normal

Duration (hours) 2 - + Duration (minutes) 0 - +

Task Name
Add a Task Name

Task Description
Add a Task Description

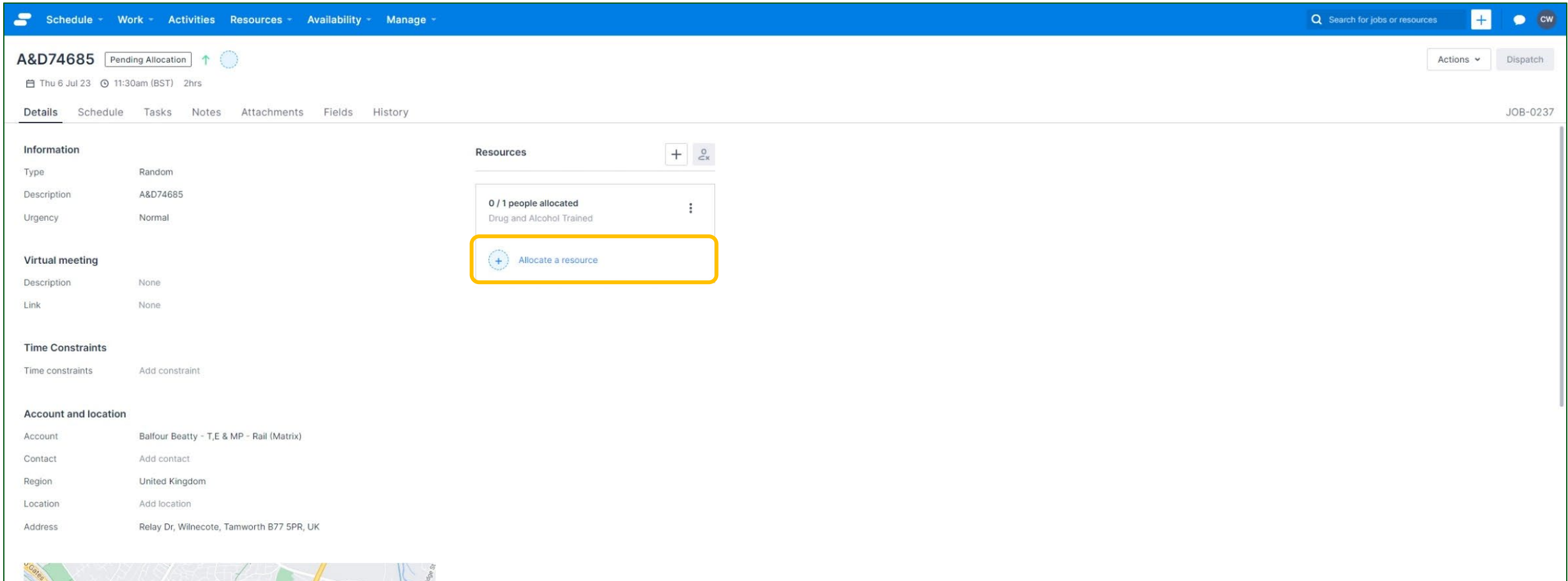
Add Remove All

Manager/Supervisor Collection Declaration
Please ensure you take an image of the front and back of the
Manager/Supervisor Collection Declaration.

Cancel Save and View Save

Allocate a resource

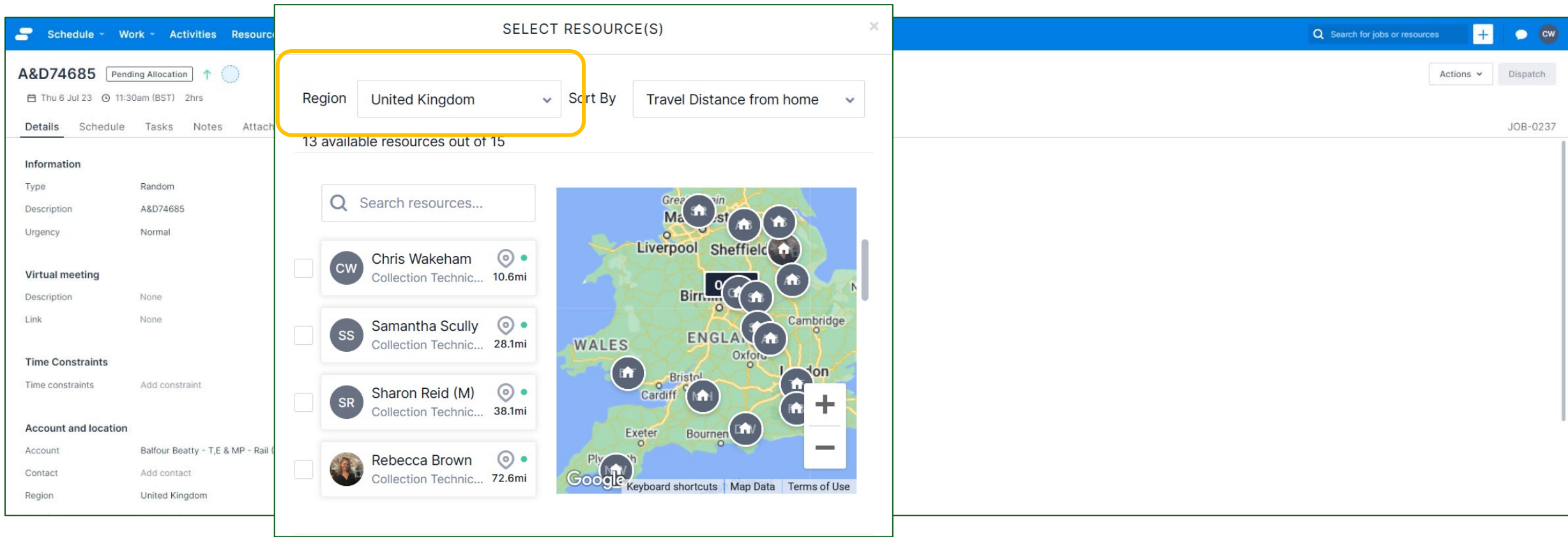
Allocate a resource, by clicking “**Allocate a resource**” - Do not use “**Send Offers**” if this appears



The screenshot displays a software interface for resource allocation. At the top, a navigation bar includes 'Schedule', 'Work', 'Activities', 'Resources', 'Availability', and 'Manage'. A search bar on the right contains the text 'Search for jobs or resources'. The main content area is titled 'A&D74685' with a 'Pending Allocation' status and a calendar icon. Below this, a date and time are shown: 'Thu 6 Jul 23 11:30am (BST) 2hrs'. A secondary navigation bar includes 'Details', 'Schedule', 'Tasks', 'Notes', 'Attachments', 'Fields', and 'History'. The 'Details' section is divided into several categories: 'Information' (Type: Random, Description: A&D74685, Urgency: Normal), 'Virtual meeting' (Description: None, Link: None), 'Time Constraints' (Add constraint), and 'Account and location' (Account: Balfour Beatty - T,E & MP - Rail (Matrix), Contact: Add contact, Region: United Kingdom, Location: Add location, Address: Relay Dr, Wilnecote, Tamworth B77 5PR, UK). On the right side, a 'Resources' section shows '0 / 1 people allocated' and 'Drug and Alcohol Trained'. A button labeled 'Allocate a resource' is highlighted with a yellow border. The bottom of the page features a map.

Allocate a resource

Always select “**United Kingdom**”. The list will automatically select the nearest available CT by travel distance



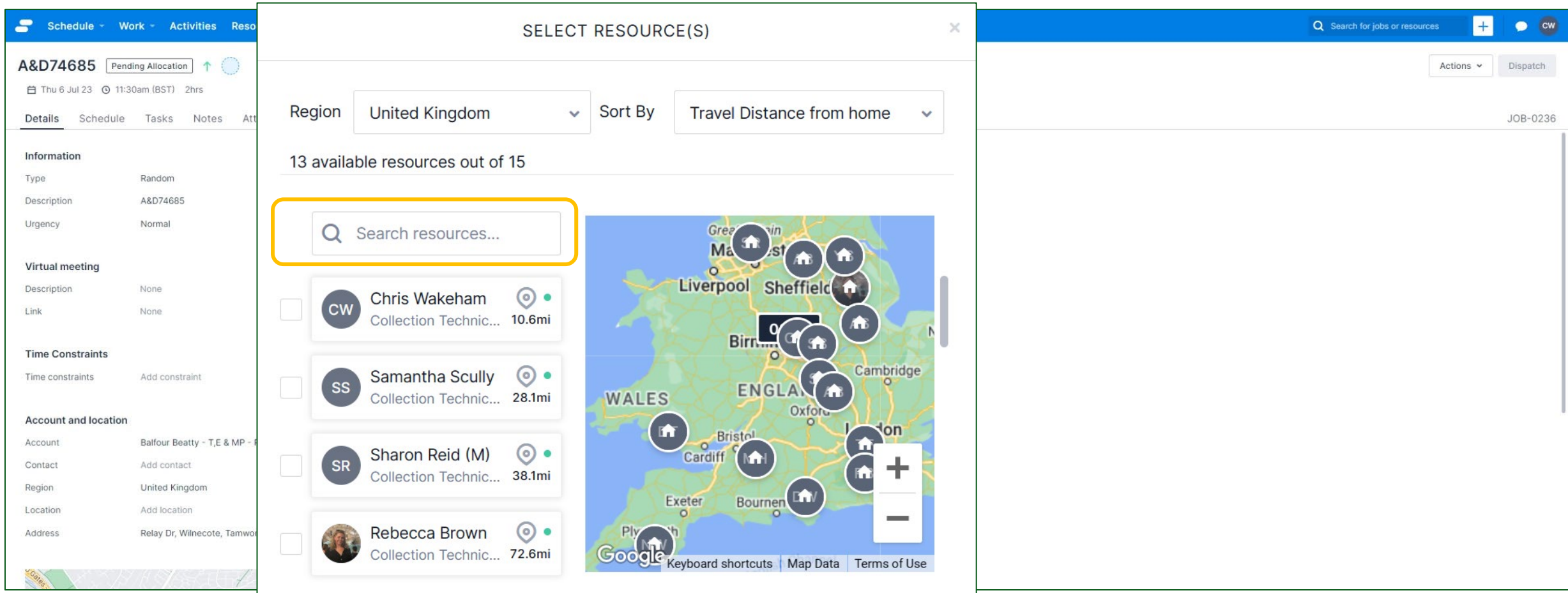
The screenshot shows the Hampton Knight software interface. On the left, a job card for A&D74685 is visible, with a status of 'Pending Allocation'. The main area is a modal window titled 'SELECT RESOURCE(S)'. The 'Region' dropdown is set to 'United Kingdom' and is highlighted with a yellow box. The 'Sort By' dropdown is set to 'Travel Distance from home'. Below this, it shows '13 available resources out of 15'. A list of resources is displayed, each with a checkbox, a profile picture, a name, a title, and a distance from home:

