

A middle-aged man with a grey beard, wearing a high-visibility orange safety vest over a black polo shirt, is holding a tablet. The tablet screen displays the BigChange app interface, which includes a 'Driving Behaviour' section with a green leaf icon and the number '10', an 'All Open Jobs' section with a blue icon and the number '4', and a 'Messages' section with a blue icon and the number '2'. The background is a blurred industrial or construction setting.

BigChange App User Guide

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Getting Started with the BigChange App

Introduction to the BigChange App

The BigChange App allows the jobs that you have scheduled and sent to your resource to be completed by them on the app whilst out on the road. There are many features available to you within the app, but this document will cover the basics – Accessing the BigChange App, Completing a Vehicle Check, Jobs and Video tutorials.

Accessing the BigChange App

Download the App if not using devices

To download the app to your device, visit the App store on IOS, or the play store on an android device, and search for BigChange.

Serial Keys

The first time you open the app, you will be prompted to enter a serial key. This is a one-time entry and will tie the app to your company instance of the BigChange.

To find a serial key, to activate the app, please contact your System Administrator.

Your System Administrator can find this information and follow these steps. Select the profile icon from the top menu, followed by > **Admin Settings** (side menu) > **Account** > **App Serial Keys**.

Each app user must be given their own key, and it must be typed in full, including the dash. Once completed, you will then be prompted to enter your driver ID.

You will then need to enter a driver ID.

Signing into the App

This ID will be supplied to you by your System Administrator.

Your System Administrator can find this information and follow these steps. Select the profile icon from the top menu, followed by > **Admin Settings** (side menu) > **Resources** > **Add** > **Edit**.

Select the relevant resource from the list, and then "**Edit**". You will see the driver ID in the code field.

This code must be at least a four-digit pin, with an asterisk. You can change this at anytime, providing it does not contain consecutive or repeating numbers.

Upon entering your driver ID in the app, you will be prompted to select your vehicle. Please note, you may have a fixed vehicle, in which case you will be logged into the app without this step. If you select no vehicle, because you are a passenger for example, or are not using a vehicle, you will be unable to access the stock and equipment module of the app.

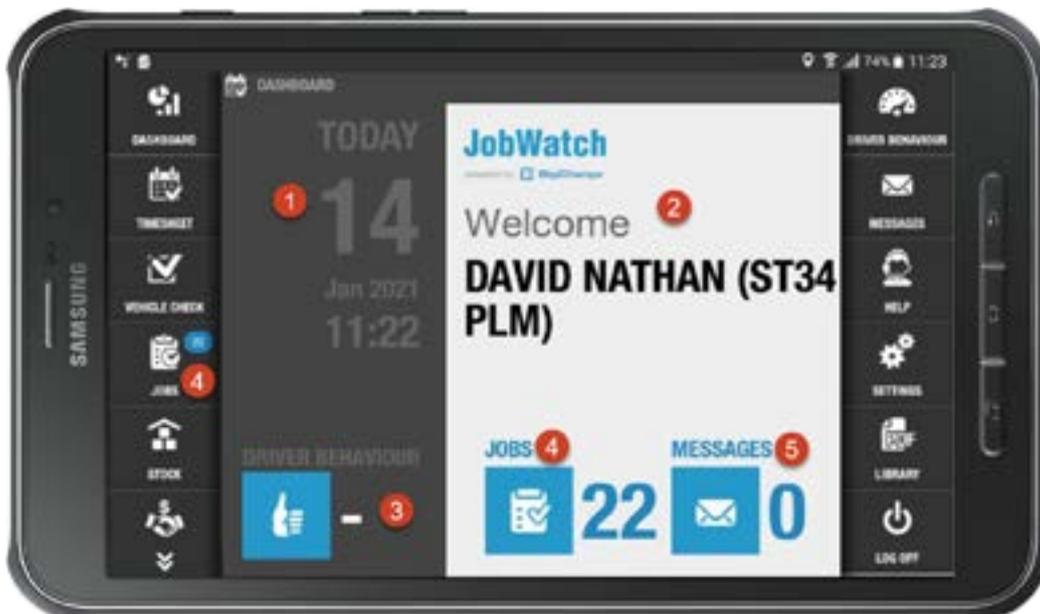
The first-time logging into the app, can take several minutes, as it synchronises the settings, to those that have been created on your BigChange system. You will notice a Blue bar, indicating that the app is synchronising. Please leave your device idle until this completes.

The Dashboard Overview

To begin work on your device, open the BigChange app and use the keypad to enter your ID, followed by the work button.



The screen will now display your Dashboard.



1. **Date & time** – these settings are not just informative, they are used to provide you with up-to-date jobs details as well as pulling through onto your timesheet information.

2. **Name/Vehicle Reg No** – The information here will differ depending on whether there is a permanent matching of driver and vehicle. Where this isn't the case, only the relevant detail will be shown.

3. **Driver Behaviour** – this will show how you are performing against the driver safety targets which your company has in place, including parameters such as speeding or excessive idling.

4. **Jobs** – As well as displaying the number of scheduled jobs you have on the dashboard view, you will see that it is also shown on the right-hand menu so that it is visible whichever screen is showing. The number shown in the blue circle next to the Jobs icon shows unopened jobs, meaning that you will always be aware when a new job or an update to an existing one, is received.

5. **Messages** – Any messages you receive will be shown here, for example, your company may have opted to disallow messages whilst you're driving and so they will appear once you arrive at your destination.

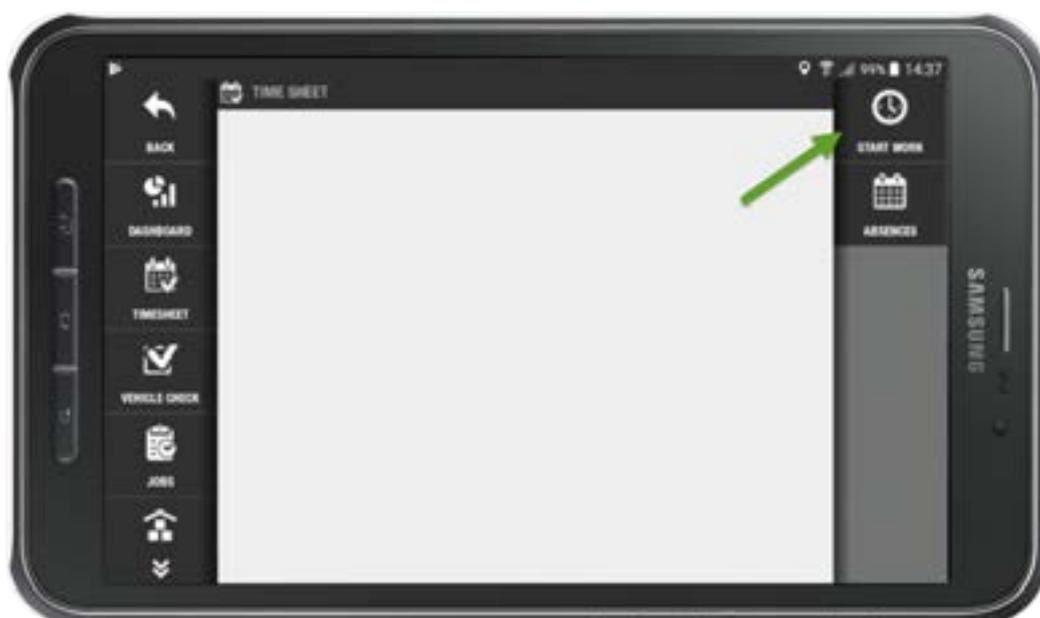
Timesheets are used when starting and finishing the working day, and when logging additional activities such as breaks and lunches.

Starting and Ending Work

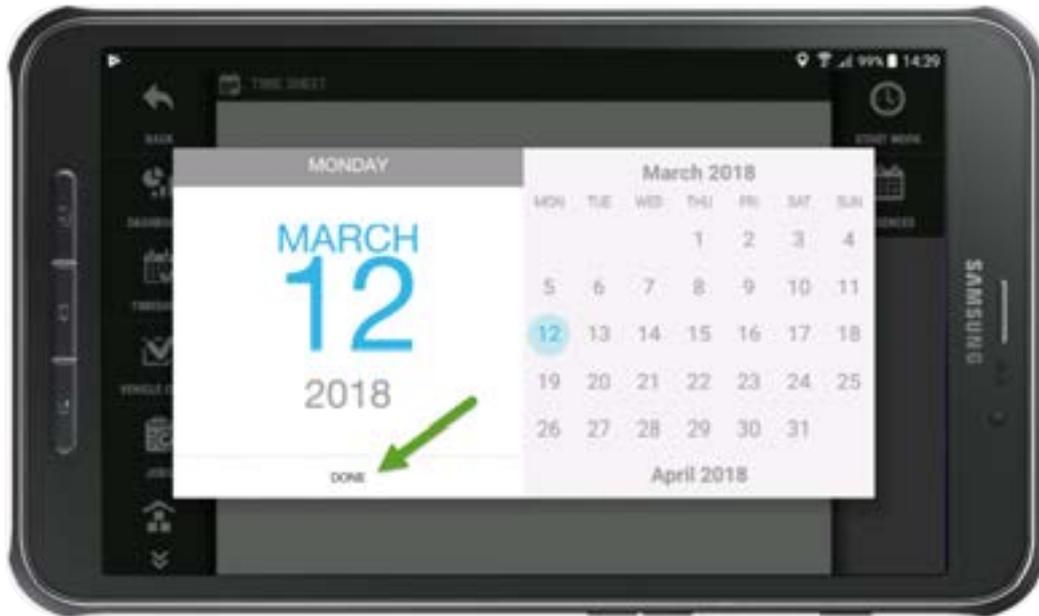
On your device, select on the **Timesheet** button on the upper left of the screen:



On the upper right, select on **Start Work**



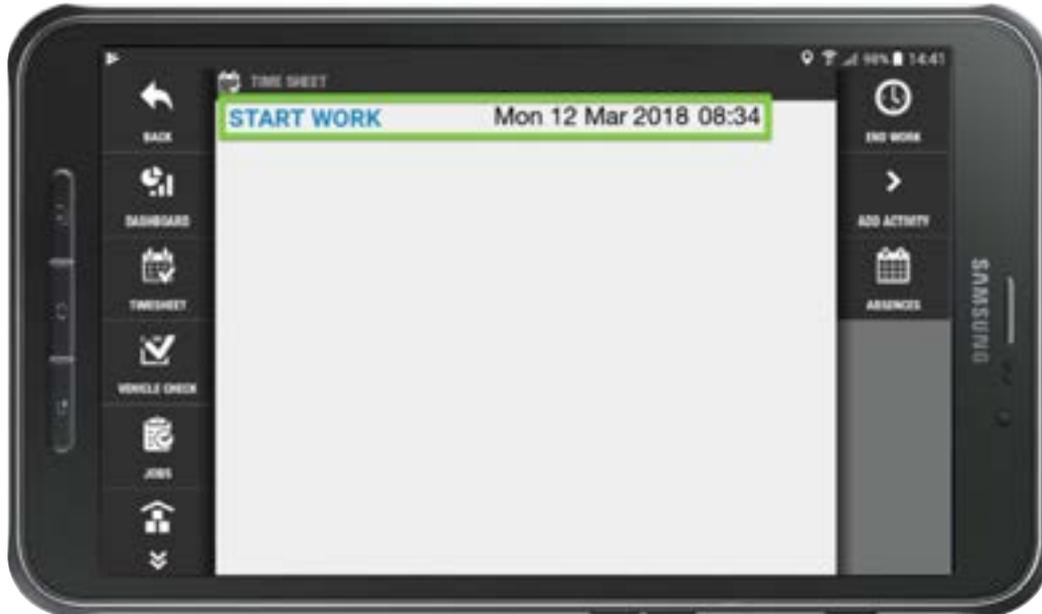
Confirm the date and select **Done**



Confirm the time and select **Done**

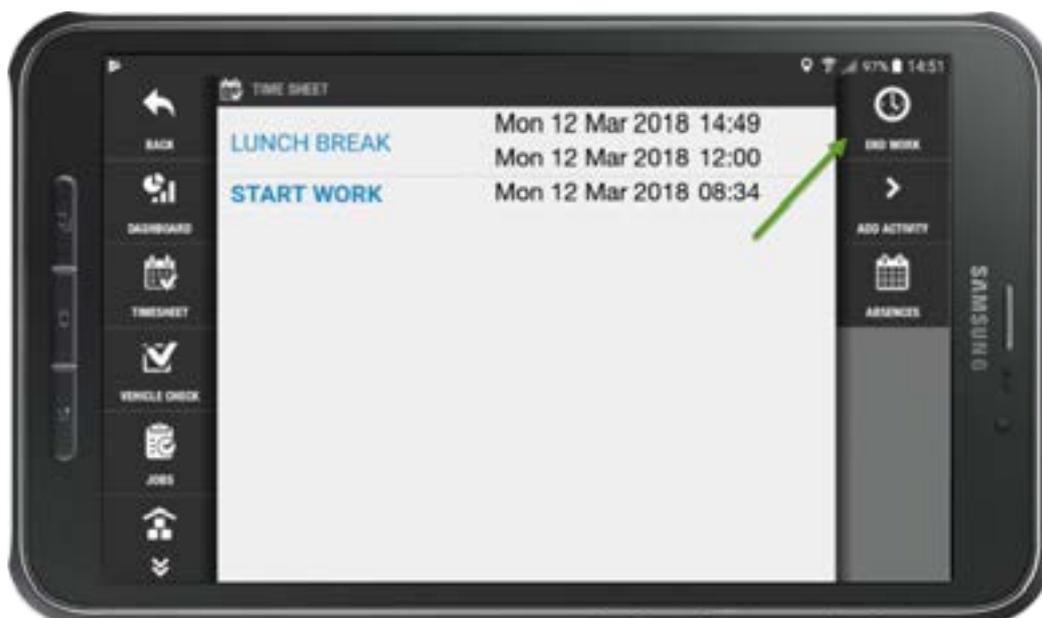


This will add a line to your **Timesheet** for when you started work. If your BigChange admin settings do not allow you to change the start and finish time to your timesheet, you will not see this step:

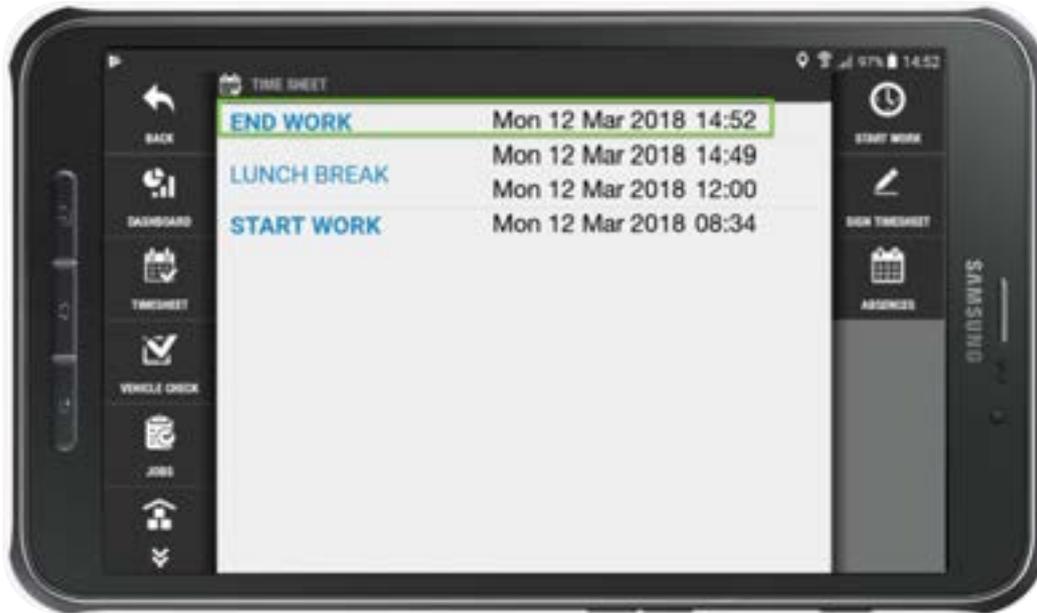


End Work

From the upper right of the Timesheet menu, select **End Work**. This will give you a confirmation of when you finished work:



This will add a line to the **Timesheet**:



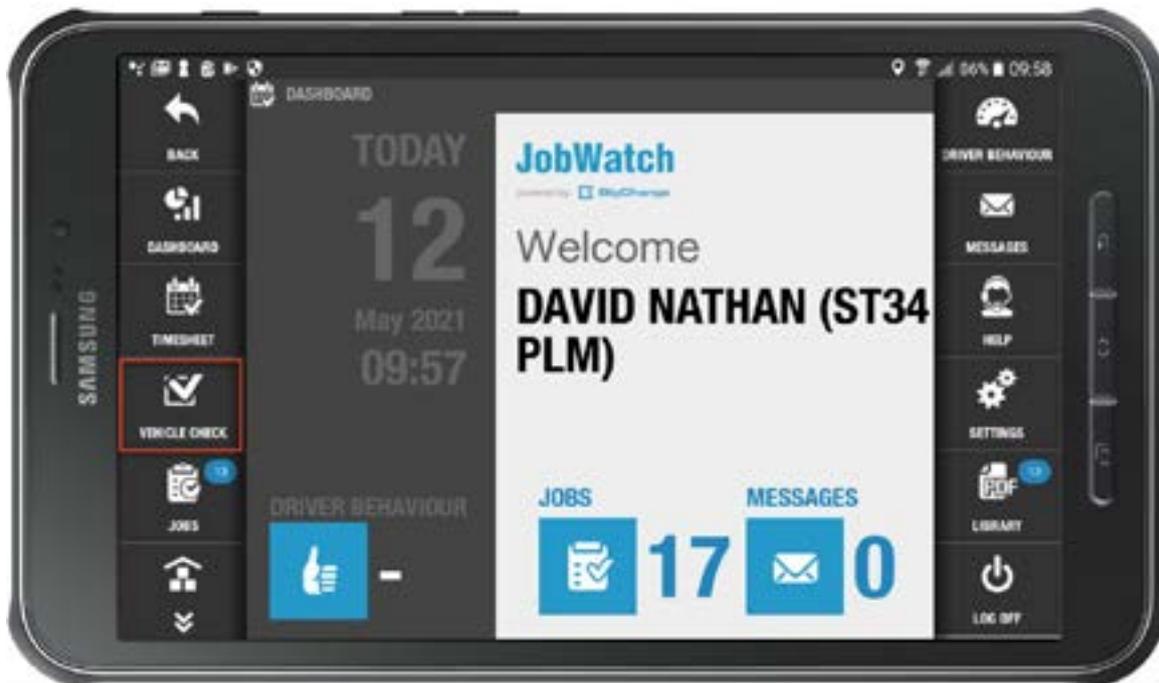
Completing a Vehicle Check

The BigChange App enables Vehicle Checks to be completed with full Worksheet functionality, using answers which include text, statements, photos, file viewing and more. You can report defects and log their severity. You can even have timesheet logs of the time taken to carry out the checks, so that they can be included in a resource's working day.

If you have selected a vehicle, it is likely that you will not be able to start a job until you have completed your vehicle check.

It is best practice to complete a check upon physically arriving at your vehicle at the start of the day. To complete this check, simply select the vehicle check tab on your device, and you will be taken to the list of checks for your vehicle.

To complete a vehicle check, select the **“Vehicle Check”** from the side-menu.



You will be asked first to add an Odometer reading, and then prompted to select **Start**.



This is because the app will record how long is spent completing the Vehicle Check.

The Vehicle Checks worksheet will open. Complete the questions. You will be presented with either a tick or cross to select, to indicate whether there is a defect or not.

Selecting the cross icon will trigger some follow up options. For example, you could be asked to take a photo of the defect. Once you've completed the questions, select the "**Sign**" button, add your signature, and then select "**Send**" to finish.

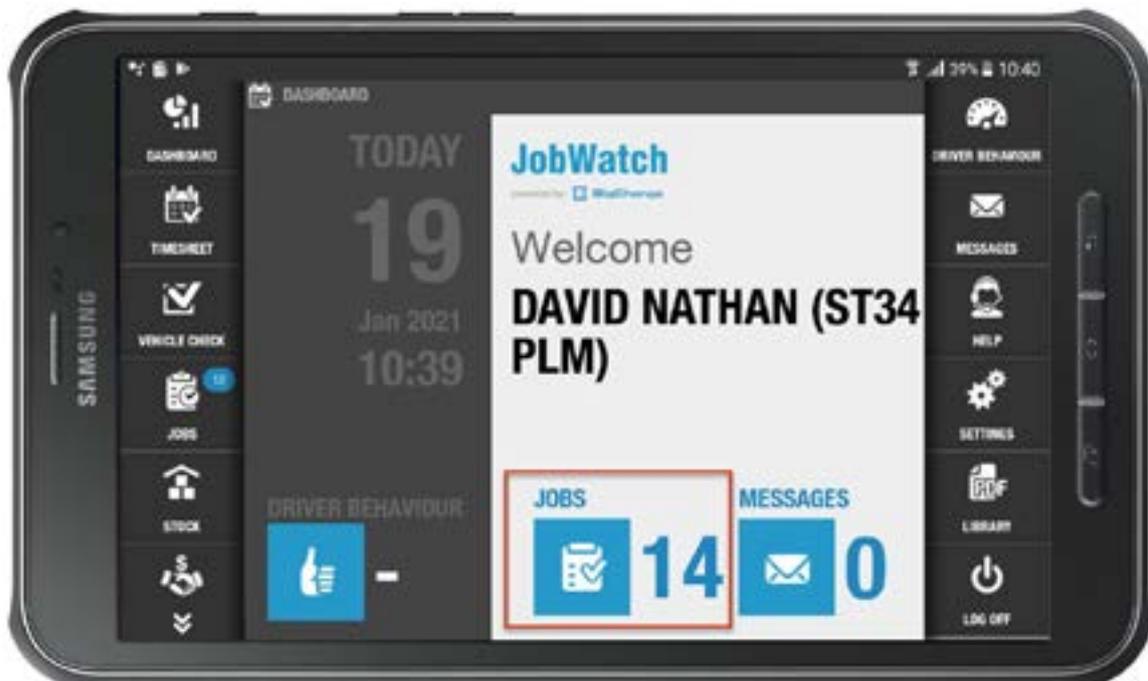
If you are using a mobile phone, you will need to select the Burger Menu icon in the top right of your screen, to show the options available to view.

Job Information

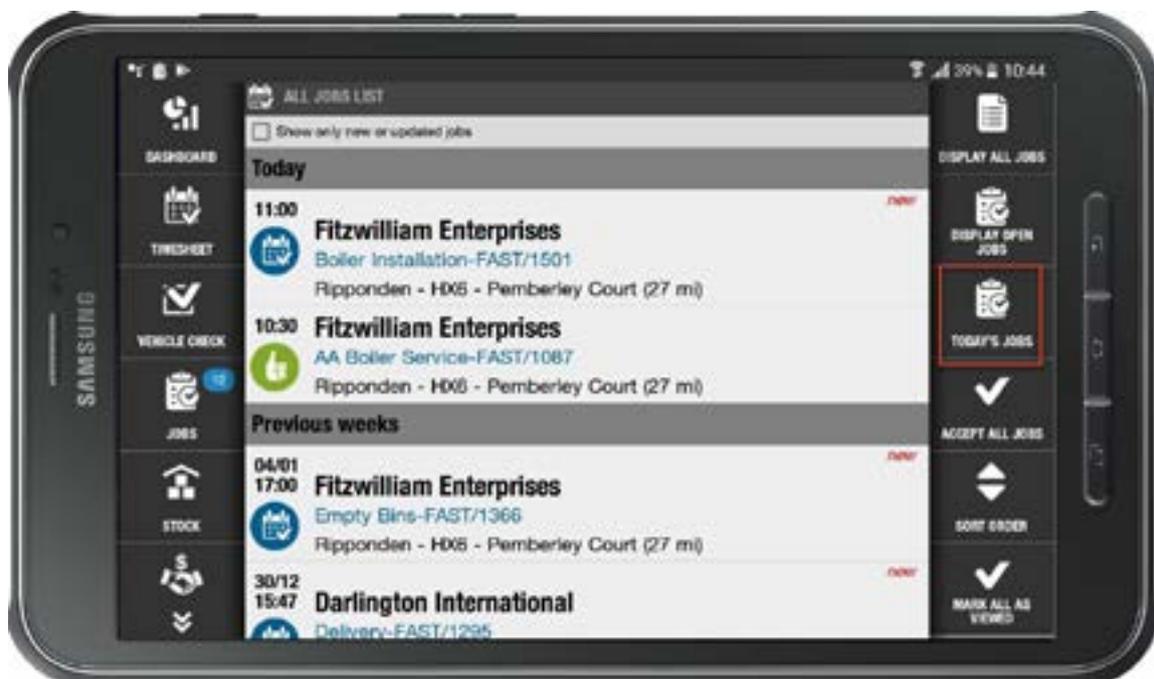
Select a job, and you will see the job information, including address, contact name, phone numbers if one has been added, and details about the job if they have been provided. There are also several tabs to navigate through within the job.

By default, you are asked to accept a job on the app. This is shown by the outstretched hand holding a document. Selecting this will then change the icon to a signpost to indicate that you can start your journey – this is the start driving option.

To begin work on a job, select the Jobs button on the Dashboard view.



You can now opt to choose from the right-hand menu either Display open jobs or Today's Jobs, as below:



Your System Administrator may have set up rates for driving time/distance, so it is important to select start driving when you actually begin your journey. The app will ask if you want to use the satnav, which is powered by google maps. This is optional.

Once you have arrived at the job site, the signpost icon will have changed to a stopwatch.  You can select this to begin the job. Again, it is important to select this at the correct time to capture the actual time spent on the job. You will notice the icon you select has changed to a pause button.  This can be selected to suspend the job, which will stop the job duration from increasing until you resume it.

Job Worksheets

Depending on the settings put in place by your system administrator, you may be taken to a worksheet. If you are not, it means either this job has no worksheets, or you need to manually navigate to the worksheet for the job by selecting on the meatball menu and selecting worksheets.

Select on the first question, and answer it accordingly, selecting the tick icon in the lower right-hand corner once the question is complete. This will automatically advance you to the next question. If at any time you want to review the entire list of questions, select the back arrow of your device, and you will be returned to the list of questions. You can also return to the job from this view should you need to suspend it.

Once all worksheets are complete, and you have finished the work on site, select the job result button. This will allow you to select the completion status of the job and will prompt you to get the customer to sign off the job – this is mandatory by default but can be disabled by your System Administrator.

Customer Signature

To enable the customer to sign off the job, you can either physically hand them your device to sign or use the no touch signature feature. Selecting no touch signature will prompt you to select how you want to get the signature to the customers device. You can generate a QR code for them to scan using their device, or send by Bluetooth, or any of the communication apps on your device (for example WhatsApp, email etc).



