



"How To" – Complete a Job

Select Jobs

JOBS

1.

Select Returned or All tab

Returned

All

2.

Select Job

401566

Bill Jones

10% Potash Sup...

3.

Select Complete

Assign

Complete

New Re

4.

Click dropbox and select contractors report set

My Report Set None

- None
- My Report Sets**
- Contractor PDF&CSV
- Example VRA pdf
- PDF&KML & SHP
- PDF &SHP & KML coverage
- Ravensdown Report
- SHP & KML
- Flight Demo1 Report Sets**
- Customer PDF&KML
- New Configuration
- PDF&KML & SHP
- Default Report Sets**
- Contractor PDF&CSV
- Customer PDF
- Customer PDF&KML
- Ravensdown Export

5.

Click dropbox and select customers report set

Bill Jones's Report Set None

- None
- My Report Sets**
- Contractor PDF&CSV
- Example VRA pdf
- PDF&KML & SHP
- PDF &SHP & KML coverage
- Ravensdown Report
- SHP & KML
- Flight Demo1 Report Sets**
- Customer PDF&KML
- New Configuration
- PDF&KML & SHP
- Default Report Sets**
- Contractor PDF&CSV
- Customer PDF
- Customer PDF&KML
- Ravensdown Export

Auto complete all o

Area Charged 0.00 ha
Distance Working 22.58 km
Distance Not Working 4.18 km

6.

Report set emailed to customer

Contractor Reports *No reports*

Customer Reports *Generated: 14/08/2016 14:05*

[401566 - Bill Jones - Geometry.zip](#)

[401566 - Bill Jones - Order Details.csv](#)

7.