Resource	Distance from home
<input type="checkbox"/> CW Chris Wakeham Collection Technic...	10.6mi
<input type="checkbox"/> SS Samantha Scully Collection Technic...	28.1mi
<input type="checkbox"/> SR Sharon Reid (M) Collection Technic...	38.1mi
<input type="checkbox"/> Rebecca Brown Collection Technic...	72.6mi

To the right of the list is a map of the United Kingdom with house icons indicating the locations of the resources. The map includes labels for major cities like Liverpool, Sheffield, Birmingham, Cambridge, London, Bristol, Cardiff, Exeter, and Bournemouth. The map also shows 'WALES' and 'ENGLAND'. At the bottom of the map are links for 'Keyboard shortcuts', 'Map Data', and 'Terms of Use'.

Allocate a resource

If you want to assign a job to a specific CT, select **“Search resources”**



SELECT RESOURCE(S)

Region: United Kingdom | Sort By: Travel Distance from home

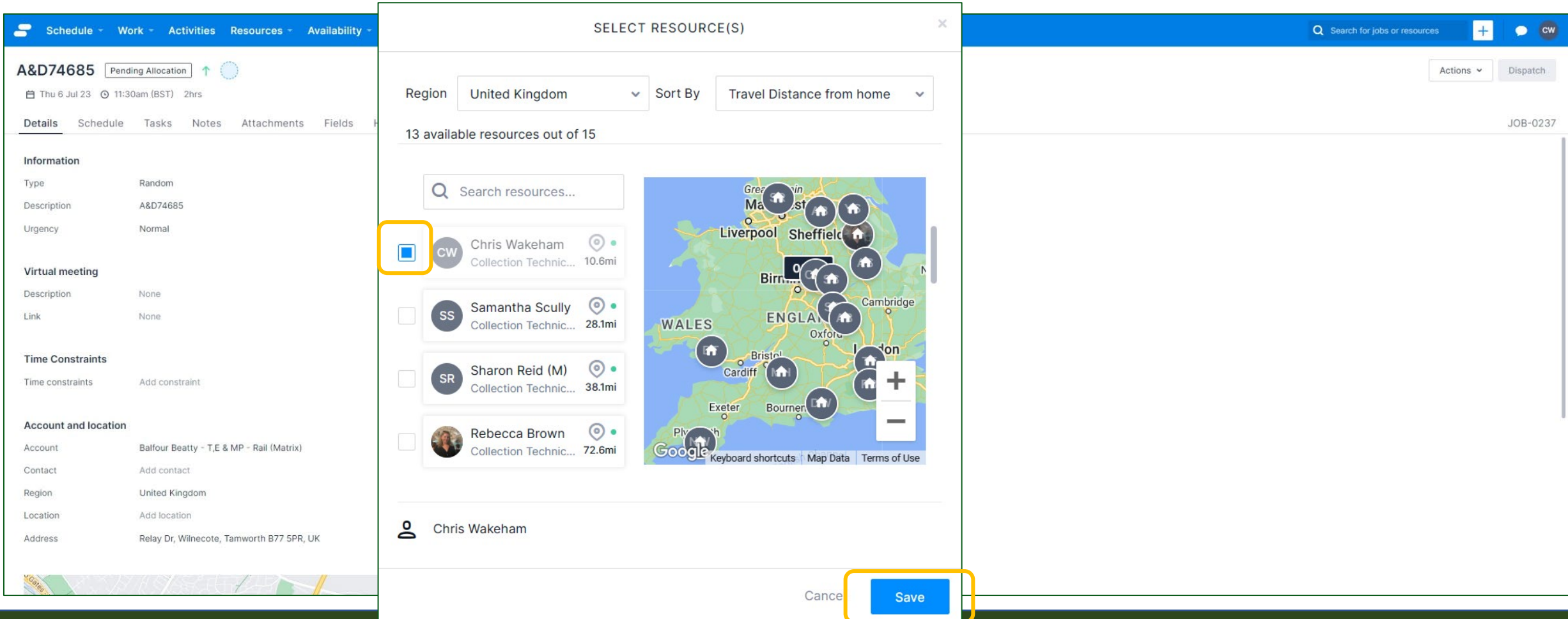
13 available resources out of 15

- CW Chris Wakeham (Collection Technic...) 10.6mi
- SS Samantha Scully (Collection Technic...) 28.1mi
- SR Sharon Reid (M) (Collection Technic...) 38.1mi
- Rebecca Brown (Collection Technic...) 72.6mi

Map showing resource locations across the United Kingdom.

Allocate a resource

Select the CT for the job and press **“Save”**



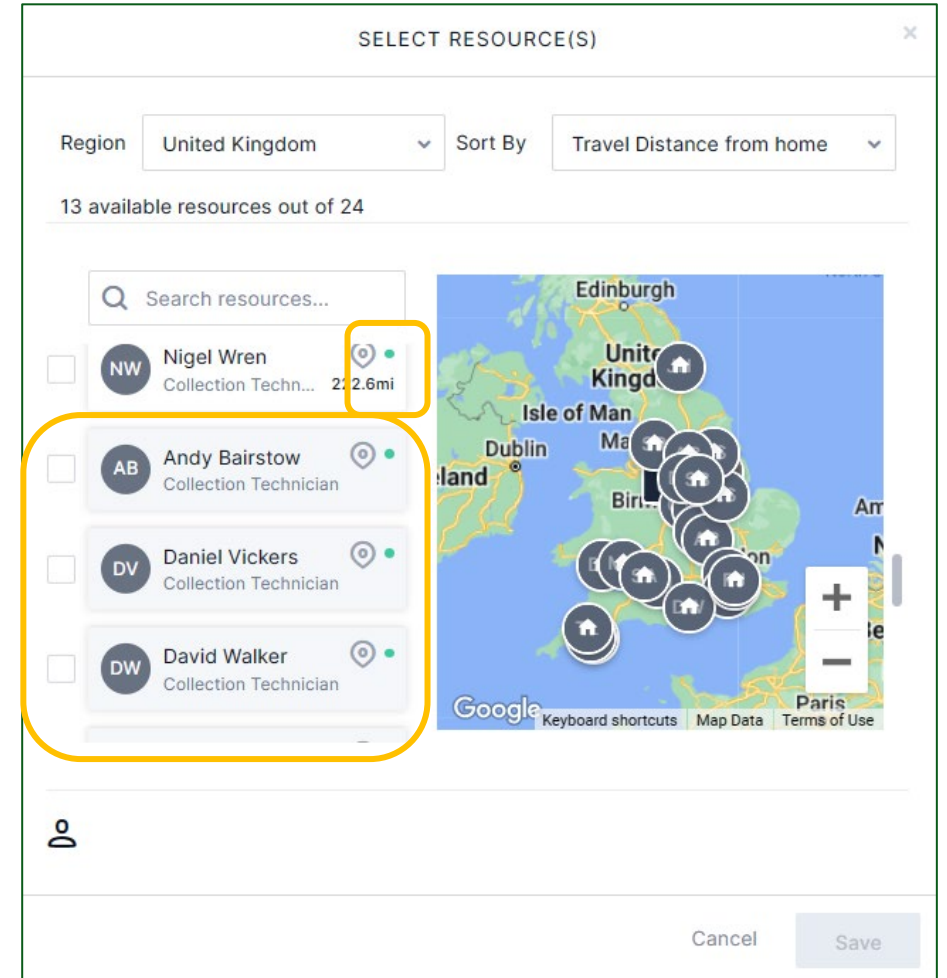
The screenshot shows the Hampton Knight software interface. On the left, a job card for 'A&D74685' is visible, with a 'Pending Allocation' status. The main area is a 'SELECT RESOURCE(S)' dialog box. At the top of the dialog, the 'Region' is set to 'United Kingdom' and 'Sort By' is 'Travel Distance from home'. Below this, it states '13 available resources out of 15'. A search bar is present. A list of resources is shown, with 'Chris Wakeham' (CW) selected, indicated by a blue square checkbox. Other resources include Samantha Scully (SS), Sharon Reid (M) (SR), and Rebecca Brown. To the right of the list is a map of the United Kingdom with location pins. At the bottom of the dialog, there are 'Cancel' and 'Save' buttons, with 'Save' highlighted in a yellow box.

