



Venue Equipment Tracker

User Manual

The instructions in this manual are for informational purposes only and are subject to change. Protonic Software GmbH assumes no liability. The software described in this manual requires a license.

The individual functions are described using screenshots. Depending on your easyjob license, operating system or Office version, the functions and screenshots you have in your environment may differ from this manual or may only be available in later versions.

This manual or any portions thereof may not be copied or digitally reproduced without the written permission of protonic software GmbH.

protonic and easyjob are registered trademarks of protonic software GmbH in Germany and other countries.

Microsoft Windows, SQL and Office are registered trademarks of Microsoft Corp. in the USA and other countries, List & Label is a registered trademark of Combit Software GmbH.

Manual Version January 2022

Documentation based on easyjob® Version 6.17.2.24
Equipment Tracker easyjob® Version 6.0.8

Copyright © 2022
protonic® software GmbH
Frankfurter Landstr. 52
63452 Hanau
Germany

www.protonic-software.com

Introduction	4
Important notice	5
Main Office	5
Support.....	5
Training	5
About this manual	5
How to use this manual.....	6
Additional documentation	8
Venue Equipment Tracker	9
Requirements and license.....	11
Installation and activation	11
Configuring the easyjob service.....	12
Configure the Windows Firewall	13
Download Venue Equipment Tracker	14
Transport order in easyjob.....	15
Adding a transport order	15
Generating a link for the transport order	17
Assigning resources to a transport order	17
Transport order documentation.....	21
Editing a transport order.....	22
Navigator and easyjob Today views.....	25
Transport order in the Equipment Tracker App	26
Settings in the Equipment Tracker App.....	26
Opening the transport order using a link	27
Scanning the transport order using a QR code.....	27
Managing transport orders	28
Delivering items from a transport order	29
Picking up items from a transport order.....	35

INTRODUCTION

Information about the structure
and content of this document can
be found here



Important notice

This manual will help you get started with the easyjob 6 rental software Scanner Application

The development of the easyjob rental software as well as the documentation has been done with great care. The individual program functions are constantly checked through our Quality Assurance Process. However, errors can still occur.

Main Office

protonic software GmbH
Frankfurter Landstr. 52
63452 Hanau
Germany

<http://www.protonic-software.com>

Support

You can find more information about the support options on-line at <http://www.protonic-software.com/en/easyjob/corporate/support/>.

In addition, there is a support forum where you can exchange information with other users. The support forum can be found at <http://forum.protonic-software.com>

Training

We offer customized training programs for the following extensive topics.

To learn more, please visit our website at

<http://www.protonic-software.com/en/service/training/> or contact our sales office at sales@protonic-software.com.

About this manual

The individual functions are described using screenshots of easyjob license 6. Depending on your easyjob license, the forms you have in your environment may differ from the screenshots shown in the manual.

How to use this manual

This document uses the following standards




Functions that require a license

Individual program functions are made available in your easyjob environment based on your license. This may concern individual program functions or entire modules.

Functions that are only available in individual modules are marked with minimum-edition symbols **S**, **M**, **L** or **XL**. Some functions are limited in easyjob S. There is no indication of this. You can find the limitations in the version comparison matrix on our website.

Functions that are only available by subscription are marked with the symbol .

For example:


L	The function is only available in easyjob L and easyjob XL
L 	The function is only available in easyjob L and XL with a current subscription.

easyjob-specific terms

In order to make a description better understood, in some cases easyjob-specific terms are **highlighted** with a color.

For example: with the **Project** and **Job** Groups, you also have the possibility to select a **Template**.


Work steps, buttons, actions and menu paths


Individual work steps, actions, menu paths or clicks are separated from each other or initiated by the symbol "".

Buttons, menus, tabs, etc. used in context are **highlighted** in color.

Example 1: Check the box in the **Activating the List Editor** field.

Example 2: easyjob Menu  **View**  **Monthly Overview**

Example 3:  **Help**

Example 4:  **Ok**

Reference to other chapters

References to other chapters and sections are marked with a manual icon and displayed in color.

Example: See section  **Important information**.

Example:

Special keys are represented with the following symbols:

Phrasing

© protonic software GmbH

Screenshot explanations

The screenshots will be explained using numbers ① ② ③ and arrows → marked.

Screenshot highlights will be marked with orange frames.

Invoices

From: 15/01/2017 To: 14/02/2017

Keyword: Filter

Customer: All Site: M

Type: <All> Status: <All> Company: Standard

Number	Name	Invoice Date	Total	Total incl. Tax	Name1	Status	Paid	Terms of Payment	Open
13-0006	Big Show	27/04/2015	€36,000.00	€36,000.00	Big Events Inc.	Open	<input type="checkbox"/>	Big Project Payment Plan	€36,000.00
13-0008	Downtown Art Exhibition	27/04/2015	€16,650.00	€17,899.50		Open	<input type="checkbox"/>	Big Project Payment Plan	€17,899.50
12-0007	Big Opening Shopping Mall 1b	14/04/2016	€7,150.00	€7,865.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€7,865.00
12-0004	Big Opening Shopping Mall 2	14/04/2016	€7,150.00	€7,865.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€7,865.00
12-0006	Big Opening Shopping Mall 1a	14/04/2016	€7,150.00	€7,865.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€7,865.00
12-0008	Big Opening Shopping Mall 1c	14/04/2016	€6,300.00	€7,049.00		Open	<input type="checkbox"/>	Remit within 30 days	€7,049.00
12-0001	Repair	29/03/2016	€1,160.10	€1,170.21		Open	<input type="checkbox"/>	Pre-paid by credit card	€1,170.21
02-0001	Sample Project	26/11/2012	€492.00	€492.00	Max Sample Customer	Exported	<input type="checkbox"/>	Remit within 30 days	€492.00
10-0001		21/04/2015	€1.00	€1.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€1.00
13-0009		27/04/2015	€0.00	€0.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€0.00
13-0007	CATS Revue	27/04/2015	€0.00	€0.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€0.00
13-0005	Big Show	27/04/2015	€0.00	€0.00		Open	<input type="checkbox"/>	Big Project Payment Plan	€0.00
Totals	Quantity: 17	Total: €82,053.10	Total incl. Tax: €86,199.71						

Print Add Edit Close

Additional documentation

In order to make it easier to become acquainted with and consult the easyjob documentation, we have divided it into multiple sections.

You can find an overview of all documentation on the following website.

<https://help.protonic-software.com/en/documentation>

VENUE EQUIPMENT TRACKER

Your own employees as well as logistics companies to organize and document the transport planning of the delivery and pick-up of items in an easy and clear manner.

Venue Equipment Tracker

With the easyjob Venue Equipment Tracker you can transfer data from easyjob to the Equipment Tracker App by scanning the barcode or via a hyperlink. The items are transferred to the customer by scanning a barcode using the camera integrated in a smartphone. and then returned in the same manner. The app provides an overview of all transport orders, photo-documentation of the progress of items, a record of damage and the possibility to have the customer place their digital signature directly on the display.

Requirements and license

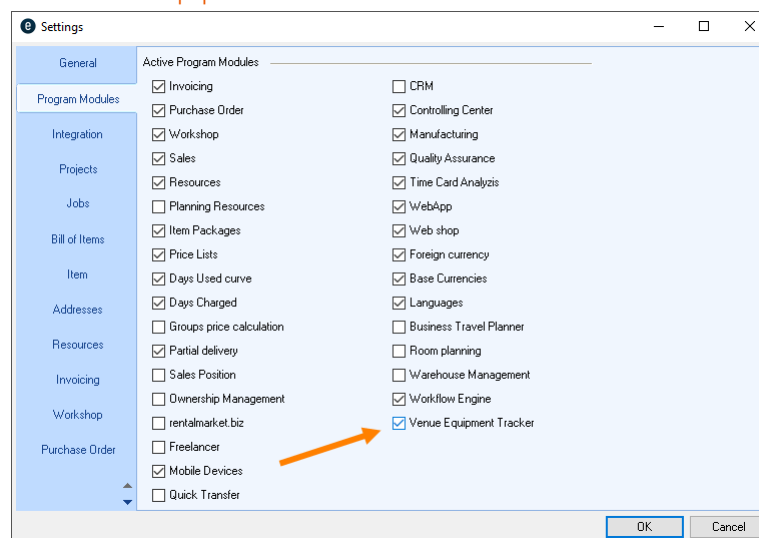
To be able to use the functionality of the Venue Equipment Tracker, you need a local or cloud-based easyjob environment, version 6.16.2.33 or later using Edition M, L or XL. An easyjob license with the **Venue Equipment Tracker** module is necessary to create a transport order. To use the App itself, no additional licenses are required. However at least Android version 6.0 is required.

Installation and activation

Go to the easyjob program settings to activate the easyjob Venue Equipment Tracker module. A separate installation is not required.

Activating the Venue Equipment Tracker module

1. easyjob Menu ➞ Tools ➞ Settings
2. ➞ Functions tab
3. Select **Venue Equipment Tracker**



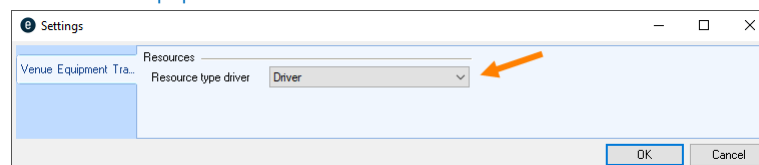
4. ➞ Ok

easyjob must be restarted to activate the settings.

