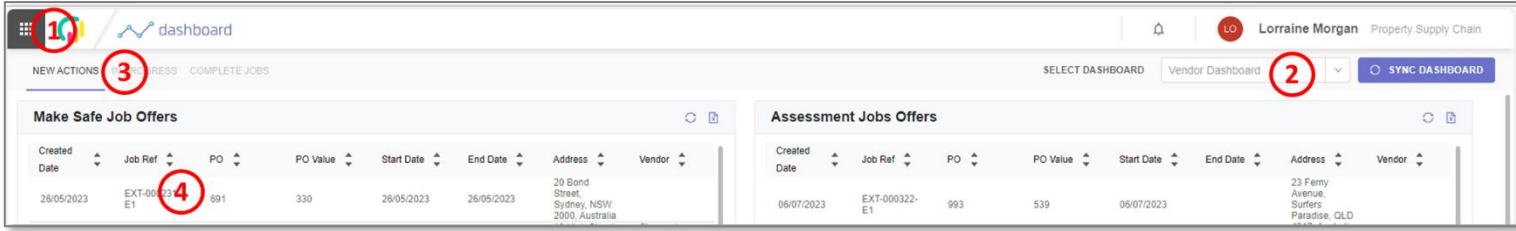


Cheat Sheet - Trade Job Management

Task Name	Steps
<p>Log in</p>	<p>Click on link in email received or open https://bbg.unitycloud.io/ in your edge browser</p> <p>Please reference: BBG Trade Portal Work Instruction – Log into Crunchwork</p>
<p>Accept job</p> <ul style="list-style-type: none"> - Login - Grid (1) - Dashboard - Vendor Dashboard (2) - New Actions (3) - Select job (4) - Accept 	 <p>Please reference: BBG Trade Portal Work Instruction – Accept or decline a job</p>

CW PSC Cheat Sheet - Trade Job Management v1.2

Complete report

- In Pulse job (1)
- Assets tab (2)
- Report (eye) (3)
- Report Writer *Complete Report Details*
- Publish

External Job | EXT-000325-E1 | 440 Chapel Road, Bankstown, NSW 2200, Australia

EXT-000325-E1

ASSETS

VIEWING ASSETS FOR External Job | EXT-000325-E1

FILTERS: Name: Any, Type: All Types, Status: All Statuses, Created By: [dropdown]

Name	Type	Item Type	Status	Created By	Created At	Amount	Actions
INV #591 - EXT-000325-E1 - 440 Chapel Road, Bankstown, NSW 2200, Australia	Invoice	Repair Final Invoice	Draft		26/10/2023	\$0.00	[eye icon]
PO# 2288 Completion Report (Job# EXT-000325-E1) 440 Chapel Road, Bankstown, NSW 2200, Australia - v0	Report	Vendor Completion Report	Draft		26/10/2023	N/A	[eye icon]

report writer

PO# 2289 Completion Report (Job# EXT-000326-E1) 440 Chapel Road, Bankstown, NSW 2200, Australia

COMPLETION REPORT

Title* PO# 2289 Completion Report (Job# EXT-000326-E1) 440 Chapel I

Reference* PO# 2289 Completion Report (Job# EXT-000326-E1)