Resource	Distance
Chris Wakeham (CW)	10.6mi
Samantha Scully (SS)	28.1mi
Sharon Reid (M) (SR)	38.1mi
Rebecca Brown	72.6mi

Resource availability

If a CT has a **green dot**, they are active, a **red dot** means they are deactivated

If a CT is greyed out, they are unavailable



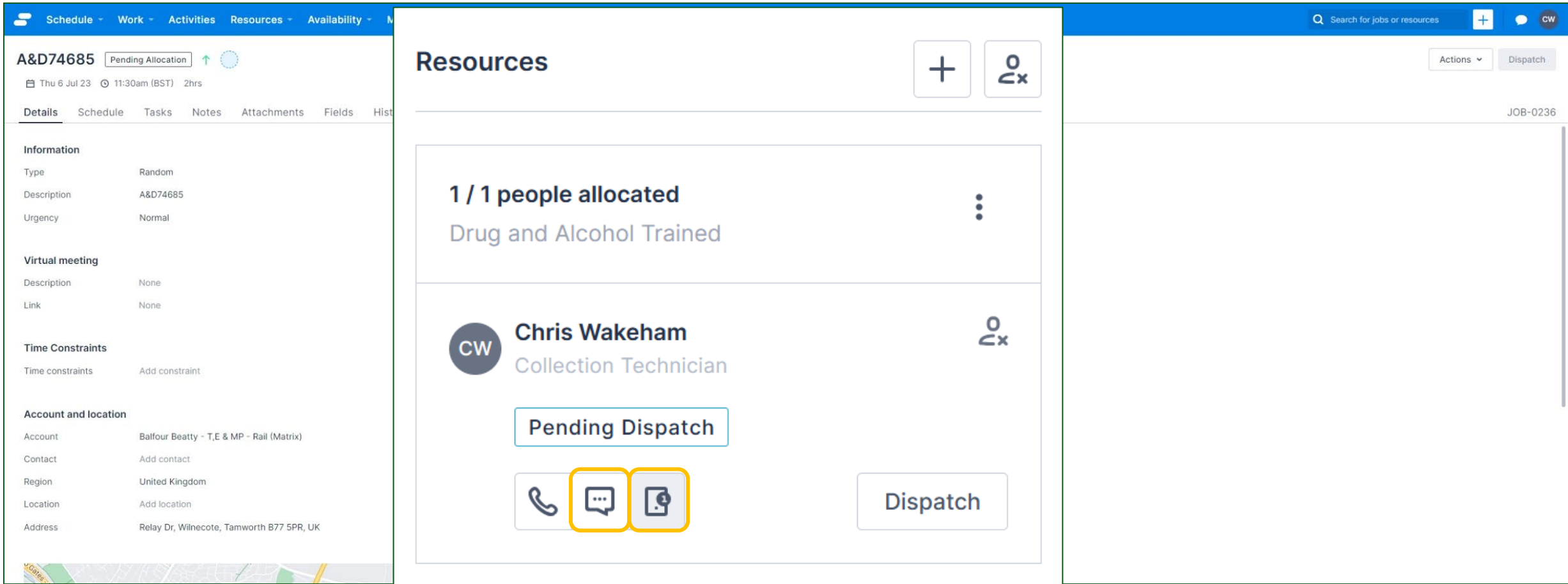
The screenshot shows a web interface titled "SELECT RESOURCE(S)". At the top, there are dropdown menus for "Region" (set to "United Kingdom") and "Sort By" (set to "Travel Distance from home"). Below this, it states "13 available resources out of 24". A search bar labeled "Search resources..." is present. The main content is a list of resources, each with a checkbox, a circular icon with initials, a name, a title, and a location pin icon with a distance. The resources listed are:

- NW Nigel Wren, Collection Techn... 2: 2.6mi
- AB Andy Bairstow, Collection Technician
- DV Daniel Vickers, Collection Technician
- DW David Walker, Collection Technician

The first resource, Nigel Wren, has a green dot next to the location pin icon. The second, third, and fourth resources have red dots. To the right of the list is a map of the United Kingdom with several location pins. At the bottom right, there are "Cancel" and "Save" buttons.

Dispatch the job

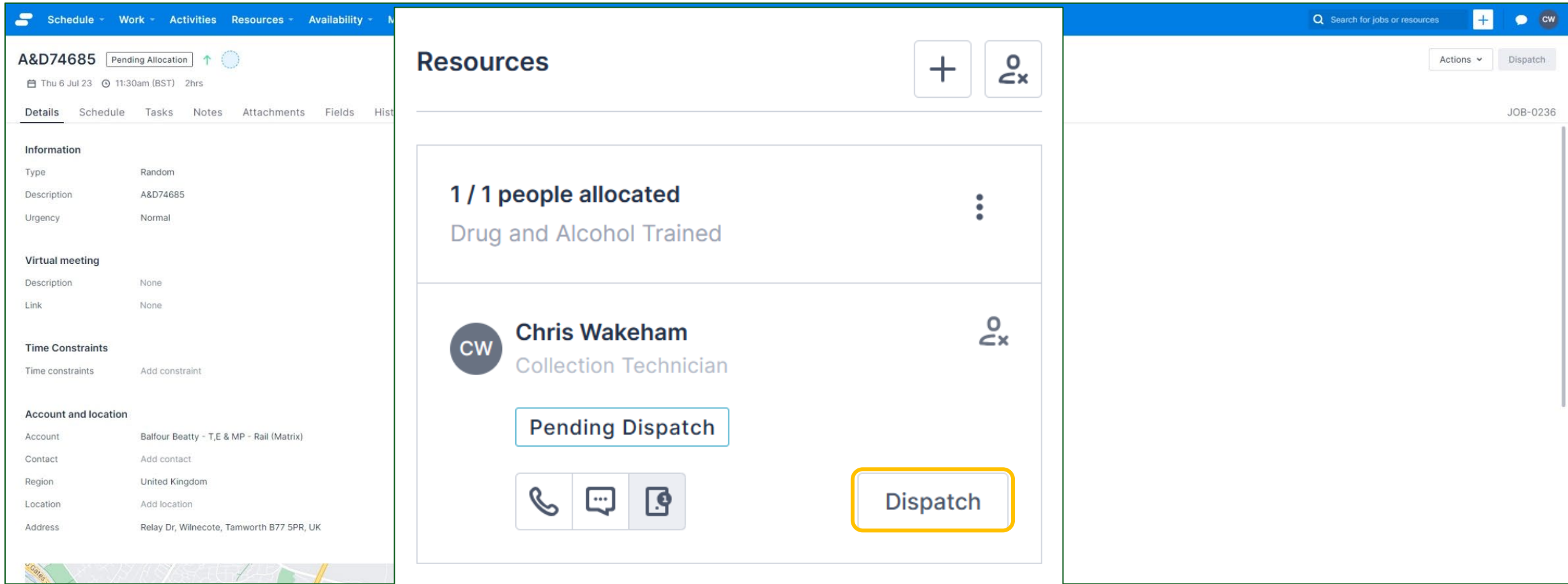
The notification will be set either by “**SMS**” or “**push**”, this job is by “**push**” as it is highlighted



The screenshot displays a software interface for job management. On the left, a sidebar shows job details for 'A&D74685', including its status as 'Pending Allocation', date, time, and various tabs like 'Details', 'Schedule', and 'Tasks'. The main area is titled 'Resources' and shows '1 / 1 people allocated' with the description 'Drug and Alcohol Trained'. A resource card for 'Chris Wakeham', a 'Collection Technician', is shown with a 'Pending Dispatch' button. Below this card are three icons: a phone, a chat bubble, and a document with a checkmark. The chat bubble icon is highlighted with a yellow border. A 'Dispatch' button is located to the right of the icons. The top navigation bar includes a search function and a user profile icon labeled 'CW'.

Dispatch the job

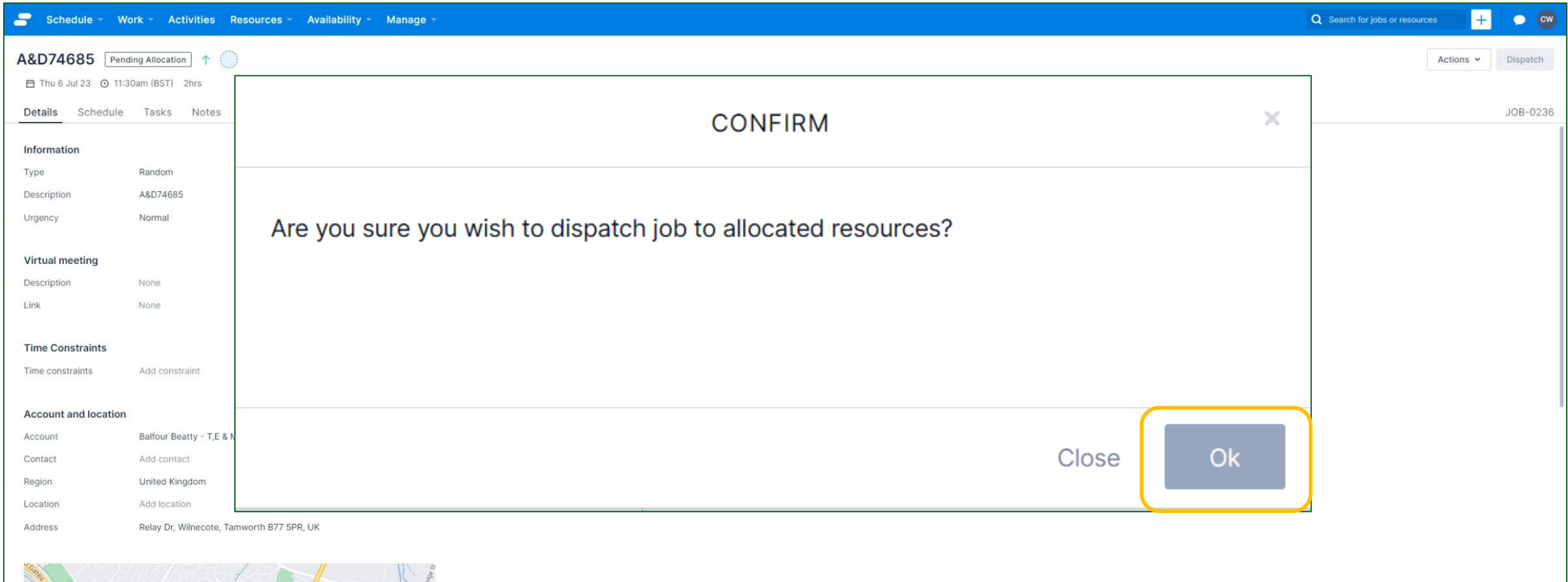
Press the “**Dispatch**” button to send the job to the CT