To be able to assign a driver as a resource in a transport order you must define a resource type.

Defining the driver resource type for the transport order

1. easyjob Menu ➞ Tools ➞ Settings
2. ➞ **Venue Equipment Tracker** tab



3. Select the resource type driver
4. ➞ Ok

easyjob must be restarted to activate the settings.

Configuring the easyjob service

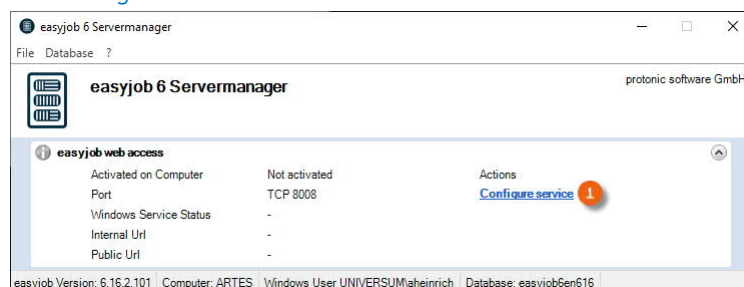
To be able to use the easyjob Equipment Tracker App the easyjob Web Access service must first be activated and configured in the Service Manager.



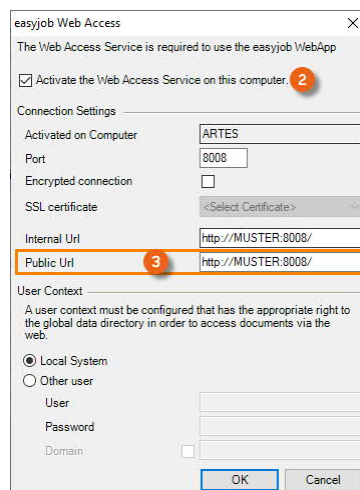
This service can be found in the easyjob server manager ①. To start the described service ②, open it ③ and make the configurations.

Activating the easyjob Web Access Service

1. Open easyjob 6 server manager
2. ➡ • [easyjob Web Access](#)
3. ➡ • [Configure service](#)



4. Check the box [Activate the Web Access Service on this computer](#)




5. Define the public URL ③
6. ➡ • [Ok](#)

The service will be executed by default with the [Local System](#) user context.

A functional public URL must be set up in order to be able to use the Venue Equipment Tracker.



Configure the Windows Firewall

If required, configure the firewall for this service. See also  [Scanner App manual](#).

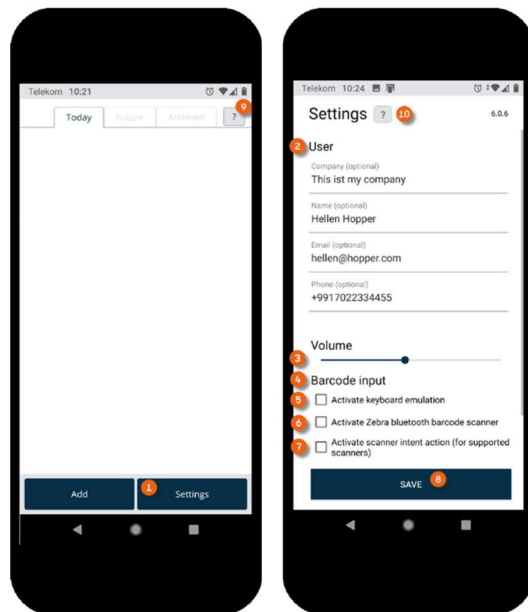
Download Venue Equipment Tracker

The Android and the iOS Apps are available for installation in the respective App Stores (e.g. [Google Play Store](#) or [Apple Store](#)).

The name of the app is Equipment Tracker.



After downloading the app, you can open it and create your User profile ② under Settings ①. You can customize the volume ③ of the confirmation beep. The various settings for the barcode input ④ are explained in more detail in [Scanner App manual](#). If you use the camera integrated in your smartphone, simply use the barcode, no other information must be entered. Then save ⑧ your settings.



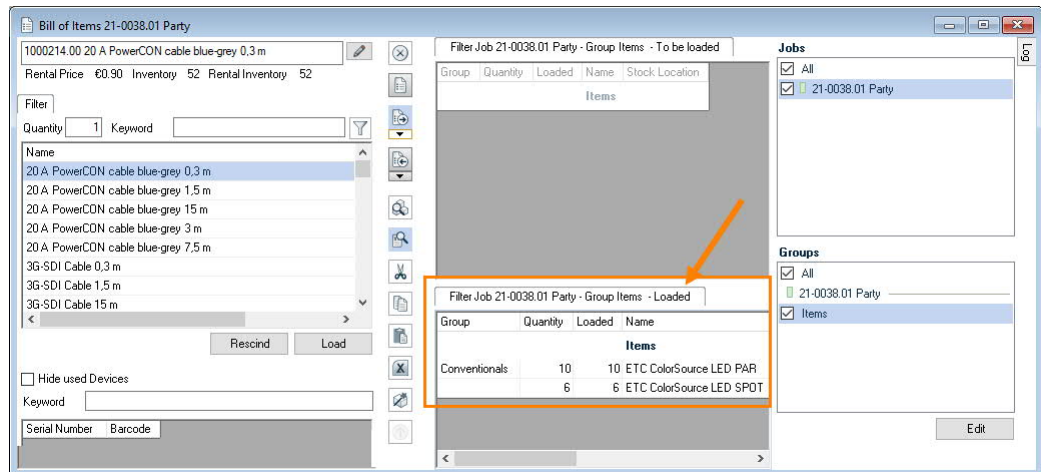
In the Equipment Tracker App, you can directly call up the help pages of this manual for support. To do so, click the question mark ⑨ ⑩ in the point where you need help or more information.

Transport order in easyjob

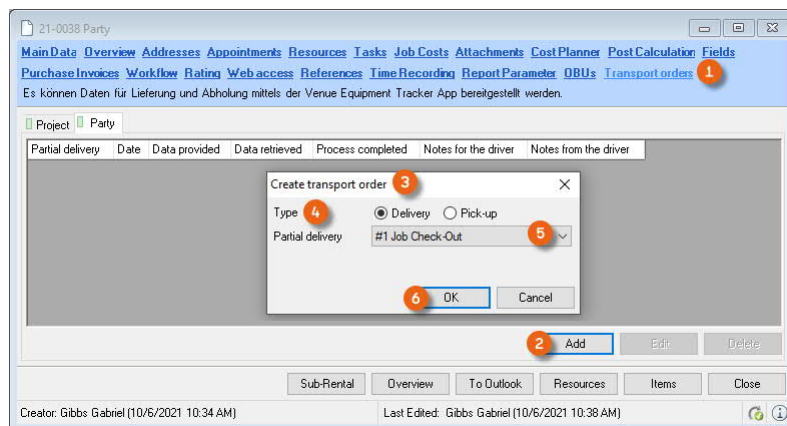
To be able to process a transport order in the Equipment Tracker App, it must first be created in easyjob. The project and job are first planned and loaded as usual. Partial deliveries **L** can also be used if necessary. You can find more information about project/job planning and partial deliveries in [easyjob 6 manual](#).

Adding a transport order

After you have completed your planning in the Bill of Items and and planned and loaded a partial delivery if necessary, a transport order must be created for the loaded item (e.g. for the driver who brings the goods to the customer).



To do so, close the Bill of Items and open the Transport orders tab ①. Transport orders can only be created for confirmed jobs. Press add ② to create a new transport order ③. The type ④ of transport order (delivery or pick-up), the concerned delivery ⑤ (for a complete job without a partial delivery, this is identical to the Job Check-Out) must be selected and confirmed with OK ⑥.



Adding a transport order


1. easyjob Menu • Projects p Select Project
2. • Transport orders • Add
3. Enter the type and select the concerned delivery
4. • Ok
5. Add a note if necessary
6. • Ok

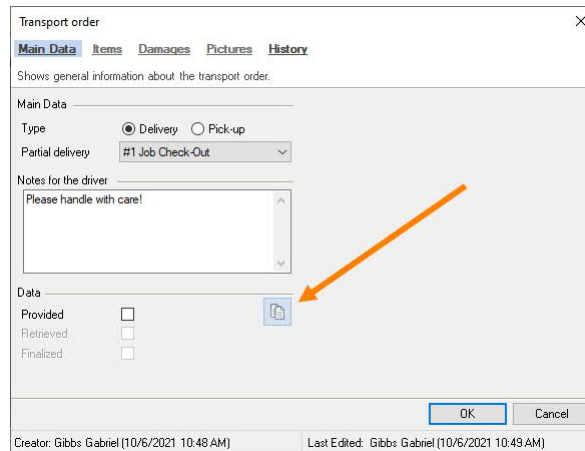
You can select an additional Appointment ^⑦ in the window. In addition to Notes for the driver ^⑧, you can also indicate that empties must be picked up ^⑨, the Required resources ^⑩ with the Vehicle ^⑪ and Driver ^⑫ (you must first define the driver resource type in the program settings - see also [Installation and activation](#)), as well as the Amount ^⑬ for a payment to be collected on site. The date the data was provided ^⑮ for the transport order is indicated in the Data ^⑭ section. This takes place when the individually created link ^⑯ to the respective transport order is created. With the link the driver can receive the basic information in advance via the Equipment Tracker App. A note appears in the App that the order has not yet been approved and that the transport order must be updated. After Approval ^⑰ the transport order can be updated in the App and processed further. As soon as the transport order (after approval) is retrieved in the App ^⑱ and at the end after finalization ^⑲ of the order the times are logged accordingly.