Completed Jobs

Return to the jobs tab on your device, and you will see that the completed job now shows a green thumbs  up if it was successfully completed, or a red thumbs  down if the job was completed with issues (for example, you couldn't gain access to the site and so went straight to job result to complete with issues).

Additional Information

Landscape Vs Portrait Modes

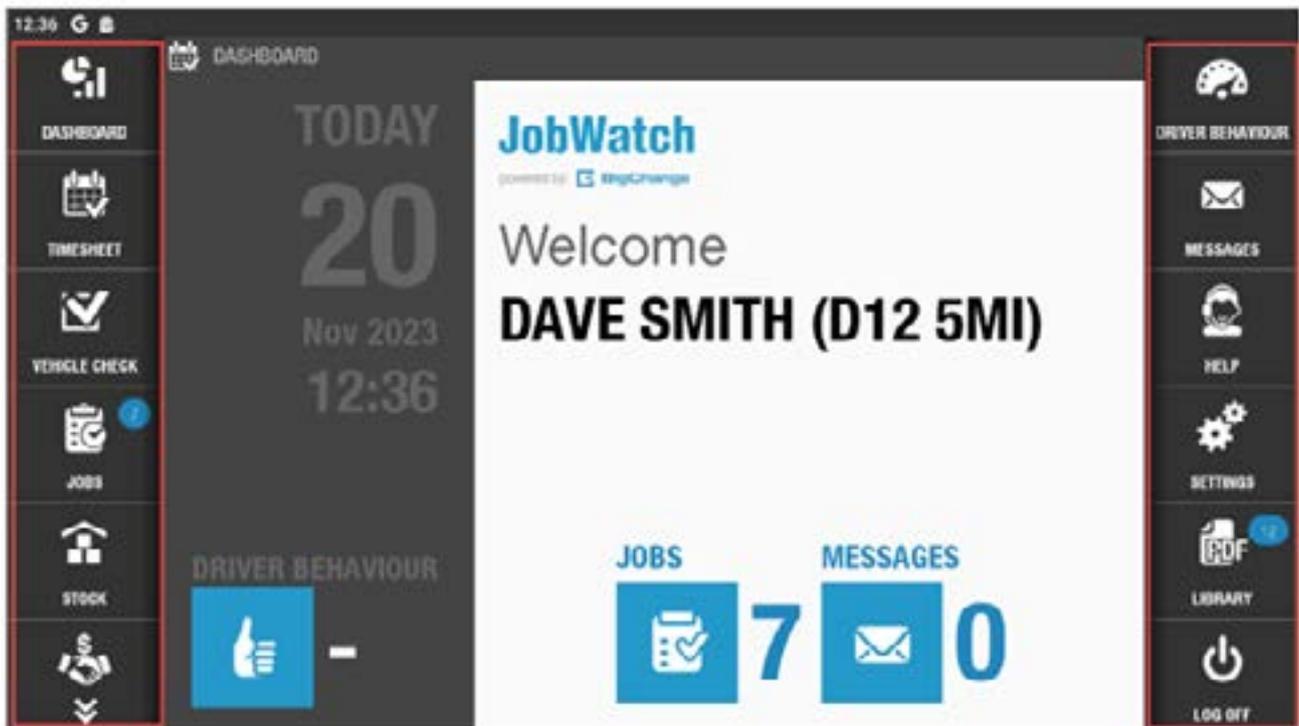
You can access the BigChange app in both landscape and portrait modes on your device.

The menu and the tabs will be the same but finding them will be different as the menu is "hidden" in portrait mode.

Please note, on devices using iOS, you won't be able to switch to landscape mode.

In landscape mode:

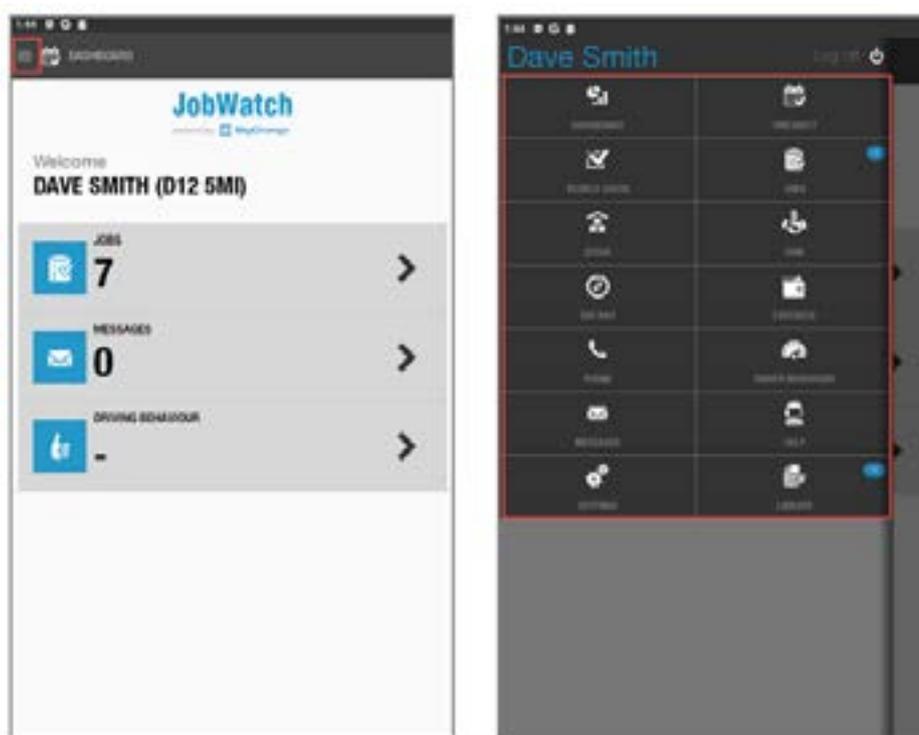
The different tabs are available on each side of the screen, select the one you want to access, and you will be redirected.



In portrait mode:

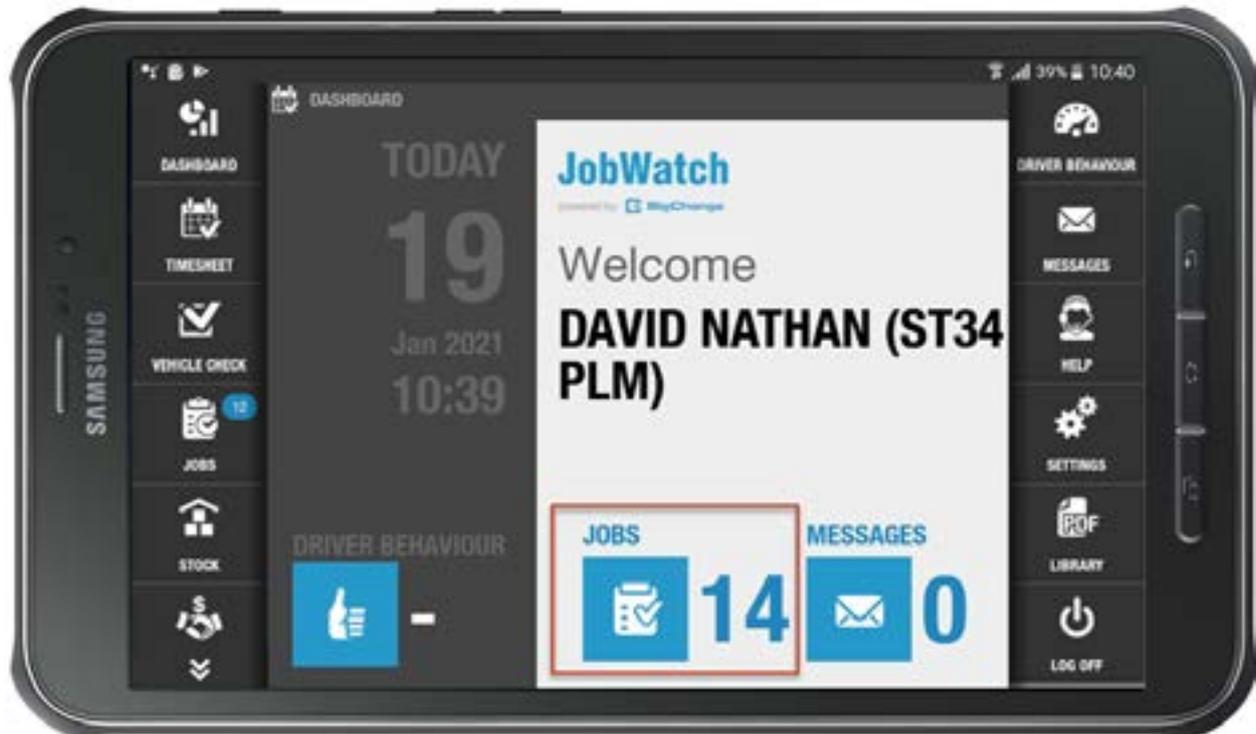
To access the menu, select the three lines button at the top of the screen on the home page.

Then you will be presented with the full menu. Select the area you want to access, and you will be redirected.

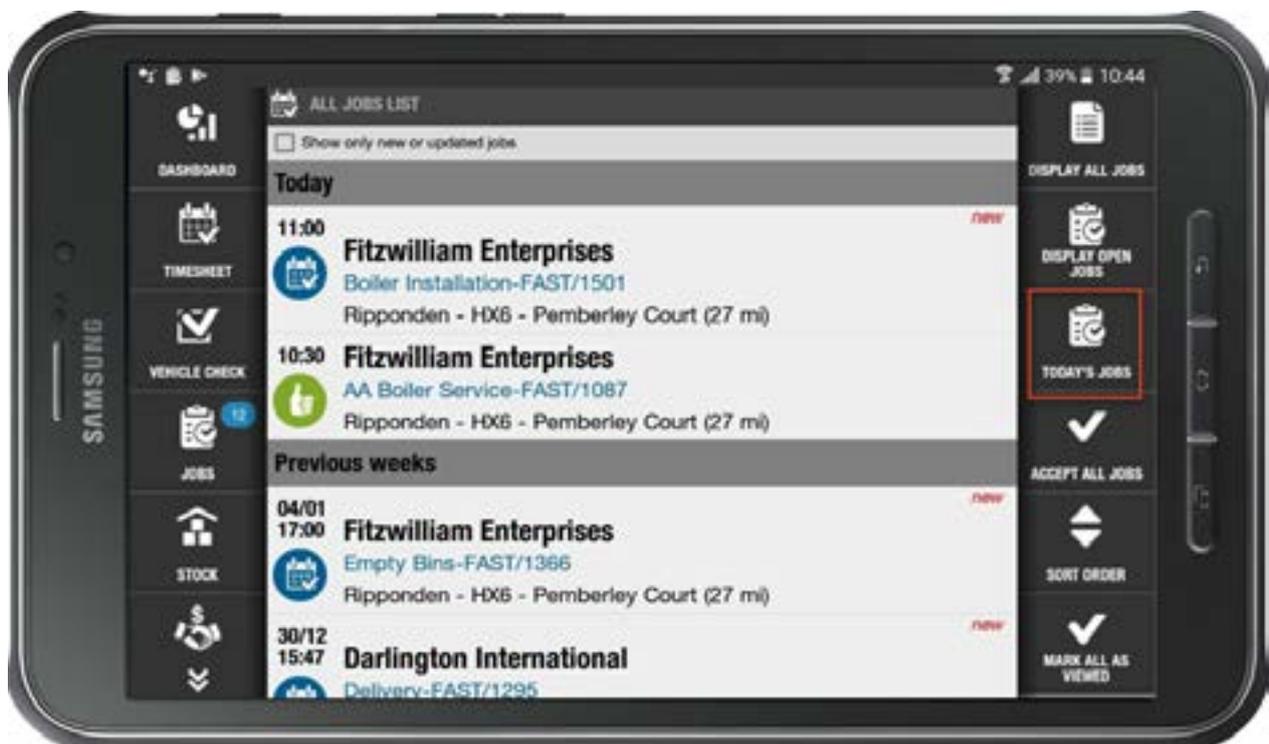


Jobs on the BigChange App

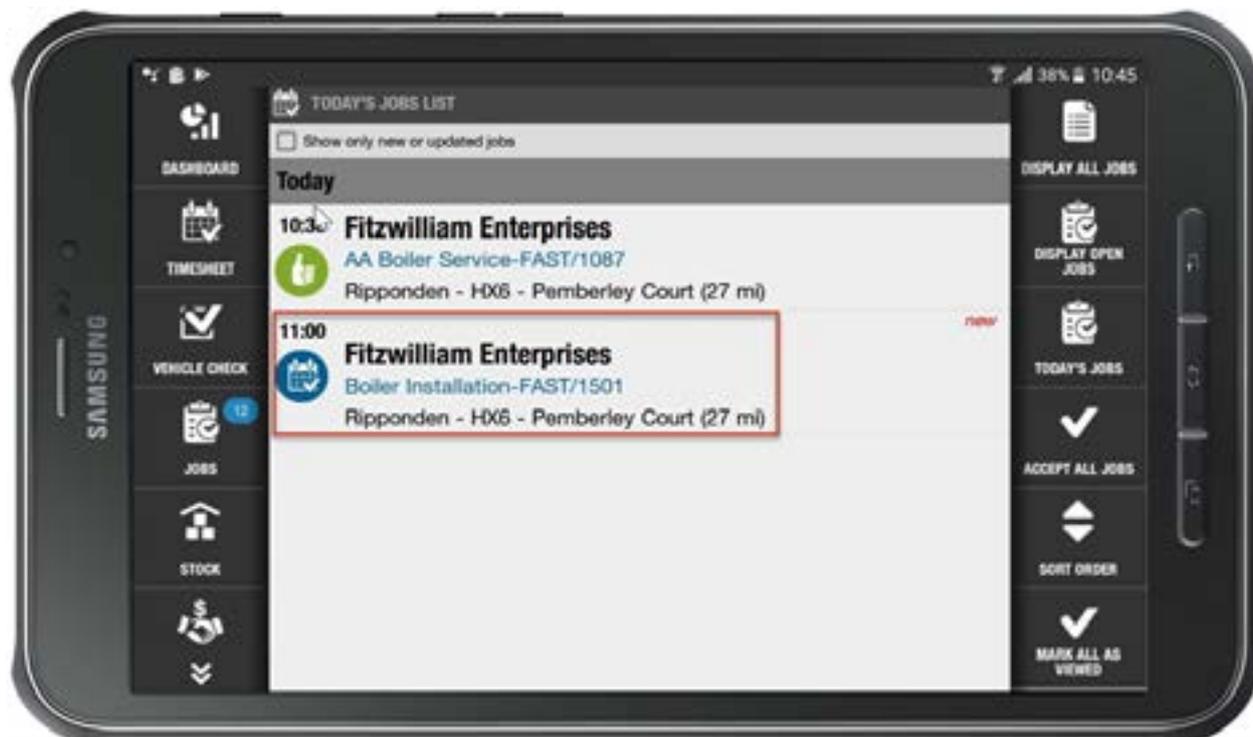
To begin work on a job, select the “**Jobs**” button on the Dashboard view.



You can now opt to choose from the right-hand menu either “**Display open jobs**” or “**Today’s Jobs**”.



Select the job you wish to start.



The job details will now display. You will also see that you have a number of blue icons showing. These are explained below with a red number indicator added to the image.

1. Job history
2. Contact information
3. Call the primary person
4. Message the primary person
5. Email options
6. Edit the contact information of the primary person
7. Edit the contact's details or add additional information
8. View any job attachments



1. **Job history.** If you select this icon, you can scroll down through all of the jobs carried out for this customer by your company, with the job dates, details, notes and the name of the resources who carried them out.



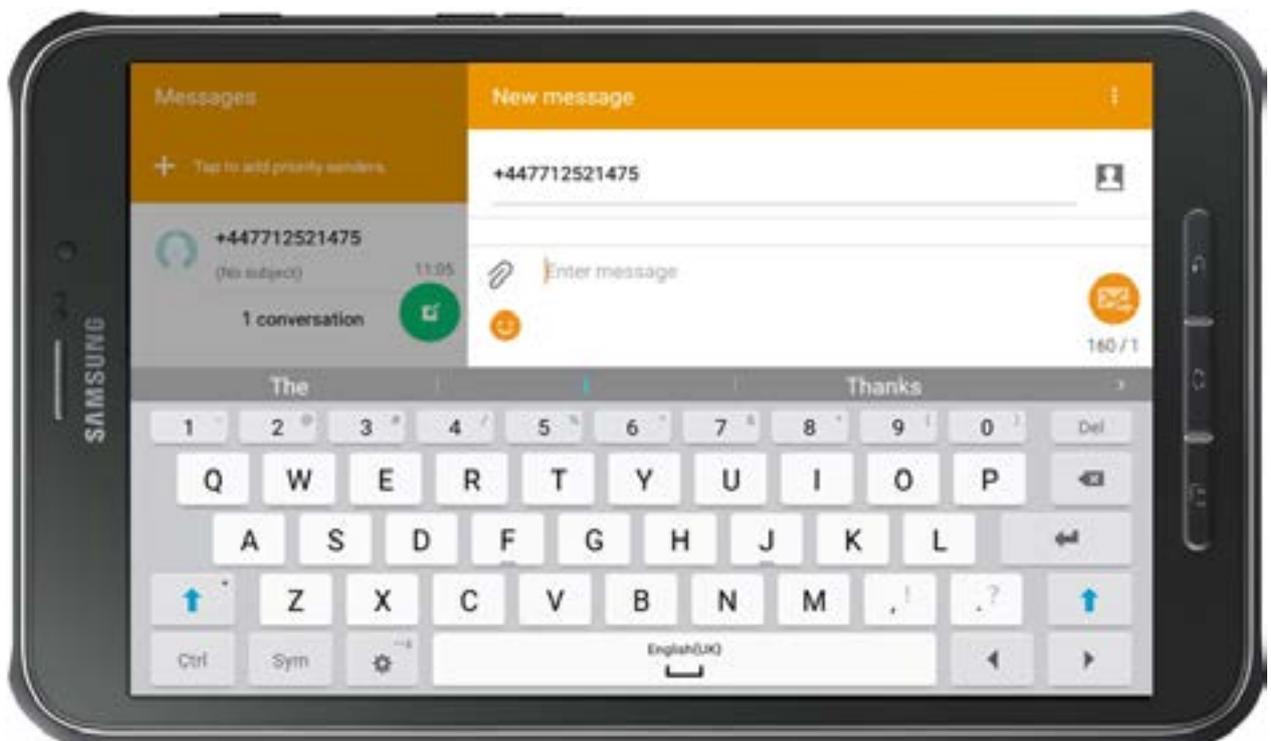
2. **Contact information.** This icon provides you with information about the customer you are visiting. Additional information can be added but it will include as basic the name, address and Primary Person (i.e. the main contact person) information for the customer.



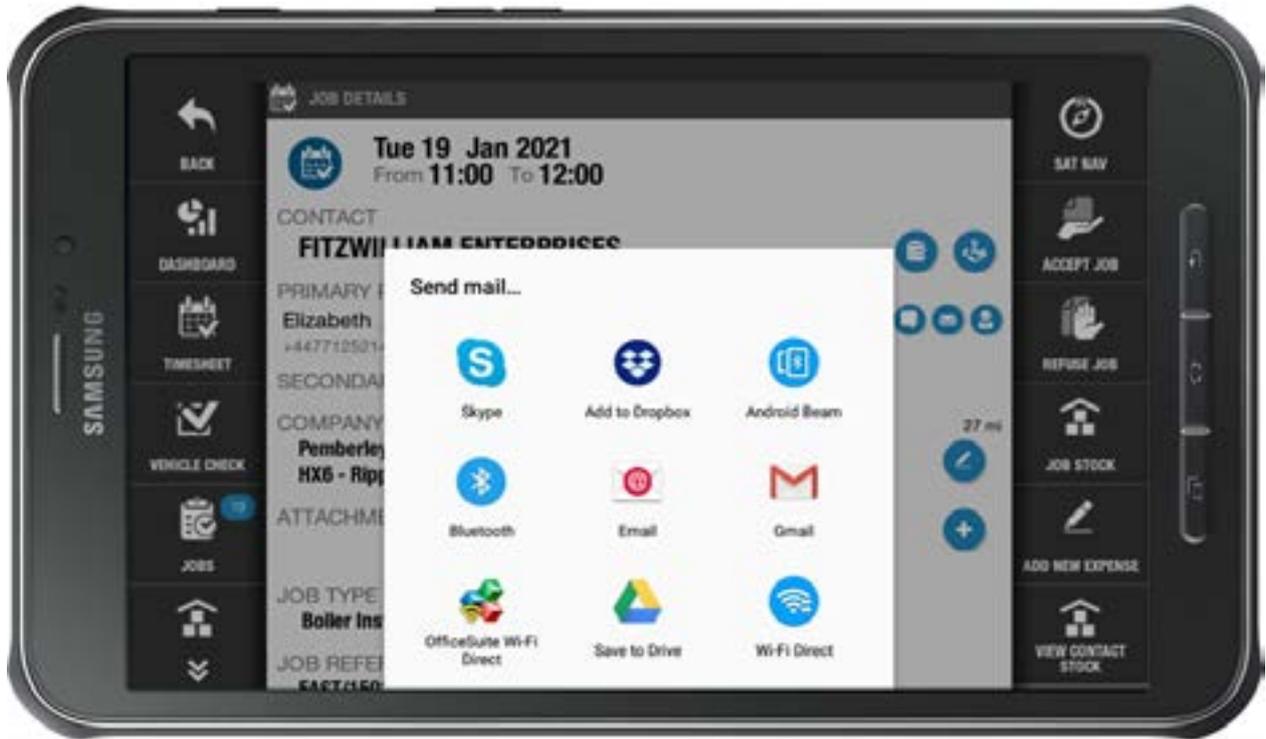
3. **Call the primary person.**



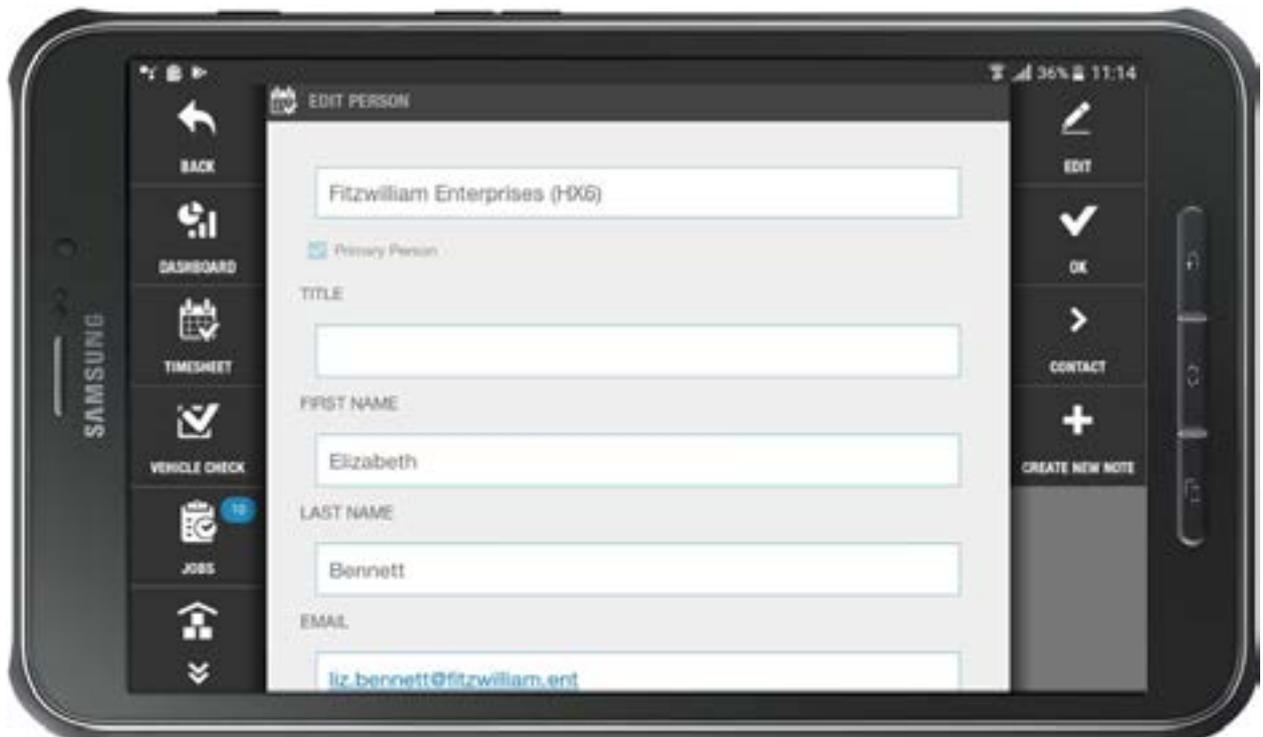
4. **Message the primary person;** you can add any comments or attachments you wish.



5. **Email options** for contacting the customer.



6. **Edit the contact information for the Primary Person.**



7. **Edit the contact's details or add additional information.**

8. **View any job attachments;** giving the option of which app you want to use to view it.



Completing WorkSheets on the BigChange App

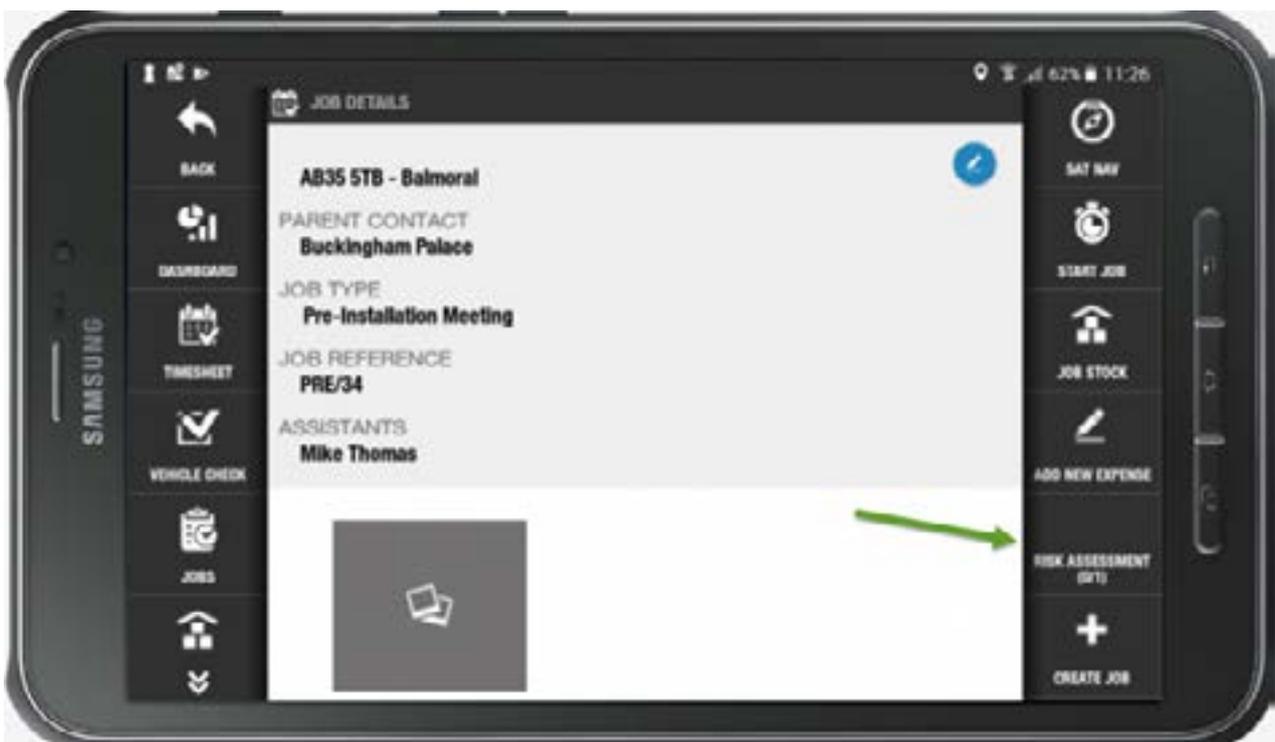
In BigChange, Worksheets are digital forms that you need to fill out while carrying out your work. These Worksheets can include Risk Assessments, Delivery Notes, or Service Sheets. Worksheets are created and assigned to Jobs by System Administrators and Web Users. This document will guide you through the process of completing these Worksheets using the BigChange App.

