

Using the aACE Job Shop App

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This guide explains how to start work on a job, apply materials, mark tasks as complete, and submit time using the Job Shop app. It is intended for general users.

After your system administrator has [configured the Job Shop App](http://aace6.knowledgeowl.com/help/configuring-the-aace-job-shop-app) (<http://aace6.knowledgeowl.com/help/configuring-the-aace-job-shop-app>), you can use it throughout the work day. For an example of how the app can help your team, read our [feature highlight](https://www.aacesoft.com/resources/save-time-improve-accuracy-in-time-and-materials-tracking-with-aace-job-shop-app) (<https://www.aacesoft.com/resources/save-time-improve-accuracy-in-time-and-materials-tracking-with-aace-job-shop-app>).

Note: If your system administrator has customized the Job Shop App, some details in this guide may no longer match your system.

Logging In / Out

On any configured device, type the unique PIN provided by your system administrator and tap Continue. The app displays a list of all open jobs.

Each time you complete a work transaction (e.g. starting or completing a task, submitting applied materials, etc), the app uploads data back to the aACE system, then automatically logs you out. If your organization has set up a single device for multiple members, this allows the next team member to immediately log in. You can also close the app without completing a transaction by tapping Logout.

Starting Work on a Job / Task

In the job list, search or scroll to locate the job you want to work on, then tap the job title to review details. The detail view displays additional information, such as the job description, a list of tasks, the bill of materials, and any notes.

Locate the specific task that you want to work on and tap Start. The Start button appears in several places:

- Job list view, left-hand column
- Job detail view, beside the job number
- Job detail view, Tasks portal, beside the task title

This starts your time clock and automatically logs you out.

Note: Multiple users can work simultaneously on the same job / task.

Stopping the Time Clock

You can manually stop your time clock by tapping the On button next to the job / task that is currently running. This does *not* log you out of the app, so you can navigate to another assignment to begin.

Marking a Task as Complete

In the Job detail view, the Tasks portal includes the Mark as Complete button. When you tap this button:

- aACE marks the task as complete.
- If your time clock is currently running on that task, it stops the time clock.
- The task list remains displayed so you can select another task to begin.

Applying Materials to Jobs

You can apply materials to jobs, which will generate a job cost record to post to aACE. Locate the job you have started working on, then tap Apply Materials. The Apply Materials button appears in several places:

- Job list view, top-right corner
- Job detail view, top-right corner
- Job detail view, Materials tab

The Apply Materials dialog requires a job, a line item code (LIC), and a quantity greater than zero. Optional fields include serial and lot number, inventory reference, and additional notes. A quick method for entering LICs is to use a Bluetooth scanner attached to the device. If you have a scanner, simply tap Scan Material, then scan the barcode.

After entering information for one material, you can:

- Apply more materials to this task – Tap Submit & Reset Form
- Finish applying materials to this task – Tap Submit & Close

When you apply un-budgeted materials at the Materials tab, the information for the materials will not show up instantly. You must logout so the app can sync data with the aACE system. After the sync, you can review all materials that have been applied.


Submitting Time for the Day

At the end of the day, you can submit your timesheets.

1. At Job list view, click **Timesheet** at the bottom.
2. At the Timesheet screen, review the time you worked on each task.
Note: Users *cannot* directly edit their time.
3. If needed, enter an explanation comment in the **Timesheet Notes** field, which your manager can review in aACE.
4. Click **Submit Time**.

Reviewing and Adjusting Time in aACE

When managers review and approve time, they can edit timesheets as needed.

1. In aACE, navigate from **Main Menu > Internal > Timesheets**.
2. Use the [Quick Search](http://aace6.knowledgeowl.com/help/using-the-quick-search-bar) bar to locate the team member's timesheet, then go to the detail view.
3. Review the team member's current time entries, as well as any comments linked to the Notes icon ().
Note: For additional details, you can hover the mouse pointer over numbers in the Hours column, displaying information about when tasks were started and completed.
4. If adjustments are needed, click **Edit**, then update the timesheet.
5. After reviewing the timesheet, use the Actions options, as needed:
 - Approve Timesheet
 - Submit Timesheet

Troubleshooting and Customizing the App

If you need to troubleshoot the data or update settings to customize the app for your personal workflows, please have your system administrator refer to the guide for [configuring this app](http://aace6.knowledgeowl.com/help/configuring-the-aace-job-shop-app).