Please note that the content of the transport orders is created only for loaded items and devices. Items and devices that have not yet been loaded are not shown in the Equipment Tracker App. In that case, only the order data (pick-up address, et.) is provided.

Generating a link for the transport order

Clicking the symbol  in your transport order copies the individually created link to the clipboard, and then you can add it, for example, to your e-mail (STRG + V) and forward it.



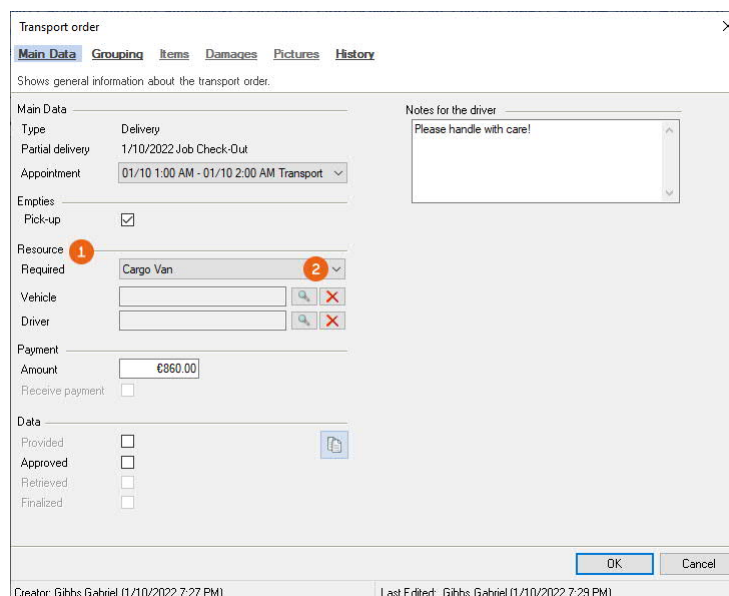
The screenshot shows the 'Transport order' dialog box with the 'Main Data' tab selected. The 'Data' section at the bottom contains a link icon (a blue square with a white document and link symbol) which is highlighted by an orange arrow. Other fields include 'Type' (Delivery selected), 'Partial delivery' (#1 Job Check-Out), 'Notes for the driver' (Please handle with care!), and checkboxes for 'Provided', 'Retrieved', and 'Finalized'.

Alternatively, you can use the link to generate a QR code and create an individual report for this transport order.

The further processing of the transport order in the Equipment Tracker App is described in more detail in [Transport order in the Equipment Tracker App](#).

Assigning resources to a transport order

You can assign resources (vehicle/driver) to a transport order. You can make assignments in the main data of the transport order or in the resource plan. Select the necessary resources, vehicle and driver directly in the main data. See [Adding a transport order](#). If under Resource ① you did not select any or only the necessary Resource ②, you can make the assignment in the resource plan.



The screenshot shows the 'Transport order' dialog box with the 'Main Data' tab selected. The 'Resource' section is highlighted with a red circle ①. It includes a 'Required' dropdown menu with 'Cargo Van' selected, marked with a red circle ②. Below this are fields for 'Vehicle' and 'Driver', each with a search icon and a red 'X' icon. The 'Payment' section shows an 'Amount' of €860.00. The 'Data' section at the bottom has checkboxes for 'Provided', 'Approved', 'Retrieved', and 'Finalized', with a link icon next to 'Approved'. The status bar at the bottom shows 'Creator: Gibbs Gabriel (1/10/2022 7:27 PM)' and 'Last Edited: Gibbs Gabriel (1/10/2022 7:29 PM)'.

Venue Equipment Tracker - Transport order in easyjob

Display the **Transport orders** section in the resource plan. You can find more information about handling the resource plan in the easyjob 6 manual [Resource Plan](#). All transport orders for the selected period are displayed under Transport orders ③. The **No assignment** ④ area displays all the transport orders that still require a resource assignment. When a required resource type is selected, this is displayed in the corresponding column ⑤. Details regarding the transport order such as the Quantity of items ⑥, the Weight ⑦ and the Volume ⑧ help you with planning. You can assign the ⑨ Vehicle ⑩ and Driver ⑪ as usual via Drag&Drop. With **Edit transport order** you can open it from the resource plan ⑫.

Type	Number	Process	Partial delivery	Start	End	Appointment	Required Resource Type	Vehicle	Driver	Quantity Items	Weight	Volume
No Assignment												
Delivery	22-0008.01	Alter Show Party	Job Check-Out	1/10/2022 10:00 AM	1/10/2022 10:00 AM		Cargo Van			8	567.08	9.11
Delivery	22-0008.02	Hall 4	Job Check-Out	1/10/2022 11:00 AM	1/10/2022 11:00 AM					29	886.20	517.09
Cargo 1 6FGR-999 / Staff Helen Hopper												
Delivery	22-0007.01	Middle stage	Job Check-Out	1/10/2022 9:00 AM	1/10/2022 9:00 AM					6	4.50	0.04
Delivery	22-0007.02	Open Air	Job Check-Out	1/10/2022 9:00 AM	1/10/2022 9:00 AM		Cargo Van			10	18.45	0.06
Delivery	22-0007.03	Hall 1	Job Check-Out	1/10/2022 9:30 AM	1/10/2022 10:30 AM		Transport (Transport)			135	212.55	0.39

The resource plan helps you summarize the transport orders, if necessary, and assign a vehicle and driver ⑬. If items are to be delivered to or picked up from the same delivery address, the transport orders can also be grouped for the driver in the Venue Equipment Tracker App. See also [Grouping](#).

Informing the driver from the resource plan

This function is only available with the easyjob CRM Module. Via the Transport order context menu ③ in the Resource plan ①, you have the option to provide your driver with a CRM email activity that contains information about a certain transport order (or about multiple transport orders using the multiple selection ②).

Transport orders													
Transport orders													
Type	Number	Process	Partial delivery	Start	End	Appointment	Required Resource Type	Vehicle	Driver	Quantity	Items	Weight	Volume
Cargo 1 6FGR-999 / Staff Helen Hopper													
Delivery	22-0007.02	Open Air	Job Check-Out	1/10/2022 1:00 AM	1/10/2022 2:00 AM	Transport (Transport)	Cargo Van	Cargo 1 6FGR-999	Staff Helen Hopper	10		18.45	0.06
Delivery	22-0007.01	Middle stage	Job Check-Out	1/10/2022 9:00 AM	1/10/2022 9:00 AM		Cargo Van	Cargo 1 6FGR-999	Staff Helen Hopper	6		4.50	0.04
Inform driver													

The CRM activity opens up and in addition to the Resource data ④ it also contains a link for the Venue Equipment Tracker App of the respective transport order ⑤⑥, in addition you can add information ⑦⑧. You can send the e-mail directly by pressing [Send](#) ⑨.

Activity

General

Attachments

Type

E-Mail

1000165.00

Edit

Del

Name

22-0007.02 Open Air

Date

1/11/2022

12:23 PM

Time

Manager

Gibbs Gabriel

Priority

Normal

Direction

Outgoing

Duration

0

Reminder

1/11/2022

05:23 PM

Time

Finalized

Confidential

Regarding

22-0007.02 Open Air

Text

1/10/2022 22-0007.02 Open Air Job Check-Out Please check packaging!

1/10/2022 22-0007.01 Middle stage Job Check-Out Please call Mr. Dancer +8448963214

Print

Send

Save

OK

Cancel

Creator:

Last Edited:

Helen Hopper

College Street

112233 Eventtown

Phone: 2233445516

Mobile Phone: 437231241

Home Phone: 1806633

As soon as the [Driver](#) resource is assigned in the resource plan or the transport order, the CRM e-Mail symbol ⑩ appears in the transport order. Clicking the symbol opens the CRM email activity that can be sent directly to the assigned driver.

Transport order

Main Data

Grouping

Items

Damages

Pictures

History

Shows general information about the transport order.

Main Data

Type

Delivery

Partial delivery

1/10/2022 9:00 AM Job Check-Out

Appointment

01/10 1:00 AM - 01/10 2:00

Empties

Pick-up

Resource

Required

Cargo Van

Vehicle

Cargo 1 6FGR-999

Driver

Staff Helen Hopper

Payment

Amount

€75.00

Receive payment

Data

Provided

1/11/2022 12:29

Approved

Retrieved

Finalized

Notes for the driver

Handle with care!