The screenshot displays a software interface for job management. On the left, a sidebar shows job details for 'A&D74685', which is in a 'Pending Allocation' state. The details include: Type: Random; Description: A&D74685; Urgency: Normal; Virtual meeting: None; Time constraints: Add constraint; Account and location: Balfour Beatty - T,E & MP - Rail (Matrix), United Kingdom, Relay Dr, Wilnecote, Tamworth B77 5PR, UK. The main area is titled 'Resources' and shows '1 / 1 people allocated' who are 'Drug and Alcohol Trained'. The allocated resource is 'Chris Wakeham', a 'Collection Technician' with the initials 'CW'. A 'Pending Dispatch' button is visible above a 'Dispatch' button, which is highlighted with a yellow border. At the bottom, there are icons for phone, chat, and a document with a clock. The top navigation bar includes 'Schedule', 'Work', 'Activities', 'Resources', and 'Availability'. A search bar and a 'Dispatch' button are also present in the top right.

Dispatch the job

When you press “Dispatch”, press the “**Ok**” button to confirm



The screenshot displays a software interface with a blue header bar containing navigation tabs: Schedule, Work, Activities, Resources, Availability, and Manage. A search bar on the right of the header contains the text "Search for jobs or resources" and a user profile icon labeled "CW".

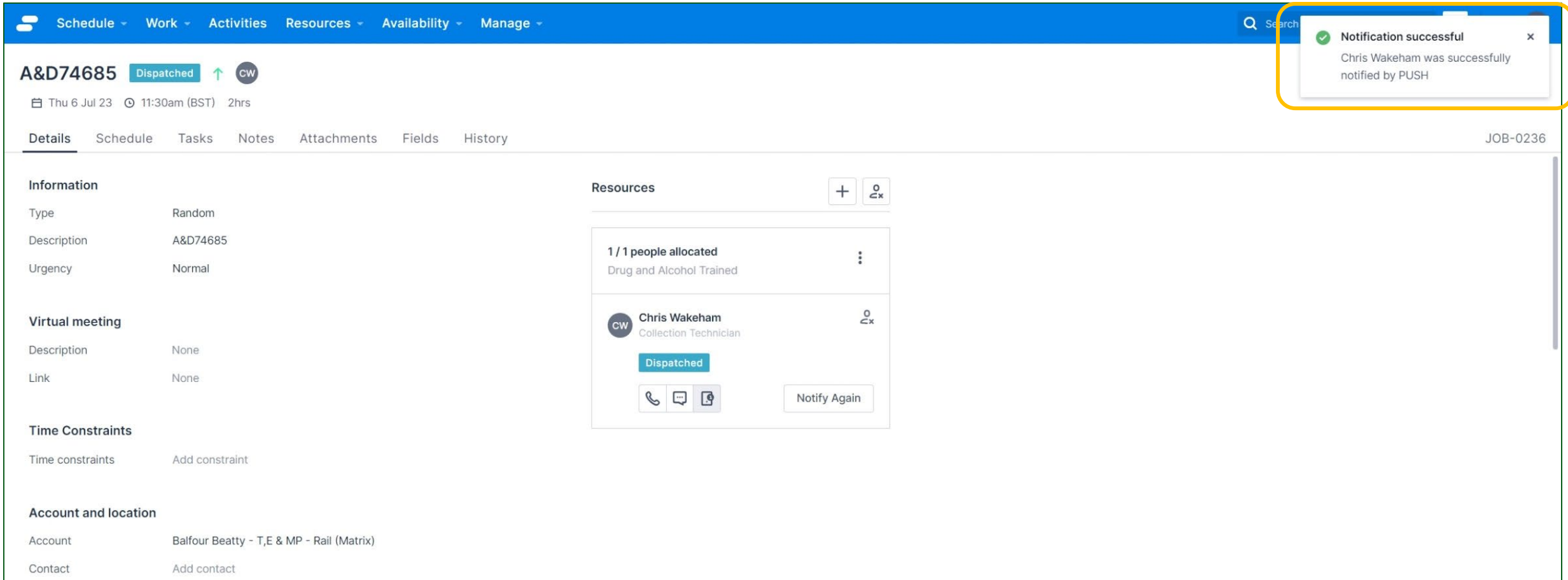
The main content area is divided into a left sidebar and a central panel. The sidebar shows details for job "A&D74685", which is in a "Pending Allocation" state. It includes sections for "Information" (Type: Random, Description: A&D74685, Urgency: Normal), "Virtual meeting" (Description: None, Link: None), "Time Constraints" (Add constraint), and "Account and location" (Account: Balfour Beatty - T,E & N, Contact: Add contact, Region: United Kingdom, Location: Add location, Address: Relay Dr, Wilnecote, Tamworth B77 5PR, UK). A map is visible at the bottom of the sidebar.

The central panel features a "CONFIRM" dialog box with a close button (X) in the top right corner. The dialog contains the text: "Are you sure you wish to dispatch job to allocated resources?". At the bottom of the dialog, there are two buttons: "Close" and "Ok". The "Ok" button is highlighted with a yellow rectangular border.

On the right side of the main interface, there is an "Actions" dropdown menu and a "Dispatch" button. The job ID "JOB-0236" is also visible in the top right corner of the main content area.

