

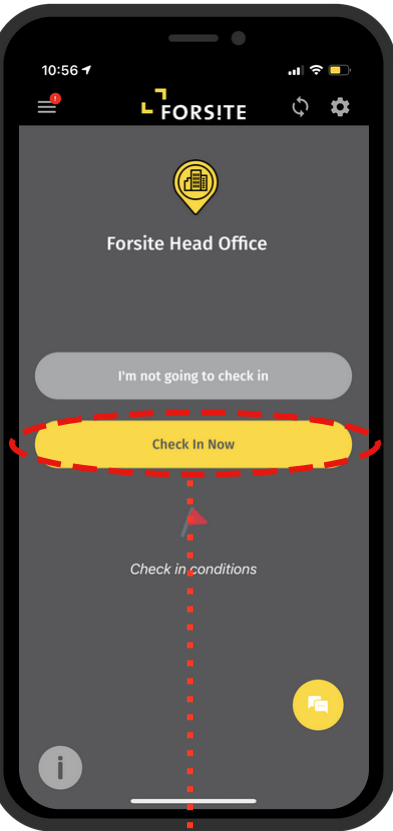


Work Order/Manual Task (App)

Users will be able to enter work orders and their description of work undertaken on site during the check in process. Fields are not compulsory and are independent of each other, users can skip this step.

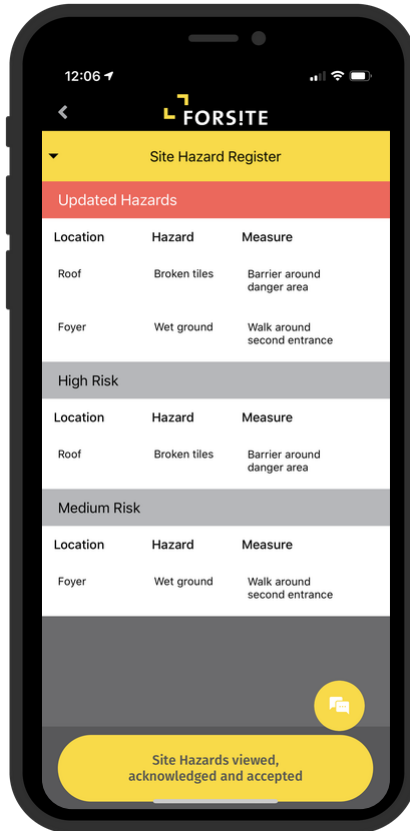
Check in process

1 Check in page

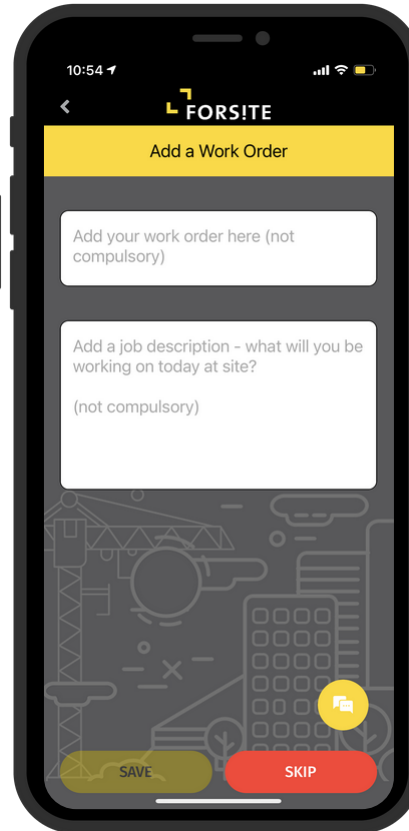


Select check-in

2 View and accept site hazards



3 Enter work order and work description

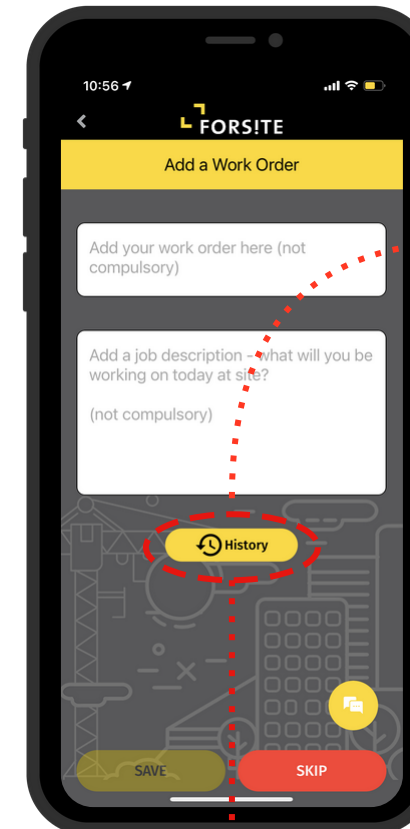


4 Click save once completed



View past work orders

5



6



Users can access their the last 10 purchase order entries to reload historical reoccurring orders.

Want to view contractors task on the portal?

Click on me!



Get the Forsite App



Email customersupport@getforsite.com



Live Chat via App or Portal



Find our HELP/FAQs through our knowledge base: <https://support.getforsite.com/portal/en/kb>