OK

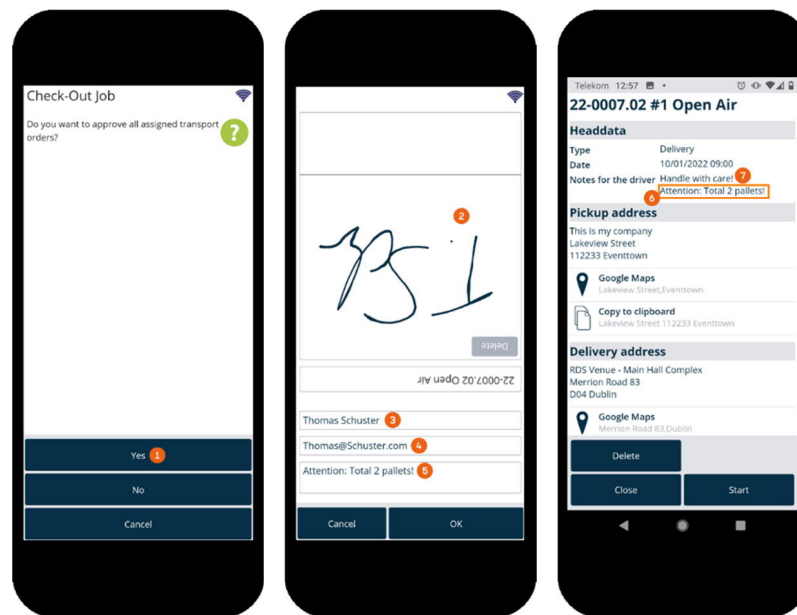
Cancel

Creator: Gibbs Gabriel (1/10/2022 7:45 PM)


Last Edited: Gibbs Gabriel (1/11/2022 12:29 PM)

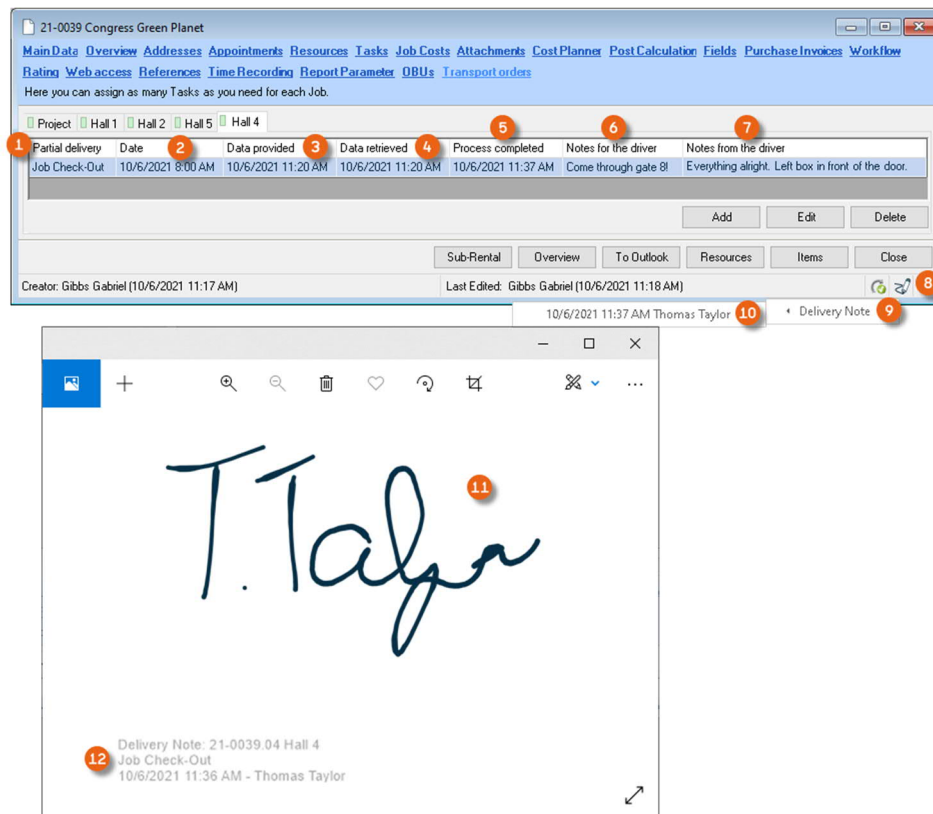
Informing the driver via the scanner during check-out

Another way to provide the driver with information is during check-out via the scanner. The [Signature at Check-Out](#) setting must be activated in the scanner for this function. After the employee has scanned (loaded) all job items, they transfer this to the driver. After the job is checked out on the scanner, the assigned transport orders can be approved ①. A comment ⑤ can be entered in addition to the signature ②, the name of the driver ③ and their e-mail address ④. See also [Quittieren von Material auf dem Scanner](#). The comment ⑥ is transferred to the transport order and is displayed not only in the [Notes for the driver](#) ⑦ entered in easyjob but also in the Venue Equipment Tracker App.



Transport order documentation

After the transport order has been finalized in the Equipment Tracker App and the data has been provided - see [Finalizing the transport order](#) – you can view all the information concerning the transport order. Some details about the process are shown in the overview. The entry contains the name of the delivery or partial delivery ① (here Job Check-Out), as well as the date and time from the schedule information ②, the date and time the data was provided ③ (link created) and when the data was retrieved ④ (opened in the Equipment Tracker App). The date and time the process was completed ⑤, as well as notes for the driver ⑥ and notes from the driver ⑦. The signature icon ⑧ indicates that a digital signature is available. By right clicking the symbol , the required Delivery Note ⑨ can be selected and opened ⑩. The signature is displayed ⑪ and, in addition, a stamp for the data relevant for the delivery ⑫ is included in the signature image.



Viewing the transport order

1. easyjob menu  View p Job p Select Job  Edit
2.  Transport orders

Editing a transport order

The transport order includes all the data about the process and can be tracked.

Editing a transport order

1. easyjob menu ➡ View p Job ➡ Select Job ➡ Edit
2. ➡ Transport orders
3. Select the desired transport order
4. ➡ Edit

Main Data

Transport order

Main Data | Grouping | Items | Damages | Pictures | History

Shows general information about the transport order.

Main Data

Type: Delivery

Partial delivery: 1/10/2022 9:00 AM Job Check-Out

Appointment: 01/10 1:00 AM - 01/10 2:00

Empties

Pickup: ☒

Resource

Required: Cargo Van

Vehicle: Cargo 1 6FGR-999

Driver: Staff Helen Hopper

Payment

Amount: €75.00

Receive payment: ☒ 1/11/2022 1:22 PM

Data

Provided: ☒ 1/11/2022 12:29 PM

Approved: ☒ 1/11/2022 12:55 PM

Retrieved: ☒ 1/11/2022 12:57 PM

Finalized: ☒ 1/11/2022 1:22 PM

Notes for the driver

Handle with care!

Information about the driver

Helen Hopper
This is my company
017022334455
hellen@hopper.com

Notes from the driver

Everything ok! Left package at front door. Look at pictures.

Signature

Thomas Taylor

Close

Creator: Gibbs Gabriel (1/10/2022 7:45 PM) Last Edited: Gibbs Gabriel (1/11/2022 12:42 PM)

All relevant information about the transport order is displayed in the main data. In addition to the type (pick-up/delivery) and the concerned delivery or Partial delivery ①, you can see information about empties ②, resources ③ and if a payment was due and if it was collected ④. The time of the order for the provision, approval, retrieval and finalize are shown under data ⑤. The notes communicated to the driver ⑥, the information about the driver provided in the Equipment Tracker App ⑦, the notes from the driver when finalizing the transport order ⑧ and the digital signature ⑨ are documented.

Grouping (multi-job process)

Transport orders with multiple jobs from different projects can be combined into a delivery. These transport orders are sent grouped to the Venue Equipment Tracker App. A requirement for grouping is that they have the same delivery date and delivery type. The processes are continued to be processed separately, the grouping is shown in the App and it is possible to have a single signature for all grouped transport orders. Under Grouping ① you can Add ② orders from order jobs and Release ③ them again if necessary.

Transport order

Main Data | Grouping | Items | Damages | Pictures | History

Different transport orders can be combined.

Type	Number	Job Name	Partial delivery	Date
Delivery	22-0007.02	Open Air	Job Check-Out	1/10/2022 1:00 AM
Delivery	22-0007.01	Middle stage	Job Check-Out	1/10/2022 9:00 AM
Delivery	22-0008.02	Hall 4	Job Check-Out	1/10/2022 11:00 AM

Add Release

OK Cancel

Creator: Gibbs Gabriel (1/10/2022 7:27 PM) Last Edited: Gibbs Gabriel (1/11/2022 12:48 PM)

Items

Quantity	Delivered	Name	Barcode
3	3	20 A PowerCON cable blue-grey 1.5 m	@et144
1	1	20 A PowerCON cable blue-grey 15 m	@et147
2	2	20 A PowerCON cable blue-grey 3 m	@et145

Under Items ①, all items/devices are displayed that are available in the transport order ② with an indication if they are scanned as delivered (or picked-up) ③.

Damage

Time	Barcode	Description	Workshop Activity
10/6/2021 11:33 AM	@et144	Cable damaged!	

