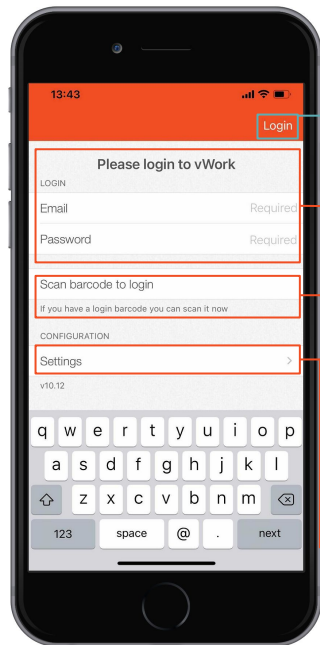


# Get started with the vWork mobile app for iPhone



Visit: [help.vworkapp.com](https://help.vworkapp.com)

## Log In



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

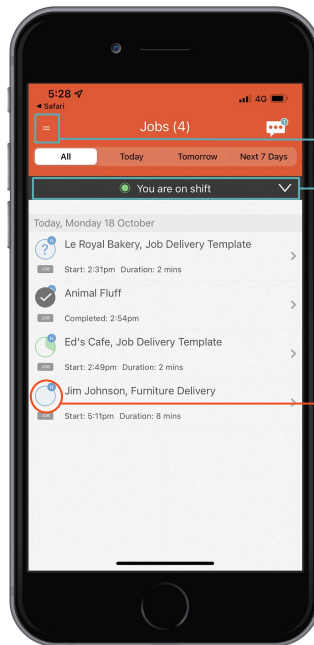
Don't know the sign in email and password? Contact your vWork Admin - they can help you.

You can **scan a QR code** to log in if this is available to you. Tap this area to open the scanner.

You can change your iPhone settings for vWork here. This can adjust your phone's battery life as well as customize your vWork app.

## Jobs List

Overview of all jobs



Tap for the app **Menu** to access app settings and other app features including Job Search, Messages and Create Job.

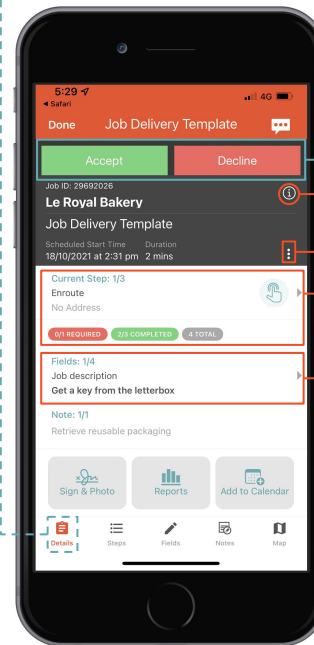
You can see your **shift status** here. Tap to **shift on** or **shift off**.

This circle shows the progress of the job.

- Accept or decline
- Job ready to start
- Job in progress
- Job complete

## Job Details

In the job



Tap to **Accept** or **Decline** a job. \*

Tap **i** for more customer details.

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

You can see the Job Step you are up to here. Tap **🔄** to complete the current step. Tap anywhere else in this area to view all **STEPS**.

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

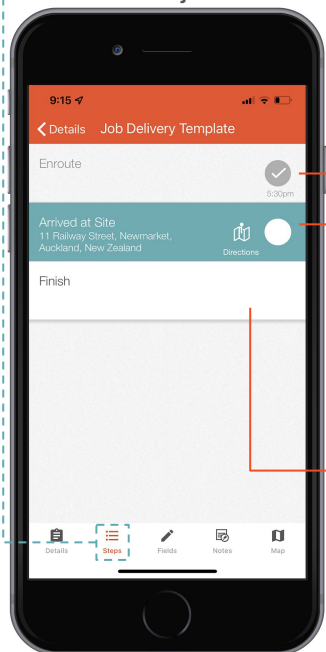
\* You may not have this feature on your phone.

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## Steps In the job



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

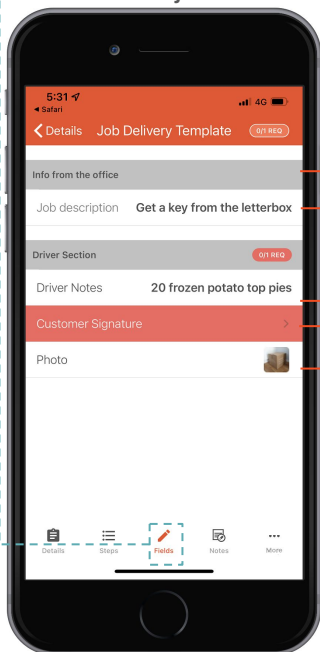
The step you are working on is colored **Teal**. Tap it once to complete the step.

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 tap the step and an option shows to enable you to make it incomplete again.

## Fields In the job



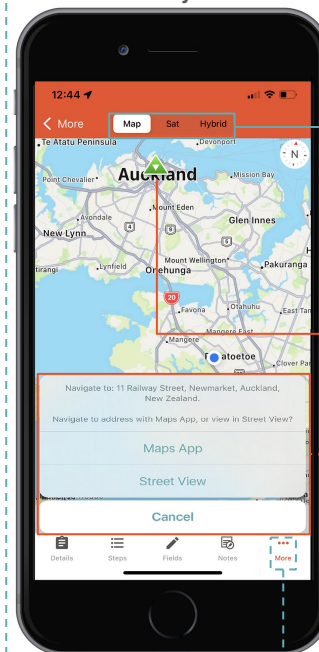
Fields provide the details for the job.

They are sometimes grouped in sections (as they are in this example). Sections have **Grey** section titles with the fields shown in **White** beneath these.

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 required fields.

## Map In the job



Tap the **More** icon to open a menu where you can select the Map for the Job.

Select from these options for different map views.

Tap the Job icon to open a menu that enables you to navigate to the job using the Maps App or to view the job in Street View.

The circle icon shows where you are on the map.