Accessing and Completing Worksheets in the BigChange App

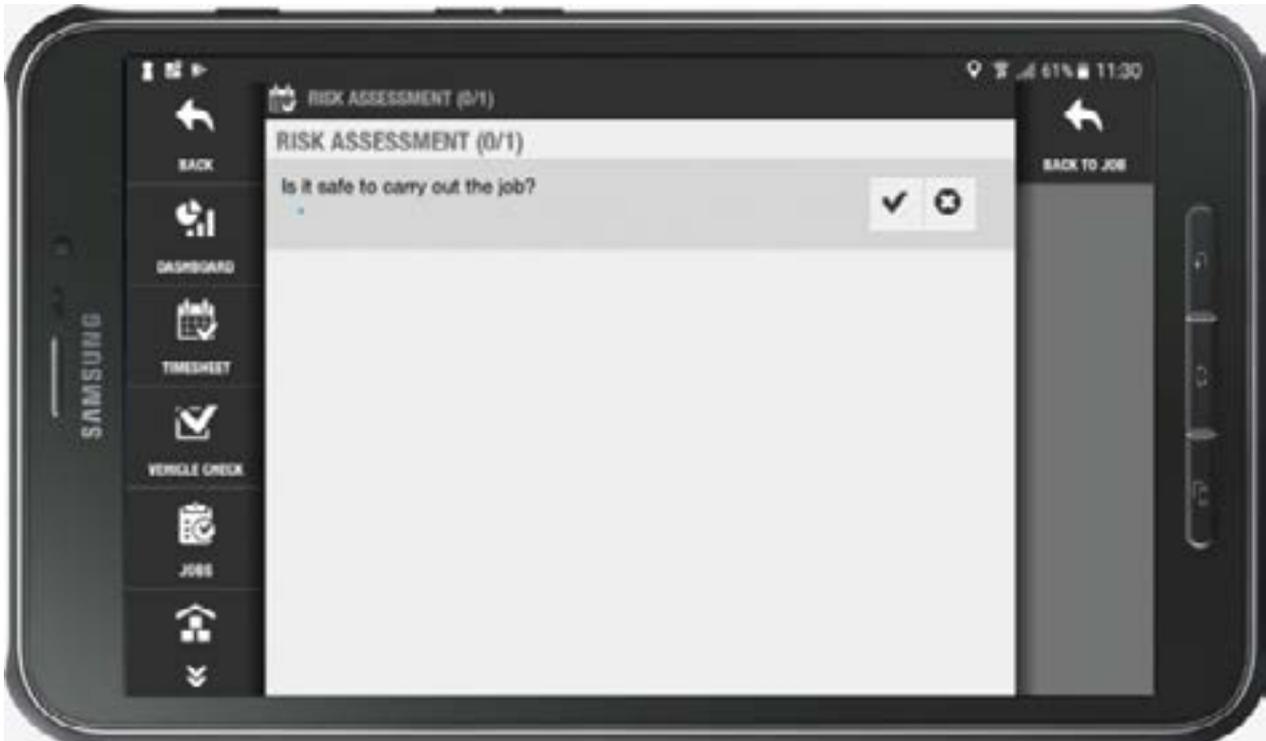
Worksheets are attached to jobs and can be found when you open the job.

There may be several worksheets that require completion. Some worksheets may need to be filled in before starting the job.

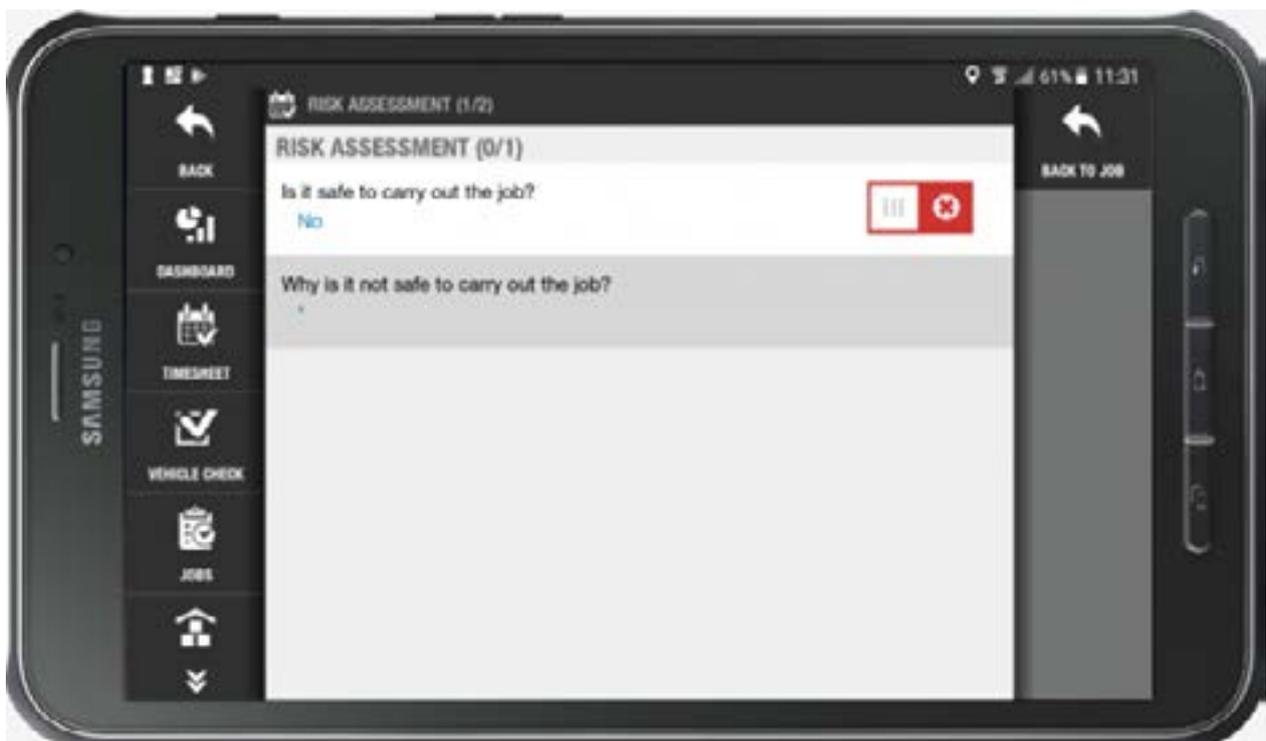
To start from within the **Job Details**, select the **Worksheet**, you wish to complete.



Often, you will see only one question initially, additional questions may appear based on your responses.



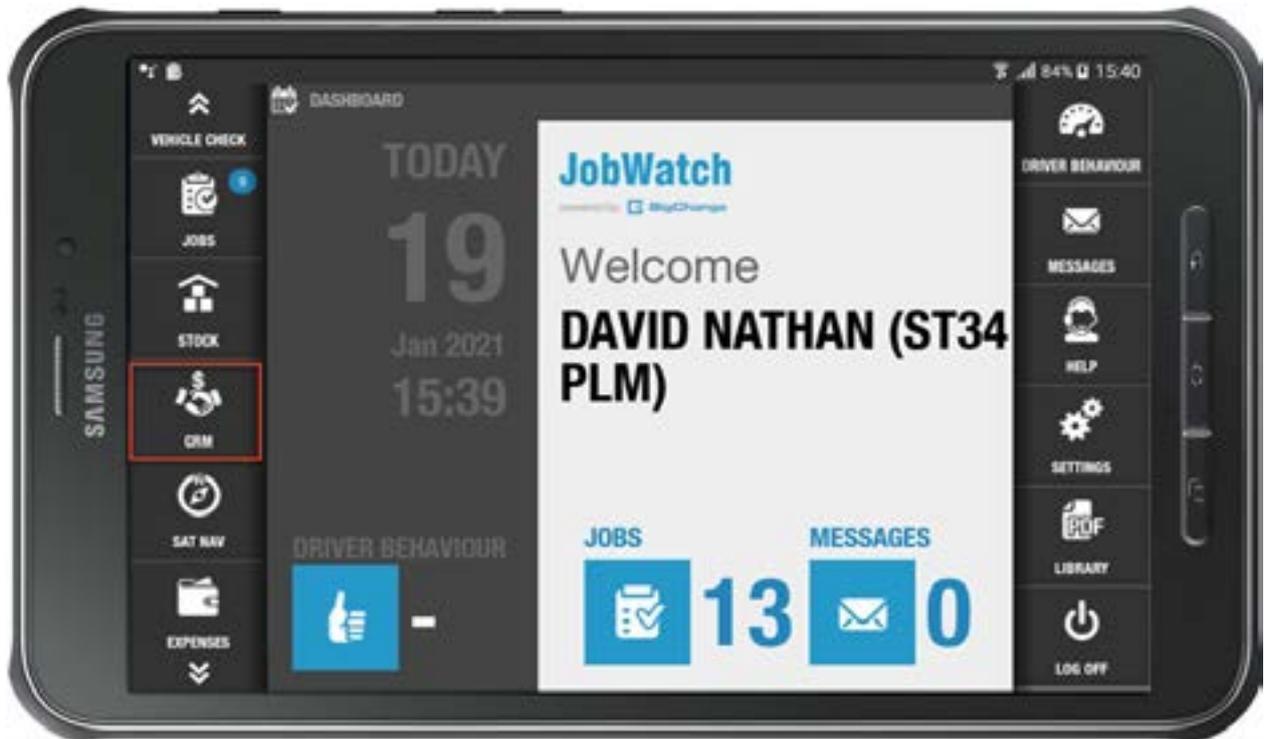
Depending on the options chosen, you may be prompted to take photos or obtain signatures. The requirements will vary from worksheet to worksheet.



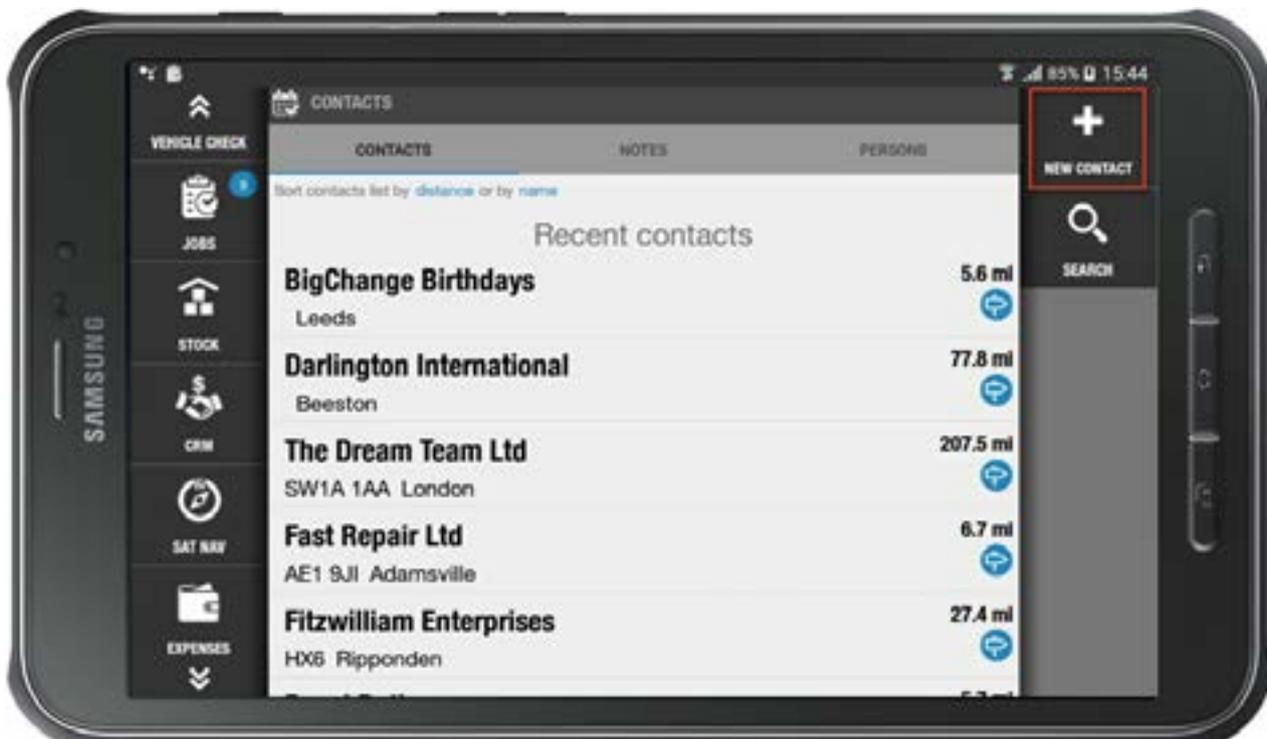
Once you have completed the worksheet, select "**Back to Job**".

Adding a Contact on the BigChange App

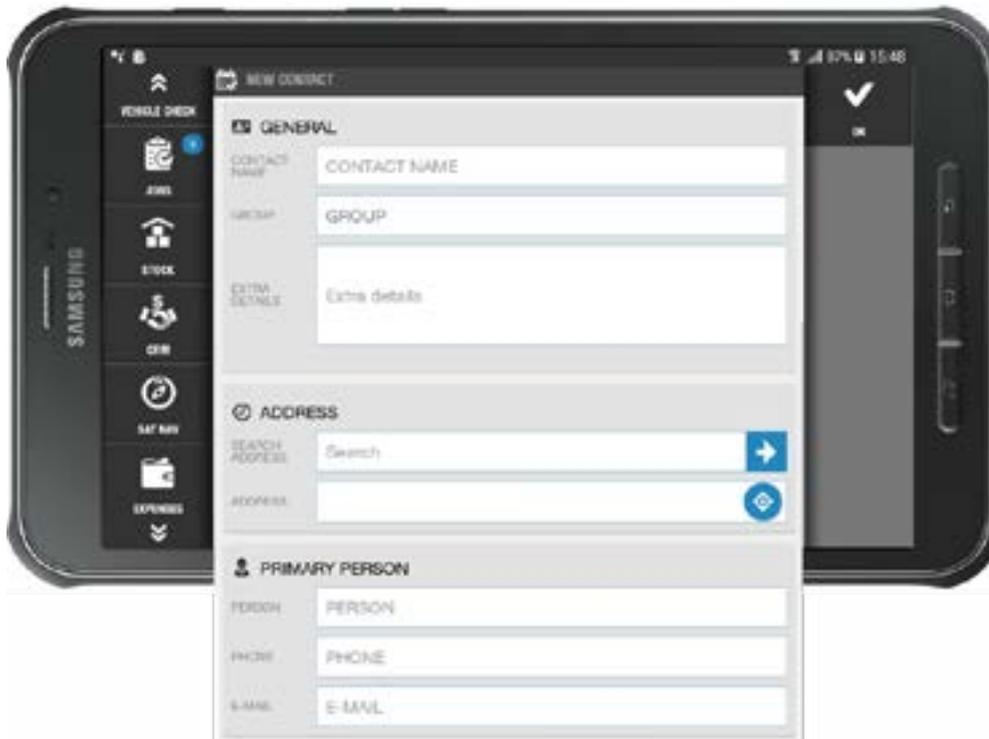
To add a new contact using the BigChange app, select the “**CRM**” button on the left-hand menu (scroll down) or from the three-line burger menu.



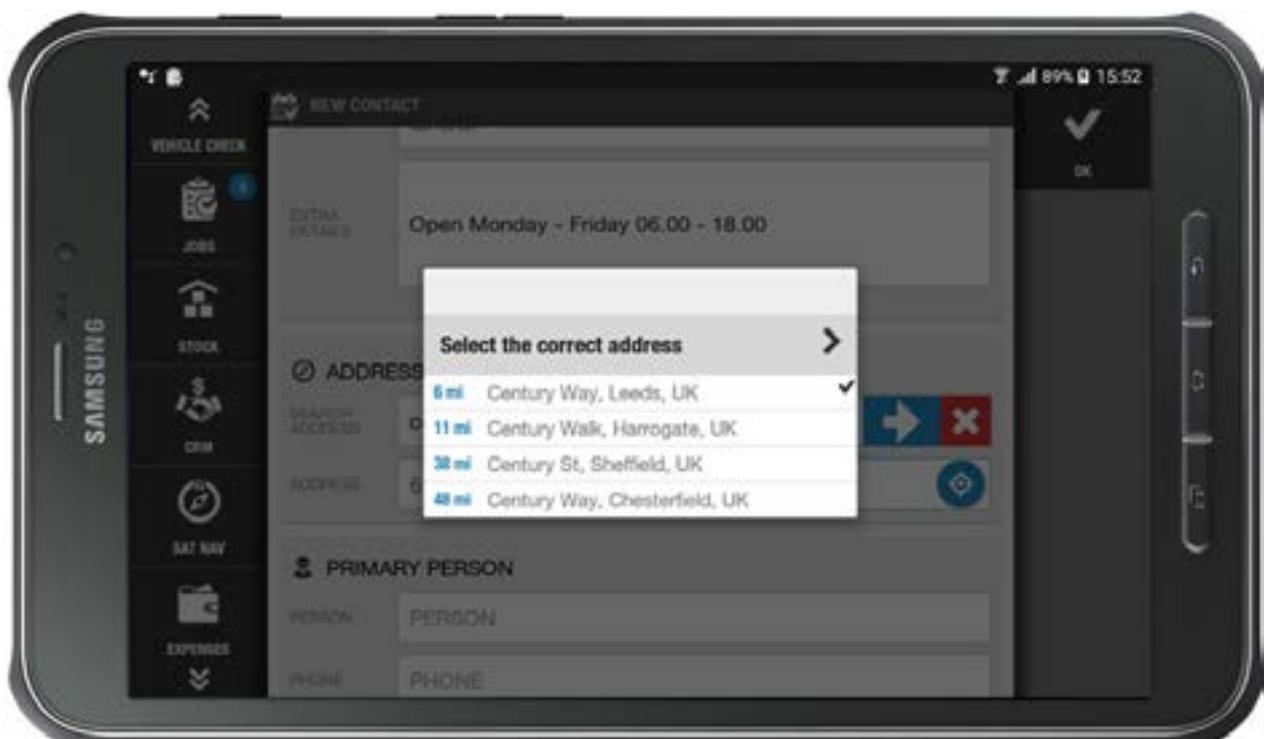
This will bring up a list of all contacts in alphabetical order. You can use the “**Search**” button to check your CRM for a contact name. To add a new contact, select the “**New Contact**” button.



A “**New Contact**” form will now have opened ready for completion.



Please note, that there are two address options, you can either type in an address or postcode in search or select the compass icon to add your current location.

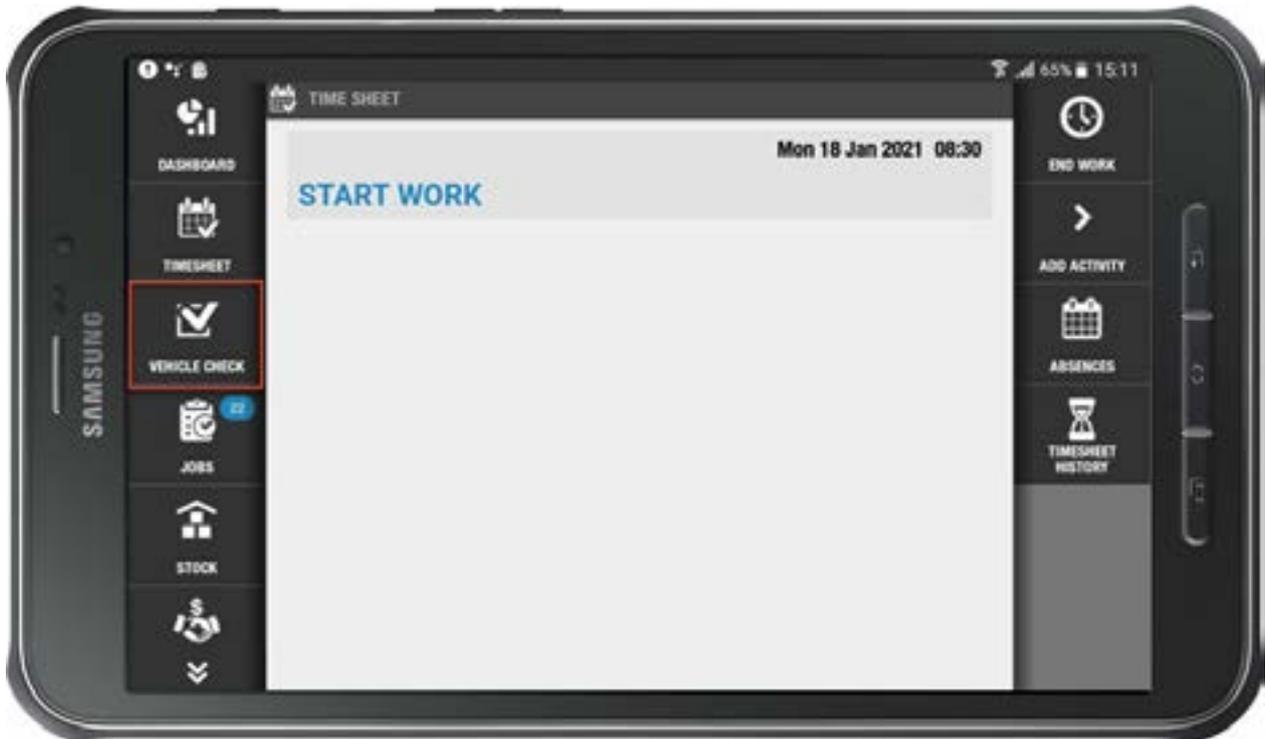


Once you have completed the form, select “**Ok**” to save.

Completing a Vehicle Check on the BigChange App

Introduction

Vehicle checks are customisable checklists to be completed at the start of the day before driving to jobs e.g. check windscreen, check tyres, check oil.



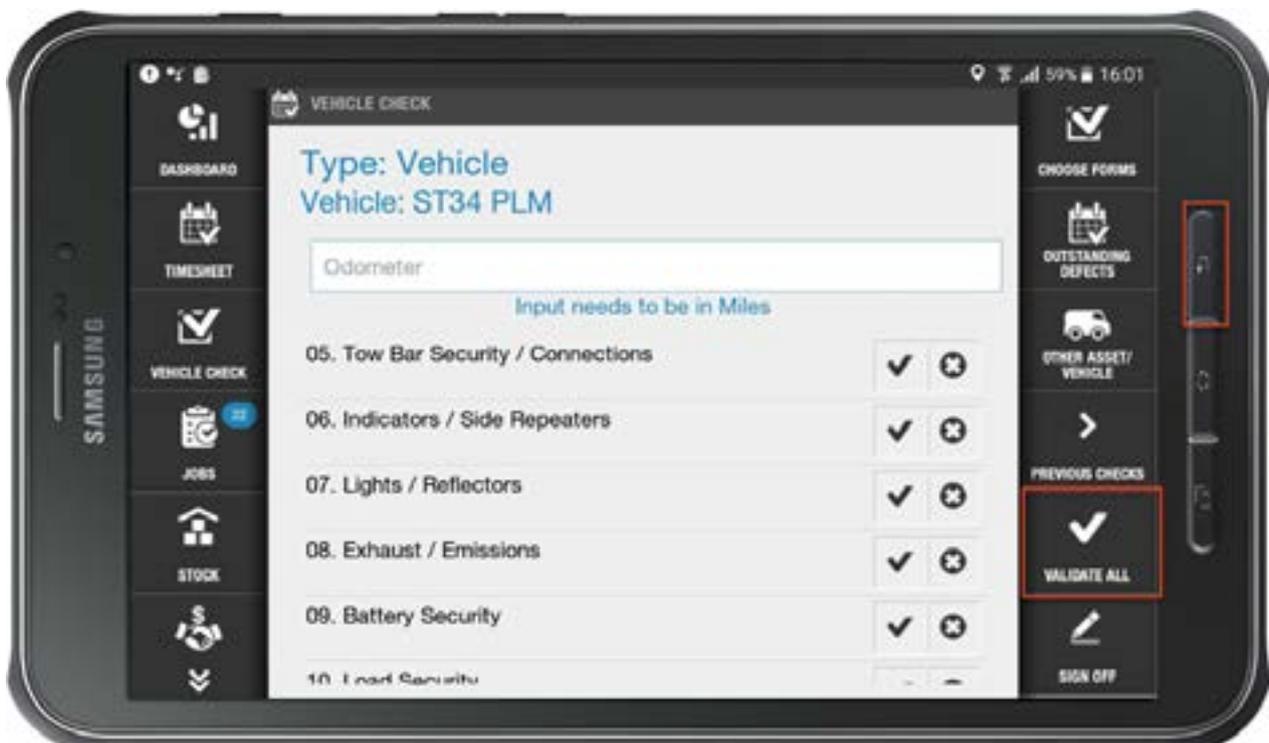
Each item to be checked is referred to as a defect. When an app user reports a defect, the system will log the defect as open on the vehicle, until it is marked as resolved.

