Bricks

TECH GUIDE

Using Work on your phone

A picture guide for techs: find your jobs, track travel and work, use checklists and notes, pause, and complete.

Contents

A Find your work
STEPS 1–7
See your jobs, switch lists and places, and search.

B Do the job
STEPS 8–17
Track travel, start work, and use the checklist, notes, photos and parts.

C Pause or leave a job
STEPS 18–21
Check out, use more options, put a job on hold, or switch jobs.

D Finish the job
STEPS 22–26
Complete the job: closing note, equipment health, time, review.

E Add new work
STEP 27
Start new work on the spot with Quick start.

Pictures are examples with made-up jobs. Your screen shows your own jobs and places, and some buttons (Parts, Put on hold, Quick start) only show if your company uses them. Questions? Ask your supervisor or your Bricks account team.

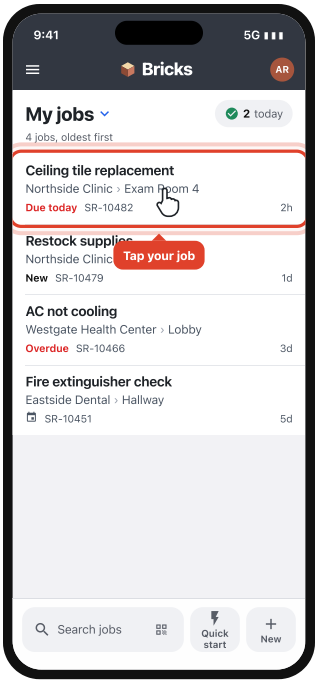
A Find your work

Steps 1–7 · See your jobs, switch lists and places, and search.

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1 Open your jobs

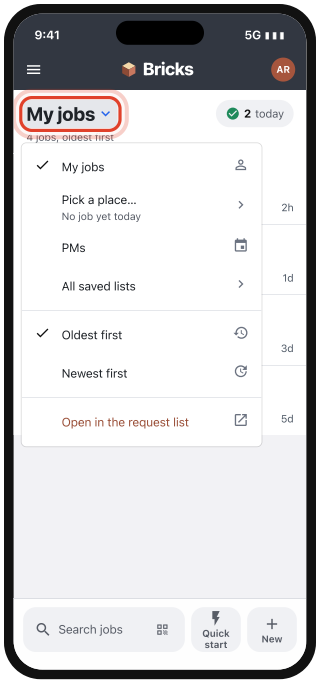
Open **Work**. **My jobs** shows the jobs assigned to you, oldest first. Tap a job to open it.



2 Switch lists

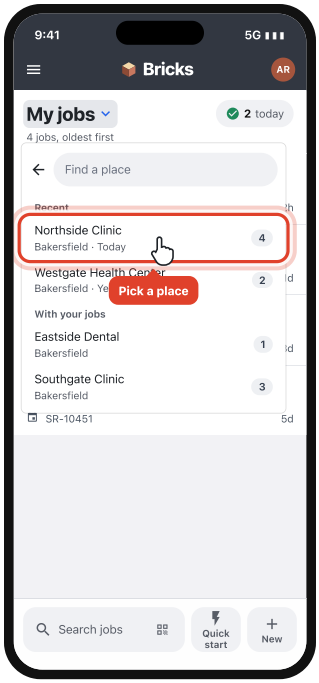
Tap **My jobs** ⌄ at the top to change what you see: **My jobs**, a place, **PMs**, your saved lists, or the sort order.

Only your company's saved lists show here.



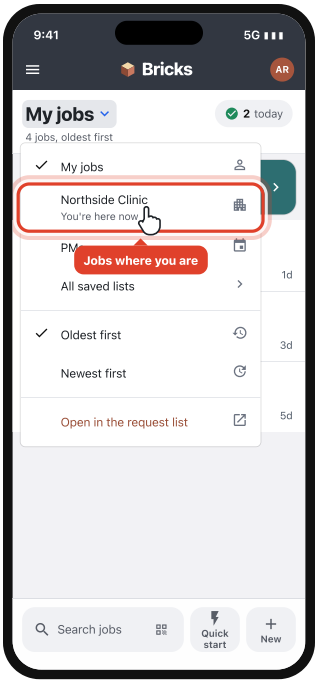
3 Jobs at a place

In the list menu, tap **Pick a place...**, then search or pick from **Recent** and **With your jobs**. The number shows how many open jobs are there.



