

Maintenance Pro Log

Caretaker & Staff Complete Master Operating Manual

 CARETAKER & FIELD STAFF

SECTION 1: ACCOUNT SIGN-UP & LOGIN GUIDE

How to Sign Up & Access Your Account

1. Open your phone or desktop web browser and go to <https://maintenanceprolog.com>.
2. At the bottom of the sign-in card, click the link labeled **Create an account**.
3. The form switches to registration mode (form title displays "Create Caretaker Account").
4. Fill out the three required fields:
 - **Your Full Name:** Enter your first and last name (e.g., *Mizraim Mercado*).
 - **Email Address:** Enter your work email address.
 - **Password:** Enter a secure password (minimum 6 characters).
5. Click the blue **Sign Up** button.
6. **Account Approval Notice:** All new self-registered accounts are created in **pending** status. You will see an **"Account Pending Approval"** screen upon logging in. Notify your Manager or System Admin to activate your account in User Management so you can clock in.
7. **Logging In:** Once approved, return to <https://maintenanceprolog.com>, enter your email and password, and click **Sign In**.

SECTION 2: DASHBOARD & CLOCKING IN

Step-by-Step Clock In, Property Selection & Job Description

1. Navigate to the main **Dashboard & Shift** tab.
2. **Select Property:** Click the **Select Property** dropdown menu and pick the building where you are currently starting work (e.g., *Abby Lane Apartments*).
3. **Enter Unit Number:** Type the specific apartment unit number in the **Unit Number** field (optional, e.g., *Unit 104* or leave blank if doing general grounds/common areas).
4. **Select Work Category:** Pick the primary job category for your shift:
 - **Grounds & Cleaning** — Common area vacuuming, trash pickup, laundry room cleaning.
 - **Unit Turnover** — Cleaning, repairing, and prepping vacant units for new tenants.
 - **Building Inspection** — Property walkthroughs, door lock checks, lightbulb replacements.
 - **General Upkeep** — Exterior lawn care, snow removal, general building maintenance.
5. **Job Description & Planned Tasks:** In the **Shift Task Notes** text box, type a clear description of your planned work goals for the shift.
6. **Clock In Button:** Tap the bright green **Clock In** button.
7. **GPS Geofence Validation:** Your smartphone reads your live GPS coordinates and verifies that you are within the building's geofence boundary (~200m radius). Once verified, your active shift timer starts counting, and an active status

indicator (● Active Shift) appears in your mobile notification bar.

SECTION 3: QUICK SWITCH PROPERTY (MID-SHIFT BUILDING TRANSFERS)

Changing Properties Mid-Shift with Quick Switch

If you travel to a different property building during your work day, you do not need to manually clock out and clock in again!

1. Under **Dashboard & Shift**, locate the **Quick Switch Property** section.
2. Click the **Switch Building** button.
3. The **Quick Property Switcher Modal** opens, displaying your current active building and a target property dropdown.
4. Select your new destination property building from the dropdown.
5. Click **Switch Building & Clock In**.
6. *Automated Action:* The system automatically completes your previous shift log and initiates a new clock-in log for the new building seamlessly without losing a single minute of tracked time!

SECTION 4: CLOCKING OUT

● Step-by-Step Clocking Out

1. Open the **Dashboard & Shift** tab.
2. Review your active shift timer duration and total accumulated hours.
3. In the shift notes text area, type your final summary notes of all work completed during the shift.
4. Tap the bright red **Clock Out** button.
5. Confirm clock-out in the confirmation modal. Your shift log status updates to `completed`, and background GPS tracking stops immediately.