Notification successful

Confirmation notification will appear



A&D74685 Dispatched ↑ CW

Thu 6 Jul 23 11:30am (BST) 2hrs

Details Schedule Tasks Notes Attachments Fields History

Information

Type	Random
Description	A&D74685
Urgency	Normal

Virtual meeting

Description	None
Link	None

Time Constraints

Time constraints	Add constraint
------------------	----------------

Account and location

Account	Balfour Beatty - T,E & MP - Rail (Matrix)
Contact	Add contact

Resources

1 / 1 people allocated
Drug and Alcohol Trained

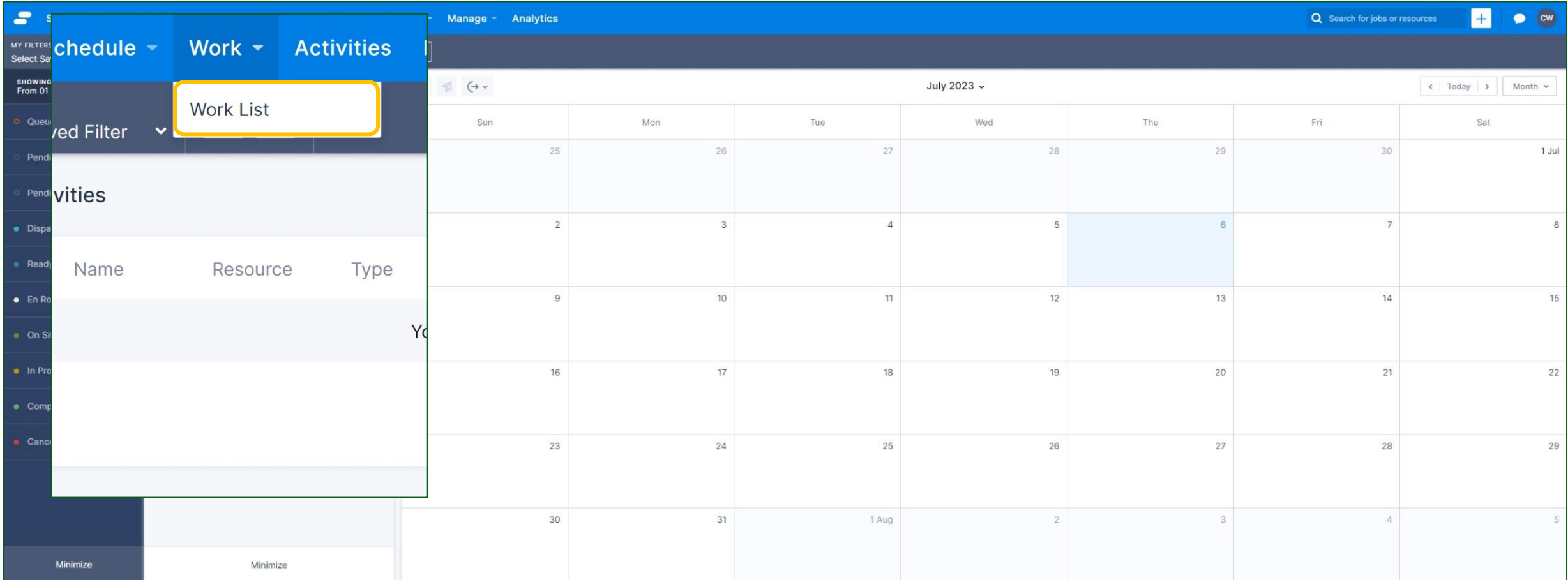
CW Chris Wakeham
Collection Technician

Dispatched

Notify Again

Notification successful
Chris Wakeham was successfully notified by PUSH

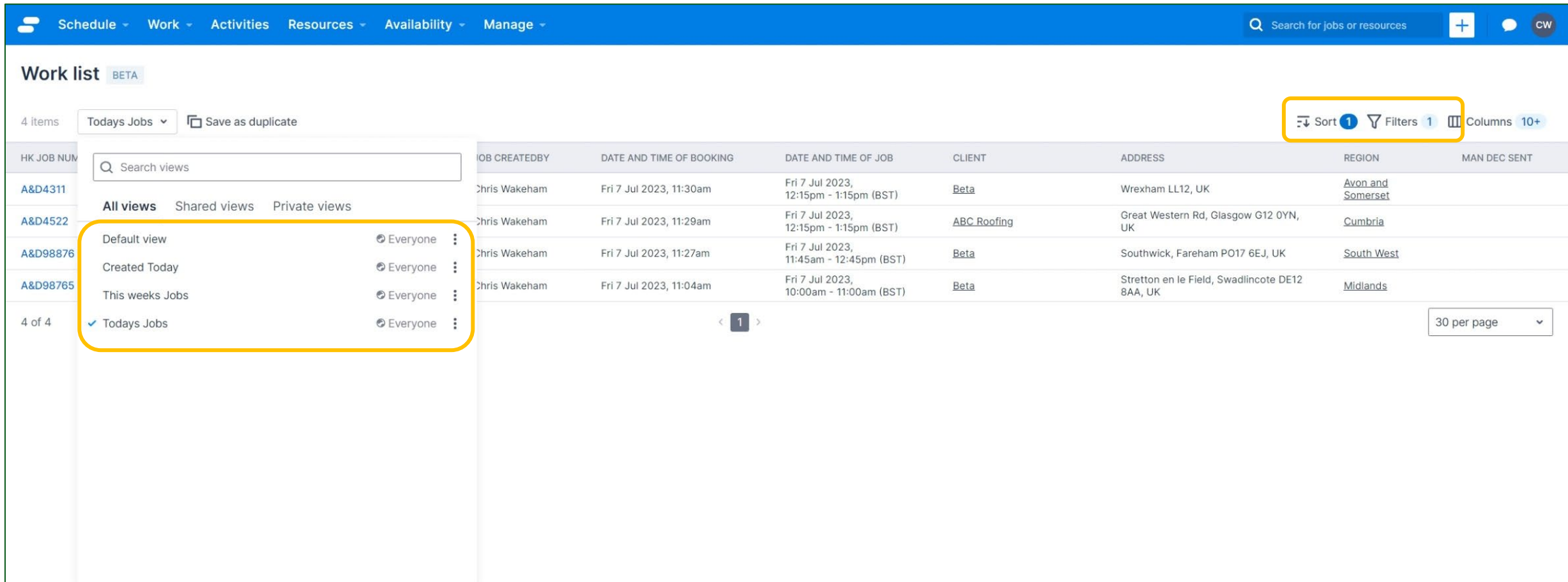
From the “**Work**” tab you can view the “**Work List**”



The screenshot shows a software interface with a blue header bar containing 'Manage' and 'Analytics'. A search bar on the right says 'Search for jobs or resources'. Below the header, there are tabs for 'Schedule', 'Work', and 'Activities'. The 'Work' tab is active, and a dropdown menu is open, showing 'Work List' highlighted with a yellow border. The main area displays a calendar for July 2023, with dates from 25 to 5. A table is overlaid on the calendar, showing columns for 'Name', 'Resource', and 'Type'. The table is currently empty.

Name	Resource	Type
------	----------	------

You can view a work list from these options, or filter your own



The screenshot displays the 'Work list' interface. At the top, there are navigation tabs: Schedule, Work, Activities, Resources, Availability, and Manage. A search bar on the right contains the text 'Search for jobs or resources'. Below the tabs, the 'Work list' title is followed by a 'BETA' badge. On the left, there are controls for '4 items', 'Todays Jobs' (selected), and 'Save as duplicate'. A search box for views is present. A view selection menu is open, showing options: 'All views', 'Shared views', 'Private views', 'Default view', 'Created Today', 'This weeks Jobs', and 'Todays Jobs' (checked). The main table has columns: HK JOB NUM, JOB CREATEDBY, DATE AND TIME OF BOOKING, DATE AND TIME OF JOB, CLIENT, ADDRESS, REGION, and MAN DEC SENT. The table contains four rows of job data. At the bottom, there is a pagination control showing '1' and a '30 per page' dropdown.

HK JOB NUM	JOB CREATEDBY	DATE AND TIME OF BOOKING	DATE AND TIME OF JOB	CLIENT	ADDRESS	REGION	MAN DEC SENT
A&D4311	Chris Wakeham	Fri 7 Jul 2023, 11:30am	Fri 7 Jul 2023, 12:15pm - 1:15pm (BST)	Beta	Wrexham LL12, UK	Avon and Somerset	
A&D4522	Chris Wakeham	Fri 7 Jul 2023, 11:29am	Fri 7 Jul 2023, 12:15pm - 1:15pm (BST)	ABC Roofing	Great Western Rd, Glasgow G12 0YN, UK	Cumbria	
A&D98876	Chris Wakeham	Fri 7 Jul 2023, 11:27am	Fri 7 Jul 2023, 11:45am - 12:45pm (BST)	Beta	Southwick, Fareham PO17 6EJ, UK	South West	
A&D98765	Chris Wakeham	Fri 7 Jul 2023, 11:04am	Fri 7 Jul 2023, 10:00am - 11:00am (BST)	Beta	Stretton en le Field, Swadlincote DE12 8AA, UK	Midlands	

Click on the “**HK Job Number**” to access the job





Schedule Work Activities Resources Availability Manage

Search for jobs or resources

Work list BETA

4 Items Today's Jobs Save as duplicate

Sort 1 Filters 1 Columns 10+

HK JOB NUMBER	JOB TYPE	STATUS	HKCT	JOB CREATEDBY	DATE AND TIME OF BOOKING	DATE AND TIME OF JOB	CLIENT	ADDRESS	REGION	MAN DEC SENT
A&D74685	Random	Pending Allocation		Chris Wakeham	Thu 6 Jul 2023, 3:40pm	Thu 6 Jul 2023, 11:30am - 1:30pm (BST)	Balfour Beatty - T. E & MP -...	Relay Dr, Wilnecote, Tamworth B77 5PR, UK	United Kingdom	
A&D74685	Random	Dispatched		Chris Wakeham	Thu 6 Jul 2023, 3:18pm	Thu 6 Jul 2023, 11:30am - 1:30pm (BST)	Balfour Beatty - T. E & MP -...	Relay Dr, Wilnecote, Tamworth B77 5PR, UK	United Kingdom	
A&D009988	Random	Pending Allocation		Chris Wakeham	Thu 6 Jul 2023, 12:30pm	Thu 6 Jul 2023, 1:30pm - 3:30pm (BST)	Great Waste	Swadlincote DE12 6GA, UK	United Kingdom	
A&D69754	For Cause	Complete		Chris Wakeham	Thu 6 Jul 2023, 12:21pm	Thu 6 Jul 2023, 11:30am - 12:30pm (BST)	Beta	Relay Dr, Wilnecote, Tamworth B77 5PR, UK	United Kingdom	

4 of 4

< 1 >

30 per page

Click on the “**View Job**” to open the job

Schedule Work Activities Resources Availability Manage

Work list BETA

180 Items Default view Save as duplicate Sort 1 Filters Columns 10+

HK JOB NUMBER	JOB TYPE	STATUS	HKCT	JOB CREATEDBY	DATE AND TIME OF BOOKING	DATE AND TIME OF JOB	CLIENT	ADDRESS	REGION	MAN DEC SENT
A&D12122	Post Incident	Queued		Chris Wakeham	Fri 7 Jul 2023, 11:32am	Not Set	ABC Roofing	Feltham TW13 7EF, UK	London and Surrounding	
A&D122333	Random	Queued		Chris Wakeham	Fri 7 Jul 2023, 11:32am	Not Set	Beta	Congleton CW12, UK	North West	
A&D4311	Post Incident	Pending Allocation		Chris Wakeham	Fri 7 Jul 2023, 11:30am	Fri 7 Jul 2023, 12:15pm - 1:15pm (BST)	Beta	Wrexham LL12, UK	Avon and Somerset	
A&D4522	New Starter	Pending Allocation		Chris Wakeham	Fri 7 Jul 2023, 11:29am	Fri 7 Jul 2023, 12:15pm - 1:15pm (BST)	ABC Roofing	Great Western Rd, Glasgow G12 0YN, UK	Cumbria	
A&D98876	Random	Pending Allocation		Chris Wakeham	Fri 7 Jul 2023, 11:27am	Fri 7 Jul 2023, 11:45am - 12:45pm (BST)	Beta	Southwick, Fareham PO17 6EJ, UK	South West	
A&D98765	For Cause	Pending Allocation		Chris Wakeham	Fri 7 Jul 2023, 11:04am	Fri 7 Jul 2023, 10:00am - 11:00am (BST)	Beta	Stretton en le Field, Swadlincote DE12 8AA, UK	Midlands	
Test - Alecia	For Cause	Queued		Sked Admin	Fri 7 Jul 2023, 10:52am	Not Set	No Account	Cumbria, UK	Cumbria	
A&D74685	Random	Ready	C	Chris Wakeham	Thu 6 Jul 2023, 3:40pm	Thu 6 Jul 2023, 11:30am - 1:30pm (BST)	Balfour Beatty - T.E & MP -...	Relay Dr, Wilnecote, Tamworth B77 5PR, UK	United Kingdom	
A&D74685	Random	Ready	C	Chris Wakeham	Thu 6 Jul 2023, 3:18pm	Thu 6 Jul 2023, 11:30am - 1:30pm (BST)	Balfour Beatty - T.E & MP -...	Relay Dr, Wilnecote, Tamworth B77 5PR, UK	United Kingdom	
A&D009988	Random	Pending Allocation		Chris Wakeham	Thu 6 Jul 2023, 12:30pm	Thu 6 Jul 2023, 1:30pm - 3:30pm (BST)	Great Waste	Swadlincote DE12 6GA, UK	United Kingdom	
A&D69754	For Cause	Complete	C	Chris Wakeham	Thu 6 Jul 2023, 12:21pm	Thu 6 Jul 2023, 11:30am - 12:30pm (BST)	Beta	Relay Dr, Wilnecote, Tamworth B77 5PR, UK	United Kingdom	
A&D12987	For Cause	Pending Allocation		Chris Wakeham	Tue 4 Jul 2023, 4:33pm	Tue 4 Jul 2023, 4:30pm - 5:30pm (BST)	Great Waste	Copt Oak Rd, Markfield LE67 9PJ, UK	East of England	
Standard Alcohol (Breath)/Oral Fluid (Onsite LIR)	New Starter	Ready	M	Chris Wakeham	Mon 3 Jul 2023, 4:28pm	Tue 4 Jul 2023, 10:00am - 11:00am (BST)	easyJet (Medigold)	Aztec W, Almondsbury, Bristol BS32 4AQ, UK	United Kingdom	
Network Rail Alcohol (Breath)/Urine (STL)	Random	Dispatched	D	Chris Wakeham	Mon 3 Jul 2023, 4:11pm	Tue 4 Jul 2023, 9:00am - 1:00pm (BST)	Balfour Beatty - T.E & MP -...	Devon PI, Newport NP20 4NN, UK	United Kingdom	
Standard Alcohol (Breath)/Oral Fluid (Onsite LIR)	New Starter	Complete	R	Chris Wakeham	Mon 3 Jul 2023, 3:37pm	Tue 4 Jul 2023, 8:00am - 9:00am (BST)	easyJet (Medigold)	Horley, Gatwick RH6 0DW, UK	United Kingdom	Yes
A&D12345	For Cause	Complete	C	Chris Wakeham	Mon 3 Jul 2023, 2:33pm	Mon 3 Jul 2023, 3:00pm - 4:00pm (BST)	Beta	United Kingdom	United Kingdom	
A&D09876	For Cause	Complete	S	Chris Wakeham	Mon 3 Jul 2023, 10:46am	Mon 3 Jul 2023, 11:15am - 12:15pm (BST)	Beta	Birmingham Business Park, Solihull Pkwy, Birmingham B37 7YN, UK	United Kingdom	

