

Simpro Mobile

1. Download **simPRO Mobile** from either the Google Play or Apple App Store.



2. Login to the app using the username and password provided by your supervisors and the below URL. You will need all three to successfully login.

The simPRO URL: simpro-nz-workshops

Username: [see supervisor for username]

Password: [see supervisor for password]

3. Using the + button in the lower right hand of the screen, select **Find a Job**. Search for and select the job number your supervisor has provided to you.
4. The page that opens is your electronic **Job card**. Scroll to the bottom of the page and you will see a yellow bubble with a number in it in the **Service Tasks** section. Using the ^ symbol expand the section to reveal your tasks for today.
5. Open each task and follow the instruction contained within the task description to complete the activity. You will need to navigate back and forth from within each task, the Back or Done buttons will allow you to go back to the **Job card**.
To complete a task toggle the **Set task as completed** button within the task.

Your goal is to complete each task.