If your company requires you to perform a vehicle check, this can be done by selecting the “**Vehicle Check**” button on the left-hand menu:

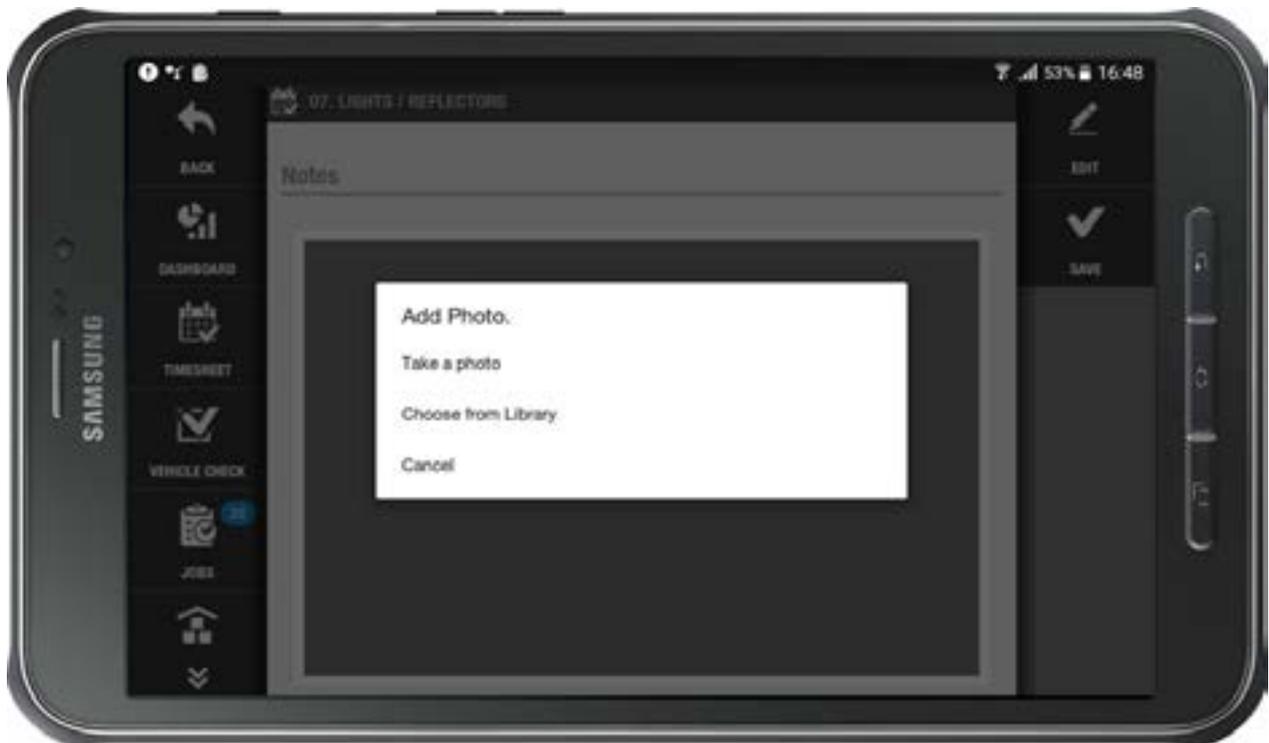
Your vehicle check will now appear.

If you wish to clear the keypad which appears, use the back button on your device. Complete the check either item by item, using the checkboxes to the right of each category or by selecting the “**Validate All**” button on the right-hand menu (where that is appropriate, i.e. all of the responses are OK.

Responses that are OK will display in green, whilst issues display in red and may require a photograph.



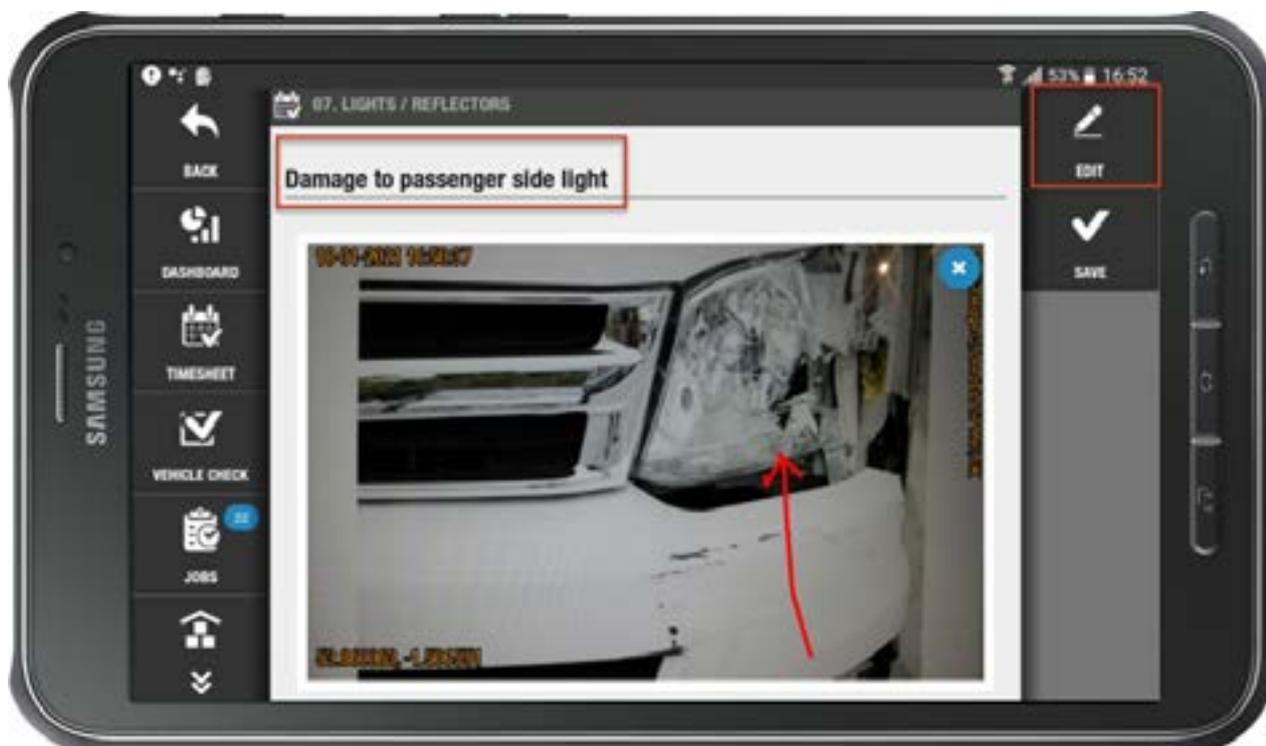
Where an answer is negative, a popup will open offering ways to access a photo, either from your library or take one using your device.



Select and save a photograph.



Add notes describing the nature of the damage; select edit on the right-hand menu if you wish to annotate the image.



That will open a colour palette. Select the colour(s) you wish to use and draw on the image using your finger/stylus.



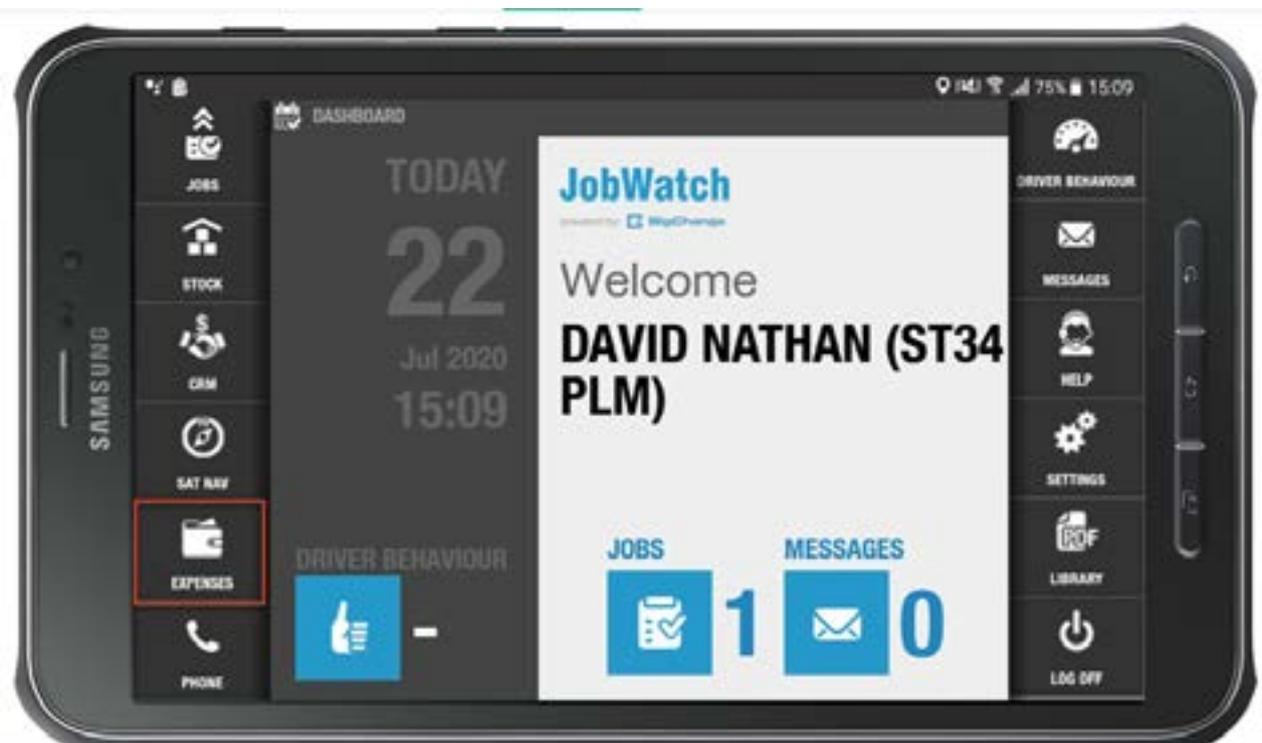
When you are satisfied, select "**OK**" and then "**Save**" on the next screen. Your description will now appear under the relevant section in the list view.

Once all of the answers have been completed, select the "**Sign off**" button, followed by "**Sign and Send**".

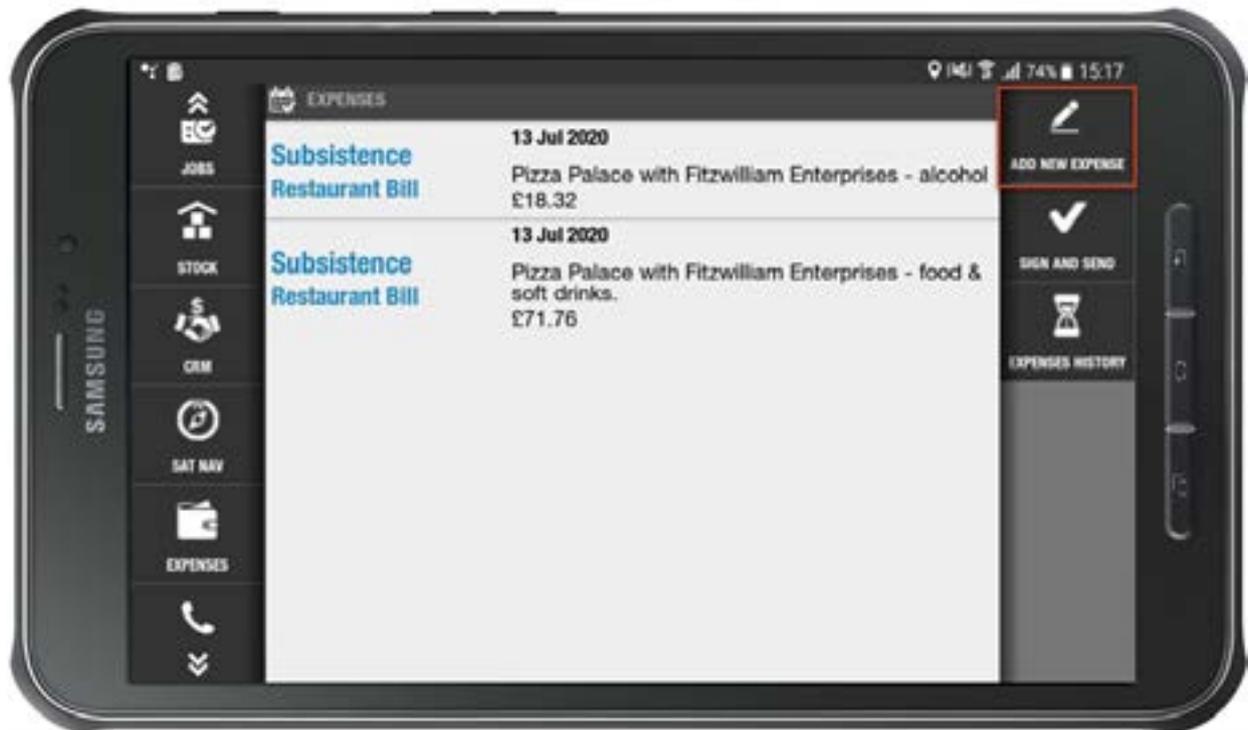
Creating an Expense on the BigChange App

You can log an expense through your device, either as a general expense, or logged against a job. If an expense is logged to a job, it can still be claimed as a personal expense. To log/create an expense on the BigChange app, navigate to the “**Expenses**” button. This can be done either by using the three-line menu in portrait mode, or by scrolling in landscape mode.

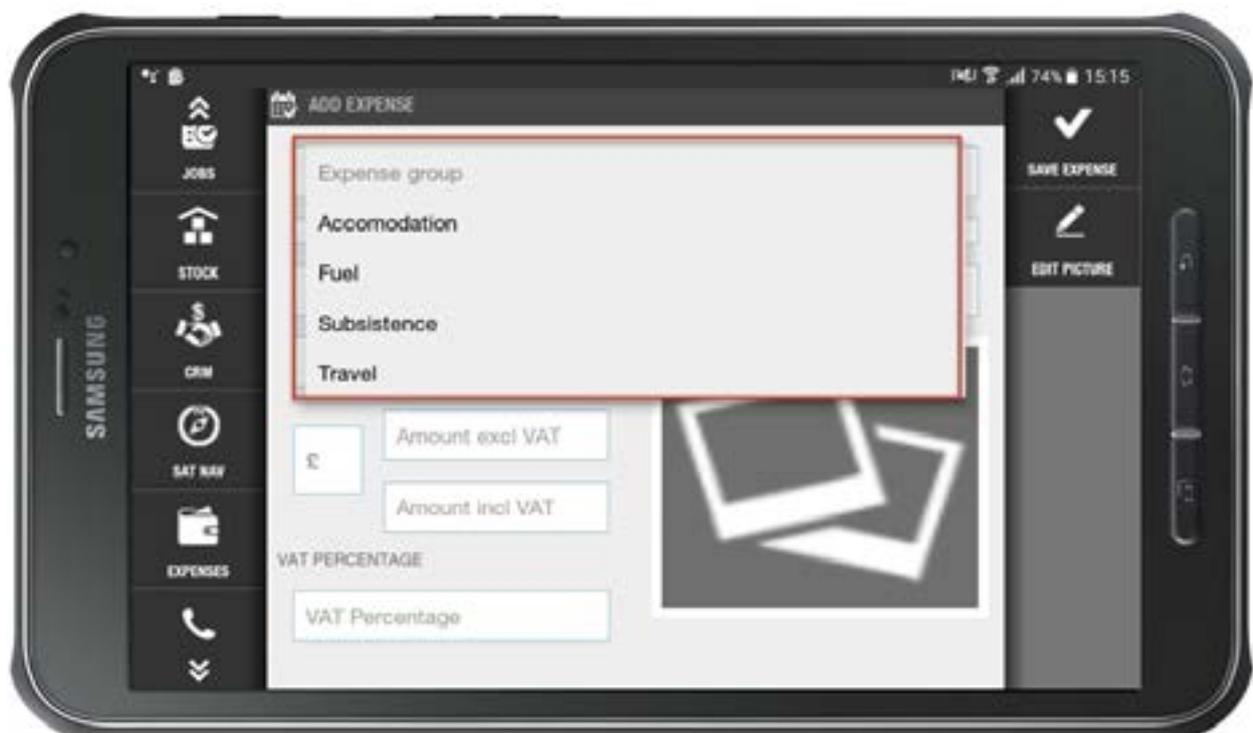
Select the “**Expenses**” button.



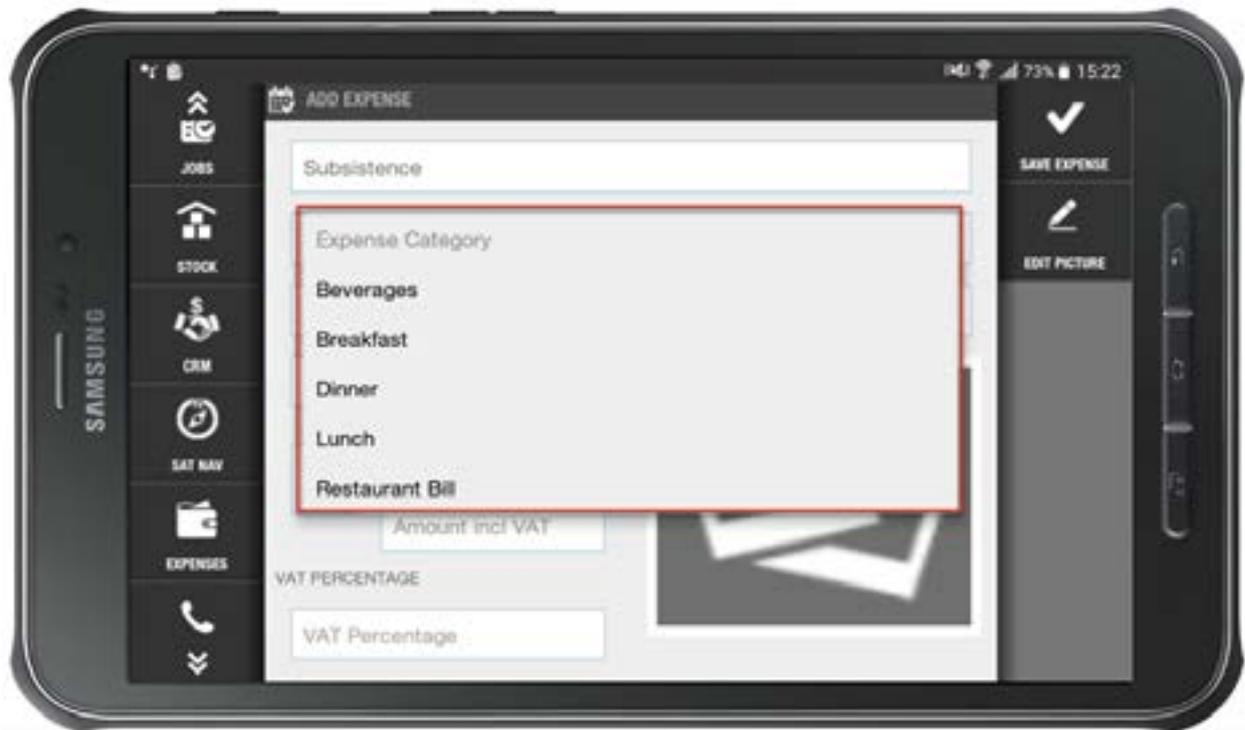
Select **"Add New Expense"**.



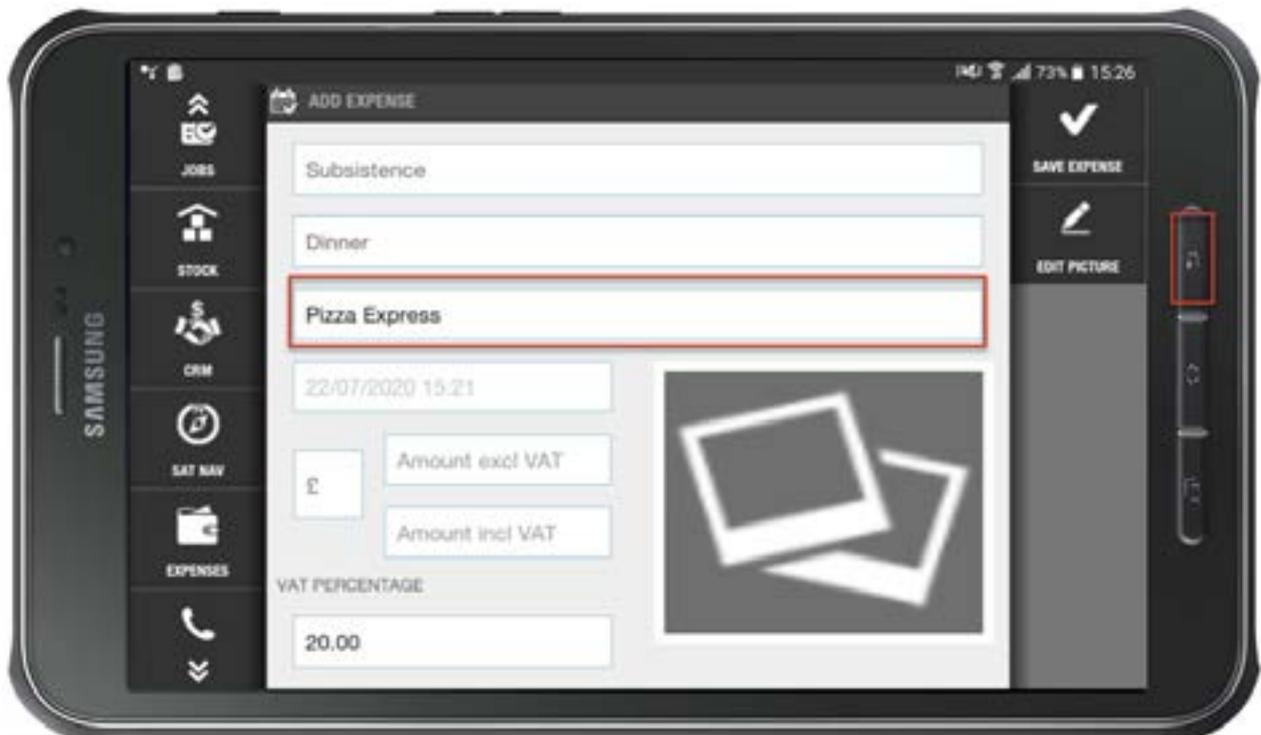
Select **"Expense Group"** and choose the type of expense from the drop-down menu.



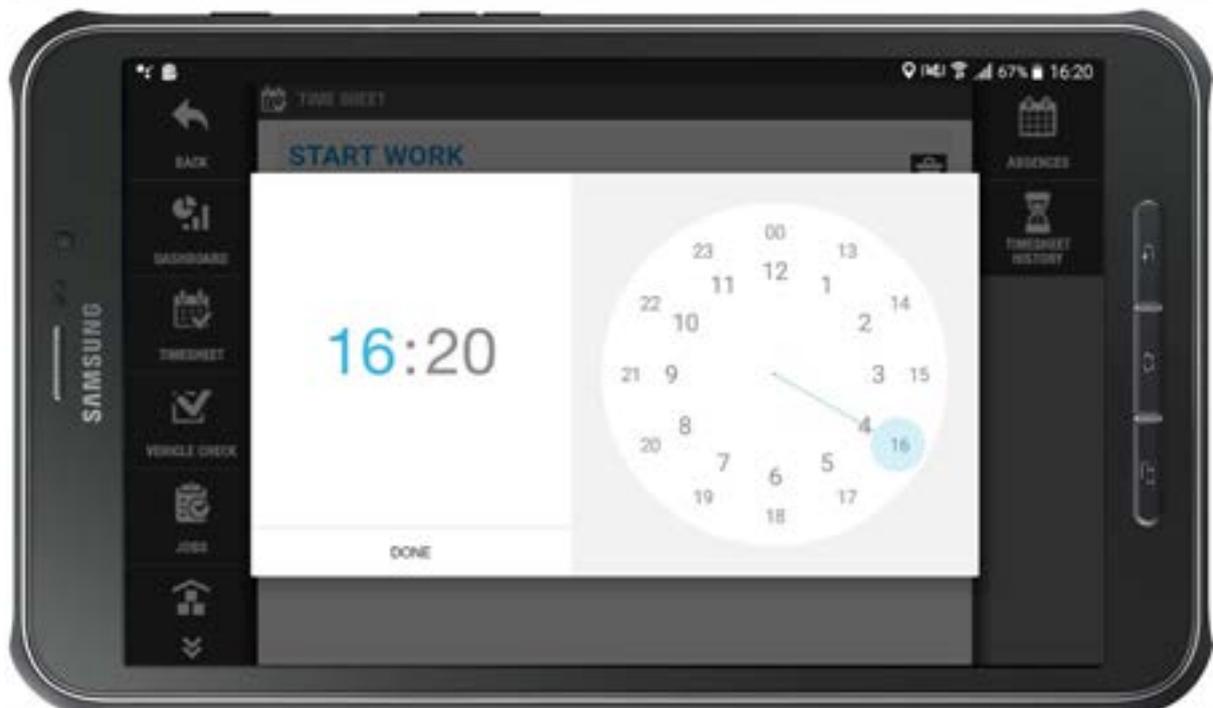
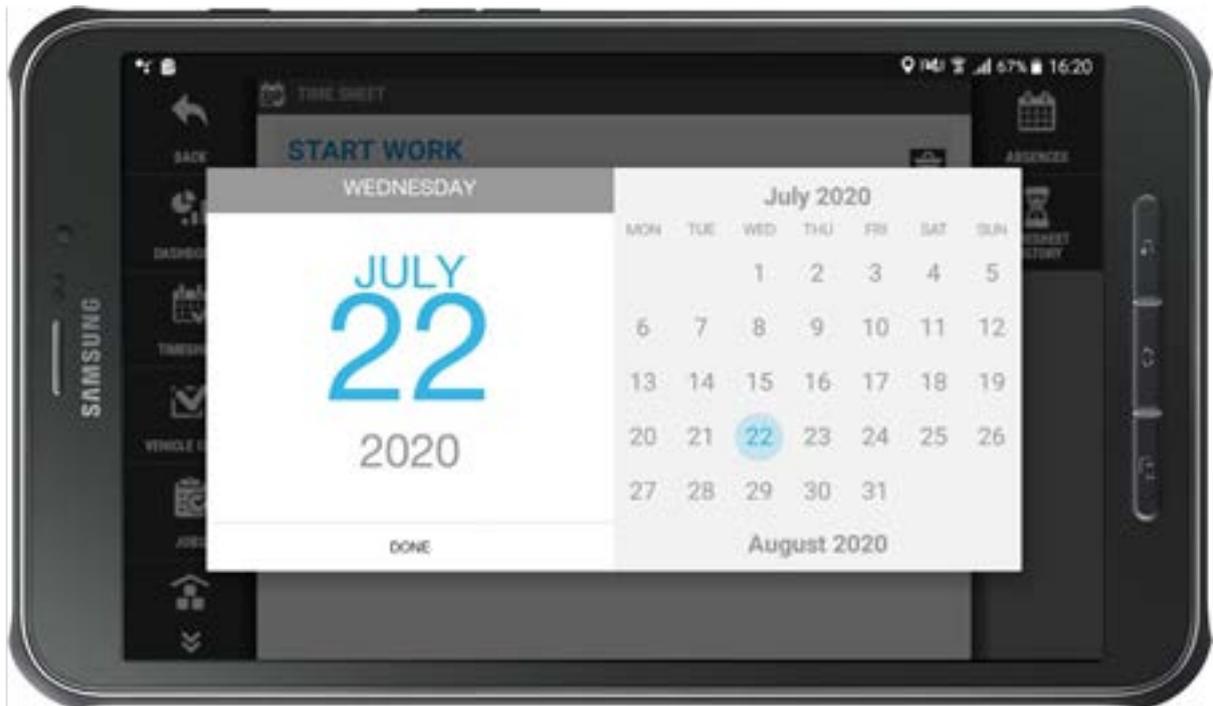
Select "**Expense Category**". This is the sub-category of the group e.g. hotel, lunch, etc.



