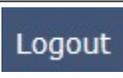


This Quick Reference Guide (QRG) reviews how to complete Mobile Services Tasks in Capacity Management.

Common Buttons & Icons

	Login button
	Status button
	Cancel button
	Accept button
	Delay button
	Start button
	Complete button
	Logout button

Log on to Capacity Management

➤ From the mobile Capacity Management login screen:

STEP 1: Enter your username and password in the appropriate fields.

STEP 2: Tap **Login**.

Update Your Status

➤ From the mobile Capacity Management main screen:

STEP 1: Tap **Status**.

STEP 2: Tap the appropriate status.

STEP 3: Tap an unavailable reason, if needed.

NOTE: To cancel any documentation and return to the main screen, tap the blue Cancel button.

Complete Mobile Service Tasks

Accept a Job

- From the mobile Capacity Management main screen:

STEP 1: Tap the job.

STEP 2: Tap the green **Accept** button.

Start a Job

- From the mobile Capacity Management main screen:

STEP 1: Tap the job.

NOTES: If you cannot start a job right away, tap the yellow **Delay** button. Then, tap a delay reason and a delay duration.

If you need to request additional transporters, tap the blue **Request Help** button.

STEP 2: Tap the green **Start** button.

Complete a Job

- From the mobile Capacity Management main screen:

STEP 1: Tap the job.

NOTE: If you need to delay a job after you already started it, tap the yellow **Delay** button. Then, tap a delay reason and a delay duration.

STEP 1: Tap the green **Complete** button.

Log off Capacity Management

- From the mobile Capacity Management main screen:

STEP 1: Tap **Logout**.