

## Complete Mobile Service Tasks

### Common Buttons & Icons

	<b>Login</b> button
	<b>Status</b> button
	<b>Cancel</b> button
	<b>Accept</b> button
	<b>Delay</b> button
	<b>Start</b> button
	<b>Complete</b> button
	<b>Logout</b> button

### Log on to Capacity Management

From the mobile Capacity Management login screen:

1. Enter your username and password in the appropriate fields.
2. Tap **Login**.

### Update Your Status

From the mobile Capacity Management main screen:

1. Tap **Status**.
2. Tap the appropriate status.
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:

1. Tap the job.
2. Tap the green **Accept** button.

#### Start a Job

From the mobile Capacity Management main screen:

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.

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

#### Complete a Job

From the mobile Capacity Management main screen:

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.

2. Tap the green **Complete** button.

#### Log off Capacity Management

From the mobile Capacity Management main screen:

1. Tap **Logout**.