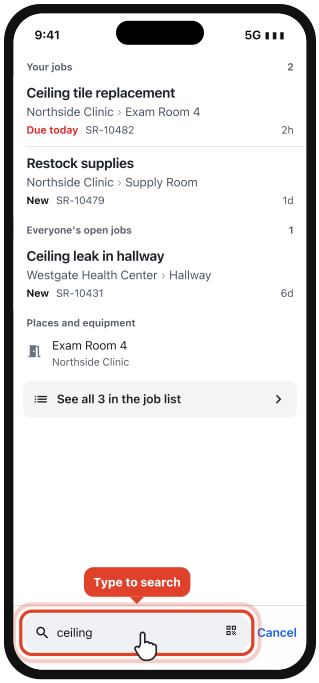
4 Jobs where you are now

After you start a job, the list menu shows that place with **You're here now**. Tap it to see every open job there, including new ones that just came in.



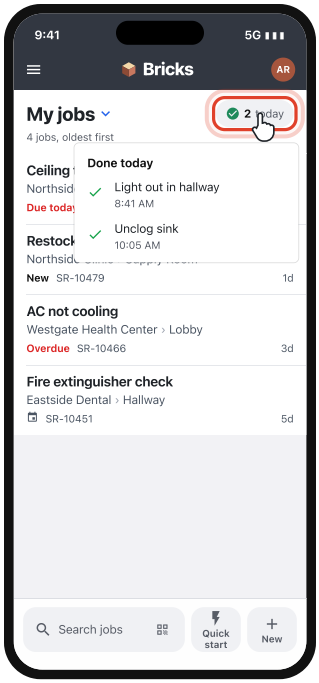
5 Search for a job

Tap **Search jobs** at the bottom. Type a job name, room, equipment, or SR number.



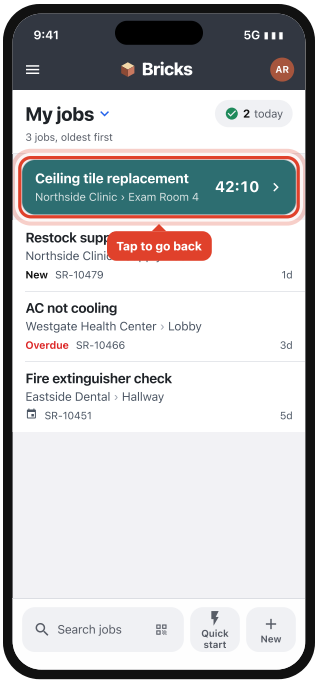
6 What you finished today

The ✓ **today** badge counts the jobs you completed today. Tap it to see the list.



7 Find the job you are working on

A job you are working on shows as a **green card** with its timer. Tap it to go back to that job.



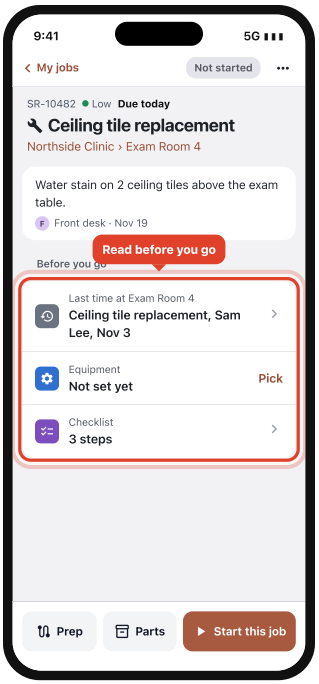
B Do the job

Steps 8–17 · Track travel, start work, and use the checklist, notes, photos and parts.