Then enter a brief description of the expense, e.g. 'Lunch with client'. Select the back button to exit the keyboard.



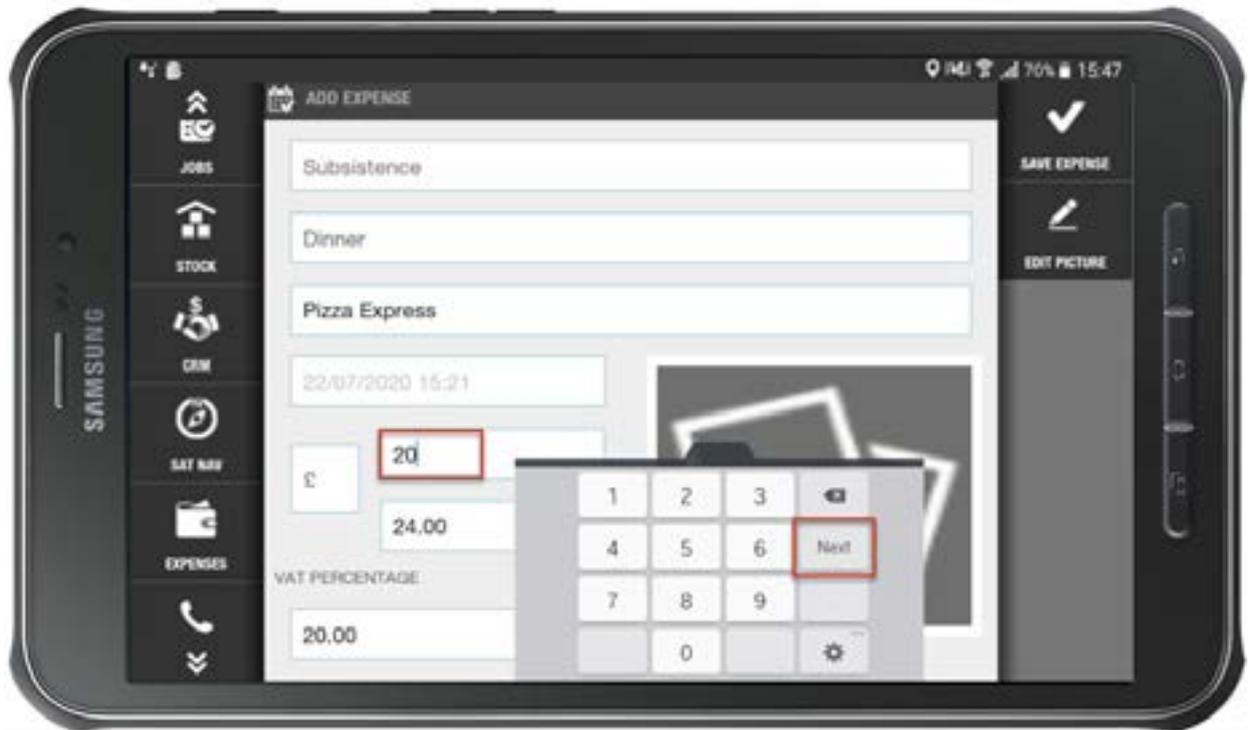
Select the expense date and time.



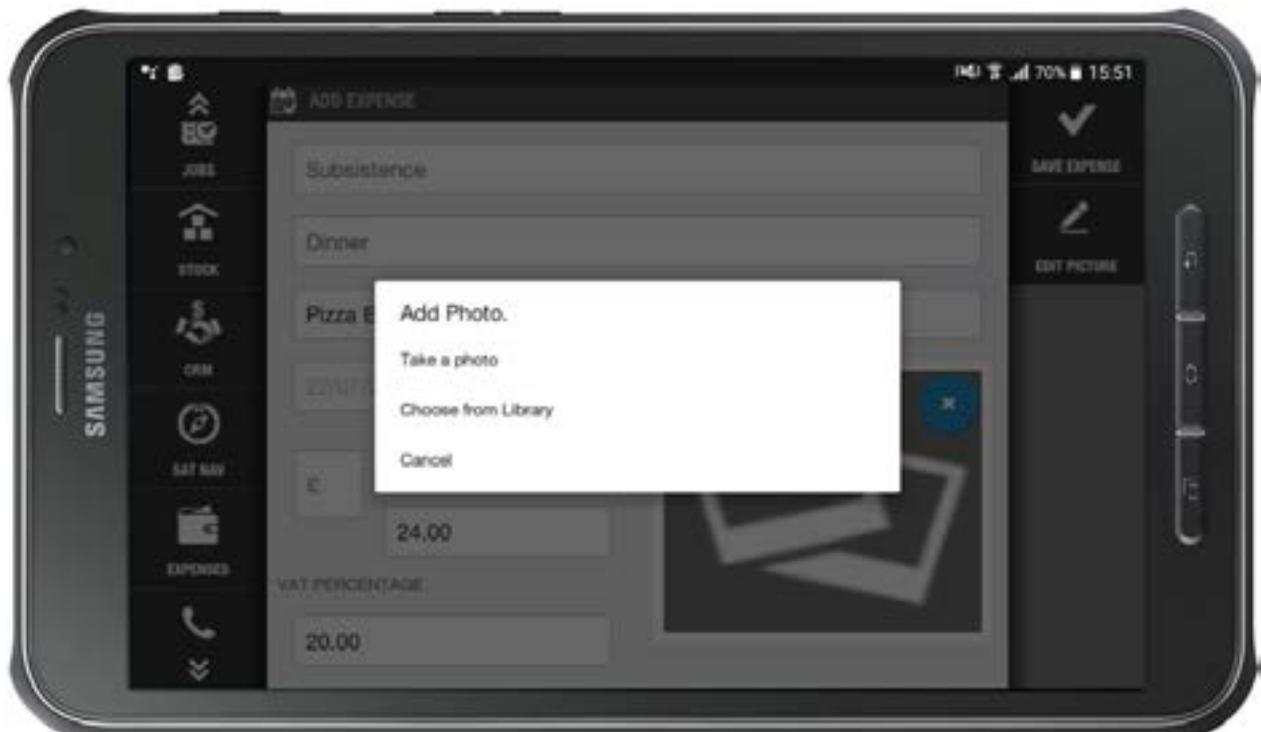
Please note, this date and time prompt will not appear if your company have opted to not let you edit date/time for expenses.

Where this is the case, your device settings will be used by default.

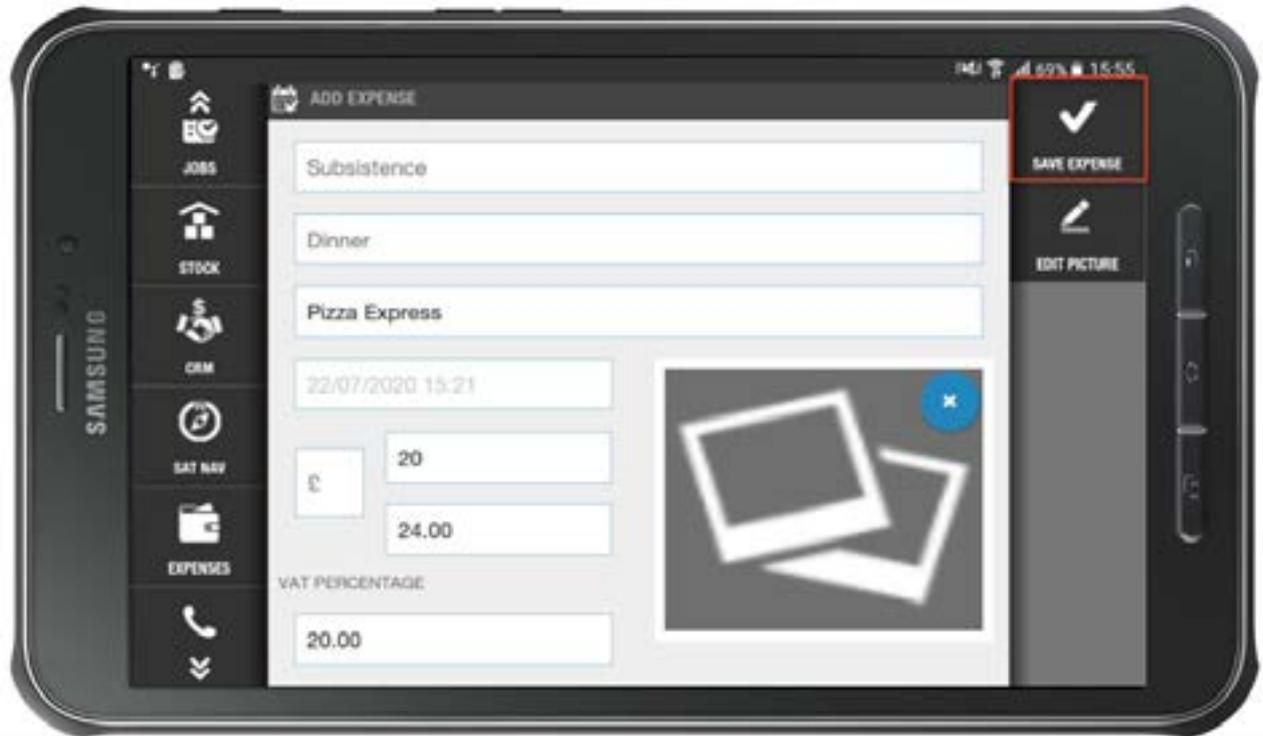
Enter the amount paid, either before VAT or including VAT.
Then select "**Next**"



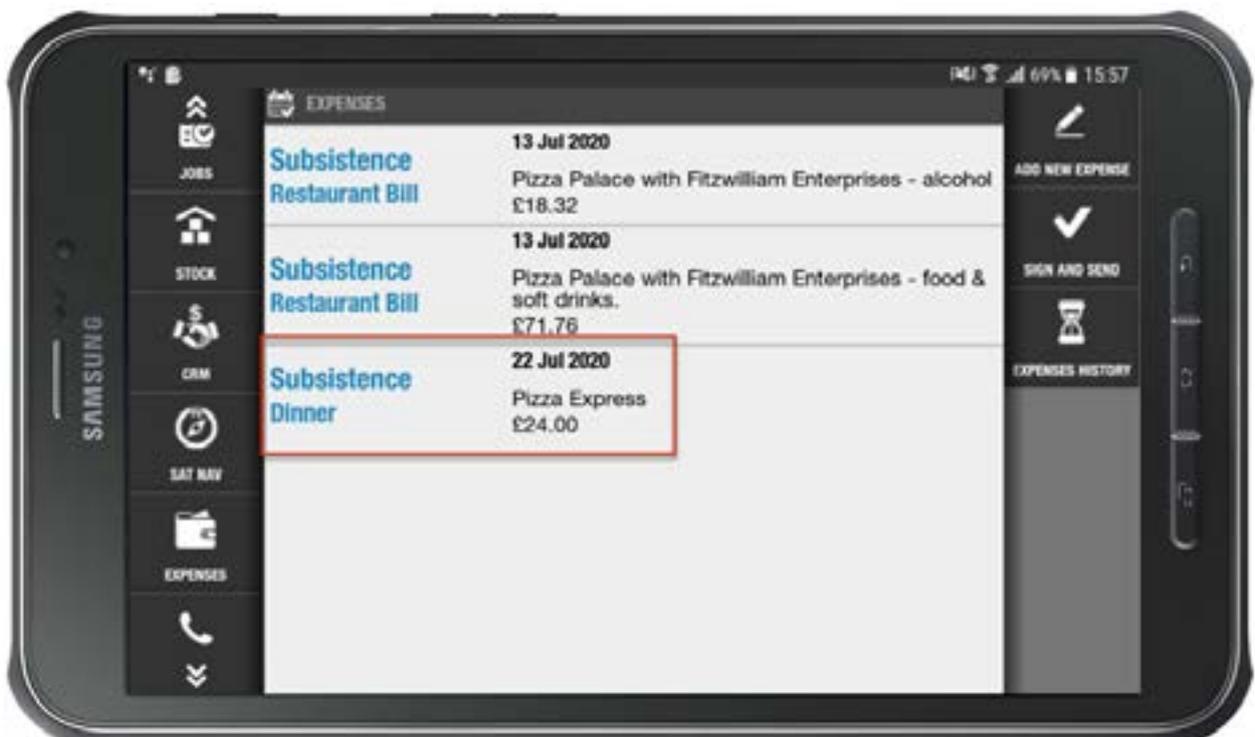
Then, where necessary, select the grey box to take a photo of the receipt, or add one from your photo library.



Once the form is complete, select **"Save Expense"** in the right-hand corner.



The expense item will then show in the list.



Repeat the processes to add any additional expenses, then select "**Sign and Send**".



Check the totals, sign in the area provided and select "**Sign and Send**" again.



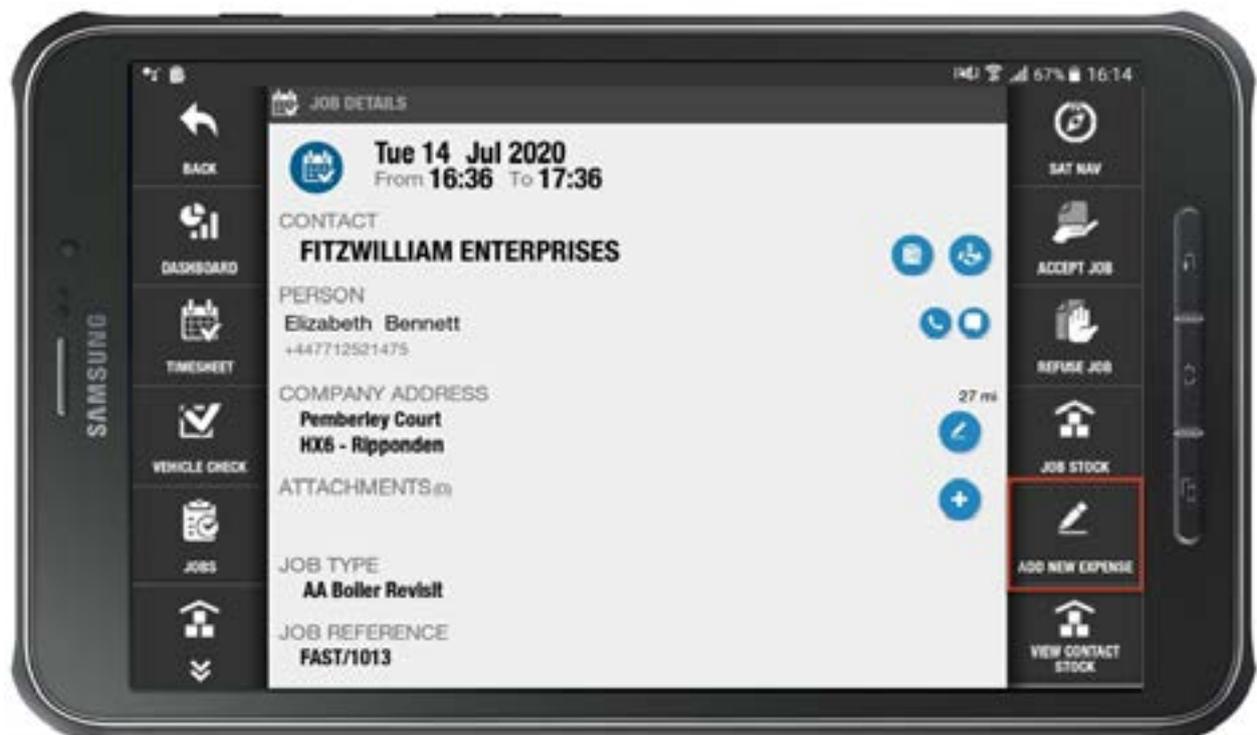
Please note, if the expense is to be directly assigned to a job, then you would click the add expense option when on the job details screen, rather than from the dashboard.

Raising an Expense Against a Job

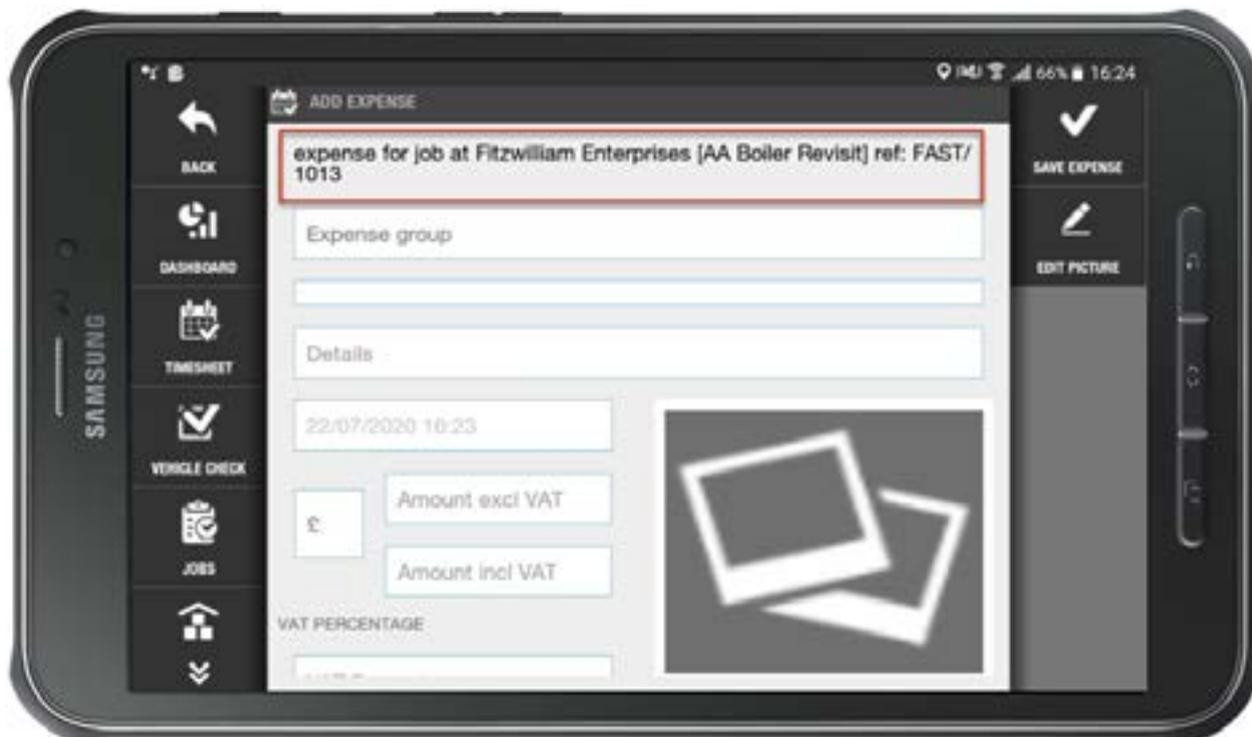
To raise an expense against a job, ensure that you have filled in your Timesheet before navigating to the job on the app.

Select **"Add New Expense"**

Please note, it can be at any job stage, either completed or not.

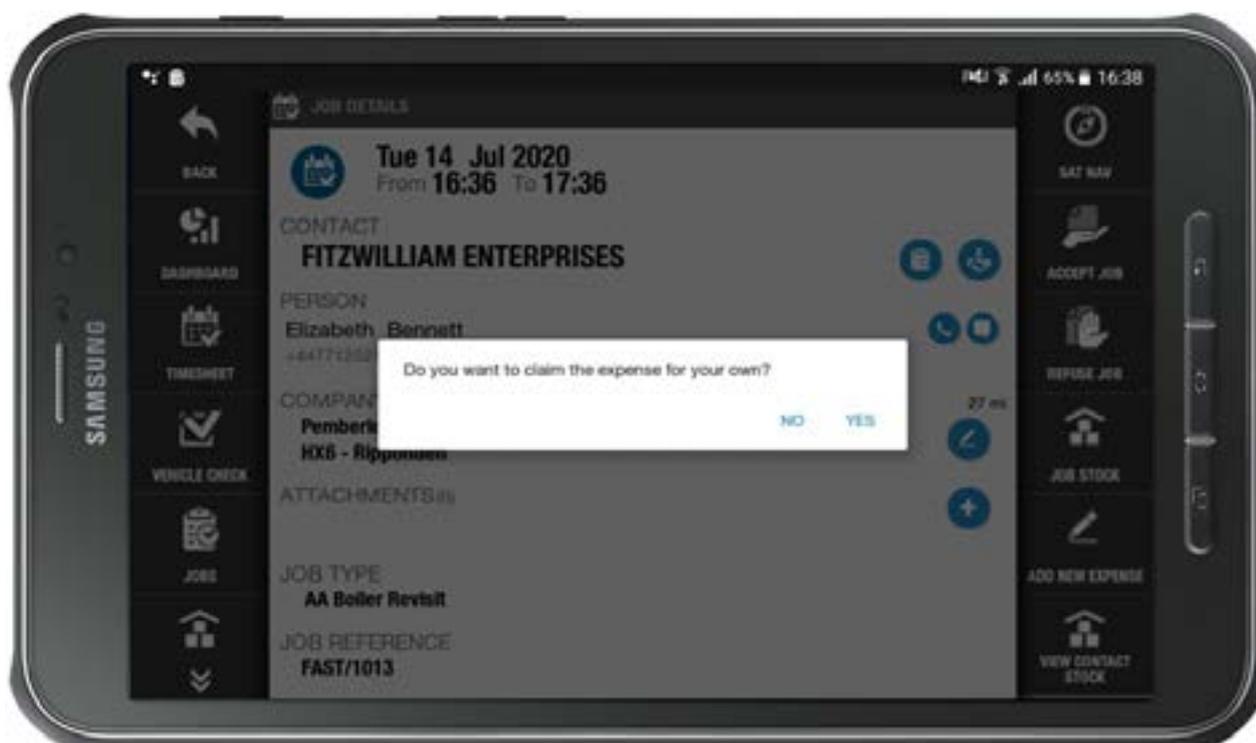


Enter your expense details. You will see an on-screen note indicating that you are adding an expense against a job.



Select "**Save Expense**"

You will be prompted to confirm whether you want to claim the expense for your own.



Selecting "**Yes**" will add the item as an expense that needs to be reimbursed to the resource.

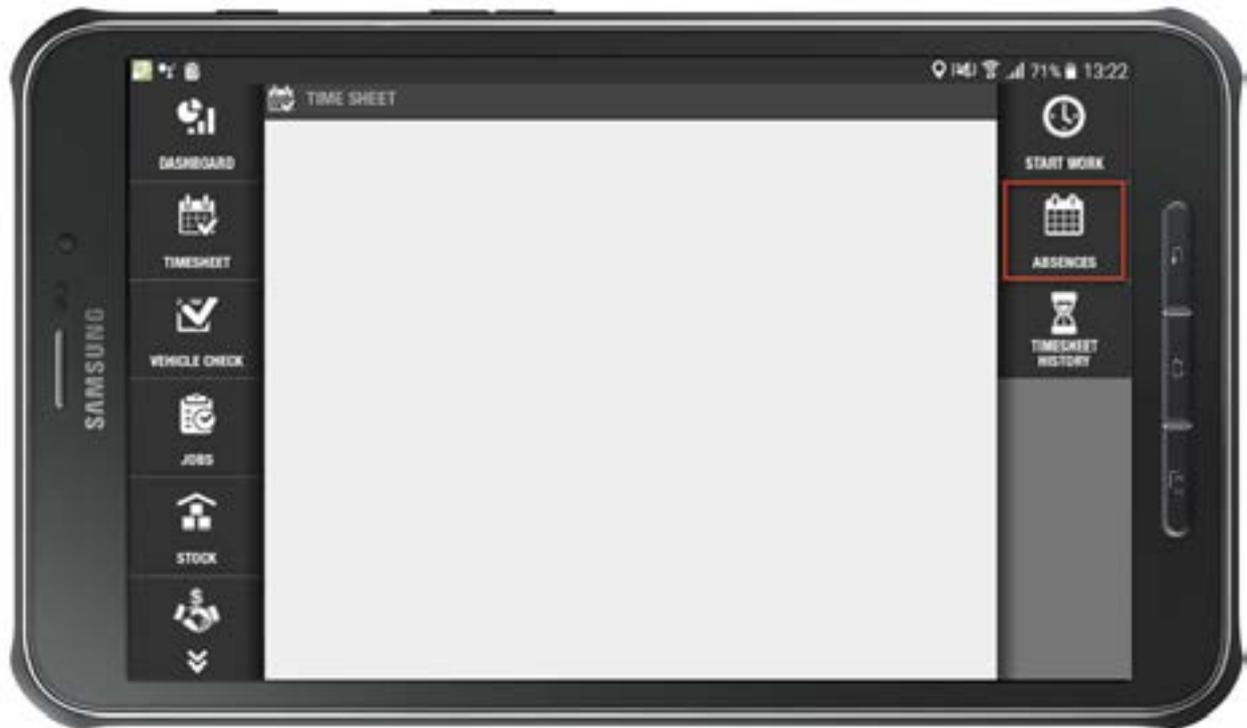
Selecting "**No**" will still record the expense against the job, but it will appear as an amount that doesn't need to be reimbursed. This is particularly useful for adding expenses which are paid for using a company account or company credit card.

Finish by adding/signing off expenses as described above.