View JOB-0240 X

Random
07 Jul 2023, 11:45am - 12:45pm BST

Pending Allocation

Details ^

Type
Random

Description
A&D98876

Notes comments
None

Urgency
Normal

Completion notes
None

Account and location

Account
None

Contact
None

Click on the “**View Job**” to open the job

Schedule Work Activities Resources Availability Manage

Work list BETA

180 Items Default view Save as duplicate Sort 1 Filters Columns 10+

HK JOB NUMBER	JOB TYPE	STATUS	HKCT	JOB CREATEDBY	DATE AND TIME OF BOOKING	DATE AND TIME OF JOB	CLIENT	ADDRESS	REGION	MAN DEC SENT
A&D12122	Post Incident	Queued		Chris Wakeham	Fri 7 Jul 2023, 11:32am	Not Set	ABC Roofing	Feltham TW13 7EF, UK	London and Surrounding	
A&D122333	Random	Queued		Chris Wakeham	Fri 7 Jul 2023, 11:32am	Not Set	Beta	Congleton CW12, UK	North West	
A&D4311	Post Incident	Pending Allocation		Chris Wakeham	Fri 7 Jul 2023, 11:30am	Fri 7 Jul 2023, 12:15pm - 1:15pm (BST)	Beta	Wrexham LL12, UK	Avon and Somerset	
A&D4522	New Starter	Pending Allocation		Chris Wakeham	Fri 7 Jul 2023, 11:29am	Fri 7 Jul 2023, 12:15pm - 1:15pm (BST)	ABC Roofing	Great Western Rd, Glasgow G12 0YN, UK	Cumbria	
A&D98876	Random	Pending Allocation		Chris Wakeham	Fri 7 Jul 2023, 11:27am	Fri 7 Jul 2023, 11:45am - 12:45pm (BST)	Beta	Southwick, Fareham PO17 6EJ, UK	South West	
A&D98765	For Cause	Pending Allocation		Chris Wakeham	Fri 7 Jul 2023, 11:04am	Fri 7 Jul 2023, 10:00am - 11:00am (BST)	Beta	Stretton en le Field, Swadlincote DE12 8AA, UK	Midlands	
Test - Alecia	For Cause	Queued		Sked Admin	Fri 7 Jul 2023, 10:52am	Not Set	No Account	Cumbria, UK	Cumbria	
A&D74685	Random	Ready	C	Chris Wakeham	Thu 6 Jul 2023, 3:40pm	Thu 6 Jul 2023, 11:30am - 1:30pm (BST)	Balfour Beatty - T.E & MP -...	Relay Dr, Wilnecote, Tamworth B77 5PR, UK	United Kingdom	
A&D74685	Random	Ready	C	Chris Wakeham	Thu 6 Jul 2023, 3:18pm	Thu 6 Jul 2023, 11:30am - 1:30pm (BST)	Balfour Beatty - T.E & MP -...	Relay Dr, Wilnecote, Tamworth B77 5PR, UK	United Kingdom	
A&D009988	Random	Pending Allocation		Chris Wakeham	Thu 6 Jul 2023, 12:30pm	Thu 6 Jul 2023, 1:30pm - 3:30pm (BST)	Great Waste	Swadlincote DE12 6GA, UK	United Kingdom	
A&D69754	For Cause	Complete	C	Chris Wakeham	Thu 6 Jul 2023, 12:21pm	Thu 6 Jul 2023, 11:30am - 12:30pm (BST)	Beta	Relay Dr, Wilnecote, Tamworth B77 5PR, UK	United Kingdom	
A&D12987	For Cause	Pending Allocation		Chris Wakeham	Tue 4 Jul 2023, 4:33pm	Tue 4 Jul 2023, 4:30pm - 5:30pm (BST)	Great Waste	Copt Oak Rd, Markfield LE67 9PJ, UK	East of England	
Standard Alcohol (Breath)/Oral Fluid (Onsite LIR)	New Starter	Ready	M	Chris Wakeham	Mon 3 Jul 2023, 4:28pm	Tue 4 Jul 2023, 10:00am - 11:00am (BST)	easyJet (Medigold)	Aztec W, Almondsbury, Bristol BS32 4AQ, UK	United Kingdom	
Network Rail Alcohol (Breath)/Urine (STL)	Random	Dispatched	D	Chris Wakeham	Mon 3 Jul 2023, 4:11pm	Tue 4 Jul 2023, 9:00am - 1:00pm (BST)	Balfour Beatty - T.E & MP -...	Devon PI, Newport NP20 4NN, UK	United Kingdom	
Standard Alcohol (Breath)/Oral Fluid (Onsite LIR)	New Starter	Complete	R	Chris Wakeham	Mon 3 Jul 2023, 3:37pm	Tue 4 Jul 2023, 8:00am - 9:00am (BST)	easyJet (Medigold)	Horley, Gatwick RH6 0DW, UK	United Kingdom	Yes
A&D12345	For Cause	Complete	C	Chris Wakeham	Mon 3 Jul 2023, 2:33pm	Mon 3 Jul 2023, 3:00pm - 4:00pm (BST)	Beta	United Kingdom	United Kingdom	
A&D09876	For Cause	Complete	S	Chris Wakeham	Mon 3 Jul 2023, 10:46am	Mon 3 Jul 2023, 11:15am - 12:15pm (BST)	Beta	Birmingham Business Park, Solihull Pkwy, Birmingham B37 7YN, UK	United Kingdom	

View JOB-0240

Random

07 Jul 2023, 11:45am - 12:45pm BST

Pending Allocation

Details

Type

Random

Description

A&D98876

Notes comments

None

Urgency

Normal

Completion notes

None

Account and location

Account

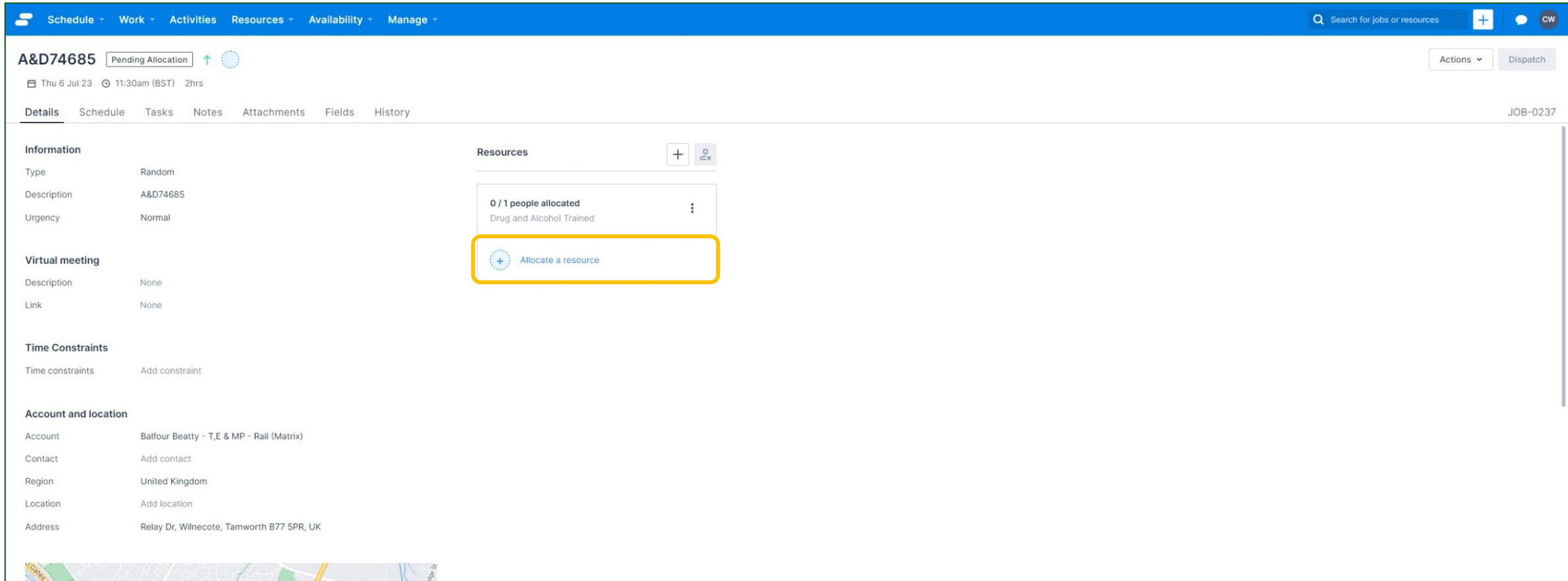
None

Contact

None

Allocate a resource

You can allocate a resource, from here by clicking “**Allocate a resource**” - Do not use “**Send Offers**” if this appears



