

Maintenance Pro Log

Administrator Complete Tab-by-Tab Master Manual

 **SYSTEM ADMINISTRATOR**

TAB 1: DASHBOARD & ACTIVE SHIFT

Overview, Clock In/Out & Header Controls

- **Top Summary Stat Cards:** Displays live *Hours (Last 7 Days)*, *Active Properties*, and *Completed Logs* across the enterprise.
- **Live Clock Button & Timer:** Click **Clock In** -> select Property, Unit #, Category, and Task Notes. System verifies entrance geofence (~200m). Timer counts active shift duration. Click **Clock Out** to finalize.
- **Admin Mode / Worker Mode Switcher Widget:** In the top header bar, click **Worker Mode** to test Caretaker/Maintenance Tech screens live without changing your database profile. Click **Admin Mode** to return to superuser controls.

TAB 2: MY WORK LOGS

Enterprise Work Logs & Log Management

- **Filters:** Use **Start Date**, **End Date**, **Property Filter**, and **Caretaker/Worker Filter** to query any log in Cloud Firestore.
- **Log Actions:**
 - **Edit Log:** Click pencil icon -> opens **Edit Log Modal** to adjust start/end timestamps or notes.
 - **Delete Log:** Click trash icon -> permanently removes log entry.
 - **GPS Trail:** Click map icon -> opens **Shift GPS Map Modal** to view breadcrumb points.

TAB 3: PROPERTY MANAGEMENT

Building Configurations & Printing Tenant QR Code Flyers

- **Add New Property:** Click **Add New Property** -> enter Name, Code (e.g. **ABB**), Address, Geofence Radius (meters, default **200m**), Entrance Lat/Lng, and Main Office status.
- **Printing Tenant QR Code Flyers (Admin & Manager Feature):**
 1. Locate the target property row in the Property Management table.
 2. Click the cyan **Print Tenant Flyer** button.
 3. The **Tenant QR Code & Notice Flyer Modal** opens.
 4. The system generates a public URL (`tenant.html?propertyId=...`) and renders a high-resolution 250x250 QR Code.
 5. Click **Print Flyer** to output a clean, formatted notice flyer for common area bulletin boards or apartment doors so tenants can scan and submit repair requests directly!
- **Setup Supply Store Hubs:** Click **Supply Hubs** button -> opens **Hub Setup Modal** to configure HD Supply, Menards, and Home Depot store locations for automatic worker tracking.

TAB 4: GPS & DISPATCH MAP



Subtab 1: Live Dispatch Map & Subtab 2: Historical Presence Audits

- **SUBTAB 1 Live Dispatch Map:** Interactive Leaflet map displaying active workers. Pin Colors:  Green = Verified On-Site,  Orange = In Transit,  Cyan = Supply Store Visit. Click pin -> opens Worker Popup Card & Worker Details Modal. Click **Dispatch Work Order** to assign tickets and draw live driving route lines on the map.
- **SUBTAB 2 Historical Presence Audits:** Active in-progress shifts remain pinned at top with pulsing  **IN PROGRESS** status. Numbered breadcrumb buttons ( ,  ,  ,  , ). Click **Audit Trail Map** to launch Leaflet audit trail modal showing all breadcrumbs, timestamps, and Google Maps coordinate links.

TAB 5: TIMESHEETS & APPROVALS

-  **Timesheet Approvals & Payroll Processing**
- **Filters:** Select pay period date range and filter by building or worker.
 - **Review Grid:** View total decimal hours, formatted HMS text, and submission status.
 - **Approval Actions:** Click **Review Timesheet Log** -> click green **Approve Timesheet** to lock hours for payroll, or yellow **Flag Log** to request corrections.

TAB 6: WORK ORDERS & TASK TICKETS

-  **Work Order Database & Subtabs**
- **SUBTAB 1 All Tickets:** View all open, in-progress, and resolved work orders.
 - **SUBTAB 2 Unassigned:** View open tickets waiting to be claimed.
 - **SUBTAB 3 My Tickets:** View tickets assigned to your admin profile.
 - **SUBTAB 4 Urgent:** View emergency high-priority repair tickets.
 - **Filter by Property:** Narrow ticket view by individual building.

TAB 7: USER MANAGEMENT (ADMIN ONLY)

 **Complete User Administration & Role Controls**

Sub-Feature / Control	Exact Step-by-Step Instructions
Search & Filter	Type in <code>users-search</code> (searches Name/Email) or use <code>users-filter-status</code> (<code>All</code> , <code>Active</code> , <code>Pending</code> , <code>Disabled</code>).
Add New User	Click <code>Add New User</code> -> input Name, Email, Password, Role (<code>Admin</code> , <code>Manager</code> , <code>Caretaker</code> , <code>Maintenance Tech</code>), and Property -> click Save User .
Role Assignment	Click Role dropdown on user row -> select new role. Role updates live in Cloud Firestore.
Account Status	Click Status dropdown -> select <code>Active / Approved</code> , <code>Pending Approval</code> , or <code>Disable Account</code> . Disabling locks out user instantly.
Assign Properties	Click <code>Assign</code> -> Property Assignment Modal opens. Check individual buildings or select Traveling (All Properties) -> click Save Assignments .
Edit Display Name	Click <code>Edit Name</code> -> enter new name -> click OK. Updates Firestore database AND Firebase Auth profile permanently.
Delete User	Click red <code>Delete User</code> -> Delete User Confirmation Modal opens -> type user name -> click Permanently Delete User .

TAB 8: SYSTEM ANNOUNCEMENTS (ADMIN & MANAGER)

-  **Broadcasting System Announcements**

Click **Create Announcement** -> enter Title, Priority (**Info** , **Warning** , **Urgent**), Target Property, and Message body -> click **Publish Announcement**. Broadcasts live pop-up alert to all active worker devices.

TAB 9: UNIT TURNOVER CHECKLISTS

Vacant Unit Turnover Inspections

Review submitted unit turnover cleaning & repair reports. Click **View Details** to inspect room check-offs, damage notes, and repair photos. Click **Print Inspection PDF** to generate printable move-in inspection reports.

TAB 10: REPORTS & EXPORT

Exporting DOCX, Excel & PDF Reports

Select date range and property filter -> click **Export DOCX Summary** (Microsoft Word report), **Export Excel Sheet** (spreadsheet for payroll), or **Print PDF View**.

TAB 11: SETTINGS & MAINTENANCE MODE

App Settings & Maintenance Control

Update display name, download Android APK (v105), enable push notifications, purge cache & sync app, switch theme, or toggle **Enable System Maintenance Mode** to lock out non-admin logins during system upgrades.