

The golden rule: When you finish a job in a room, open the app and tick it off straight away. That keeps everyone up to date and means no one has to guess.

GETTING AROUND THE APP

● Dashboard

The big-picture view of the whole job: total apartments, how many are complete, the defect count, and progress for every level. Also shows the latest activity.

● Tracker

Where the work happens. Find an apartment and tick off each job as you finish it. This is the page you will use most.

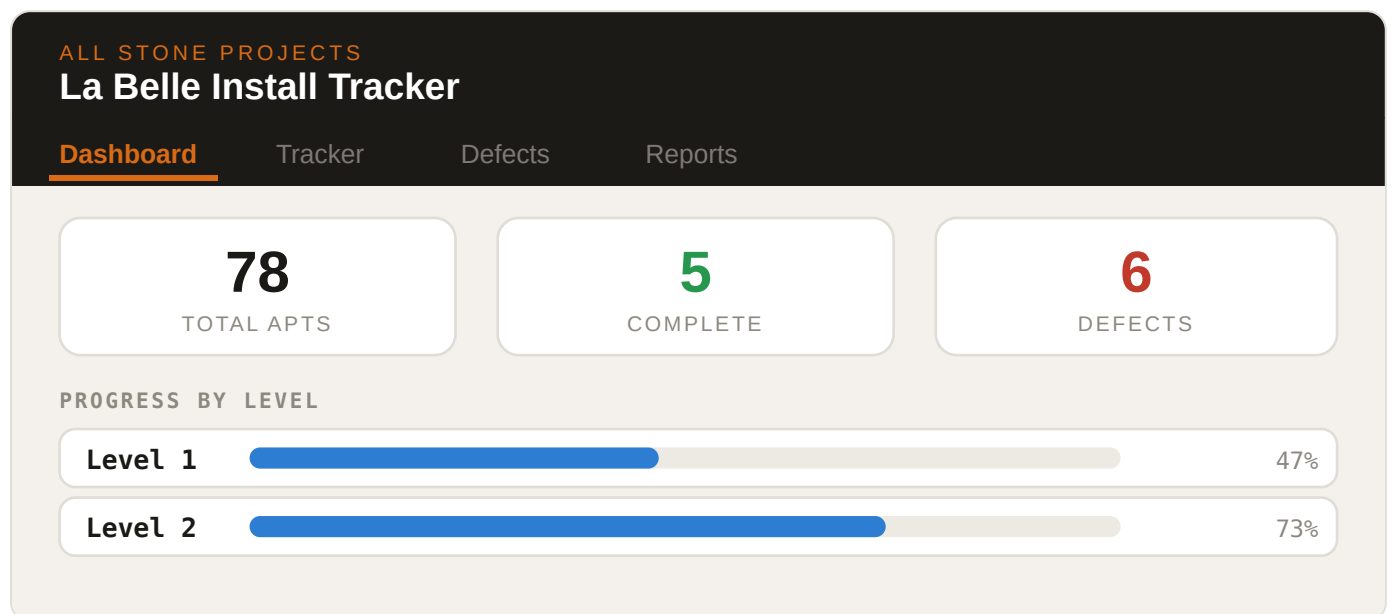
● Defects

Every defect across the whole job in one place. Each defect is logged **one at a time**, so it can be tracked on its own and ticked off once it has been rectified (fixed). Use the filter at the top to switch between **Open**, **Rectified**, and **All**.

● Reports

Shows what has been done over a chosen period: this week, this month, or all time. Handy for seeing how the job is moving.

WHAT THE DASHBOARD LOOKS LIKE



TICKING OFF YOUR WORK

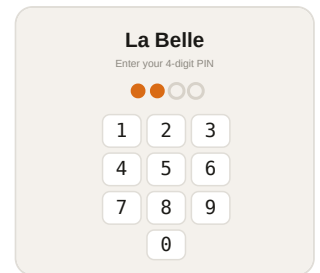
1 Open the app on your phone

Open labelle.allstoneprojects.com.au.

Tip: add it to your home screen so it opens like a normal app.

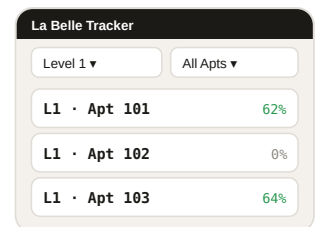
2 Enter your PIN

Type the **4-digit PIN** your supervisor gave you. You only do this once. The app remembers you next time.



3 Find an apartment

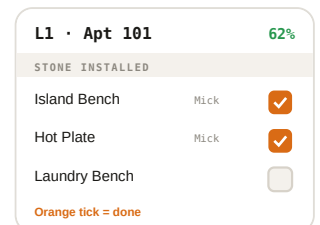
Tap **Tracker**. To jump straight to one, use the drop-downs to pick the **Level** and **Apartment** number, then tap it to open.



4 Tick off what you finish

Tap the box next to a job when it is done. Your name shows next to it, so everyone knows who did what. Made a mistake? Tap the box again to untick it (you can only untick your own).

Everything saves automatically the moment you tick or untick. There is no save button.

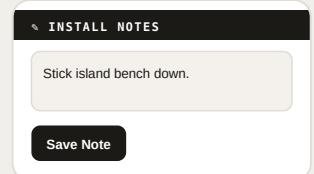


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INSTALL NOTE

Add an install note (if needed)

An **install note** is a message for the next installer in that room. For example "bench needs cutting" or "waiting on splashback". Type it and tap **Save Note**.

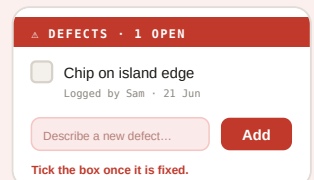


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DEFECT

Report a defect (if needed)

A **defect** is anything that needs someone to go back and fix after it has been installed (a chip, a bad join). Scroll to the red **Defects** section, type the problem, and tap **Add**.



Remember: tick jobs off as you finish them, leave an install note if the next person needs to know something, and log a defect if something needs fixing later.