The screenshot displays a software interface for resource management. At the top, a blue navigation bar contains menu items: Schedule, Work, Activities, Resources, Availability, and Manage. A search bar on the right is labeled 'Search for jobs or resources'. Below the navigation bar, the job ID 'A&D74685' is shown with a 'Pending Allocation' status and a refresh icon. The date and time are 'Thu 6 Jul 23' at '11:30am (BST)' for a duration of '2hrs'. A 'Dispatch' button is visible in the top right. The main content area has tabs for 'Details', 'Schedule', 'Tasks', 'Notes', 'Attachments', 'Fields', and 'History'. The 'Details' tab is active, showing sections for 'Information', 'Virtual meeting', 'Time Constraints', and 'Account and location'. The 'Resources' section is highlighted with a yellow box and contains the text '0 / 1 people allocated' and 'Drug and Alcohol Trained'. Below this, a button with a plus icon and the text 'Allocate a resource' is highlighted with a yellow border.

Information	
Type	Random
Description	A&D74685
Urgency	Normal

Virtual meeting	
Description	None
Link	None

Time Constraints	
Time constraints	Add constraint

Account and location	
Account	Balfour Beatty - T,E & MP - Rail (Matrix)
Contact	Add contact
Region	United Kingdom
Location	Add location
Address	Relay Dr, Wilnecote, Tamworth B77 5PR, UK

Resources

0 / 1 people allocated
Drug and Alcohol Trained

[+ Allocate a resource](#)

Return to the work list to see the job has dispatched

Schedule Work Activities Resources Availability Manage

Search for jobs or resources

Work list BETA

4 Items Today's Jobs Save as duplicate

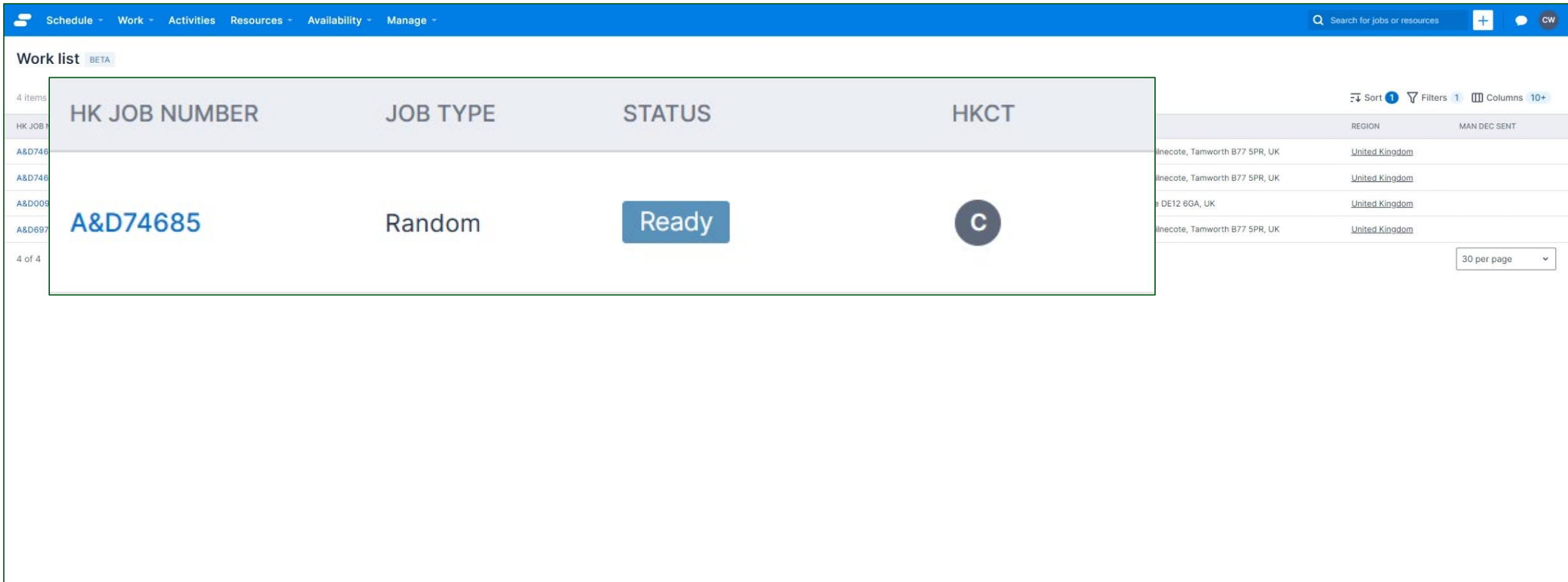
Sort 1 Filters 1 Columns 10+

HK JOB NUMBER	JOB TYPE	STATUS	HKCT	JOB CREATEDBY	DATE AND TIME OF BOOKING	DATE AND TIME OF JOB	CLIENT	ADDRESS	REGION	MAN DEC SENT
A&D74685	Random	Dispatched	C	Chris Wakeham	Thu 6 Jul 2023, 3:40pm	Thu 6 Jul 2023, 11:30am - 1:30pm (BST)	Balfour Beatty - T.E & MP...	Relay Dr, Wilnecote, Tamworth B77 5PR, UK	United Kingdom	
A&D74685	Random	Dispatched	C	Chris Wakeham	Thu 6 Jul 2023, 3:40pm	Thu 6 Jul 2023, 11:30am - 1:30pm (BST)	Balfour Beatty - T.E & MP...	Relay Dr, Wilnecote, Tamworth B77 5PR, UK	United Kingdom	
A&D009988	Random	Pending Allocation		Chris Wakeham	Thu 6 Jul 2023, 12:30pm	Thu 6 Jul 2023, 1:30pm - 3:30pm (BST)	Great Waste	Swadlincote DE12 6GA, UK	United Kingdom	
A&D69754	For Cause	Complete	C	Chris Wakeham	Thu 6 Jul 2023, 12:21pm	Thu 6 Jul 2023, 11:30am - 12:30pm (BST)	Beta	Relay Dr, Wilnecote, Tamworth B77 5PR, UK	United Kingdom	

4 of 4 < 1 > 30 per page

Work list

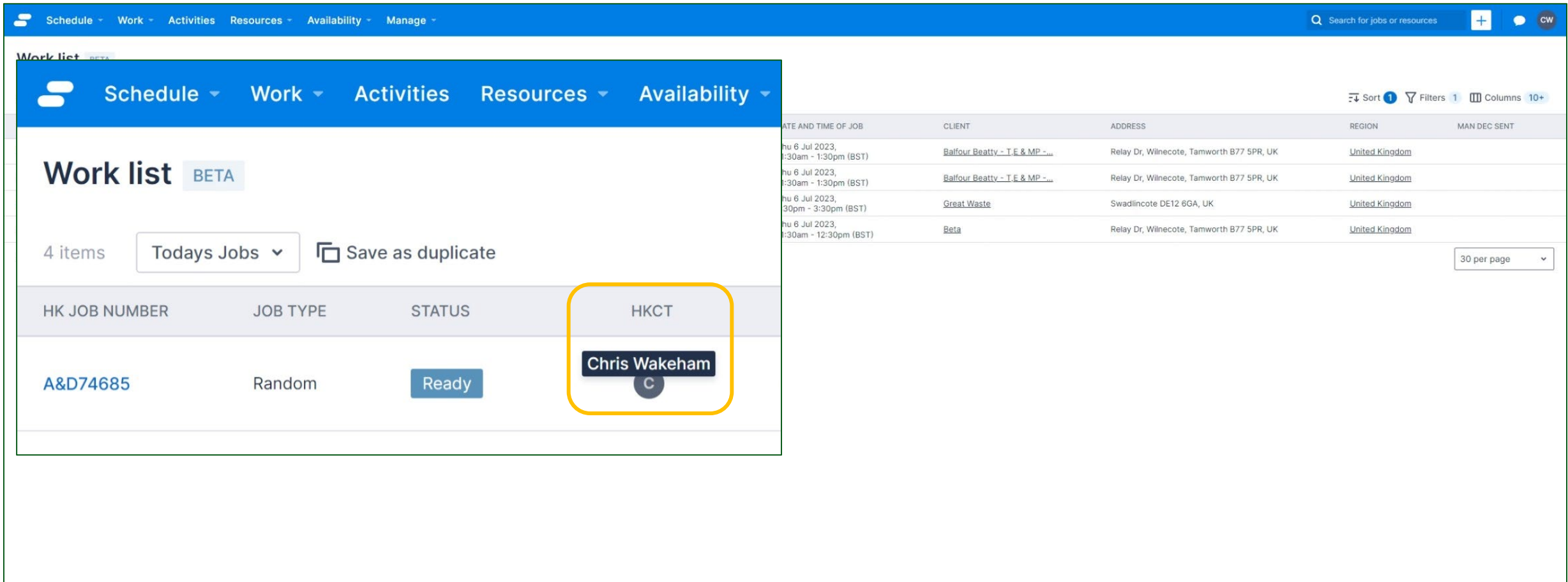
When the CT accepts the Job, the status will update to **“Ready”**



The screenshot shows a web application interface for a 'Work list'. The top navigation bar includes 'Schedule', 'Work', 'Activities', 'Resources', 'Availability', and 'Manage'. A search bar on the right says 'Search for jobs or resources'. The main content area is titled 'Work list BETA' and shows a table with 4 items. The table has columns for 'HK JOB NUMBER', 'JOB TYPE', 'STATUS', and 'HKCT'. The first row is highlighted and contains the job number 'A&D74685', job type 'Random', status 'Ready' (in a blue button), and a circular icon with the letter 'C'. To the right of the table, there are controls for 'Sort 1', 'Filters 1', and 'Columns 10+'. Below the table, there is a '30 per page' dropdown menu.