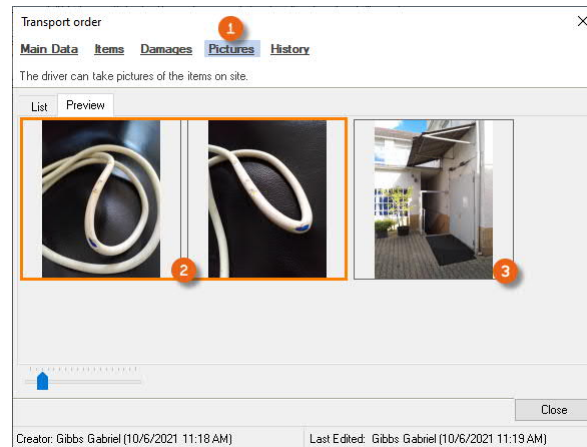
If there is any damage ①, all items/devices for which damage was recorded in the Venue Equipment Tracker App are displayed ②. You can edit the damage ③.

The pictures ④ taken in the Venue Equipment Tracker App of the damage are displayed in the damage documentation. You can create a Workshop Activity ⑤ directly from here.

Create a workshop activity

More information about the Creating a workshop order function can be found in [easyjob 6 manual](#).

Pictures



The Pictures ① section contains all the pictures created for this order in the Venue Equipment Tracker App, all pictures of the damage ②, the pictures taken directly using the Pictures function, e.g. to document the delivery location ③.

History

Time	Status	Manager	Quantity	Name	Barcode
10/6/2021 11:37 AM	Closed	Hellen Hopper			
10/6/2021 11:37 AM	Signed	Thomas Taylor			
10/6/2021 11:33 AM	Damage recorded	Hellen Hopper			@st144
10/6/2021 11:29 AM	Unloaded	Hellen Hopper	1	20 A PowerCON cable blue-grey 3 m	@st145
10/6/2021 11:29 AM	Unloaded	Hellen Hopper	1	20 A PowerCON cable blue-grey 3 m	@st145
10/6/2021 11:29 AM	Unloaded	Hellen Hopper	1	20 A PowerCON cable blue-grey 15 m	@st147
10/6/2021 11:29 AM	Unloaded	Hellen Hopper	3	20 A PowerCON cable blue-grey 1,5 m	@st144
10/6/2021 11:20 AM	Data retrieved				
10/6/2021 11:19 AM	Edited	Gibbs Gabriel			
10/6/2021 11:19 AM	Edited	Gibbs Gabriel			
10/6/2021 11:19 AM	Edited	Gibbs Gabriel			
10/6/2021 11:18 AM	Created	Gibbs Gabriel			

The History ① shows the log entries for the transport order. In addition to the information in the Master Data, such as when the data was created, provided, approved, retrieved and finalized ②, a detailed list of the scanning process ③ is displayed here. You can see if the items/devices were scanned individually ④ or if the quantity was first entered ⑤ and then the item scanned only once. If there is no entry in the Barcode column, the Item was not scanned or confirmed directly in the App. The time of the signature and the entered name are also displayed ⑥.

Navigator and easyjob Today views

The views **Finalized transport orders** ①, **Open transport orders** ② and **Transport orders with complications** ③ are available in Navigator and easyjob Today. Depending on the view, you can use additional filters such as **Days back** ④, **Different quantity** ⑤, **Damages** ⑥, **Not released** ⑦ or **Not retrieved** ⑧.

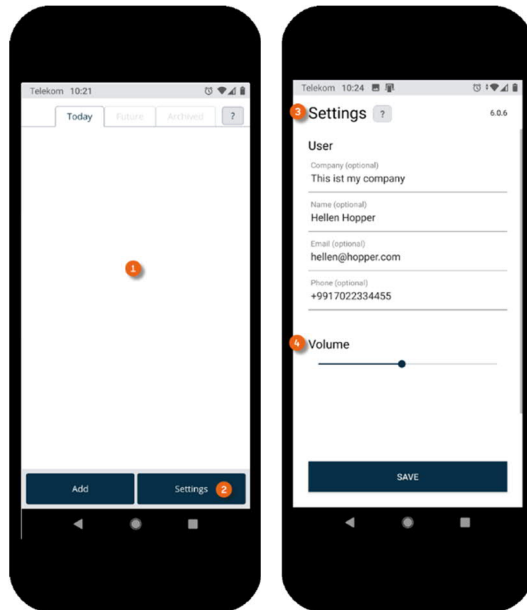
Type	Number	Job Name	Partial delivery	Start	End	Quantity	Items	Weight	Volume	Approved	Retrieved
Delivery	21-0029 01	Middle Stage	Job Check-Out	8/30/2021 8:00 AM	8/31/2021 12:00 AM	713	9,100.94	172.86	8/30/2021 1:04 PM	8/30/2021 1:04 PM	
Delivery	21-0028 01	Dance Hall Festival	Job Check-Out	8/30/2021 8:00 AM	8/31/2021 12:00 AM	146	3,272.35	55.28	8/30/2021 11:57 AM		
Delivery	21-0030 17	Hall 8	Job Check-Out	8/31/2021 7:30 AM	9/1/2021 12:00 AM	360	211.42	4.12	10/18/2021 1:34 PM	10/18/2021 1:34 PM	
Delivery	21-0030 01	Hall 7	Job Check-Out	8/31/2021 7:30 AM	9/1/2021 12:00 AM	117	1,433.06	145.69	8/31/2021 11:24 AM	8/31/2021 11:24 AM	
Delivery	21-0030 09	Hall 1	Job Check-Out	8/31/2021 7:30 AM	9/1/2021 12:00 AM	360	211.42	4.12	8/31/2021 11:35 AM	8/31/2021 11:48 AM	
Delivery	21-0030 10	Hall 3	Job Check-Out	8/31/2021 7:30 AM	9/1/2021 12:00 AM	6	17.50	0.05	8/31/2021 11:42 AM	8/31/2021 11:42 AM	
Delivery	21-0030 02	Hall 2	Job Check-Out	8/31/2021 9:00 AM	9/1/2021 12:00 AM	74	1,766.85	275.71	8/31/2021 11:54 AM	8/31/2021 11:54 AM	
Delivery	21-0032 05	backup	Job Check-Out	9/10/2021 8:00 AM	9/11/2021 12:00 AM	2	3.50	0.01	9/6/2021 11:41 AM	9/6/2021 11:52 AM	
Delivery	21-0032 04	VIP Room	Job Check-Out	9/10/2021 8:00 AM	9/11/2021 12:00 AM	38	481.67	48.95	9/6/2021 11:52 AM	9/6/2021 11:52 AM	
Delivery	21-0038 04	Party	Job Check-Out	10/6/2021 8:00 AM	10/7/2021 12:00 AM	16	84.20	1.00	10/6/2021 10:49 AM		
Delivery	21-0039 03	Hall 5	Job Check-Out	10/6/2021 8:00 AM	10/7/2021 12:00 AM	6	17.50	0.05			
Delivery	21-0039 05	VIP room	Job Check-Out	10/6/2021 8:00 AM	10/7/2021 12:00 AM	6	17.50	0.05	10/6/2021 12:19 PM	10/6/2021 12:30 PM	
Delivery	21-0039 06	Grand area	Job Check-Out	10/6/2021 8:00 AM	10/7/2021 12:00 AM	6	17.50	0.05	10/6/2021 12:22 PM	10/6/2021 12:22 PM	
Pick-up	21-0039 03	Hall 5	Job Check-In	10/6/2021 4:00 PM	10/7/2021 12:00 AM	6	17.50	0.05	10/7/2021 11:35 AM	10/7/2021 11:35 AM	
Delivery	21-0040 01	Hall 1	Job Check-Out	10/12/2021 12:00 AM	10/13/2021 12:00 AM	3	1.35	0.02	10/7/2021 11:29 AM	10/7/2021 11:33 AM	
Delivery	21-0038 02	Alter Show	Job Check-Out	11/9/2021 8:00 AM	11/10/2021 12:00 AM	11	179.65	44.95	10/6/2021 12:24 PM	10/6/2021 12:24 PM	
Delivery	22-0002 01	Alter Show Party	Job Check-Out	1/4/2022 12:00 AM	1/5/2022 12:00 AM	6	176.65	44.92	1/5/2022 7:47 PM	1/5/2022 8:06 PM	
Delivery	22-0004 02	Faerground delivery	Job Check-Out	1/4/2022 12:00 AM	1/5/2022 12:00 AM	2	24.00	0.72	1/5/2022 7:44 PM	1/5/2022 7:44 PM	
Delivery	22-0003 03	ITC Show	Job Check-Out	1/5/2022 12:00 AM	1/6/2022 12:00 AM	1	115.15	42.96			
Delivery	22-0006 01	Job 1	Job Check-Out	1/6/2022 12:00 AM	1/7/2022 12:00 AM	1	115.15	42.96	1/6/2022 3:10 PM	1/6/2022 3:11 PM	
Delivery	22-0006 02	Job 2	Job Check-Out	1/6/2022 12:00 AM	1/7/2022 12:00 AM	1	115.15	42.96	1/6/2022 3:11 PM	1/6/2022 3:11 PM	
Delivery	22-0006 03	Job 3	Job Check-Out	1/6/2022 12:00 AM	1/7/2022 12:00 AM	1	115.15	42.96	1/6/2022 3:11 PM	1/6/2022 3:11 PM	
Delivery	22-0006 07	Hall 6	Job Check-Out	1/6/2022 12:00 AM	1/7/2022 12:00 AM	6	15.55	0.05	1/6/2022 5:12 PM	1/6/2022 5:13 PM	
Delivery	22-0006 06	Hall 7	Job Check-Out	1/6/2022 12:00 AM	1/7/2022 12:00 AM	20	60.50	0.19	1/6/2022 5:13 PM	1/6/2022 5:13 PM	

Transport order in the Equipment Tracker App

If you want to further edit the transport order with the Equipment Tracker App, you can either open the link created in easyjob (e.g. from an e-mail) or scan the transport order QR code in the Equipment Tracker App.

