

## Log Timestamps and Lunch in GoServicePro Mobile App

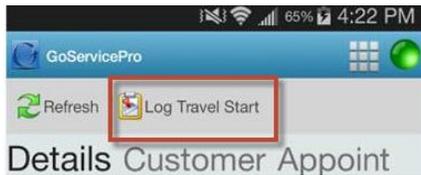
*This process is completed by Field Technicians and Customer Trainers using the GoServicePro (GSP) Mobile App.*

*This article reviews the steps to enter and clear timestamps and log a lunch break.*

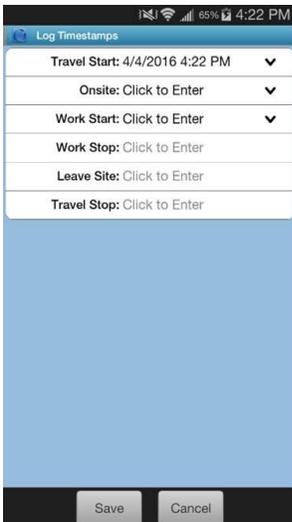
### TIMESTAMPS

**Note:** When using GoServicePro Mobile, it is recommended to enter your timestamps as they occur using the Wizard toolbar. GoServicePro mobile also allows you to check in and out as you arrive and leave site. After entering the On-Site and Leave Site timestamps, please change the Work Order status accordingly. See [Using GoServicePro Mobile To Check In/Out While On-Site](#) for more information.

1. Open the Work Order.
2. Using the Wizard toolbar, tap on Log Travel Start icon.



3. Confirm the Travel Start field populates with the current date and time.

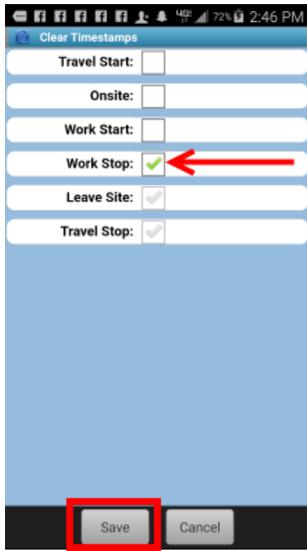


4. Tap Save (Android) or Done (iOS).
5. Use the Wizard to complete other timestamps as they occur:
  - Log Arrive Onsite
  - Log Work Start
  - Log Work Stop
  - Log Leave Site
  - Log Travel Stop

\*Note: Future dates/times are not allowed. Timestamps cannot conflict with entries on other Work Orders (time cannot overlap).

## CLEAR TIMESTAMPS

1. Tap on the Clear Timestamps button at the top.
2. Tap or slide to select the entry you want to remove; it will clear out all entries below it as well.



3. Tap Save (Android) or Done (iOS) to exit the Clear Timestamps menu

## LUNCH

1. Tap on the Log Time icon or Log Lunch from the Work Order menu.



2. Tap on the dropdown arrows to adjust time.
- \*Note:** Only one lunch entry (unbilled break) can be logged, so if you took multiple breaks during the job, combine the time into a single entry.
3. Ensure duration is correct.
  4. Enter Notes regarding the break (optional).
  5. Tap Save (Android) or Done (iOS).

Log Time

Type: Lunch

Start: 8/13/2015 11:45 AM

End: 8/13/2015 12:15 PM

Hours: 0

Minutes: 30

Billable:

Bill To: Customer

Notes

Internal Notes

General Advanced

Save Cancel