HK JOB NUMBER	JOB TYPE	STATUS	HKCT
A&D74685	Random	Ready	C

Hover over the icon to see the CT name



The screenshot displays the 'Work list' interface. The top navigation bar includes 'Schedule', 'Work', 'Activities', 'Resources', and 'Availability'. A search bar on the right contains the text 'Search for jobs or resources'. Below the navigation, the 'Work list' title is followed by a 'BETA' badge. The interface shows '4 items' and a 'Todays Jobs' dropdown menu. A 'Save as duplicate' button is also present. The main table has columns for 'HK JOB NUMBER', 'JOB TYPE', 'STATUS', and 'HKCT'. The first row shows 'A&D74685', 'Random', and 'Ready'. The 'HKCT' cell for this row contains a tooltip for 'Chris Wakeham' with a small 'C' icon below it. A secondary table on the right shows job details including 'DATE AND TIME OF JOB', 'CLIENT', 'ADDRESS', 'REGION', and 'MAN DEC SENT'.

DATE AND TIME OF JOB	CLIENT	ADDRESS	REGION	MAN DEC SENT
Fri 6 Jul 2023, 11:30am - 1:30pm (BST)	Balfour Beatty - T. E & MP -...	Relay Dr, Wilnecote, Tamworth B77 5PR, UK	United Kingdom	
Fri 6 Jul 2023, 11:30am - 1:30pm (BST)	Balfour Beatty - T. E & MP -...	Relay Dr, Wilnecote, Tamworth B77 5PR, UK	United Kingdom	
Fri 6 Jul 2023, 3:30pm - 3:30pm (BST)	Great Waste	Swadlincote DE12 6GA, UK	United Kingdom	
Fri 6 Jul 2023, 11:30am - 12:30pm (BST)	Beta	Relay Dr, Wilnecote, Tamworth B77 5PR, UK	United Kingdom	

Progress of a job

You can see the progress of the job by selecting **“Actual times”**

Standard Alcohol (Breath)/Urine (Onsite LIR) Complete ↑ 🔒 NW Actions Dispatch

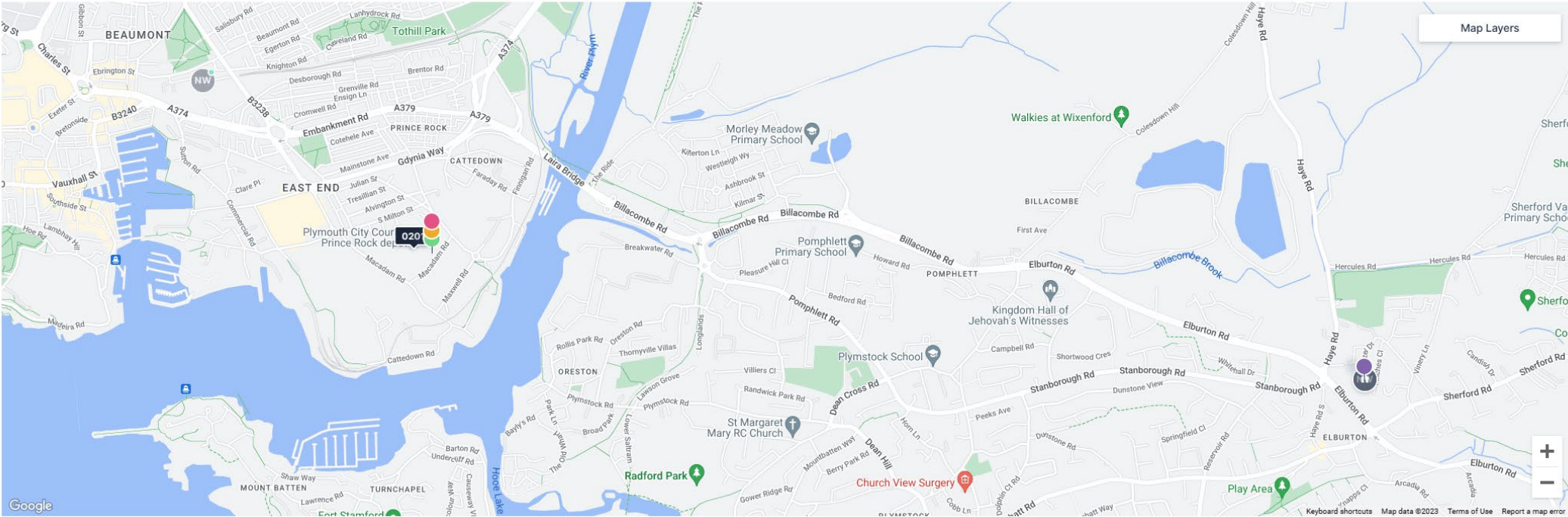
Norman Way

Details Schedule Tasks Notes Attachments Fields **Actual times** History JOB-0201

Resource: Nigel Wren

Job duration: 56mins Travel time: 15mins

- Confirmed: 8:15pm, Wed 14 Jun 23
- En Route: 6:36am, Thu 15 Jun 23 (2.4mi from job)
- Checked In: 6:51am, Thu 15 Jun 23 (259ft from job)
- In Progress: 7:06am, Thu 15 Jun 23 (259ft from job)
- Complete: 7:47am, Thu 15 Jun 23 (280ft from job)



Map Layers

Keyboard shortcuts Map data ©2023 Terms of Use Report a map error

Progress of a job

Standard Alcohol (Breath)/Urine (

Norman Way

Details Schedule Tasks Notes Att

Resource

Nigel Wren

Job duration **56mins**

Travel time **15mins**

- Confirmed
8:15pm, Wed 14 Jun 23
- En Route
6:36am, Thu 15 Jun 23
- Checked In
6:51am, Thu 15 Jun 23
- In Progress
7:06am, Thu 15 Jun 23
- Complete
7:47am, Thu 15 Jun 23

Job duration **56mins**

Travel time **15mins**

2.4mi from job

259ft from job

259ft from job

280ft from job

2.4mi from job

259ft from job

259ft from job

280ft from job

2.4mi from job

259ft from job

259ft from job

280ft from job

Actions ▾ Dispatch

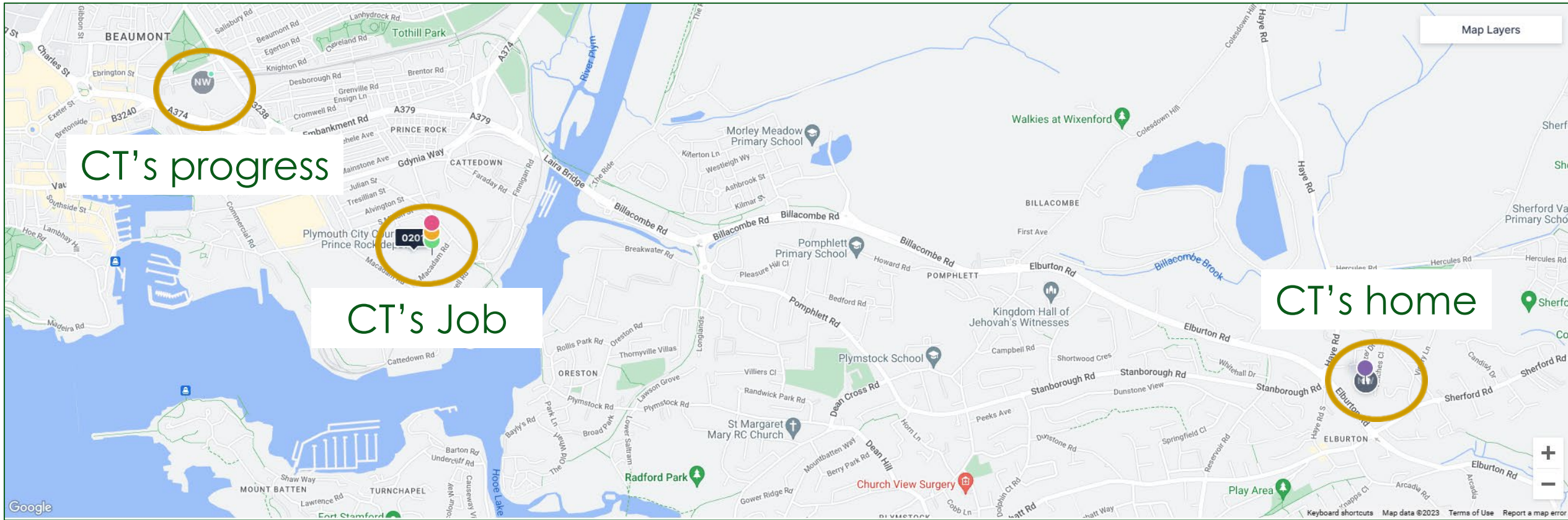
JOB-0201

Map Layers

Keyboard shortcuts Map data ©2023 Terms of Use Report a map error

HKCT Progress

You can see the progress of the CT if they are logged into the app and have location settings on



Any Questions