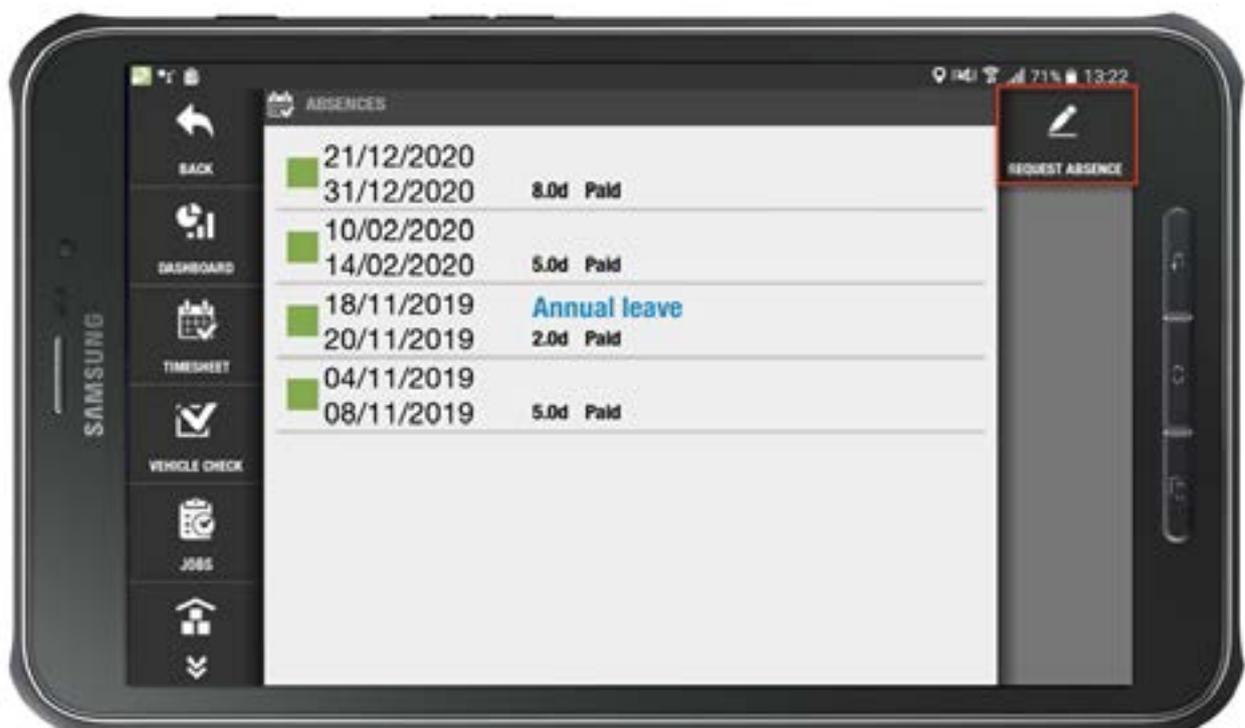
Requesting Leave on the the BigChange App

You can only create absences from the BigChange app if the permission has been granted by your System Administrator.

To request leave from the BigChange app, select "**Absences**" from the right-hand menu or three-line burger menu.



You will now see the list of all leave/holiday already booked. Select the "**Request Absence**" button.



Complete the form and then select "OK"

REQUEST ABSENCE

TO
17/07/2020 00:00

TYPE
Unspecified

DAYS REQUESTED
1

REASON
Reason

PAID LEAVE
 Paid leave

OK

Your requested absence will now show on the list view.

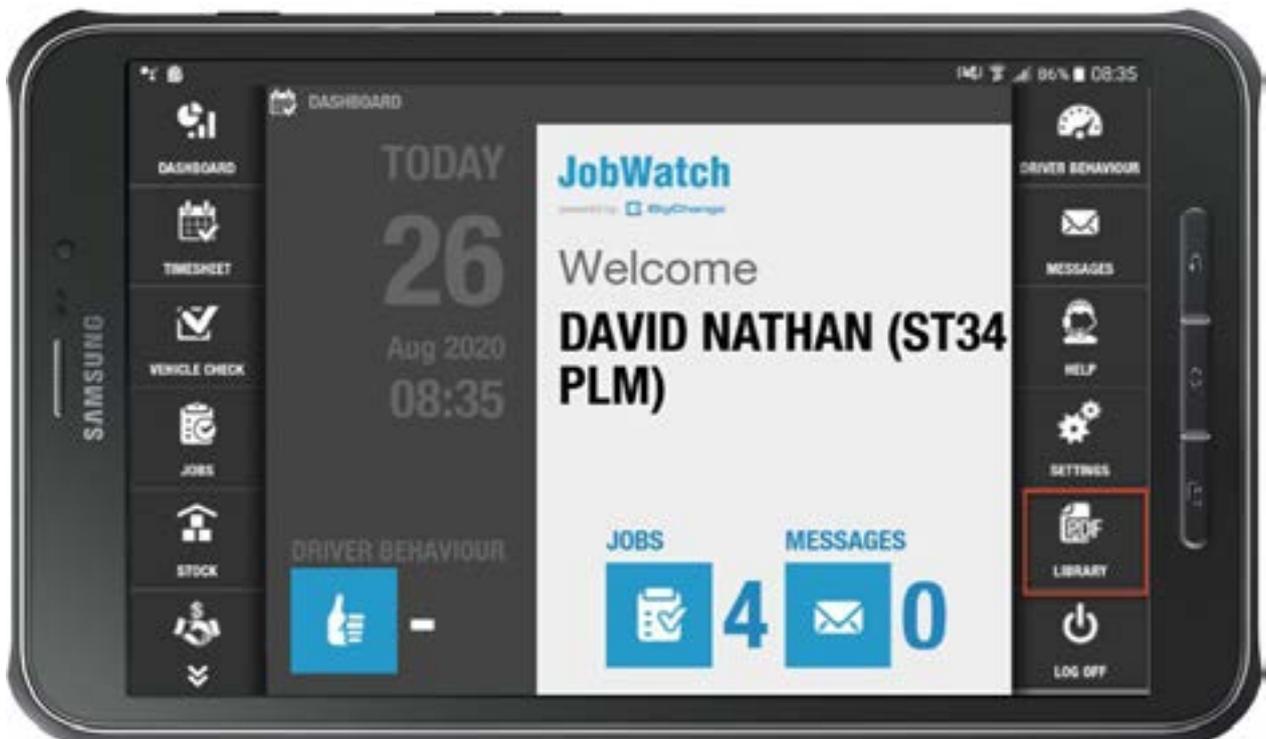
ABSENCES

21/12/2020		
31/12/2020	8.0d	Paid
16/07/2020		
17/07/2020	1.0d	Paid
10/02/2020		
14/02/2020	5.0d	Paid
18/11/2019		Annual leave
20/11/2019	2.0d	Paid
04/11/2019		
08/11/2019	5.0d	Paid

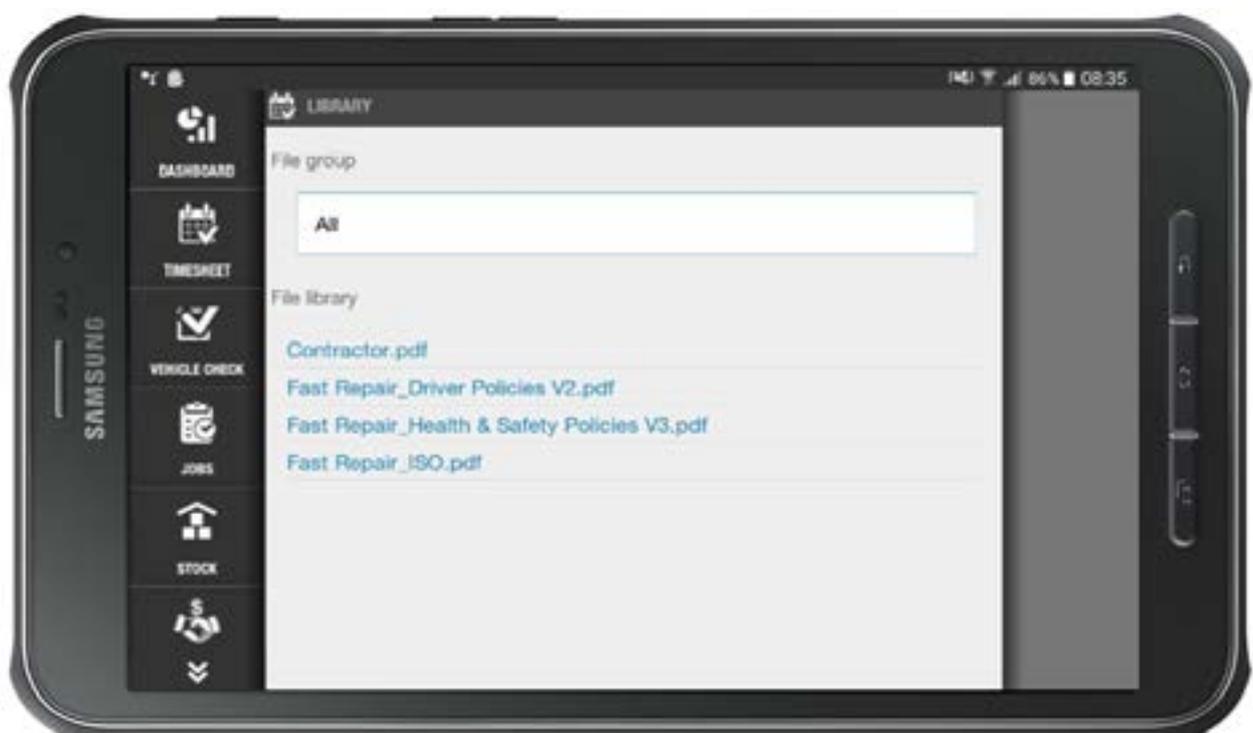
REQUEST ABSENCE

Accessing a File from the File Library

Select the "**Library**" button from either the right-hand menu, or three-line burger menu.



The screen will now display the File library in two halves. The "**File group**" in the top section, acts as a folder and shows all files available to you to view.



Where a large number of files are displayed, these can be filtered by selecting the “**File group**” field followed by the desired group.



The lower section of the File library screen contains all of the files that are within the group. Select the file you wish to view, and you will be presented with a list of applications on your device capable of displaying that file type.



Select your preferred option and your file will open.

Driver Behaviour on the BigChange App

Introduction

Driver behaviour is a critical aspect of fleet management, and BigChange provides a comprehensive system to monitor and evaluate it. This document will guide you through understanding how driver behaviour is tracked, scored, and displayed within the BigChange App.

Accessing Driver Behaviour Data

Driver behaviour is determined by the admin's settings in BigChange, which include a driver's adherence to pre-set tolerances, such as speed limits, harsh braking, and cornering. These statistics are then calculated to give the driver a score out of 10, which indicates their Driver Score.

The Driver Behaviour can be found from the **Dashboard**.



Dashboard Overview

On the BigChange dashboard, a summary of your driver behaviour is displayed as an icon and a score out of 10.

Dashboard Overview

On the BigChange dashboard, a summary of your driver behaviour is displayed as an icon and a score out of 10.

 Green Thumbs Up: Driver score of 7 or above

 Yellow Warning: Driver score of 5 to 6.9

 Red Thumbs Down: Driver score below 5

Detailed Driver Behaviour Summary

You can access a more detailed summary by selecting the summary at the bottom left of the dashboard or the Driver Behaviour Button on the upper right.

By default, the Driver Behaviour screen shows Today's score. You can view different periods by selecting the Previous Period button:

- Yesterday
- Last 7 Days
- Last 30 Days
- Last 2 Months



Understanding the Driver Behaviour Screen

Score and Icon Display

1. The score and icon displayed on the summary page represent your overall driver behaviour.
2. Group Average: Shows the average Driver Behaviour Score of the group you belong to (e.g., engineers, back office, managers).
3. Ranking: Displays your ranking within your group and the number of users in the group.
4. Total Distance: Indicates the number of miles travelled during the selected period.

Additional Information

5. A bar graph provides a week-by-week representation of your score.

Specific breakdowns of elements contributing to your overall Driver Behaviour Score are displayed below the graph.



Breakdown of Driver Behaviour Elements

Overspeed

- Score based on instances of exceeding the speed limit per 100 miles.
- Percentage over the speed limit and number of instances.

Idling

- Score based on the percentage of your journey spent stationary with the engine running.
- PTO units (e.g. tippers, gritters) do not count against the Idling score.

Braking

- Score based on instances of harsh braking per 100 miles.

Acceleration

- Score based on instances of harsh acceleration per 100 miles.

Cornering

- Score based on instances of harsh cornering per 100 miles.

RPM

- For some vehicles, this score is based on instances of over-revving per 100 miles.

N/A

- If an element is not tracked, it will display as N/A.

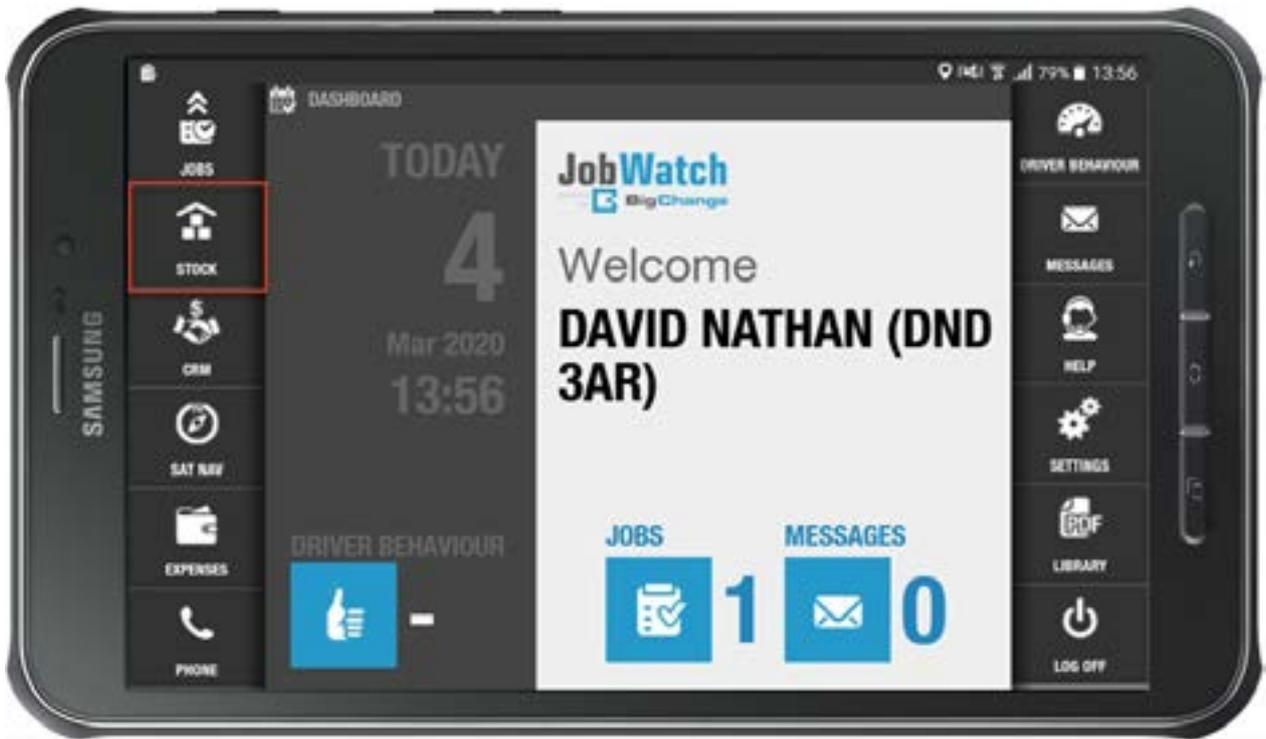
Factors Affecting Driver Behaviour Scores

- The number of miles driven can impact your score. The score is calculated using the number of instances per 100 miles, so short journeys may reduce your score more significantly.
- The type of tracker in your vehicle and whether your device is tracked will affect the number of elements monitored. For example, if you do not have a tracker in your vehicle, and you are just using device tracking, you will only have Over Speeding tracked. Certain trackers, like the one used in the vehicle in the screen shots, will not measure **RPM**.

Viewing Stock Information on the BigChange App

Efficiently managing stock is essential for completing jobs successfully. This guide will help you check the required stock for your jobs using the BigChange App.

From the Dashboard, Select "**Stock**".



The following options be available:



1. **Van Stock** allows you to view the stock stored in the van. If this is incorrect, you may need to perform a stock-take to rectify this.
2. **Summary of Items** provides a summary of all items stored in the selected location.
3. **Today's Job Stock** lists the stock required for the jobs to be undertaken today.
4. **Search Other Vans** enables you to search for stock stored in other vans to swap stock with other drivers.
5. **Search Stock** enables you to search for stock items held by your company and find their locations.
6. **Item Specifics**. View item specifics.
7. **Search** enables to to search for a specific item.
8. **Refresh Stock** will update the stock locations, If additional jobs are assigned to you or stock has been moved.
9. **Add to Van** enables you to add stock from a location to your van.
10. **Create New Item** enables you to create new items of stock. This is useful if you find unlisted stock during a stock take, or if you purchase new items from a merchant, and need to add them to stock.

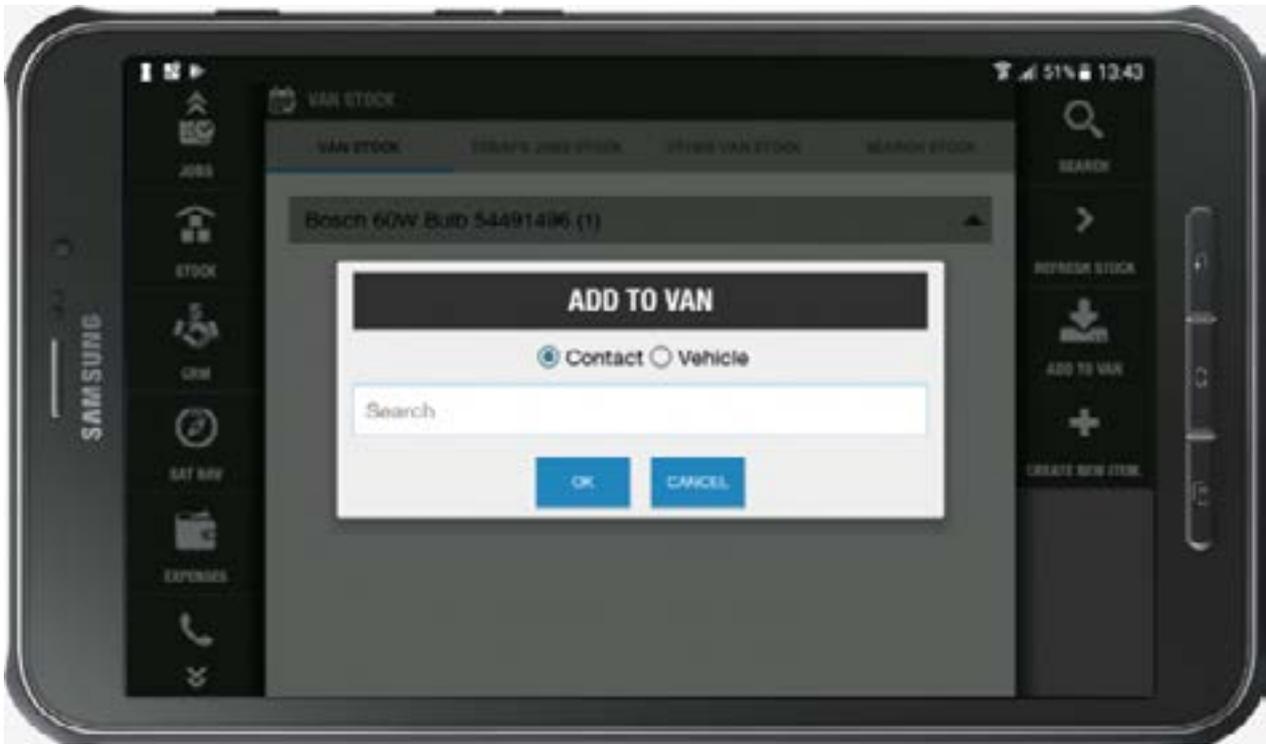
Adding Stock Using Barcodes & Serial Numbers on the BigChange App

If you need to add additional stock to your van from stock, you may do this using a barcode or serial number for the item.

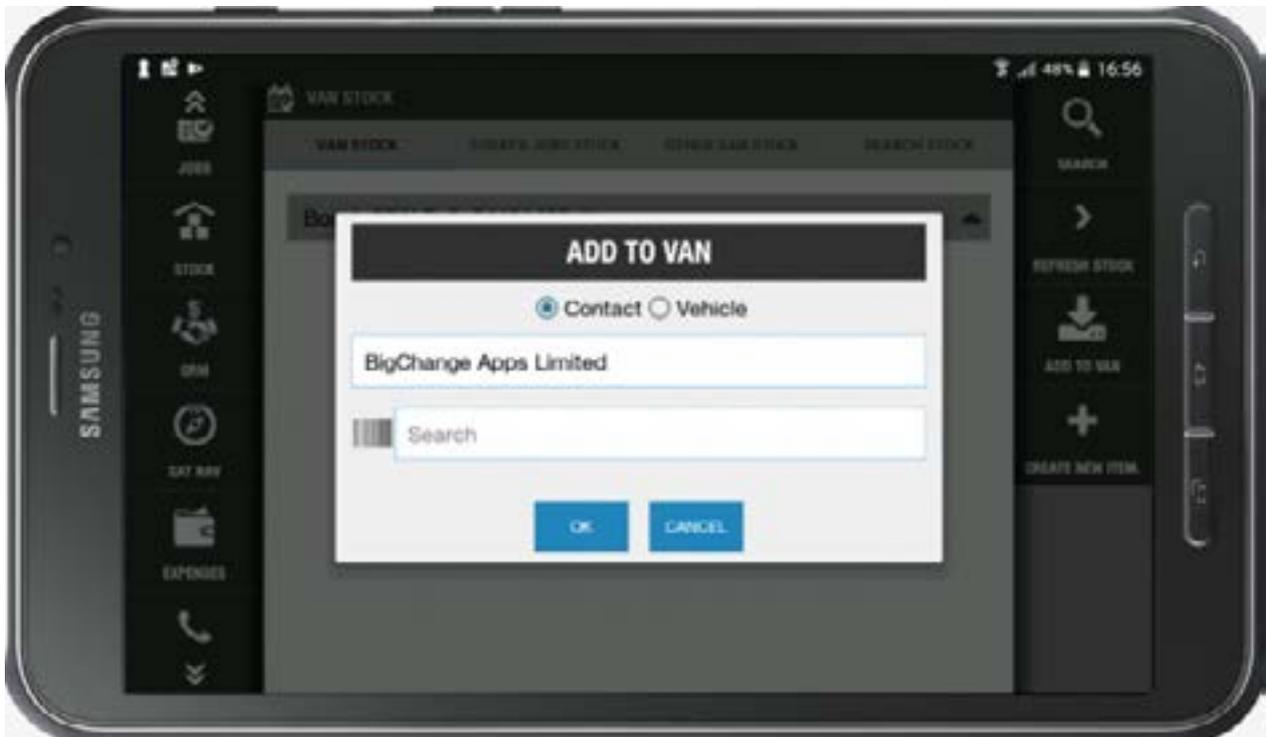
From the Stock screen, select the **"Add to Van"** option.



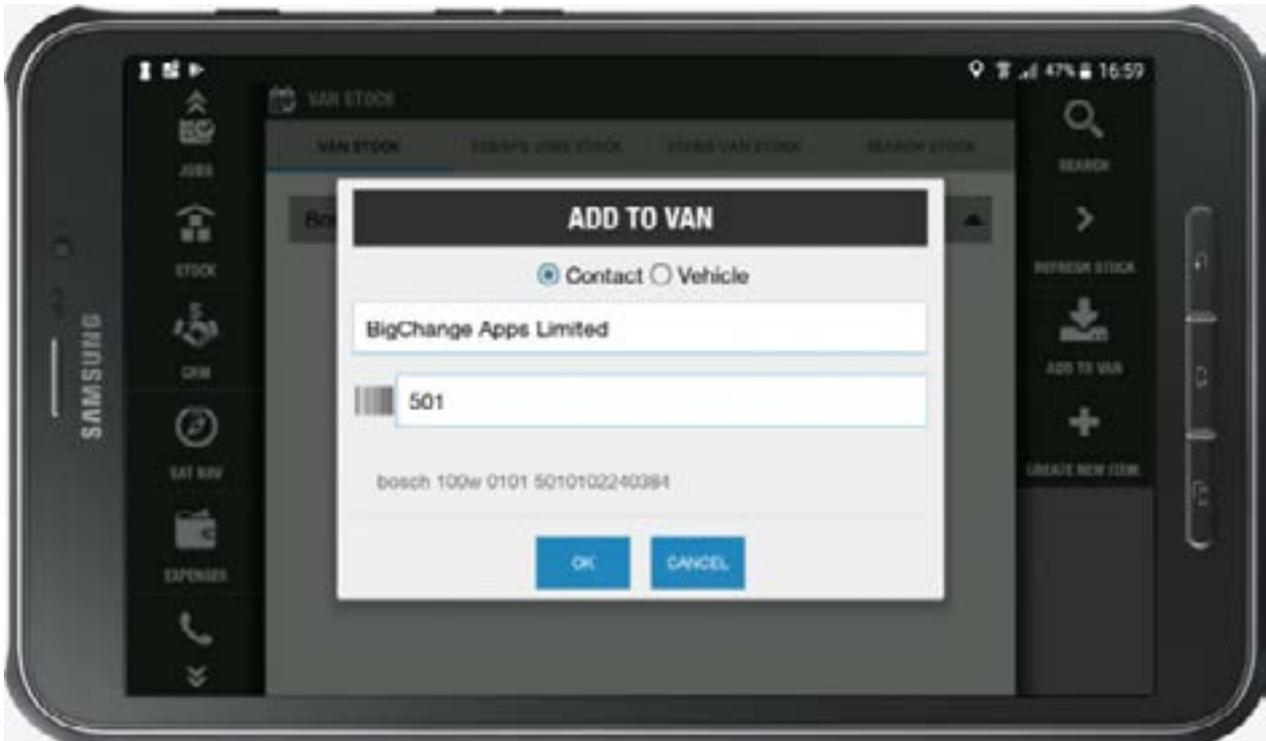
This will open the dialogue box below, asking to identify the source of the stock (where it is coming from).



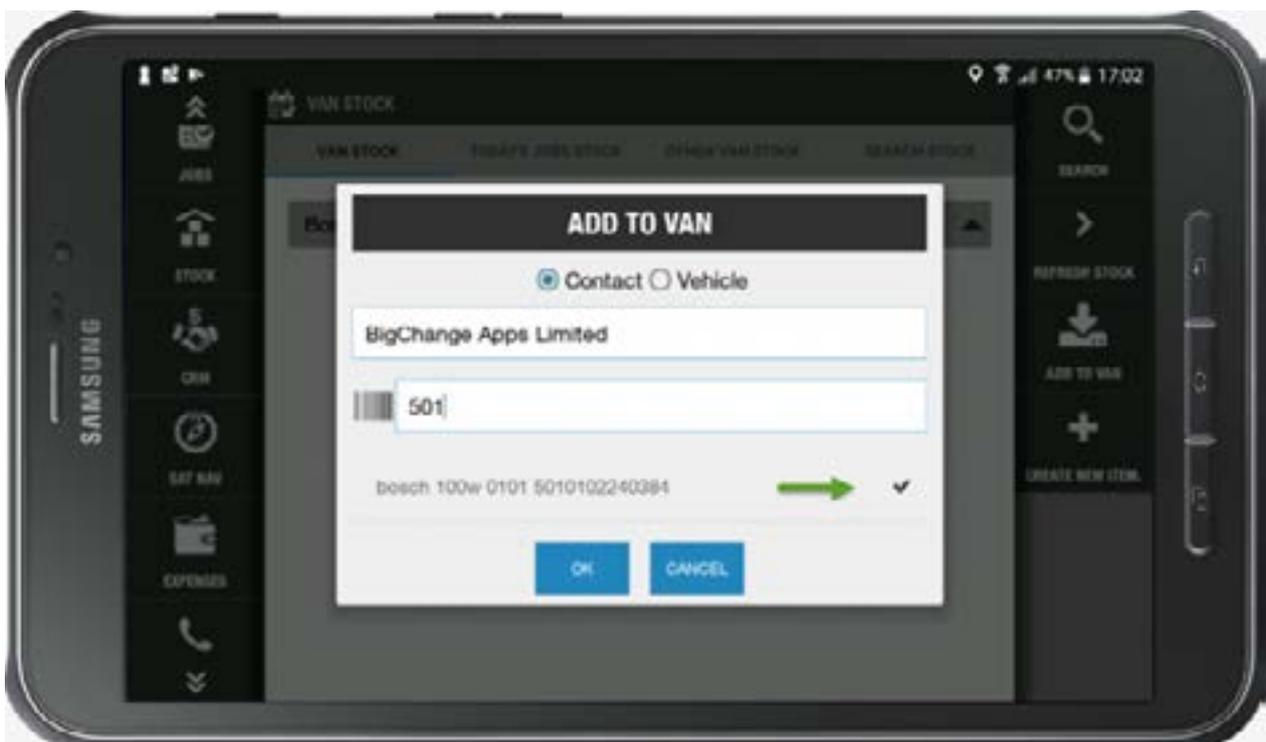
You have the option to choose a **“Contact”** or a **“Vehicle”**. Select the relevant option and enter the name (of the Contact or Vehicle).