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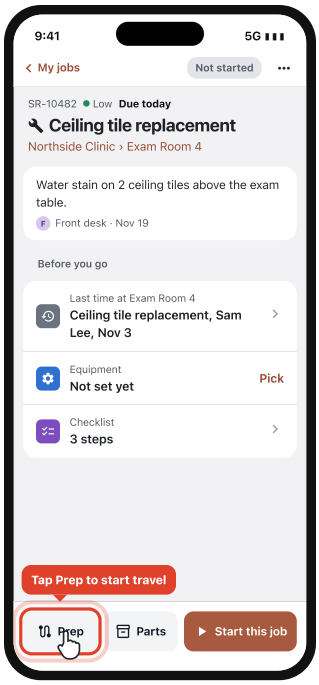
8 Open a job

The job page shows the request, who sent it, and **Before you go**: the last visit, equipment, and checklist. Tap any row for details.



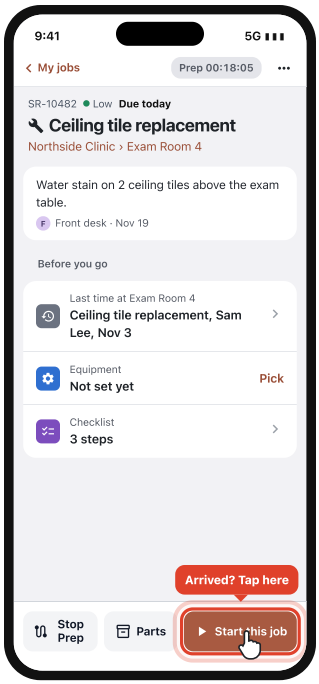
9 Leaving? Tap Prep

Tap **Prep** when you start driving or go to get parts. This starts your **travel time**.



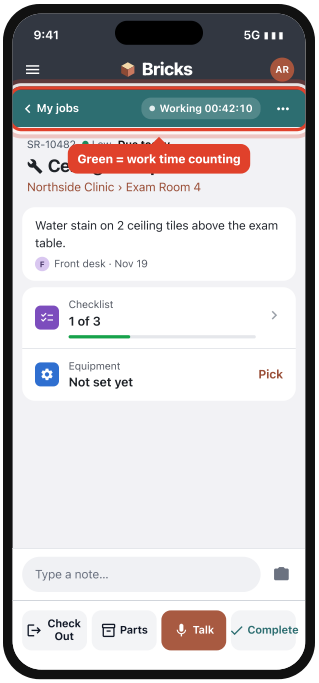
10 Arrived? Tap Start this job

The gray bar shows **Prep** and your travel time. When you get there, tap **Start this job**. Travel time stops on its own.



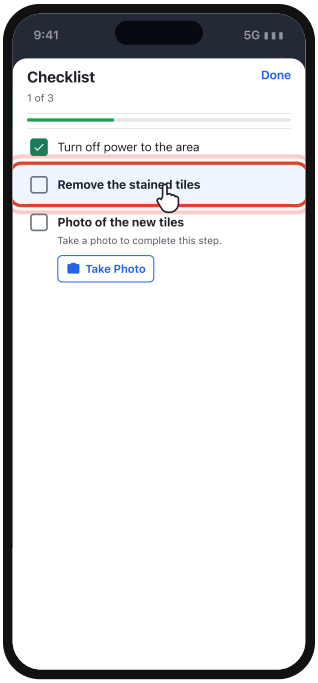
11 Green means working

The bar turns **green** and says **Working**. Your **work time** is now counting.



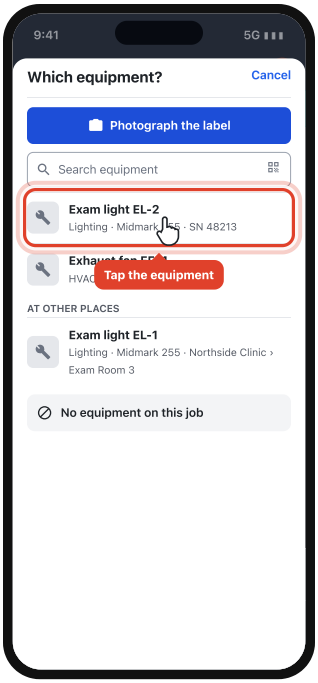
12 Do the checklist

Tap **Checklist**. Check each step as you do it. Some steps need a number, an answer, or a **photo**. Tap **Done** when finished.



