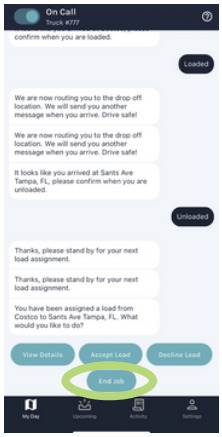
Jobs in NewMile

Using the End Job Button

Hourly jobs in NewMile work the same way as load-based jobs, with the exception of the "End Job" button. See the steps below on how to successfully end your hourly job.

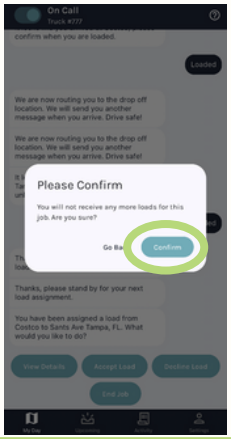
1

When you've finished all your loads for the day and are ready to submit your final ticket with the total hours, click "End Job".



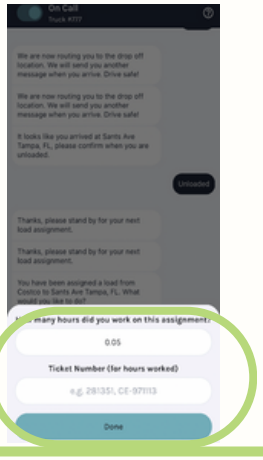
2

It will prompt a message asking if you're sure you're done with the job. Click "Confirm".



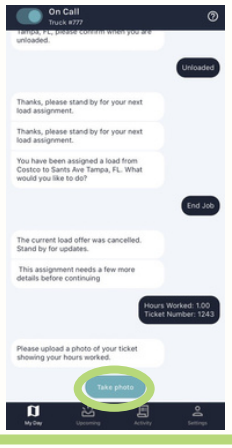
3

Add the total hours worked on the project (NewMile will suggest the total hours tracked) and the ticket number. Then click "Done".



4

After entering the ticket info, be sure to take a photo of the hourly ticket. If you don't take a photo of the ticket, the End of Job Report will not be valid.



End job button should only be used when you are done with your current job.

After you take a photo, the image will be sent to the Validation Team for approval.