You can either use the barcode option (by selecting barcode icon/image) or by entering the barcode number.



As you begin to enter the item barcode details, a list of items which begin with the serial number will appear in grey beneath the barcode box. Select the item you wish to add.



When you select the item, a tick will appear. Select "**OK**". The item you have just added, will now appear listed in the **Van Stock**.



Picking Up and Confirming Job Stock on the BigChange App

Picking up job stock efficiently is crucial for completing jobs successfully. This guide will help you pick up and confirm job stock using the BigChange App.

Viewing Job Stock Details for Today's Jobs on the BigChange App

From the stock screen, select "**Today's Job Stock**"

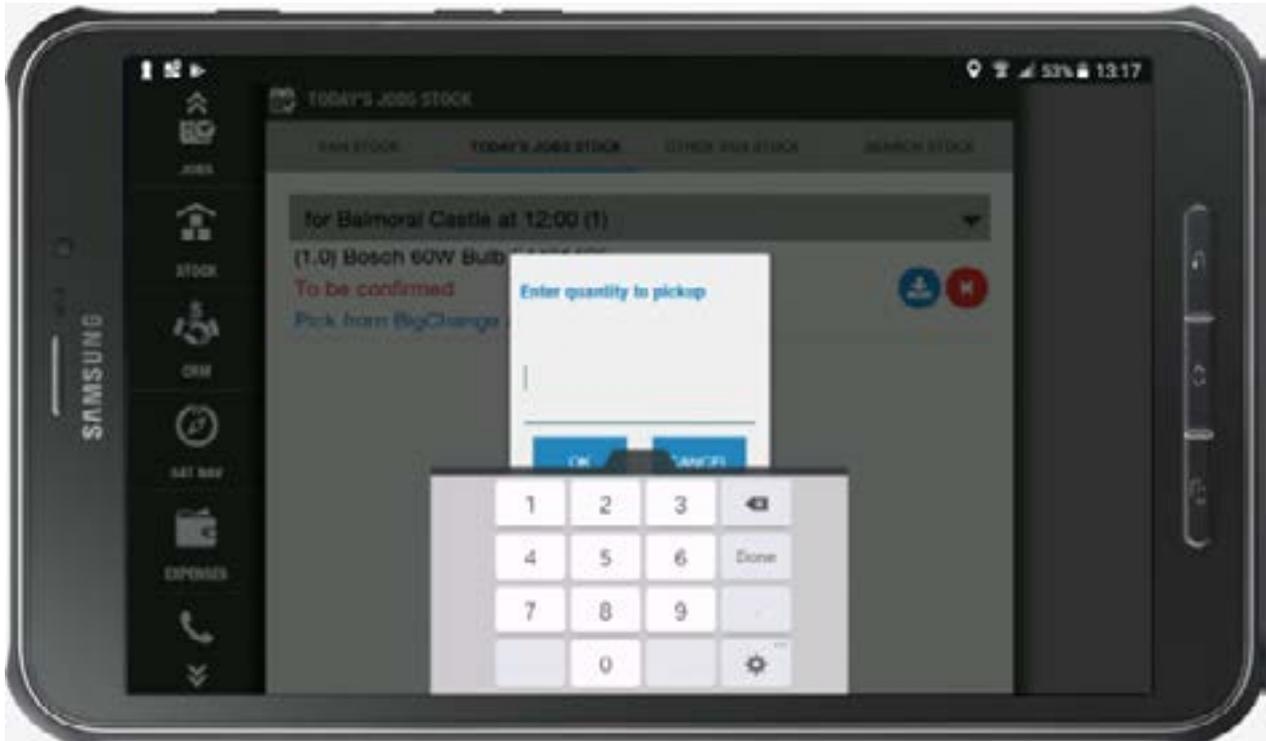


1. Job Information displays which job the stock is for.
2. Quantity Required shows the quantity of stock required.
3. Stock Description provides the stock description and barcode number of the stock item.
4. Stock Status shows the status of the stock. If you have not yet confirmed the stock, it will say "**To Be Confirmed**".
5. Pickup Location details where to pick up the stock from.
6. Confirm Pickup button enables you to confirm the pickup of stock.
7. Cancel Stock button allows you to cancel stock, which is useful if the incorrect part was assigned to the job.

Confirming Stock Pickup on the BigChange App

If you are at the location to pick up the stock, select the **"Confirm"** button from the **"Today's Job Stock"** screen.

Confirm your quantity and select **"OK"**



The status will now be in black and say **"Confirmed"**, the confirm button will turn green. The Van Stock will also update to reflect this change.

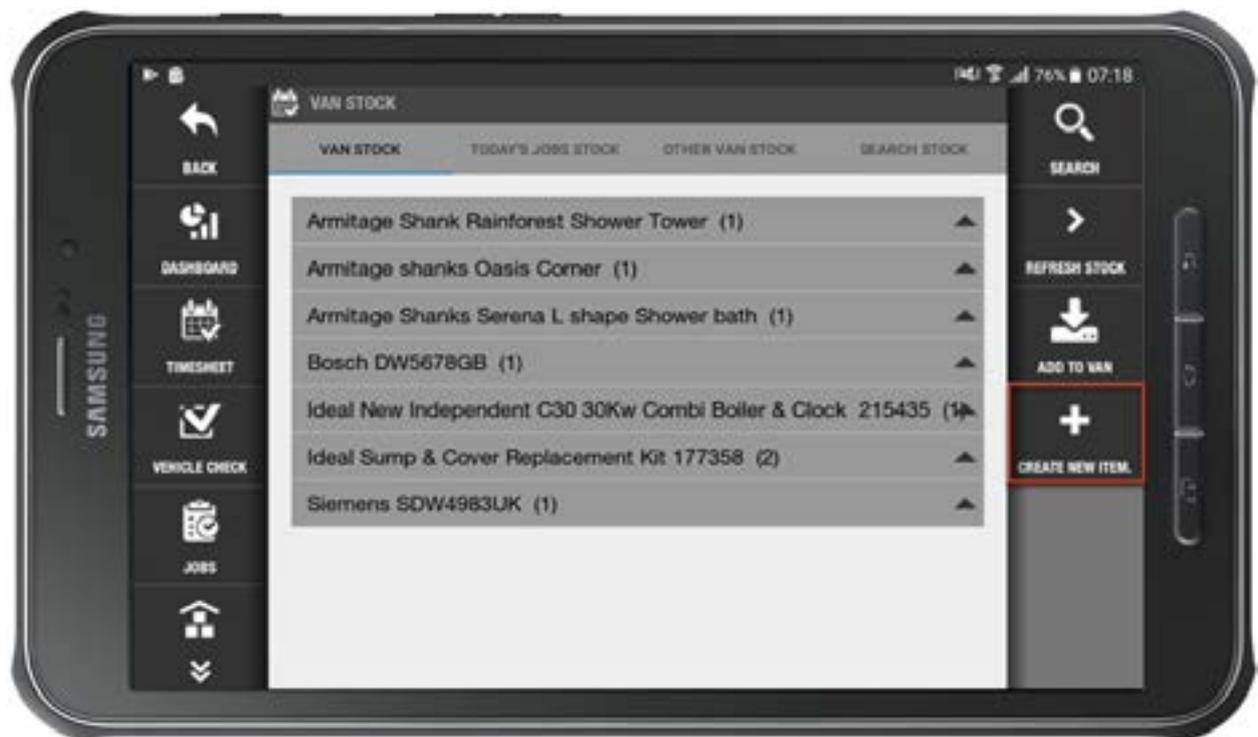


Creating New Stock Items on the BigChange App

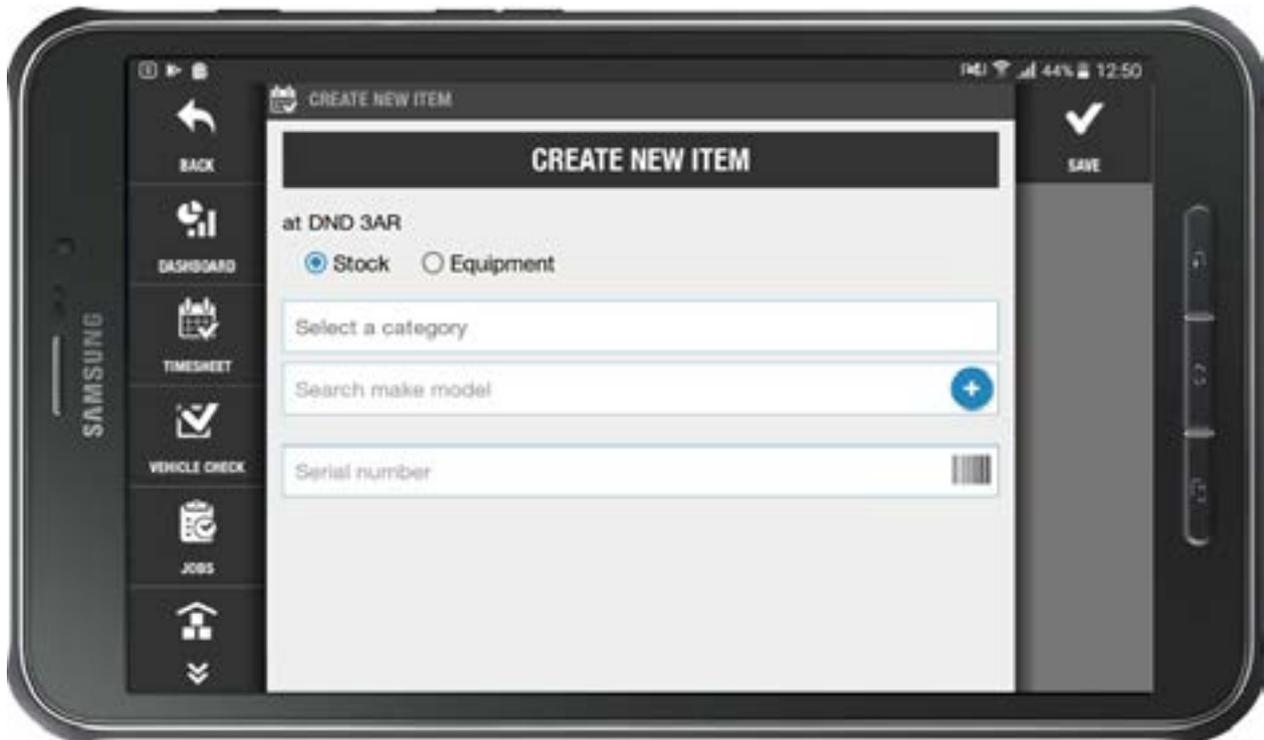
This document will take you through the steps to add new items of Stock or Equipment using the BigChange App (when required, e.g. after purchasing a required item from a shop or wholesaler).

You can only create non-consumable stock items using the BigChange App. If you want to create a consumable item, you will need to login to BigChange online as a Web User / System Administrator.

From the Stock screen, Select "**Create New Item**"

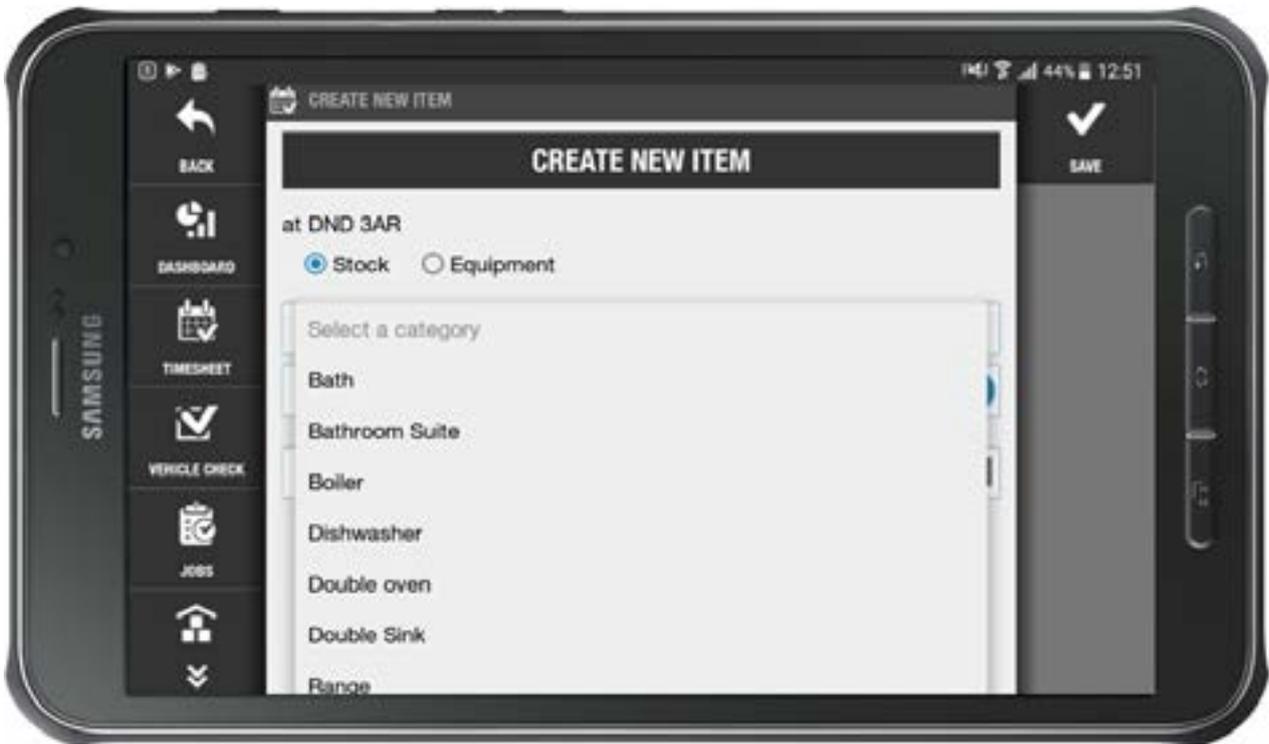


A “**Create new item**” screen will now have opened.

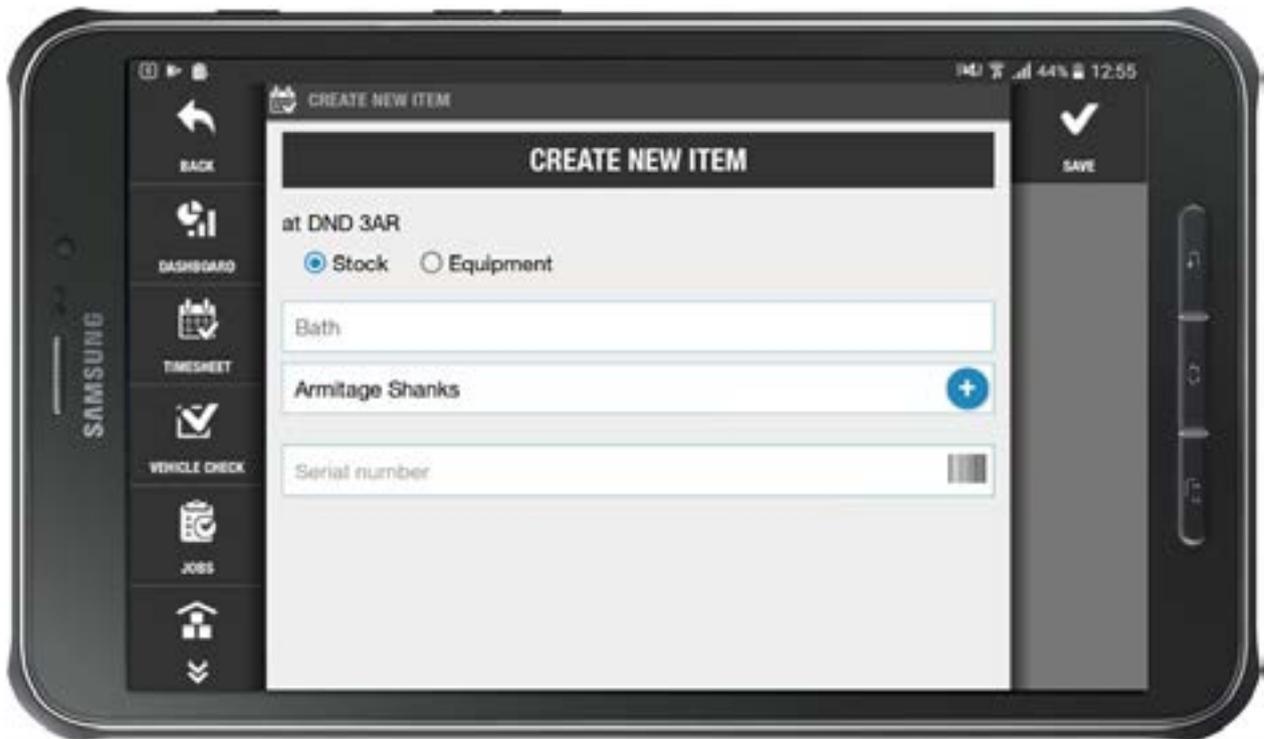


You will first need to decide whether the item is “**Stock**” or “**Equipment**”.

Next, select a “**Category**” from the pre-defined list (created by your System Administrators/Web Users).

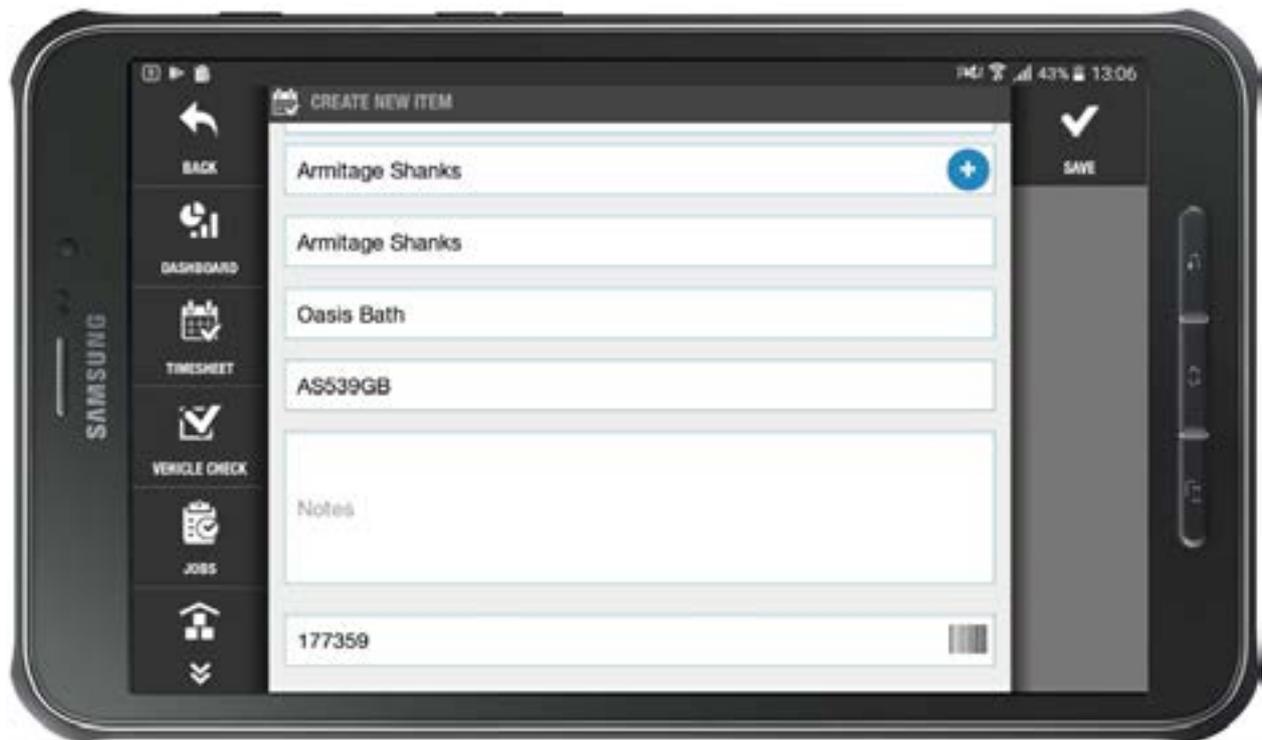


Then begin to search the **"Make"** and **"Model"**.



If the item already exists, you can select it from the drop-down list. This will open the fields for you to confirm, and fill out, before selecting **Save**.

If the item does not show in the list, you can select the “+” button next to the item, and then fill out the fields as before, and then **Save**.



Using Stock on the BigChange App

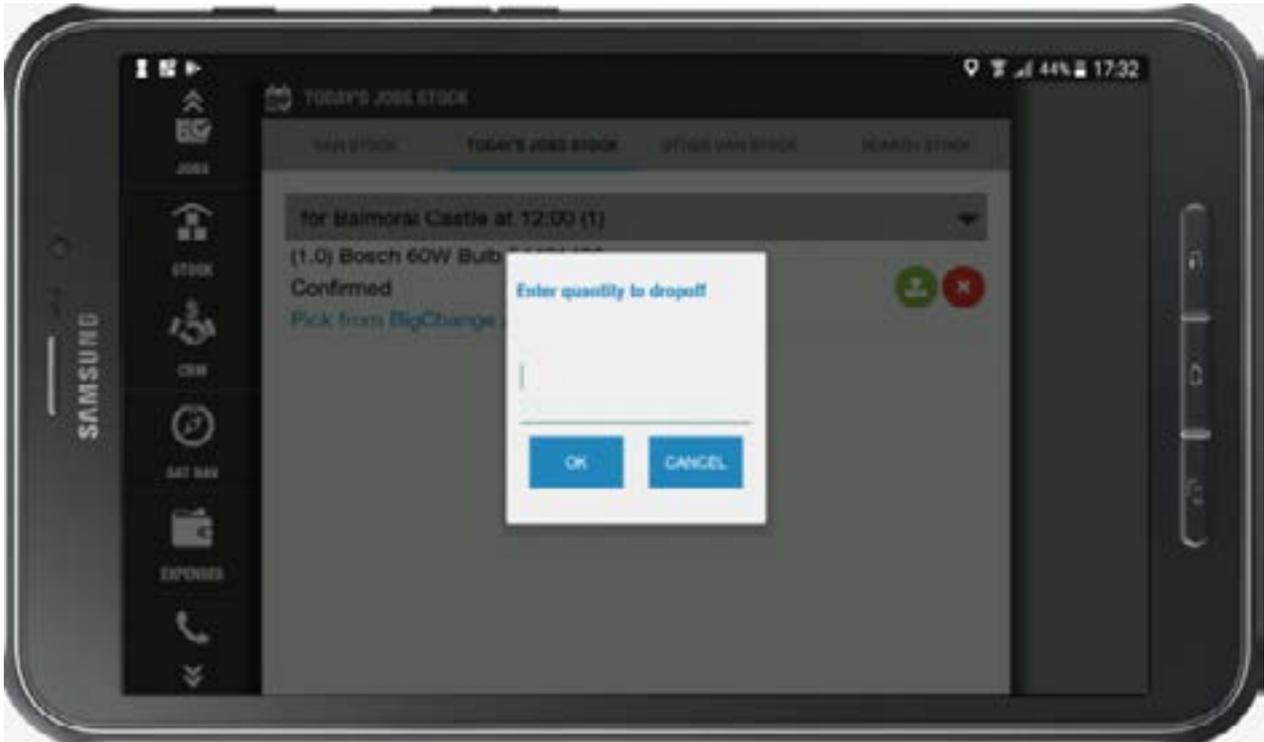
In the BigChange App, there are two primary methods for using stock on jobs: through the Stock Menu or directly from the job itself. This document will walk you through both methods to ensure you can efficiently manage your stock usage.

Adding Stock from the Stock Menu in the App

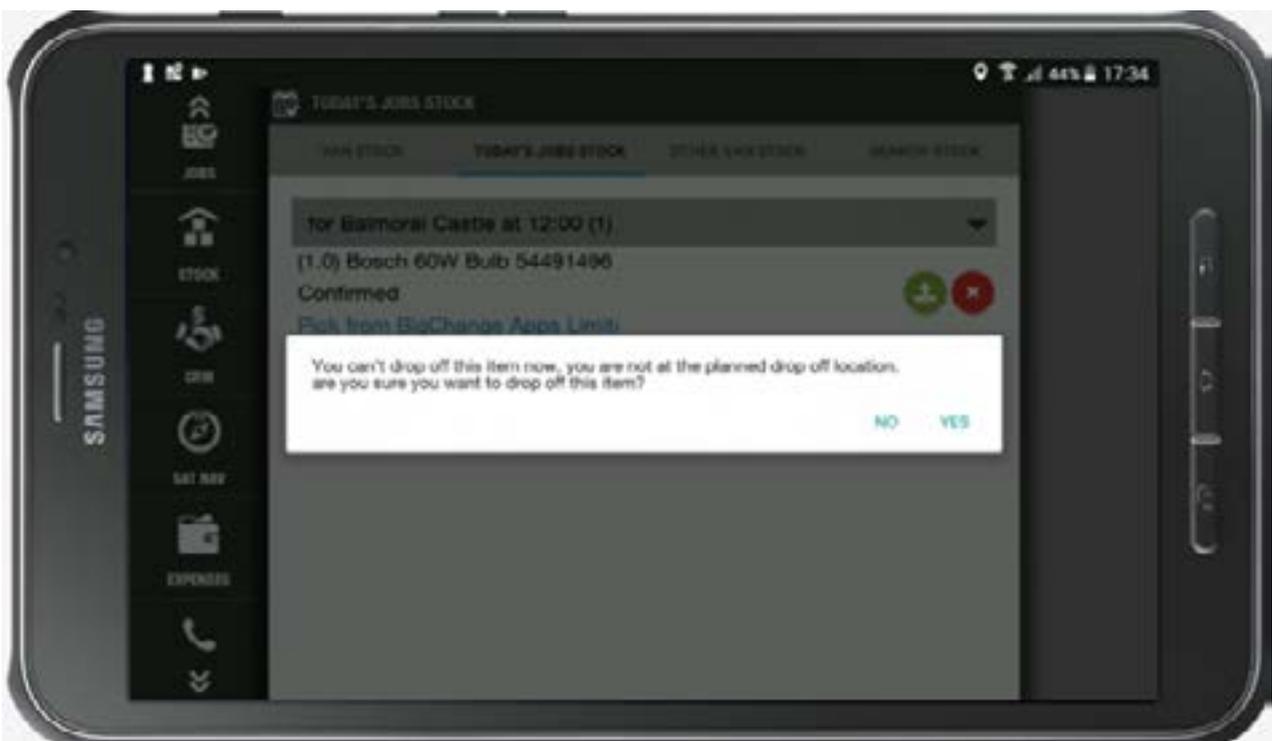
- Navigate to the "**Stock Menu**"
- Select "**Today's Jobs Stock**"
- Next to the item of stock you intend to use, select the **green** button.