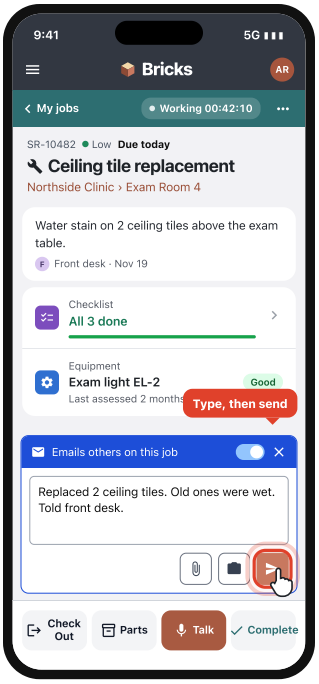
13 Pick the equipment

If the job has no equipment, tap **Pick**. Search or choose from the list. If there is none, tap **No equipment on this job**.



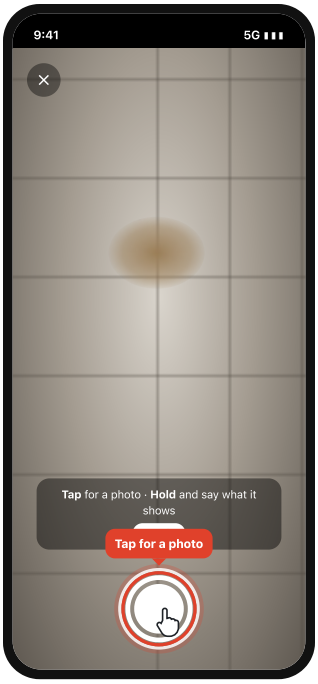
14 Add a note

Tap **Type a note...**, write what you did, and tap the arrow to send. The bar at the top says who gets an email; use the switch to turn email off.



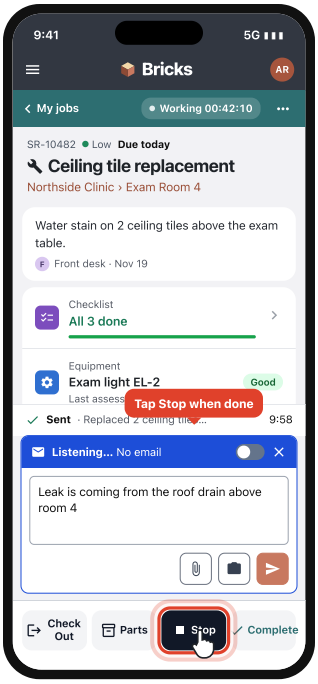
15 Take a photo

Tap the **camera**. **Tap** the button for a photo, or **hold** it and say what the photo shows. Tap **×** when done. The photos save as a note.



16 Say your note

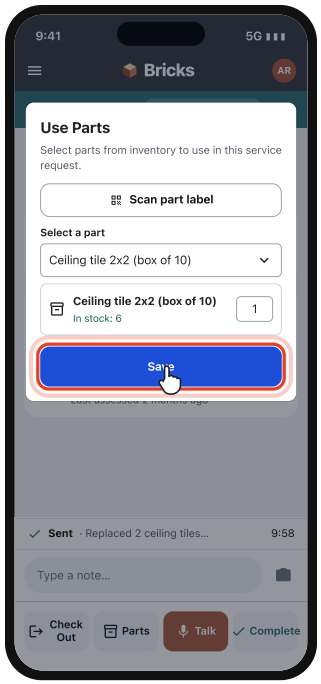
Tap **Talk** and say your note. Tap **Stop** when done, check the words, then tap the arrow to send.



17 Use parts

Tap **Parts** to record parts you used. Scan the part label or pick a part, set how many, and tap **Save**.

Parts only shows if your company tracks parts.