SECTION 5: WORK LOGS HISTORY & MANUAL LOG ENTRY

📄 Reviewing Log History & Submitting Manual Logs

1. **Viewing History:** Click the **My Work Logs** tab to view a complete historical table of all your completed shift logs, start/end timestamps, property names, categories, and recorded hours.
2. **How to Enter a Manual Log:** If you forgot to clock in or worked offline, you can submit a manual log:
 - In the Work Logs tab, click the **Add Manual Log / Manual Entry** button.
 - The **Manual Log Entry Modal** (`modal-manual`) opens.
 - Select the **Property** from the dropdown.
 - Select the **Date** of the shift.
 - Type the **Unit Number** (or *Common Area*).
 - Select the **Work Category**.
 - Enter total **Shift Hours** (e.g., `4.5`).
 - Type the detailed **Work Description**.
 - Type the **Manual Entry Reason** (e.g., *"Forgot phone in vehicle during shift"*).
 - Click **Save Manual Log**. The manual log is saved to Cloud Firestore for manager approval.

SECTION 6: TIMESHEETS & WORKSHEETS

🕒 Submitting Hours & Printing Pre-Filled Worksheets

1. Click the **Timesheets** tab in the navigation header.
2. **Submitting Hours for Payroll:** Select the pay period date range, review your accumulated decimal hours and formatted HMS (Hours:Minutes:Seconds) breakdown, and click **Submit Timesheet** to send your hours to management for payroll processing.
3. 🖨️ **Printing Pre-Filled Worksheets:**
 - Click the **Print Pre-Filled Worksheet** button.
 - The app automatically generates a print-ready physical worksheet pre-populated with all your clocked-in property details, task descriptions, start/end timestamps, and total hours!

- Print or save as PDF for physical signature submission.

SECTION 7: WORK ORDERS & TASK TICKETS

Viewing, Claiming, Starting & Completing Work Orders

1. Click the **Work Orders & Task Tickets** tab.
2. **Viewing & Filtering Tickets:** Use sub-tabs to view **All**, **Unassigned** (open tickets), **My Tickets** (claimed tickets), or **Urgent** emergency repairs. Filter by building using the property dropdown.
3. **Claiming Work Orders:** Under **Unassigned**, find an open repair ticket -> click the blue **Claim Ticket** button. The ticket is immediately assigned to you.
4. **Unclaiming Work Orders (Team Handoff):** If you cannot complete an assigned ticket or need to hand it off to another technician, open **My Tickets** -> click the yellow **Unclaim Ticket** button. The ticket returns to the open **Unassigned** pool immediately!
5. **Working & Completing Tickets:**
 - Under **My Tickets**, click **View Details / Update** -> **Work Order Details Modal** opens.
 - Tap **Start Work** (status changes to **In Progress**).
 - Tap **Attach Photo** to capture a *Before Repair* photo.
 - Perform repair work.
 - Tap **Attach Photo** to capture an *After Repair* photo.
 - Type work completion notes and list replacement supply parts used.
 - Click green **Complete Ticket** button to close out the ticket.

SECTION 8: UNIT TURNOVER REPORTS & INSPECTION CHECKLISTS

Vacant Unit Turnover Reports & Detailed Inspection Checklists

1. Click the **Turnover Checklists** tab.
2. Click the green **New Turnover Inspection** button.
3. Select the **Property Name** and enter the **Unit Number** that needs to be turned over.
4. Complete the detailed room-by-room check-offs for every task:
 - **Kitchen:** Refrigerator cleaned & defrosted, stove/oven scrubbed, sink/faucet tested, cabinets wiped down.
 - **Bathroom:** Toilet disinfected, shower/tub scrubbed, vanity/mirror cleaned, exhaust fan tested.
 - **Living & Bedrooms:** Walls inspected & patched, windows & blinds cleaned, electrical outlets tested, floors vacuumed & mopped.
 - **Entry & Locks:** Entry door lock functional, deadbolt tested, keys labeled.
5. Type damage notes for any broken items requiring repair.
6. Tap **Attach Photo** to capture damage photos or completed room photos with your camera.
7. Click **Save & Complete Inspection**. The report saves to Cloud Firestore and can be printed as a PDF report for move-in records!

