

# Job Tracking

## User Guide

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Track jobs from start to finish — capture photos, add timestamped notes, and get AI-generated field service reports on completion.

### Quick Reference

Commands: /job, /done, /note

Access: Requires active subscription or trial

Location: Auto-captures last known location

AI Reports: Professional field reports generated on completion (subscribers)

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# 1. Getting Started

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The Job Tracking feature helps you document your work from arrival to completion. Every job captures photos, timestamped notes, location data, and — for subscribers — an AI-generated field service report when you finish.

To start tracking a job:

- Type /job in the chat, or
- Tap Job on the home screen keyboard

You can only have one active job at a time. Complete or cancel the current job before starting a new one. Your last known location is automatically captured when you start a job.

Tip: Share your location with the bot before starting a job so the GPS coordinates are attached to the job record. Tap the Location button on the home screen or use /location.

## 2. Starting a Job

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When you type /job or tap the Job button, the bot creates a new job and automatically attaches your last known location.

### What happens:

- A new job is created with a unique Job ID
- Your last shared GPS coordinates are saved to the job
- The bot confirms the job and shows instructions: Send photos, /note, /done

### If a job is already active:

The bot shows your current job status instead of creating a new one. You'll see the device name (if set), note count, and photo count, along with a button to complete the job.

Note: Only one job can be active at a time. You must complete or cancel the current job before starting another.

## 3. Adding Photos

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While a job is active, any photo you send to the bot is automatically saved to the job record. This makes it easy to document your work in progress.

- Send a photo at any time during an active job
- The bot confirms: "Photo added (X total)"
- Photos are stored and included in the completion report
- Photos sent during a job skip Vision AI device detection — they go straight to the job record

Tip: Take photos of the work area before you start, during the job, and after completion. This creates a clear visual timeline in your field report.

## 4. Adding Notes

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Use the /note command followed by your text to add timestamped notes to the active job. Notes are automatically stamped with the time (HH:MM format).

### How to add a note:

- Type /note followed by your text — e.g., /note Replaced strike plate, aligned with frame
- The bot confirms the note was added with a running count
- Multiple notes accumulate throughout the job
- Each note is timestamped automatically

### Examples:

- /note Arrived on site, met with building manager
- /note Power supply reading 13.2V, within spec
- /note Replaced strike plate, tested 10 cycles OK
- /note Cleaned up, waiting for customer sign-off

Tip: Add notes as you go rather than trying to remember everything at the end. The timestamps create a clear chronological record of your work.

## 5. Completing a Job

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When you finish the job, use `/done` to mark it complete. You can optionally include final notes in the same command.

### Two ways to complete:

- `/done` — completes the job with no additional notes
- `/done Installed new reader, programmed 12 cards` — completes with final notes attached

### The completion summary shows:

- Device name (if a device was associated with the job)
- Duration — how long the job was active
- Photo count — number of photos captured
- Note count — number of timestamped notes added

After completion, the job state is cleared and you can start a new job. A copyable plain text report is also sent — formatted in a monospace block that you can paste into SMS, WhatsApp, email, or any messaging app.

## 6. AI Field Reports

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Subscribers automatically receive an AI-generated field service report when they complete a job with `/done`. The report transforms your raw notes and job data into a professional document.

### The AI report includes:

<b>Job Details</b>	Job ID, device name, location, date, duration, and technician name
<b>AI Narrative</b>	Professional summary of work performed, findings, and resolution
<b>Recommendations</b>	AI-generated follow-up recommendations based on the work done
<b>Field Notes</b>	All timestamped notes from the job, in chronological order
<b>Sign-off Section</b>	Space for customer acknowledgment

### What you receive:

- Markdown text — the full report displayed in the chat
- Downloadable PDF — a professional document you can share with clients or managers
- Copyable plain text — formatted for pasting into SMS, WhatsApp, or email

Tip: The more detailed your `/note` entries are during the job, the better the AI report will be. Include specifics like voltages, part numbers, and test results.

## 7. The Home Screen Button

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The Job button on the home screen is context-aware — it changes based on whether you have an active job.

<b>No active job</b>	Button shows "Start Job" — tapping it creates a new job (same as /job)
<b>Job in progress</b>	Button shows "End Job" — tapping it completes the job (same as /done)

This means you never need to remember the commands. The home screen always shows the right action for your current state.

## 8. Quick Reference

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Action	How
Start a job	Type /job or tap Job on home screen
Add a photo	Send any photo while a job is active
Add a note	Type /note followed by your text
Complete a job	Type /done or /done with final notes
Complete via button	Tap End Job on home screen
View active job	Type /job when a job is already active
Get AI report	Automatic on /done for subscribers
Share report	Copy the plain text block and paste anywhere