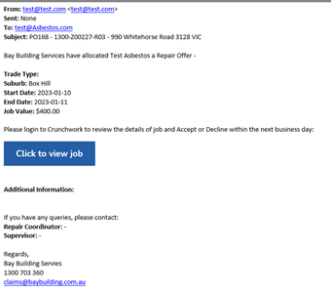
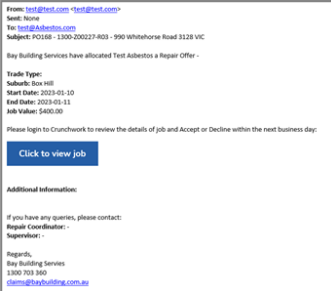


Receive a job notification

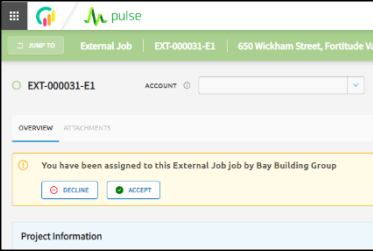
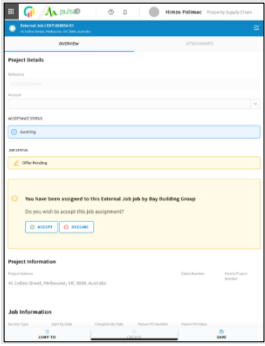
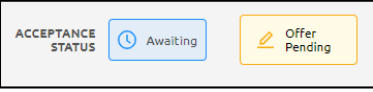
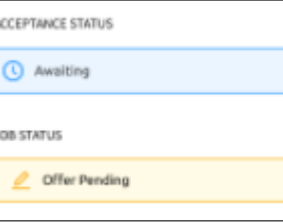
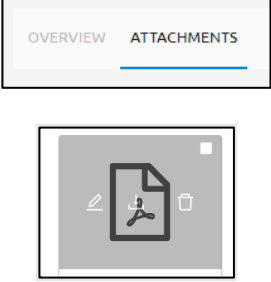

This work instruction is for Bay Building Group Trades and will demonstrate how a job will be received in Crunchwork.

- A. Step by step – Receive a job notification 1
- B. Step by step – Access new offers from your dashboard 3

A. Step by step – Receive a job notification


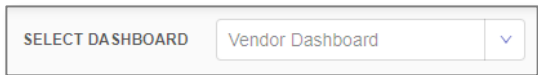
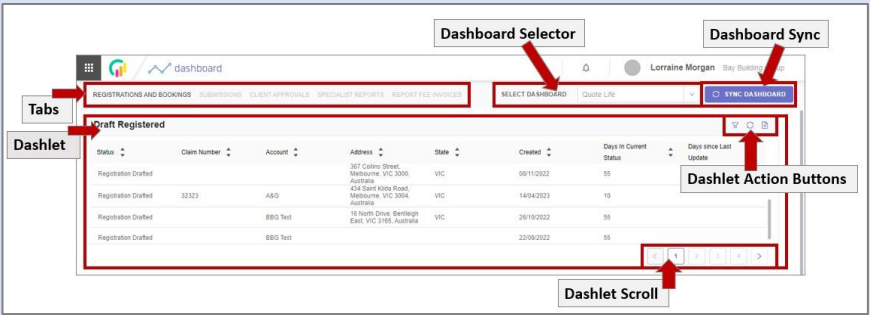
#	Step Instruction	Desktop Image	Mobile Image
1	You will receive an email request when a job is assigned to you.	 <p>From: test@test.com <test@test.com> Sent: None To: test@adbestos.com Subject: PQ2168 - 1300-200227-RO3 - 990 Whitehorse Road 3128 VIC Bay Building Services have allocated Test Asbestos a Repair Offer - Trade Type: Suburb: Ison Hill Start Date: 2023-01-10 End Date: 2023-01-11 Job Value: 5400.00 Please login to Crunchwork to review the details of job and Accept or Decline within the next business day: Click to view job Additional Information: If you have any queries, please contact: Repair Coordinator: - Supervisor: - Regards, Bay Building Services 1300 703 360 clams@baybuilding.com.au</p>	 <p>From: test@test.com <test@test.com> Sent: None To: test@adbestos.com Subject: PQ2168 - 1300-200227-RO3 - 990 Whitehorse Road 3128 VIC Bay Building Services have allocated Test Asbestos a Repair Offer - Trade Type: Suburb: Ison Hill Start Date: 2023-01-10 End Date: 2023-01-11 Job Value: 5400.00 Please login to Crunchwork to review the details of job and Accept or Decline within the next business day: Click to view job Additional Information: If you have any queries, please contact: Repair Coordinator: - Supervisor: - Regards, Bay Building Services 1300 703 360 clams@baybuilding.com.au</p>
2	Open the email received. Click the link to take you directly to the job in Crunchwork.		

CW BBS Work Instruction - Receive a job notification (Trade) v1.1

<p>3</p>	<p>The job page will now display, and the <i>Overview</i> tab is visible. The job address details are visible in the <i>Project Information</i> section.</p>		
<p>4</p>	<p>The Acceptance status is 'Awaiting' and the job status is 'Offer Pending'. These are visible at the top left-hand side of the page.</p>		
<p>5</p>	<p>To view the scope of works from the Job. Navigate to <i>Attachment</i> tab (next tab over from the overview tab). A copy of the PO PDF is available to view.</p> <p>Hover over the attachment, clicking on the view / pencil icon to view attachment. Click <i>X Cancel</i> to exit.</p>		
<p>6</p>	<p>Next step - Please refer to the Work Instruction – CW BBS Work Instruction – Accept or decline a job (Trade)</p>		

CW BBS Work Instruction - Receive a job notification (Trade) v1.1

B. Step by step – Access new offers from your dashboard

#	Step Instruction	Desktop Image	Mobile Image
1	Open the <i>Dashboard</i> module by selecting from the <i>grid</i> on the top left-hand side of the page.		
<p>The Dashboard application is made up of three fundamental components:</p> <ul style="list-style-type: none"> • Dashboards – have multiple tabs and dashlets. • Tabs – a dashboard can have multiple tabs to help navigate and sort the dashlets. <p>Dashlets – a tab can have multiple dashlets. Dashlets are the individual lists that you can see and interact with.</p>			
2	Use <i>Select Dashboard</i> on the top right-hand corner, to access the <i>Vendor Dashboard</i> .		

CW BBS Work Instruction - Receive a job notification (Trade) v1.1

3 The *New Actions* Tab will display all new allocations. Select each item to access the new allocation