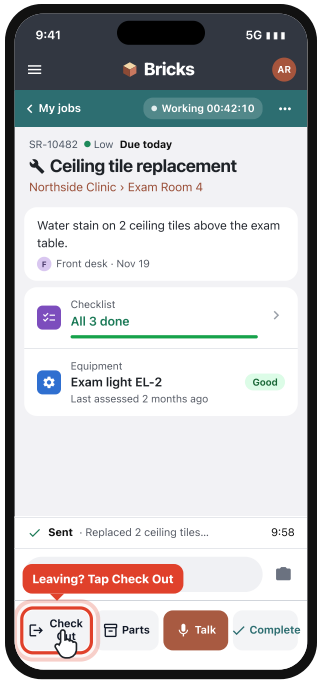
C Pause or leave a job

Steps 18–21 · Check out, use more options, put a job on hold, or switch jobs.

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18 Leaving early? Check Out

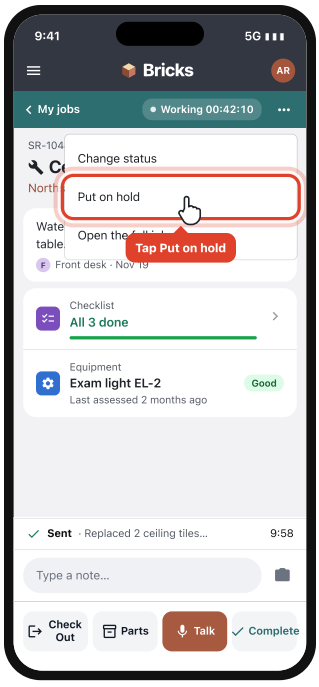
Leaving before the job is done (meeting, lunch, parts)? Add a note saying why, then tap **Check Out**. The job stays in My jobs. Open it later and tap **Start this job** again.



19 More options: •••

Tap ••• at the top right of a job for **Change status**, **Put on hold**, or **Open the full job page**.

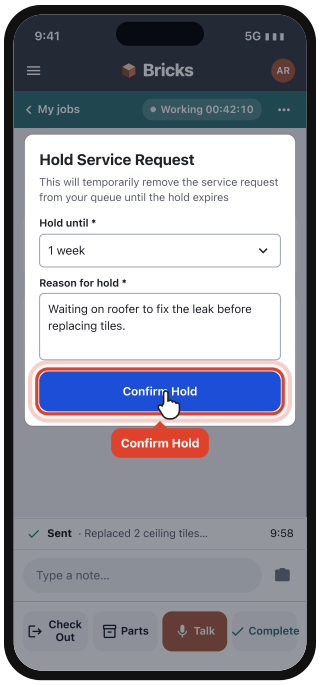
Put on hold only shows for some users. If you don't see it, ask your supervisor.



20 Put a job on hold

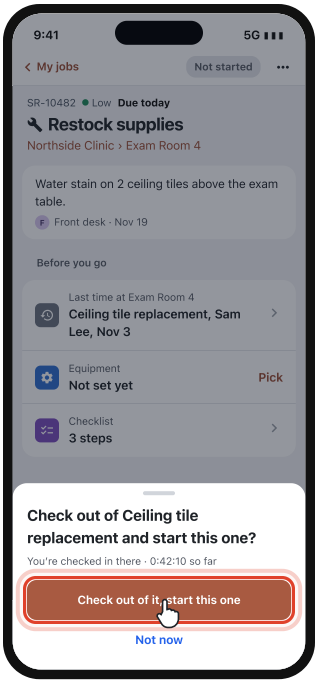
Choose how long (**Tomorrow**, **3 days**, **1 week**, or a date), write the reason, and tap **Confirm Hold**. The job leaves your list until that day and your reason is saved as a note.

This form is in English only.



21 Starting a different job

If you start a job while you are still working on another, Work asks first. Tap **Check out of it, start this one**, or **Not now** to stay.



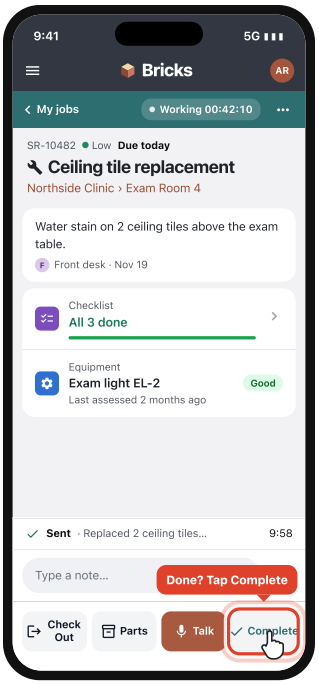
D Finish the job

Steps 22–26 · Complete the job: closing note, equipment health, time, review.

