

Maintenance Log Pro

Maintenance Staff Complete Operating Manual

 MAINTENANCE STAFF

1. ACCOUNT SIGN-UP & LOGIN GUIDE

Signing Up & Logging In

1. Open your smartphone or desktop browser and navigate to <https://maintenanceprolog.com>.
2. At the bottom of the sign-in card, click **Create an account**.
3. Fill out your **Full Name**, **Email Address**, and **Password** (minimum 6 characters).
4. Click the blue **Sign Up** button.
5. *Account Approval Notice:* All new accounts require approval by a Manager or Administrator before you can clock in. If your account displays "Account Pending Approval", contact your supervisor to activate your profile.
6. **Logging In:** Once approved, enter your registered email and password on the home screen and click **Sign In**.

2. DASHBOARD, CLOCKING IN & QUICK PROPERTY SWITCHER

Clocking In, Categories & Mid-Shift Building Transfers

1. **Clocking In:** Go to the **Dashboard & Shift** tab. Select your assigned **Property** from the dropdown, enter a **Unit Number** (if applicable), pick your **Work Category** (e.g. **General Upkeep**, **Unit Turnover**, **Inspection**), type your planned job notes, and tap the green **Clock In** button. Location verification will confirm your arrival on-site.
2. **Quick Switch Property (Mid-Shift Transfer):** If you travel to a different property building during your shift, click the **Switch Building** button under Dashboard -> select the destination building in the popup modal -> tap **Switch Building & Clock In**. Your current log completes and a new building log starts automatically without losing tracked time.

3. CLOCKING OUT

Finishing Your Shift

1. Go to **Dashboard & Shift** -> review your shift duration timer.
2. Type your final summary of completed work in the shift notes box.
3. Tap the bright red **Clock Out** button and confirm. Your shift log is finalized.

4. WORK LOGS HISTORY & MANUAL LOG ENTRIES

Log History & Submitting Manual Logs

1. **Work Logs History:** Open the **My Work Logs** tab to review a complete table of your past shift logs, dates, categories, and total hours.
2. **Submitting a Manual Log:** If you forgot to clock in or worked offline, click **Add Manual Log** -> select **Property**, **Date**, **Unit #**, **Work Category**, **Shift Hours**, **Work Description**, and your **Manual Entry Reason** -> click **Save Manual Log**.

5. TIMESHEETS & WORKSHEETS

Submitting Hours & Printing Pre-Filled Worksheets

1. **Submitting Hours for Payroll:** Click the **Timesheets** tab -> review your accumulated decimal hours and formatted HMS breakdown -> click **Submit Timesheet** to send your hours to management.
2.  **Printing Pre-Filled Worksheets:** Click **Print Pre-Filled Worksheet** to generate a clean physical worksheet pre-populated with all your clocked-in property details, task descriptions, timestamps, and total hours for physical signature submission.

6. WORK ORDERS (TICKETS, CLAIMING & COMPLETING REPAIRS)

Claiming, Team Handoff & Closing Tickets

1. **Viewing Tickets:** Click **Work Orders & Task Tickets** tab -> filter by **Unassigned** (open tickets), **My Tickets** (your claimed tickets), or **Urgent**.
2. **Claiming Work Orders:** Under **Unassigned**, find an open repair ticket -> click blue **Claim Ticket** to take ownership.
3. **Unclaiming Work Orders (Team Handoff):** If you cannot finish an assigned ticket, go to **My Tickets** -> click yellow **Unclaim Ticket** to return it to the open pool for another tech.
4. **Working & Completing Tickets:** Open **My Tickets** -> click **View Details / Update** -> tap **Start Work** -> tap **Attach Photo** (Before Repair picture) -> perform repair -> tap **Attach Photo** (After Repair picture) -> list supply parts used -> click green **Complete Ticket**.

7. TURNOVER REPORTS (VACANT UNIT INSPECTIONS)

Property Unit Turnover Checklists & Reports

1. Click **Turnover Checklists** tab -> tap green **New Turnover Inspection** button.
2. Select **Property Name** and enter the **Unit Number** needing turnover.
3. Complete room-by-room check-offs for **Kitchen** (fridge, stove, sink), **Bathroom** (toilet, tub, vanity), **Living Areas** (walls, windows, outlets), and **Entry & Locks**.
4. Type damage notes and tap **Attach Photo** for any items needing repair.
5. Click **Save & Complete Inspection** to store the report and print move-in inspection PDFs.