

Maintenance Pro Log

Manager & Dispatcher Complete Tab-by-Tab Master Manual

 **MANAGER & DISPATCHER**

TAB 1: DASHBOARD & SHIFT OVERVIEW

Shift Telemetry & Quick Controls

- **Summary Stat Cards:** Live view of hours worked, active properties, and completed task logs.
- **Clock In/Out & Session Details:** Clock in for active manager shifts, select property, and monitor shift duration.

TAB 2: MY WORK LOGS

Worker Shift Logs & Auditing

- Filter shift logs by Date Range, Property, or Worker. Inspect start/end times, category, and task notes.

TAB 3: PROPERTY MANAGEMENT

Property Overview & Printing Tenant QR Code Flyers

- View building addresses, geofence radiuses, entrance lat/lng coordinates, and assigned caretakers.
-  **Printing Tenant QR Code Flyers (Manager & Admin Feature):**
 1. In the Property Management table, find the target building row.
 2. Click the cyan **Print Tenant Flyer** button.
 3. The **Tenant QR Code Flyer Modal** opens displaying the public tenant URL and a high-resolution 250x250 QR Code.
 4. Click **Print Flyer** to output a printable notice flyer for common area bulletin boards or apartment doors so tenants can scan and submit maintenance requests directly!

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. Marker Pins:  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 select open tickets, assign techs, update status to **In Progress**, trigger mobile push alerts, and draw live polyline driving routes on the map!
- **SUBTAB 2 Historical Presence Audits:** Active shifts stay pinned at top with pulsing  **IN PROGRESS** badge. Review breadcrumb pin buttons (**In**, **#2**, **#3**, **Live**, **Out**). Click **Audit Trail Map** to open Leaflet trail map modal showing all breadcrumbs, timestamps, and Google Maps links.

TAB 5: TIMESHEETS & APPROVALS

Reviewing & Approving Caretaker Hours

- Filter by date range and property. Review accumulated decimal hours and formatted HMS text.
- 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

Dispatching & Work Order Subtabs

- **SUBTAB 1 All Tickets:** View all open, in-progress, and completed work orders.
- **SUBTAB 2 Unassigned:** View open tickets waiting to be claimed.
- **SUBTAB 3 My Tickets:** View tickets assigned to your manager profile.
- **SUBTAB 4 Urgent:** View emergency high-priority repair tickets.
- **Filter by Property:** Dropdown filter to narrow tickets by building.

TAB 7: SYSTEM ANNOUNCEMENTS (MANAGER & ADMIN)

Broadcasting Alerts to Field Staff

Click **Create Announcement** -> set Title, Priority (**Info** , **Warning** , **Urgent**), Target Property, and message content -> click **Publish Announcement** to send live pop-up push alerts to staff devices.

TAB 8: UNIT TURNOVER CHECKLISTS

Reviewing Vacant Unit Inspections

Inspect submitted unit turnover cleaning reports, room check-offs, damage notes, and photos. Click **Print Inspection PDF** to generate PDF reports for move-in records.

TAB 9: REPORTS & EXPORT

Exporting Payroll & Audit Reports

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

TAB 10: SETTINGS & APP SYNCING

Profile Settings & Device Controls

Update caretaker display name, download Android APK (v105), enable push notifications, or tap **Purge Local Cache & Sync App** to fetch latest updates.