Job Details

Job Instructions

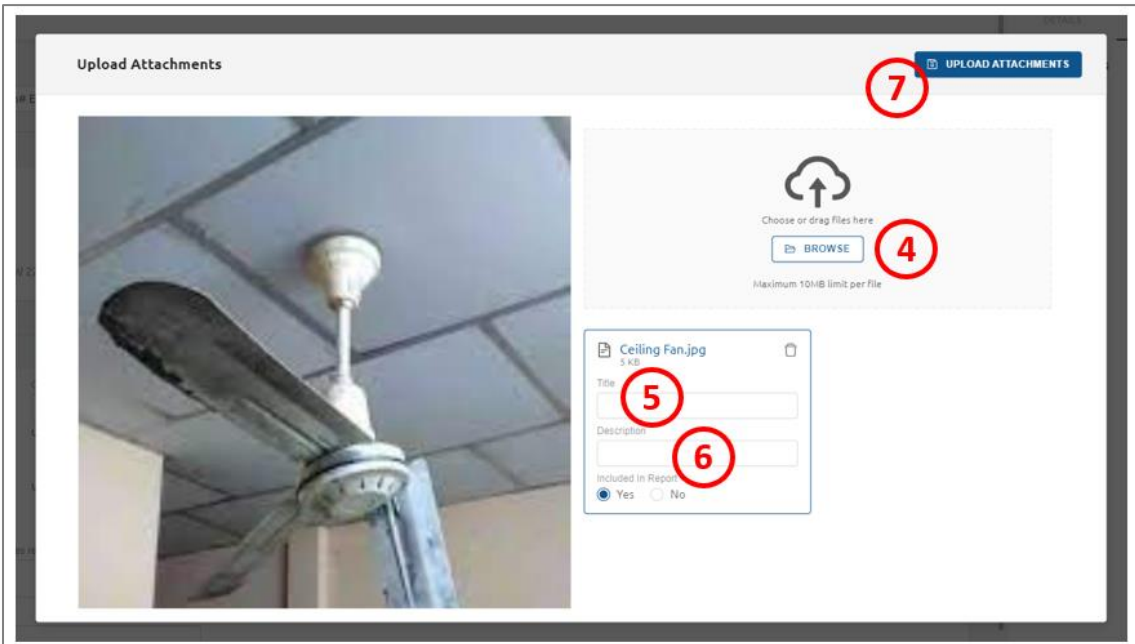
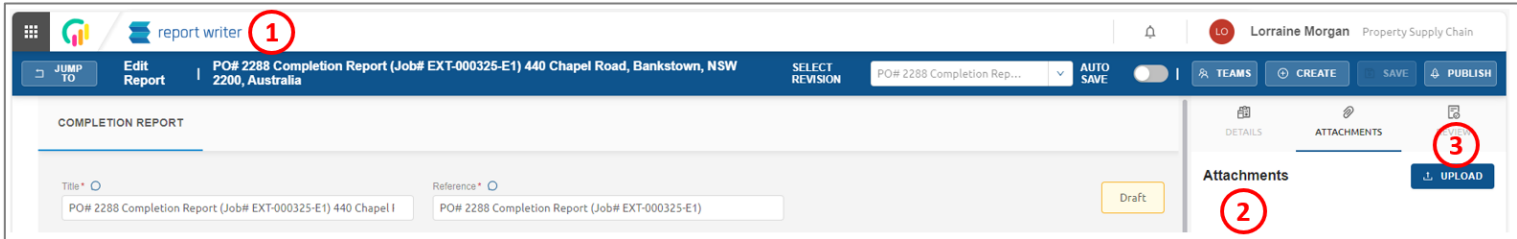
PUBLISH

Please reference: [BBG Trade Portal Work Instruction – Complete reports](#)

CW PSC Cheat Sheet - Trade Job Management v1.2

Attaching photos to report

- In report writer (1)
- Attachments (2)
- Upload (3)
- Browse (4)
- *Select photo*
- Add 'Title' (5)
- Add 'Description' (6)
- Upload Attachments (7)
- OK



CW PSC Cheat Sheet - Trade Job Management v1.2

Invoicing

- In Pulse job (1)
- Assets tab (2)
- Invoice (eye) (3)
- Vendor Reference (4)
- Unit Cost (5)
- Submit (6)

External Job | EXT-000325-E1 | 440 Chapel Road, Bankstown, NSW 2200, Australia

ACCOUNT: [dropdown] ZONE: AAA_National Offer Accepted / Scheduled

ASSETS

VIEWING ASSETS FOR: External Job | EXT-000325-E1

FILTERS: Name: Any Type: All Types Status: All Statuses Created By: [dropdown] RESET FILTER

Name	Type	Item Type	Status	Created By	Created At	Amount	Actions
INV #591 - EXT-000325-E1 - 440 Chapel Road, Bankstown, NSW 2200, Australia	Invoice	Repair Final Invoice	Draft		26/10/2023	\$0.00	[eye icon] [refresh icon]
PO# 2288 Completion Report (Job# EXT-000325-E1) 440 Chapel Road, Bankstown, NSW 2200, Australia - v0	Report	Vendor Completion Report	Draft		26/10/2023	N/A	[eye icon]

EXT-000325-E1 - 440 Chapel Road, Bankstown, NSW 2200, Australia

Details: Main Details | Notes | Configuration

Invoice Details

Invoice Number	Vendor Reference	Purchase Order Number	Purchase Order Budget excl. GST	Purchase Order Budget incl. GST
591	[input field]	2288	\$20	\$22

Addresses [DUPLICATE DATA]

Line Items Legend: P - Perimeter, W - Walls, WL - Wall Length, WW - Wall Width, A - Area

#	Category	Type	Description	UNIT	Qty	PCPS	Unit Cost	Price	Markup	Ext. Price	Completed	Actions
1.0	Electrical	Other	Completed Scope of works for PO 2288	EA	1	5	[input field]	\$ 0	0 %	\$ 0.00		[trash icon]

Please reference: [BBG Trade Portal Work Instruction - Submit invoice](#)