Get started with the vWork mobile app for Android

VWork

Log In

Type the **email** you use to log in to vWork and your **Password** here - then tap **SIGN IN**.

Don't know the sign in email and password? Contact your vWork Admin - they can help you!

You can **scan** a **QR code** to log in if this is available to you. Tap this icon to scan.

Jobs List
Overview of all jobs
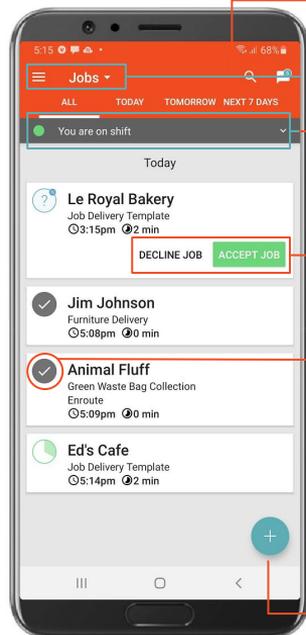
Tap for the app **Menu** and the **Jobs menu** to access **app settings** and other **app features**.

You can see your **shift status here**.
Tap to **shift on** or **shift off**. ✱

Tap to **ACCEPT** or **DECLINE** jobs.

This circle shows the progress of the job.
- ? Accept or decline
- ○ Job ready to start
- ◑ Job in progress
- ✓ Job complete

Tap to **create a job**. ✱

Job Details
In the job
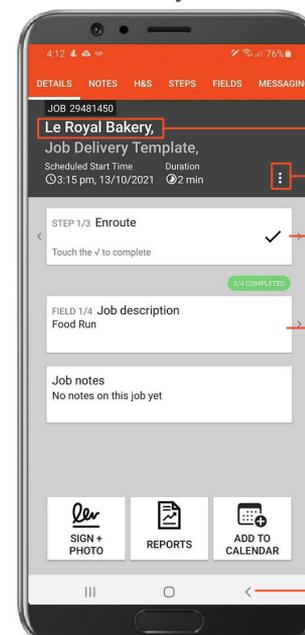
Tap the customer's name for more details.

Tap to **Decline**, **Pause** or **Reassign** a job. ✱

You can see the Job Step you are up to here. Tap to open the **STEPS**.

You can see how many Fields you have completed here. Tap to open the **FIELDS**.

Tap here to go back to the Jobs List.

✱ You may not have this feature on your phone.

Get started with the vWork mobile app for Android

Steps
In the job

When a step is completed (like this **Enroute** step) its background color turns **Grey** and you see a checkmark.

The step you are working on is colored **Teal.** Tap it once to complete it.

You can tap the Map icon to see the location of the step on the map and get directions.

Steps that are still to be completed have a **White** background.

TIP: If you complete a step by mistake you can hold your finger on that step to make it incomplete again.

Fields
In the job
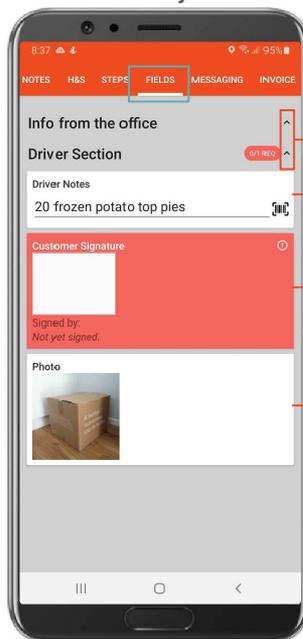
Fields provide the details for the job.

They are sometimes grouped in sections (as they are in this example). You can open a section by tapping ⌃

Tap in a field to edit its contents. Fields can be text, signatures, dates, numbers, pick lists, checkboxes, URL, currency and images /photos.

Fields are Read only, Optional or Required. If they are **Required** they have a red background. You must complete these fields.

Map
In the job
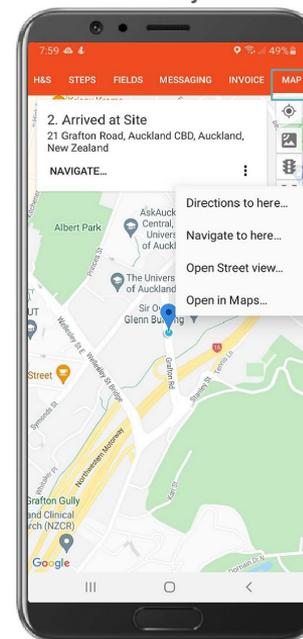
Tap the **Map** tab to open the map for the **Job**.

Tap the menu ⋮ in the job information to get different options for finding the job on the map.