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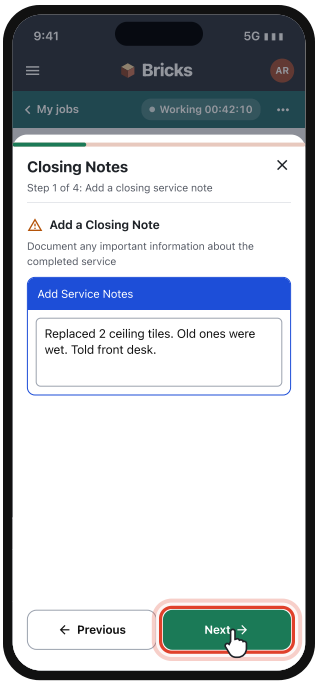
22 Done? Tap Complete

When the work is finished, tap **Complete**. If the checklist is not finished, Work warns you first.



23 Closing note

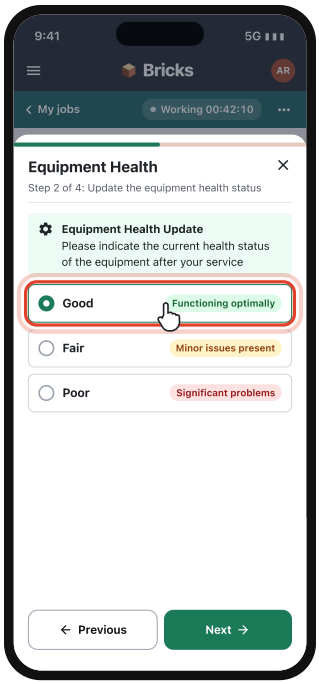
Write what you did. If you already wrote a note, Work uses your **last note**. Tap **Next**.



24 Equipment health

If the job has equipment, pick **Good**, **Fair**, or **Poor** for how it works now. Tap **Next**.

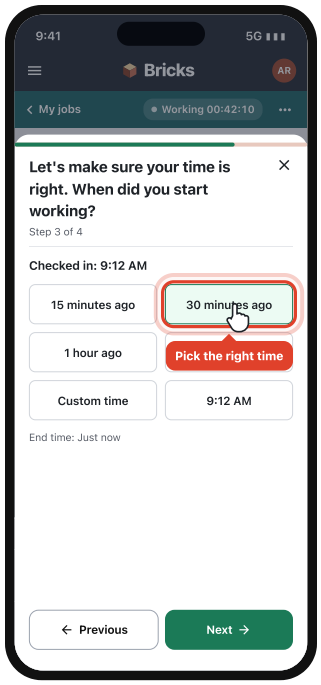
Only shows when the job has equipment.



25 Check your time

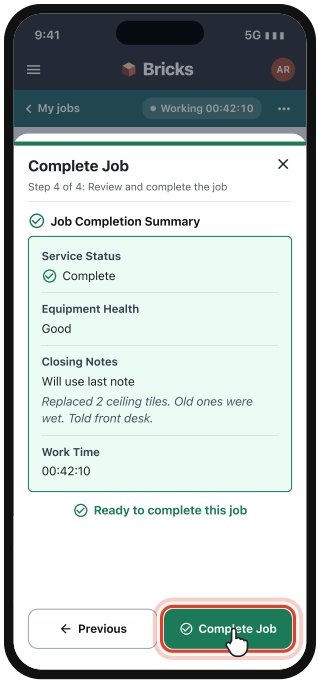
If your work time looks too short or too long, Work asks when you started. Tap the right time, then **Next**.

Only shows when the time is under 5 minutes or over 4 hours.



26 Review and complete

Check the summary and tap **Complete Job**. You go back to My jobs and the job counts in ✓ **today**.



E Add new work

Step 27 · Start new work on the spot with Quick start.

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27 Add new work

Found a new problem? Tap **New** to write a request; it is assigned to you. **Quick start** creates a job and starts it right away.

Quick start only shows if your company uses it.