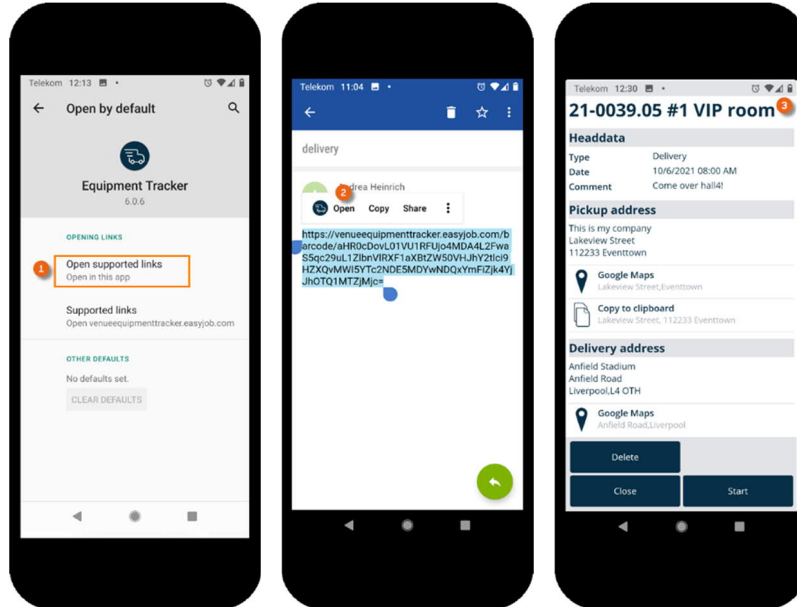
Settings in the Equipment Tracker App

After you have opened the Equipment Tracker App, the Home screen ① is displayed. Tap Settings ② and enter your contact data ③. This information will be transferred to the purchaser when sending the transport order. You can also adjust the volume ④ of the confirmation beep when scanning.



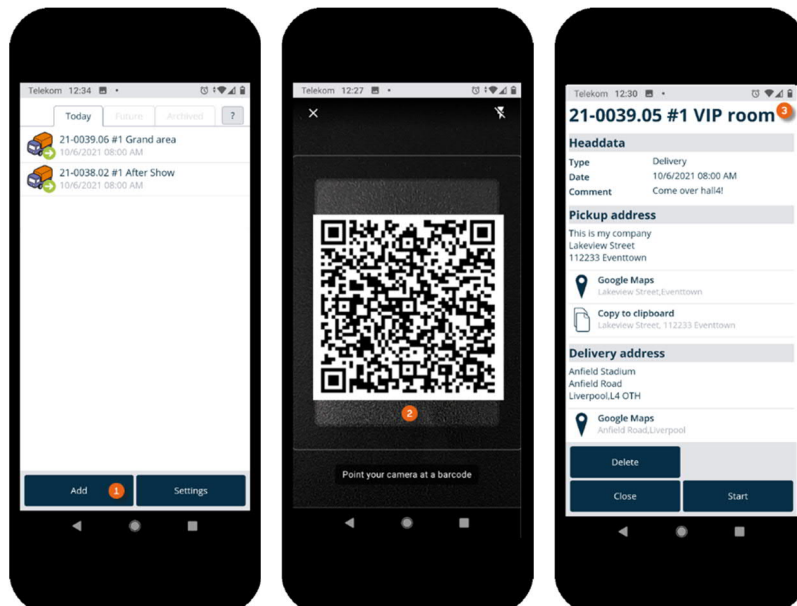
Opening the transport order using a link

Depending on which e-mail program or browser is used, a setting may be necessary that specifies that the link should be opened automatically with the Equipment Tracker App ①. After you have received a notification with the link for the transport order, open the link with the Equipment Tracker App ②, the transport order is opened ③.



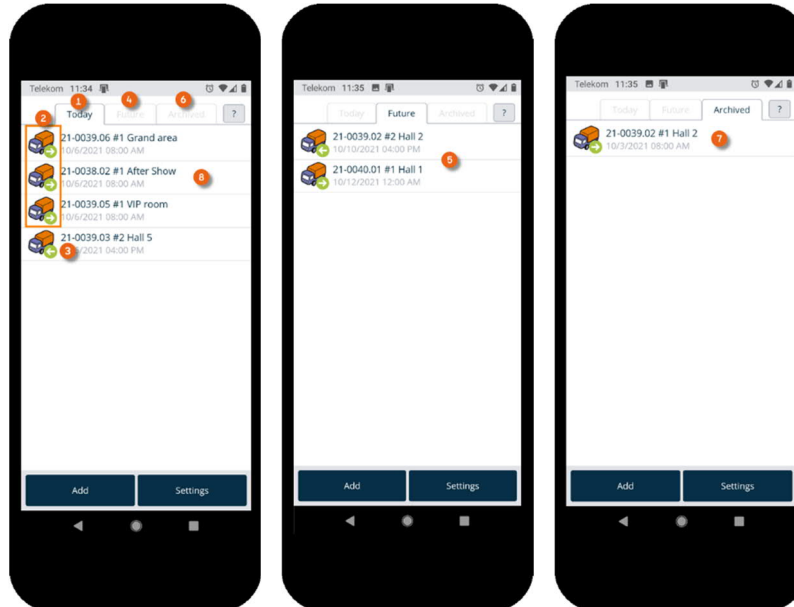
Scanning the transport order using a QR code

To scan a transport order using a QR code, start the Equipment Tracker App using your end device and click Add ①. Point your camera at the QR code ②. As soon as it is detected, the transport order ③ will open.

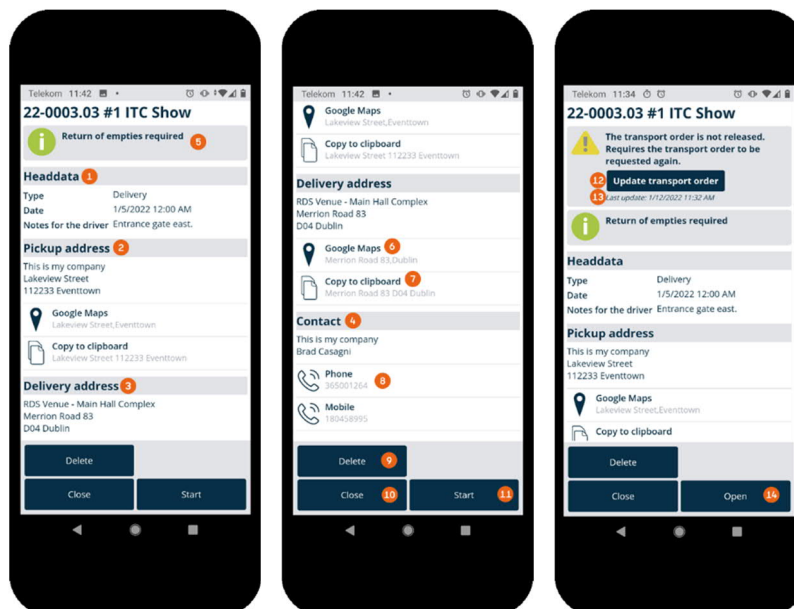


Managing transport orders

The home screen is displayed after the Equipment Tracker App is opened. It shows which transport orders are pending today ①. The green arrow to the right ② indicates a delivery, the left arrow ③ indicates a pick-up. The Future ④ tab shows future transport orders ⑤. The Archived ⑥ tab shows completed orders ⑦. Tapping an entry ⑧ opens the selected transport order.



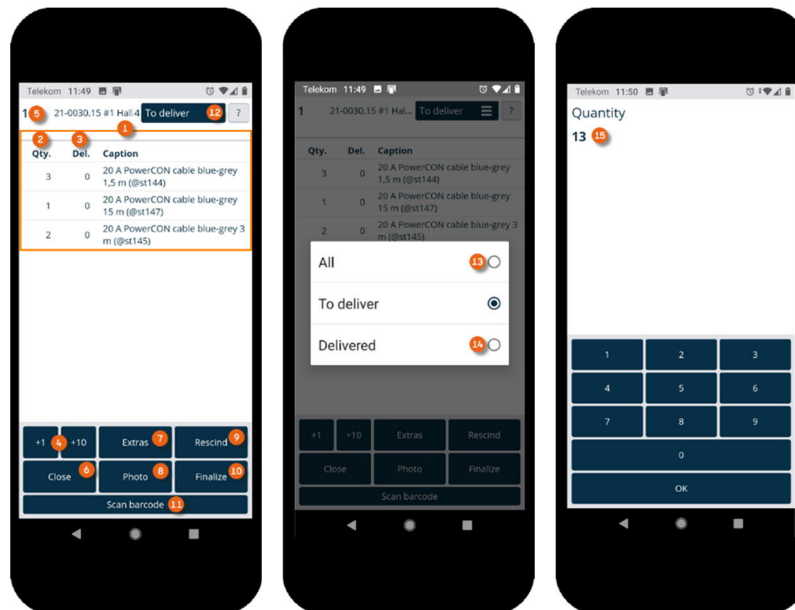
The order dates ①, the pick-up address ②, the delivery address ③ and the contact (job manager) ④ are displayed. If empties are to be picked up, the corresponding note ⑤ appears. The addresses can be opened directly in Google Maps ⑥ or copied to the clipboard ⑦. By tapping the telephone number ⑧ it is called directly by your end device. You can [Delete](#) ⑨ the transport order completely.