- Select the quantity to drop at the site.



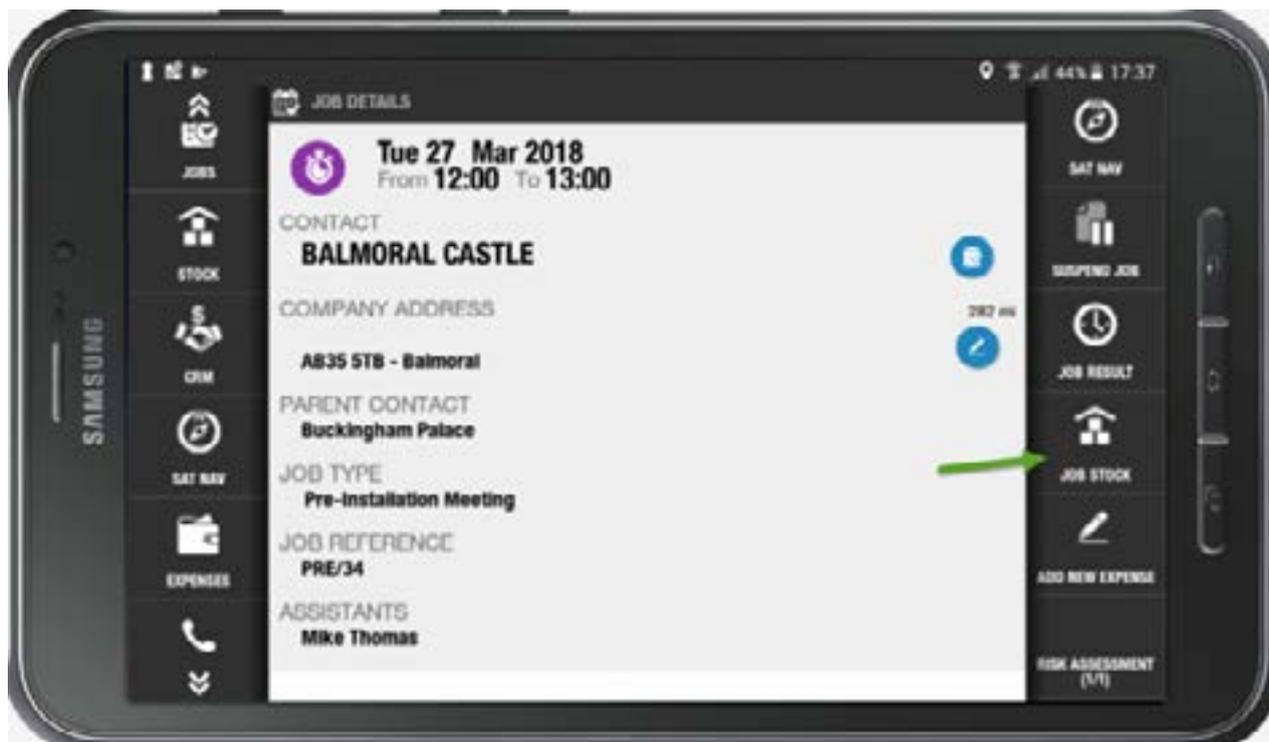
Warning, If you are not at the correct site/location (your tracking will determine this), you will see a warning message: **“You can’t drop off this item now, you are not at the planned drop off location, are you sure you want to drop off this item?”**



- Once confirmed, the status will turn green and update to **“Done.”**

Using the Stock from the Job in the App

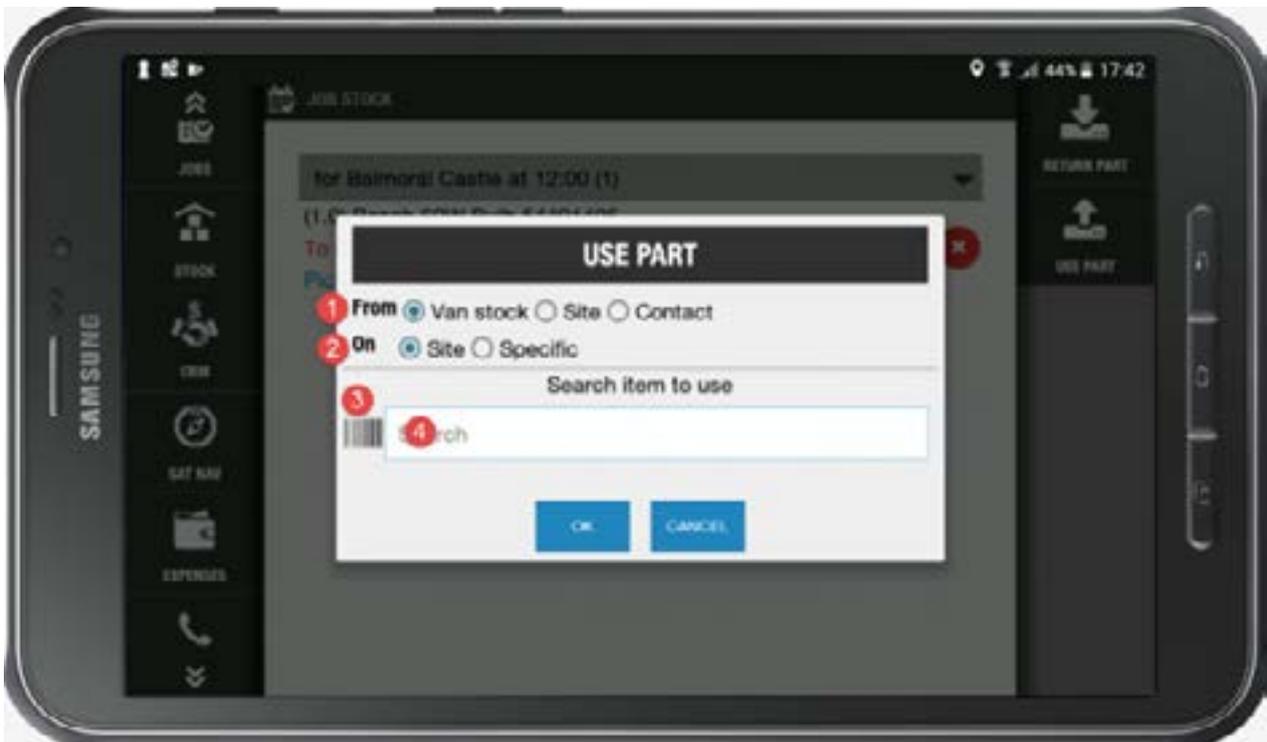
- Go to the job where you need to use the stock.
- Select **“Job Stock”**



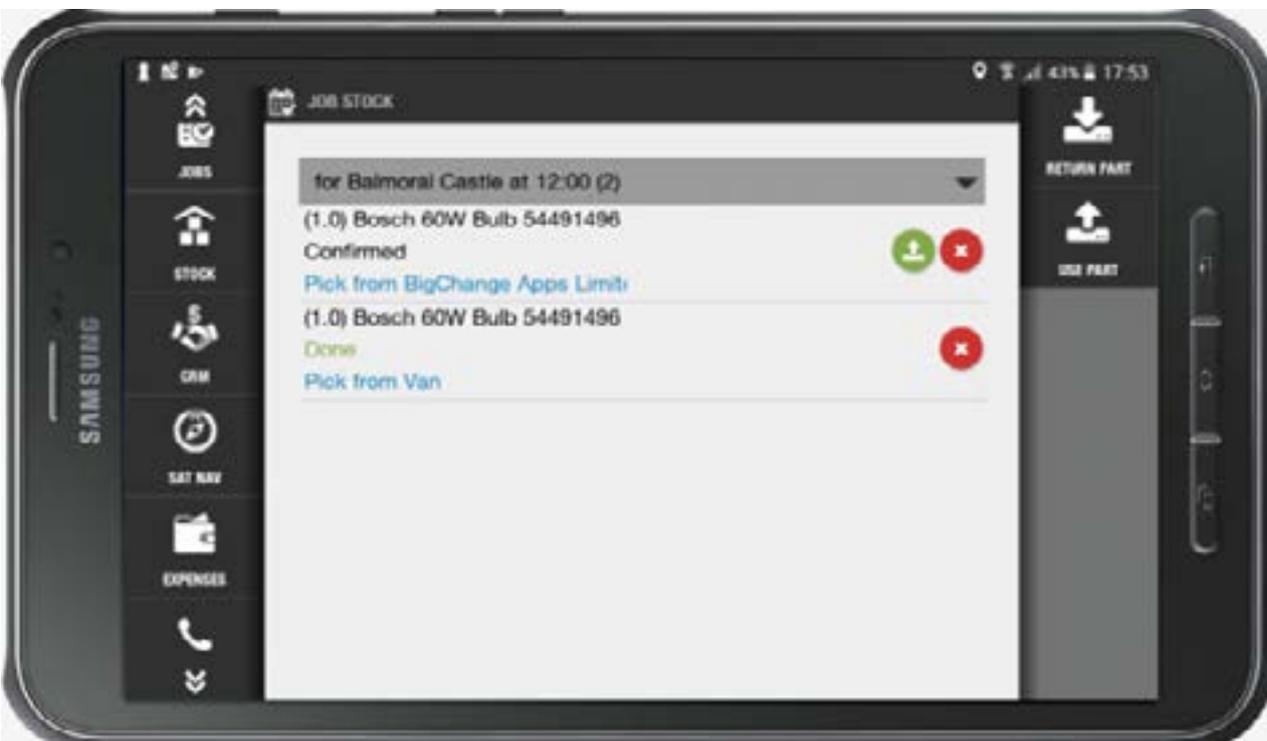
- Select **“Use Part”**



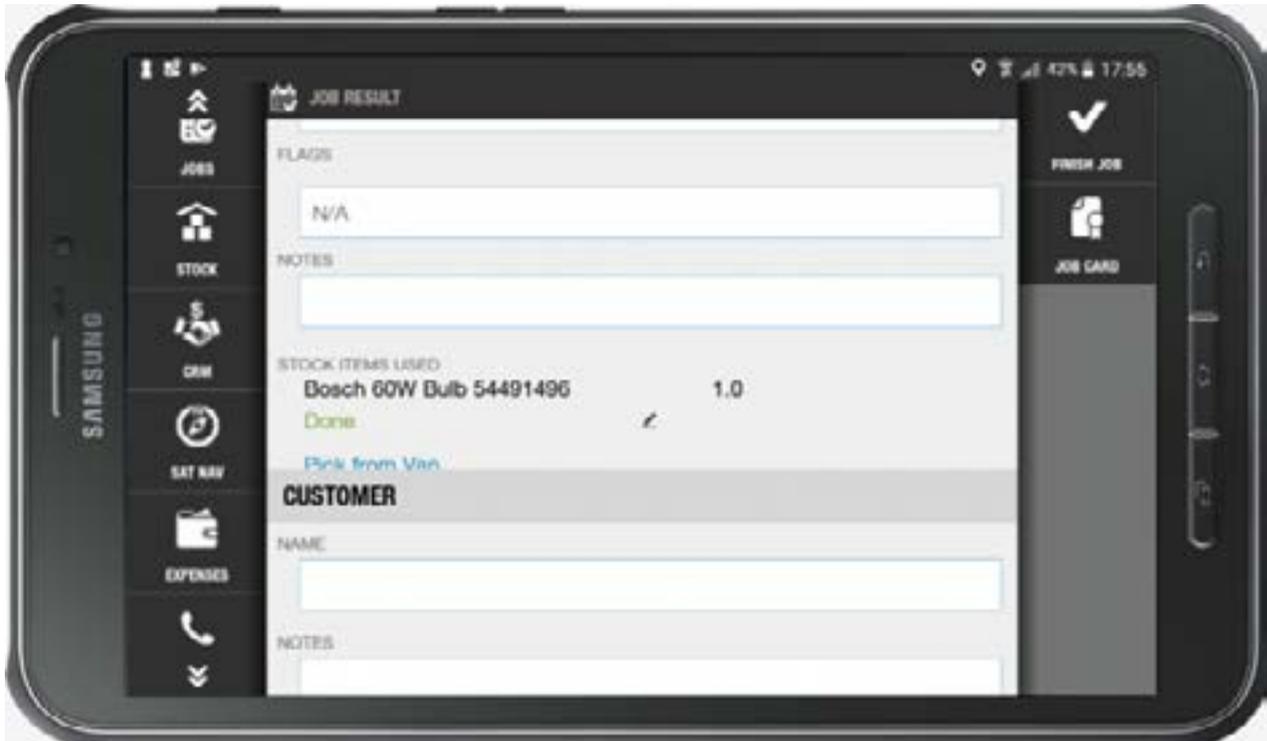
1. Choose where you are getting the stock from:
 - Van: Takes stock from the van.
 - Site: Uses stock from the site you are currently located at for the job.
 - Contact: Allows you to pick another contact/site to pick the item from
2. Choose whether you are using the part generically on the site or, specifically on another piece of equipment.
3. Scan the barcode from the item or,
4. Search for the item manually.



Once you have selected the item, select the quantity, and select "OK". You will now see the stock movement against the job.



When you complete the job, any stock you have used will show on the summary.

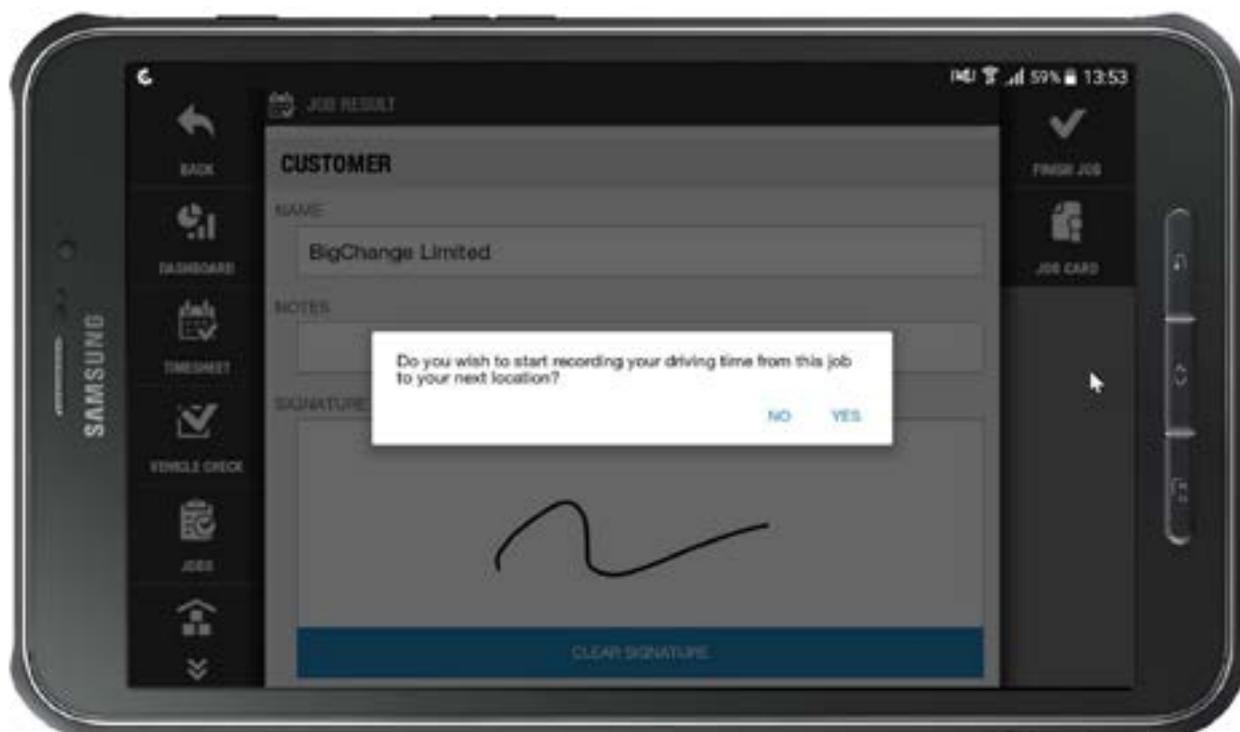


Calculate Driving Costs on the BigChange App

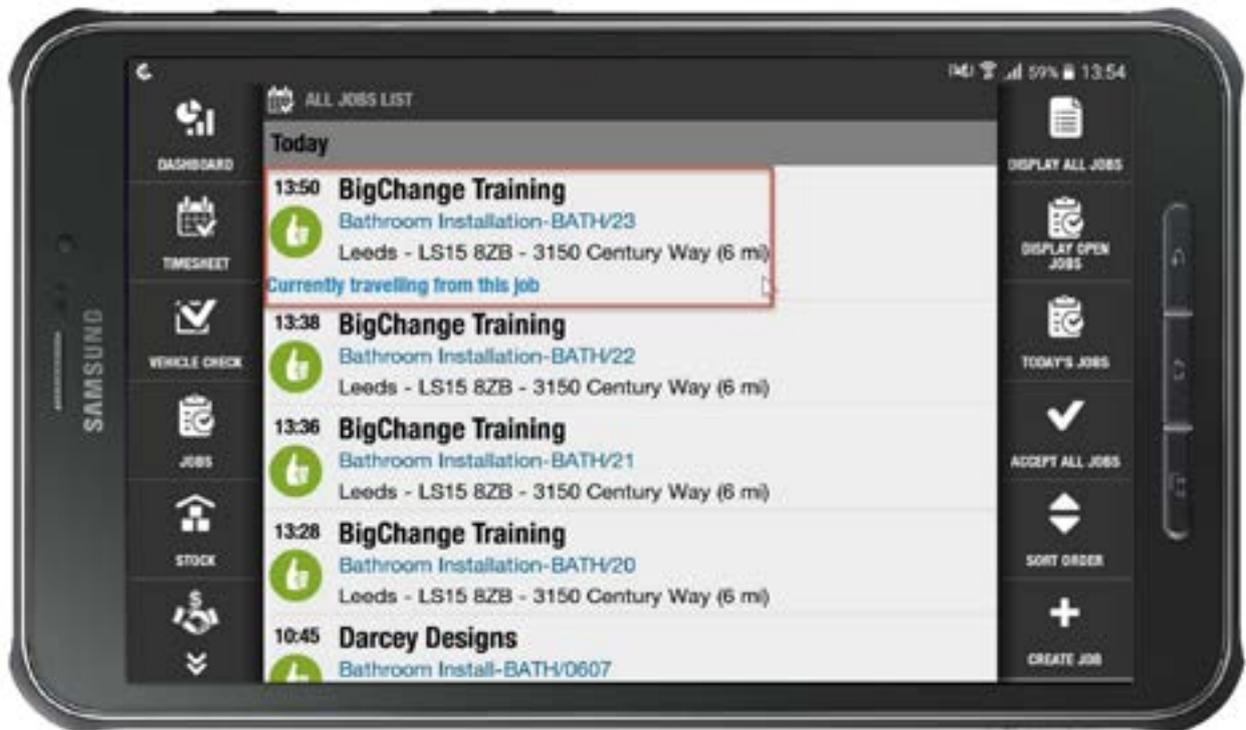
There may be occasions when you wish to include the cost of the driving time after a job to the total cost of the job itself, for example, you may wish to charge the cost of driving from the customer's premises back to Head Office.

For this option to be available, it needs to have been setup within your BigChange system.

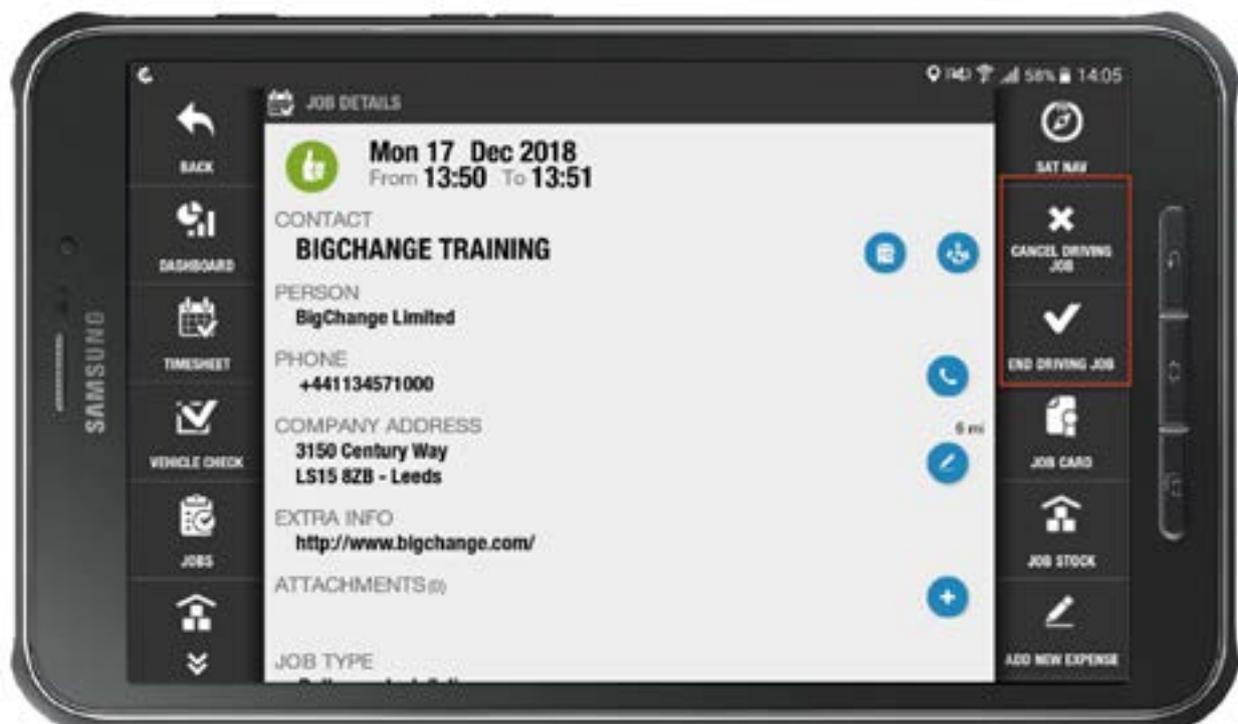
Begin a job as usual. Once the job has been completed, your device will display the following option **“Do you wish to start recording your driving time from this job to your next location?”**



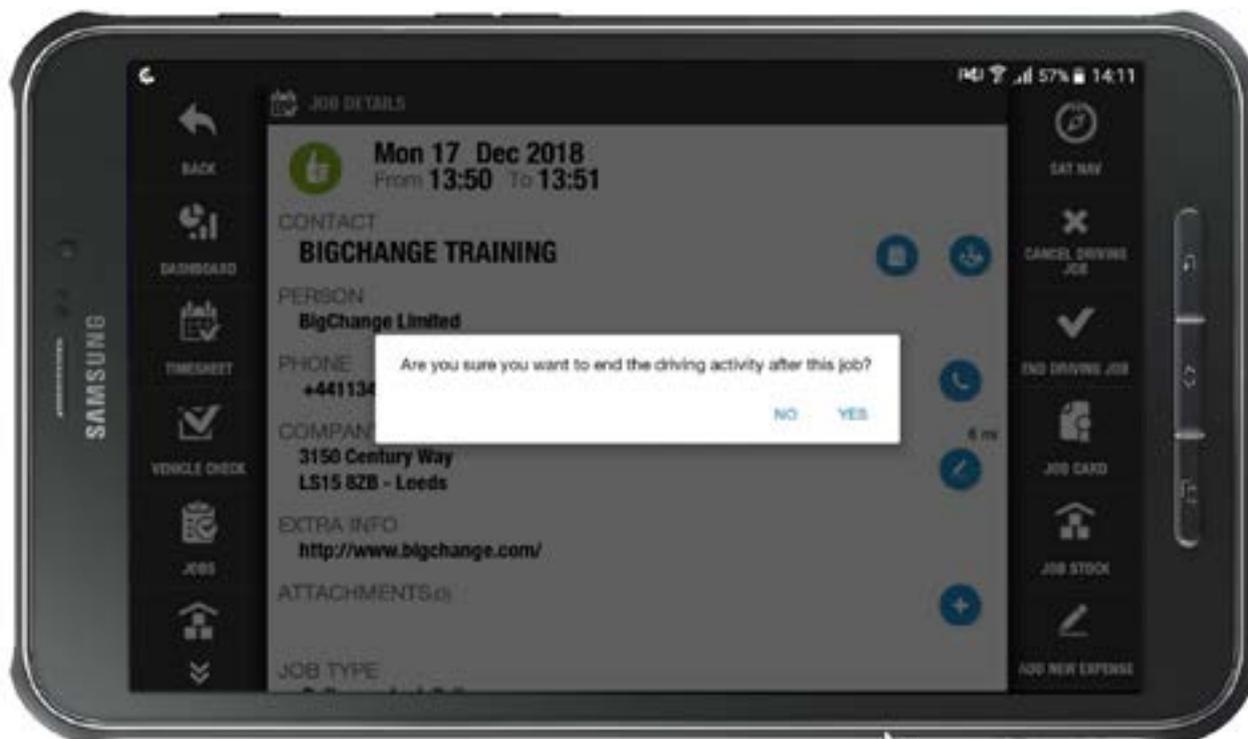
By selecting **“Yes”**, the app will show a **“Currently travelling from this job”** message



When you arrive at your destination, select to re-open the job. You will now be able to select on one of the following options, **“Cancel Driving Job”** or **“End Driving Job”**



By selecting the second option, “**End driving job**” you will be prompted to confirm you want to end the driving activity after the job.



Should you select “**Yes**”, you will then be prompted to confirm the date and time of completion.



The driving costs will now have been added to the finances for this job.



BigChange