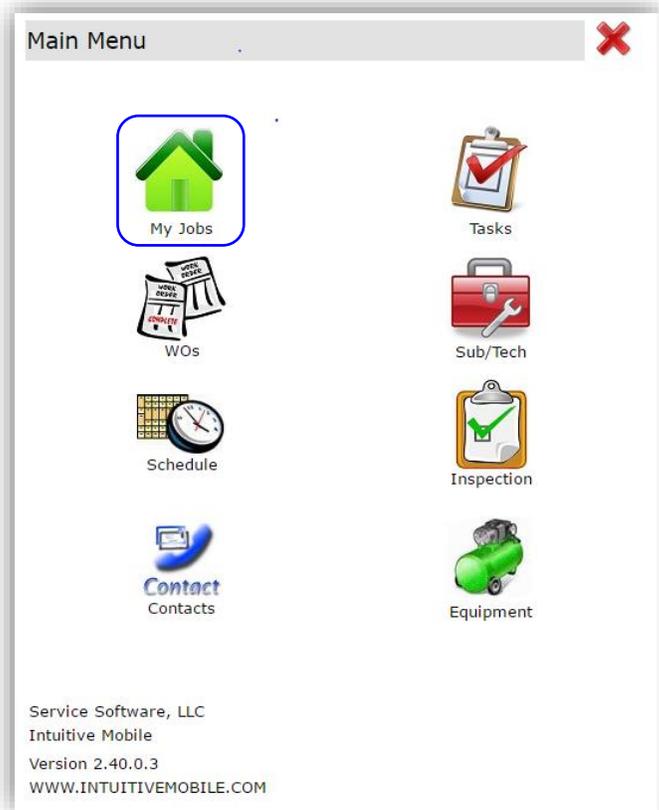


## Intuitive Mobile

Adding a new job

## Main Menu, My Jobs

To add a New Lead/Job from the field select **My Jobs** from the Main Menu



After clicking My Jobs the page will redirect to the Job List page. To the top left of the page click the plus + sign to add a new lead/job.

Job List

Company:  Add

Address:

Job ID:

Claim #:

Job Name:

Progress:

Contact:

Additional Info:

Scan

### Add Job & Job Details:

To add the Company simply begin to type the Company within the field and then select the correct Company if more than one populates. This is a *required* field. The address information is the address where the work will be performed. The address is *required* excluding Address 2 which is optional. Referred By is an optional field and can be selected from the drop down. To add the Referral you'll need to select the Company the referral is associated with by typing the company name within the Referral Company field. Once the Referral Company has been selected, click the magnifying glass next to the Referral Contact field to populate the drop down table, select the Referral Contact from that drop down. Capturing the Referral is optional. Contact First and/or Last Name are the Primary contact associated with the job. This is a *required* field. Phone and Type equal the Primary number associated with the contact. Loss Type is the type of work that will be performed at the job. This is a *required* field. Date of Loss is the date the Loss occurred. Date Received is the date you were notified about the Lead/Job. Both date fields will pre-populate with current Date and Time. Both date fields are *required*. Once you apply the data select the green check mark ✓ at the top left of the screen which equals 'Save'.

After clicking the green check mark ✓ the Job Detail will appear where further details/information can be applied.

### Add Job

✓ ✗  
**RM Restoration**  
Company:  
Self Pay (Non-Insurance Claim)  
Address 1:  
890 NE 1st Street  
Address 2:  
City: Jax Beach State: FL Zip: 32250  
Referred By:  
Advertising  
Referral Company:  
Advertising  
Referral Contact:  
Vehicle Signage  
Contact First Name: Rita LastName: Morris  
Phone: 904-333-0909 Type: Cell  
Loss Type:  
Fire  
Date of Loss: 04/05/2016 07:36 PM  
Date Received: 04/05/2016 07:36 PM

**Job Detail** ✓ ✕

**Rita Morris**  
**(904) 333-0909 (Cell) ()**  
**890 NE 1st Street, Jax Beach, FL 32250**

Company: Self Pay (Non-Insurance Claim)  
 Claim #:   
 ID: 16-027  
 Job Name:   
 Progress:

-  Snapshot
-  Contacts
-  Employees
-  Additional Info
-  Notes
-  Documents
-  Equipment
-  Correspondence
-  Sub/Tech
-  Tasks
-  Map
-  **1056 [Fire] 04/05/2016**

To return back to the Main Menu while navigating in other screens please select the following icon.



You have the ability to talk to text in any field that is not a drop down selection within Intuitive Mobile.

To Logout of Intuitive Mobile drive back to the Main Menu and click the red X.