[Close](#) ⑩ or [Start](#) ⑪ item transfer. If the transport order was not finally released, a note appears in the order that it must be updated ⑫, as well as the time of the last update ⑬. Only released orders can be started, prior to the release you can already [Open](#) ⑭ them for an overview.

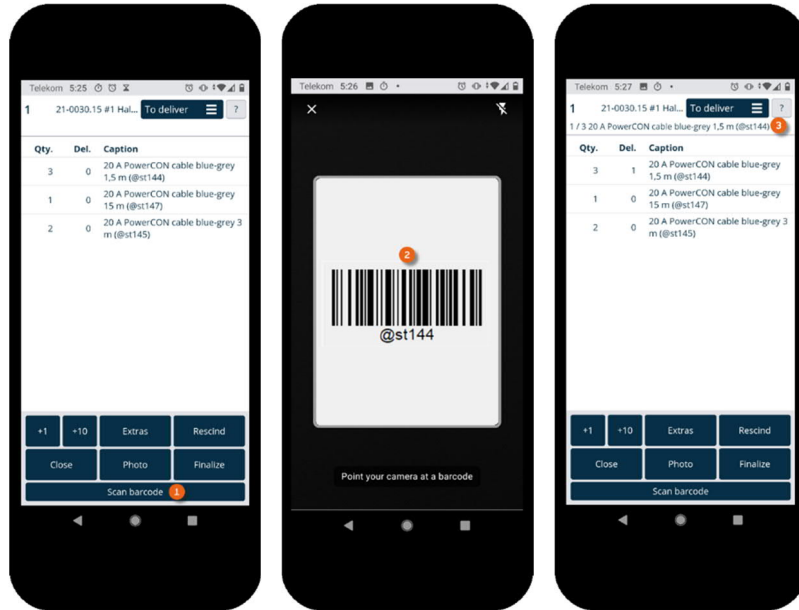
Delivering items from a transport order

As soon as you have started a transport order, an overview of its items ① and the respective quantities ② is shown. You can also see how often the item ③ was already scanned. With +1 and +10 ④ you can preallocate the quantity of items to be scanned. for example if you want to deliver 13 of the same item, you can tap 2 x +10 and 3 x +1, the number of the item to be scanned changes from 1 to 13 ⑤ and the barcode for the 13 items must only be scanned once. Alternatively you can tap directly on the quantity ⑤ and change the number directly ⑬. You can close the order ⑥ if necessary (already scanned items remain saved). With Extras ⑦ you can record damage or add additional Pictures ⑧ to your transport order for documentation purposes (e.g. the deposit location). Items marked accidentally as delivered can be canceled ⑨ and finalized ⑩ at the end of the transport order. With Scan barcode ⑪ you can activate the camera to start scanning. Depending on the complexity of the order, you can switch the view from To deliver ⑫ to All ⑬ or Delivered ⑭.

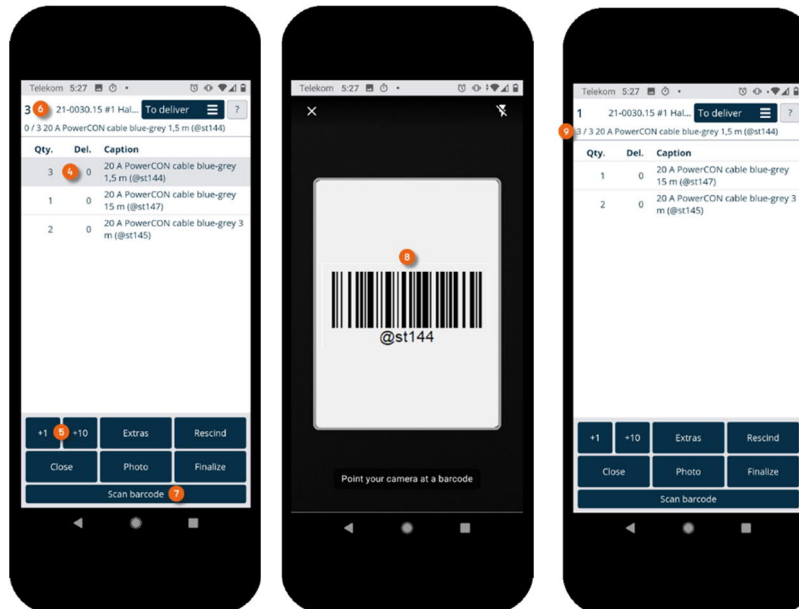


Scanning items

There are two possibilities for scanning items. You can scan all items in sequence (regardless of the order) until no more items are shown in the To deliver view. To do so, tap Scan barcode ① and then start scanning ②. The currently scanned item is also shown in the view ③. Repeat Scan barcode until all items have been scanned.

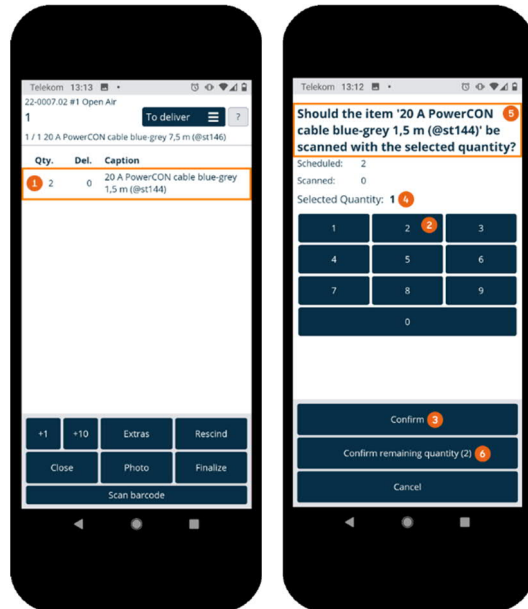


Alternatively, you can enter the quantity of items to scan all at once. To do so, tap the concerned item ④ and increase the quantity ⑥ with the +1/+10 ⑤ buttons. Then tap Scan barcode ⑦ and scan the barcode ⑧. The selected quantity is shown as delivered ⑨.



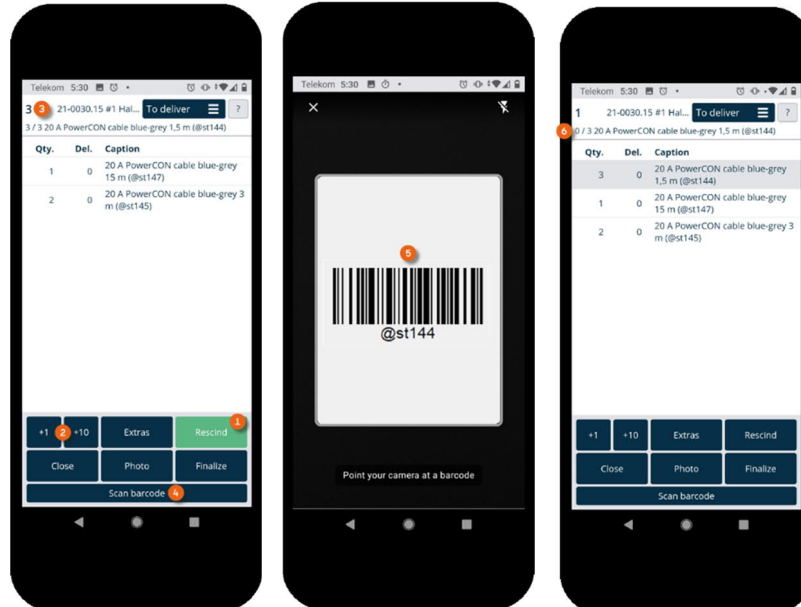
Delivering items without scanning

Alternatively, you can also deliver items without scanning the item barcode, e.g. when the barcode is not available or the camera is not functioning. To do so, tap the item you want to deliver ① for at least 2 seconds. A numeric display appears you can use to enter and confirm ③ the quantity to deliver ②. When the correctly selected quantity ④ is displayed, you can confirm ③ the query if you want to scan the item with the selected quantity ⑤. Alternatively you can directly confirm the remaining quantity ⑥. The item and the entered quantity are marked as delivered.



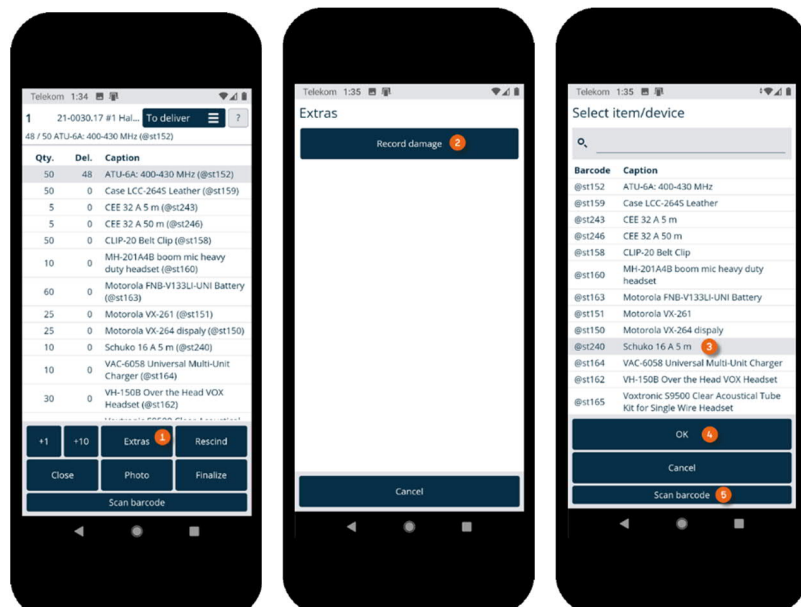
Canceling items

If you accidentally scanned an item twice, you can cancel it. To do so, tap Cancel ① (the button will turn green as long as canceling is active), if necessary increase the quantity to be canceled ②③, Scan barcode ④ and scan the item or items to be canceled ⑤. The item or items will be canceled ⑥ accordingly.



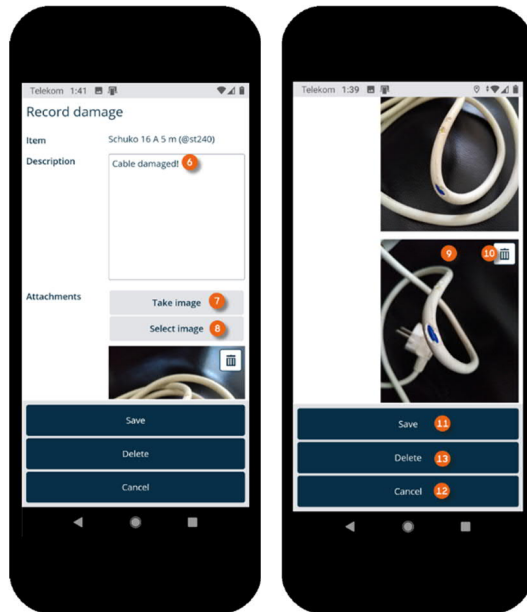
Recording damage

If an item is damaged, you can document the damage in the Equipment Tracker App. To do so, tap Extras ① and Record damage ② in the transport order. Select the item ③ from the list and click OK ④ or go to Scan barcode ⑤ and scan the item for which you want to record the damage.



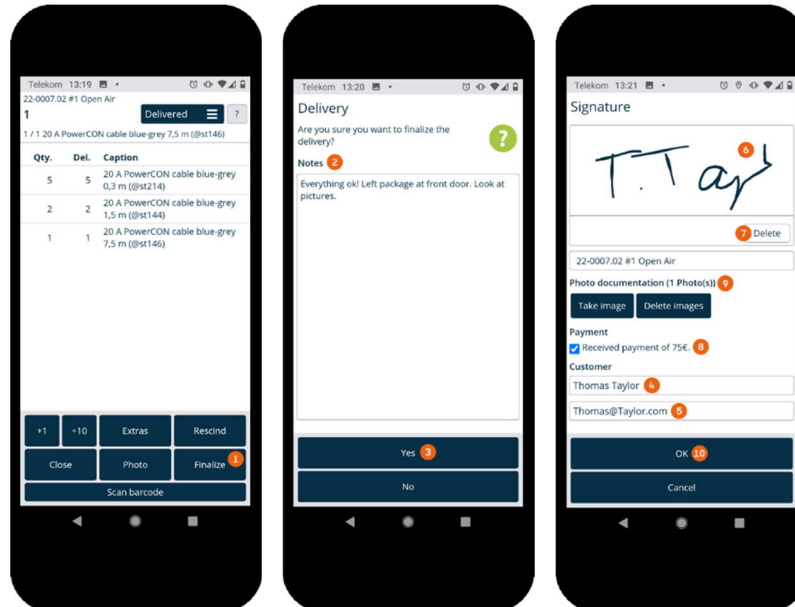
Venue Equipment Tracker - Transport order in the Equipment Tracker App

To document the damage, you can add a description ⑥, take a picture ⑦ or select an existing image ⑧. You can add multiple images ⑨ or delete them ⑩. When finished, save ⑪ the recorded damage. You can also cancel ⑫ damaging recording or delete the process ⑬.

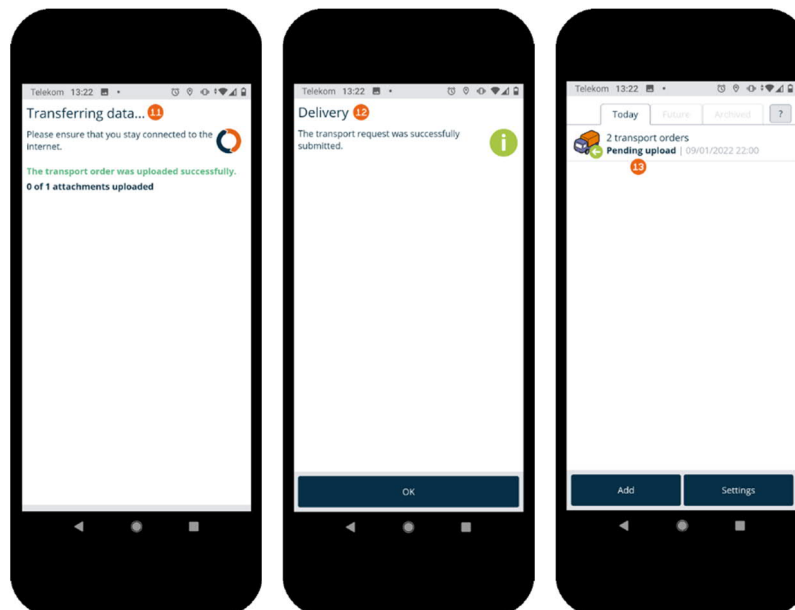


Finalizing the transport order

After recording all items, you can Finalize ① the transport order. You can also add Notes ② before finalizing the delivery with Yes ③. You now have the possibility to enter the name ④ and e-mail address ⑤ of the recipient and let them sign digitally ⑥. In case of a failed attempt, the digital signature field can be deleted ⑦. If a payment must be made, the receipt of payment ⑧ is specified here. Alternatively you can provide photo documentation ⑨ to document that the delivery was made, and where, if no one was there to receive it. Press OK ⑩ to start the data transfer.

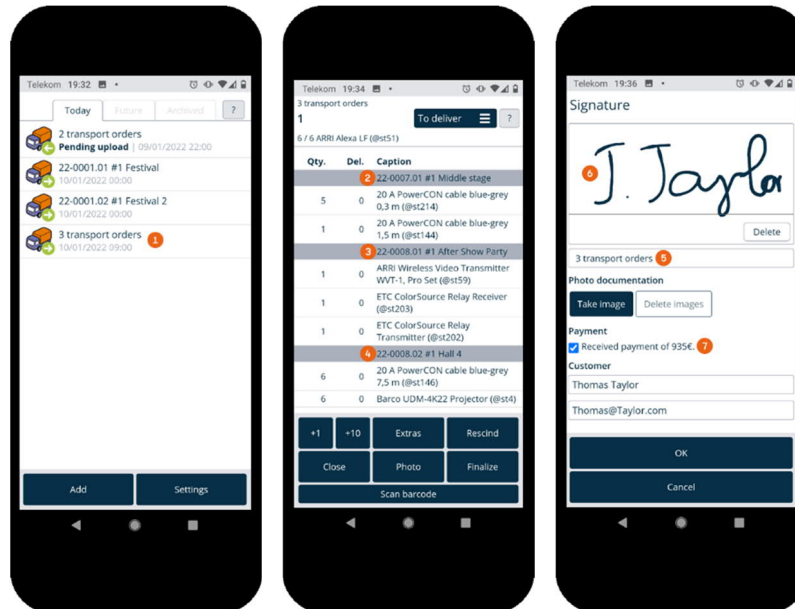


An Internet connection is required for the data transfer ⑪. A status message is displayed that shows which data was already uploaded. After the data was transferred successfully, a Final message ⑫ is displayed. If a transport order cannot be transferred, it remains on the start screen with the message **Pending upload** ⑬. It can be opened and uploaded again.



Grouped transport orders (multi-job process)

If multiple transport orders are grouped in easyjob, they are displayed accordingly on the home screen ①. After starting, all grouped orders are shown together ②③④. The items in the grouped orders can be scanned in any order. After successful delivery, all grouped transport orders ⑤ are finalized with the same note and a signature for all grouped orders ⑥. If payments must be collected, the total of the amounts to be paid can be confirmed when finalizing ⑦. The payments with the individual amounts are listed separately in the transport order documentation.



Picking up items from a transport order

In the Equipment Tracker App, a pick-up functions as the delivery. The view can be switched between All ①, To pick up ② and Picked up ③. When finalizing the transport order, you can add Notes ④. See also [Delivering items from a transport order](#). The recipient data and the digital signature are omitted.

