

# Jobber

Training Manual

# Jobber- Background Information

Jobber is an online system that helps us organize our business operations: from scheduling classes, managing staff, invoicing customers, and collecting payments.

Before your first class, you will receive an invitation via email to set up your account. Please follow the instructions to set up your account and download the mobile app.

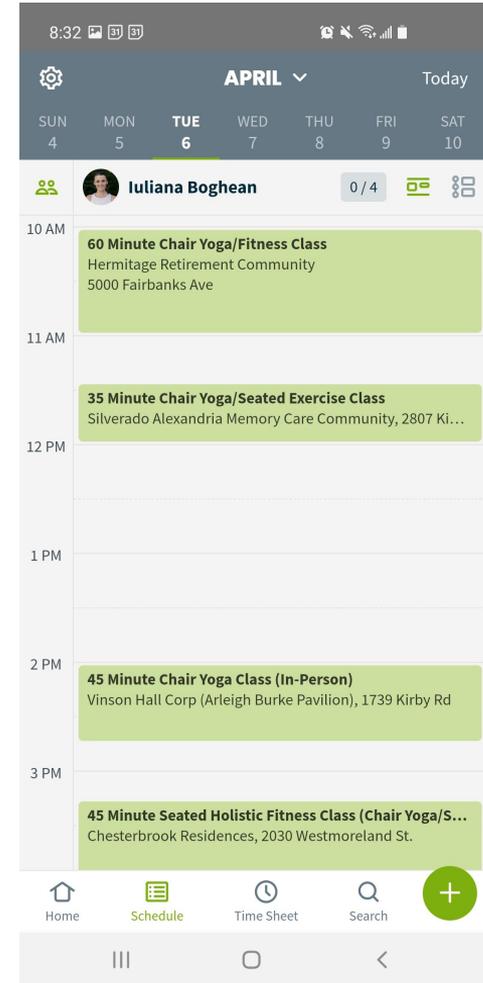
**NOTE: We will set up a Jobber account for you AFTER we have scheduled a class(es) for you to teach.**

Note: **Do not create your own account.** Login through the invitation email that was sent from Jobber.



# How to use Jobber- Mobile App

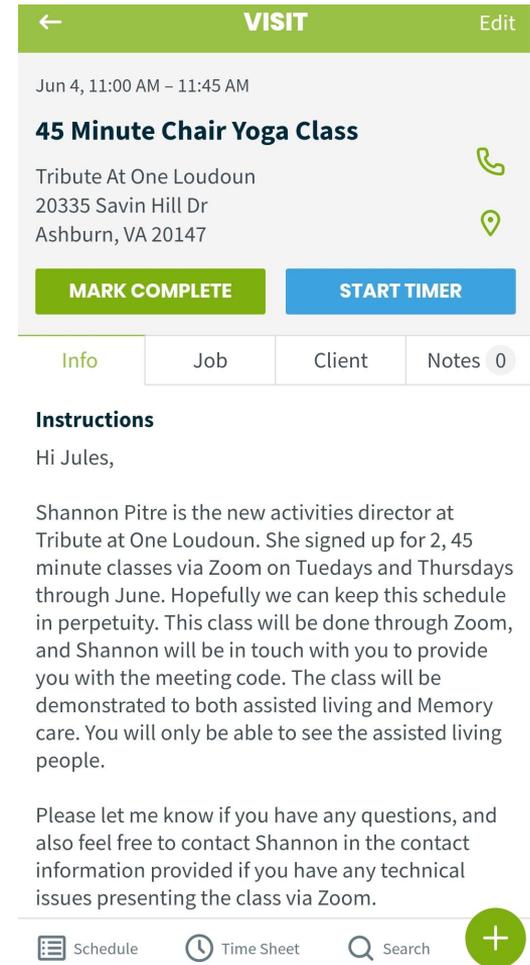
Once you have downloaded the mobile app, you will be presented with your calendar for the day and will be able to see all of your appointments. Click on your appointments to learn more about what the class entails, the duration of the class, client information (i.e. the activities director's name), contact information, and location.



# How to use Jobber- Mobile App

After clicking on an appointment you will see four different tabs: Info, Job, Client, and Notes.

The “Info” tab will include instructions about the class that you will be teaching. For example: Parking situation, point of contact, type of class the client requested (chair yoga or seated exercise), type of client that you would be teaching (assisted living, memory care, country club), special instructions from the client, etc.



The screenshot shows the 'VISIT' screen in the Jobber mobile app. At the top, there is a green header with a back arrow, the word 'VISIT', and an 'Edit' link. Below the header, the appointment date and time are listed: 'Jun 4, 11:00 AM – 11:45 AM'. The main title of the appointment is '45 Minute Chair Yoga Class'. Underneath, the location is provided: 'Tribute At One Loudoun, 20335 Savin Hill Dr, Ashburn, VA 20147'. To the right of the location, there are icons for a phone and a location pin. Below the location information, there are two buttons: a green 'MARK COMPLETE' button and a blue 'START TIMER' button. At the bottom of the screen, there is a navigation bar with four tabs: 'Info' (highlighted in green), 'Job', 'Client', and 'Notes' (with a '0' next to it). Below the navigation bar, the 'Instructions' section is visible, starting with 'Hi Jules,' followed by a paragraph of text about Shannon Pitre, the new activities director at Tribute at One Loudoun. The text explains that she will be teaching 2, 45-minute classes via Zoom on Tuesdays and Thursdays through June. It also mentions that the class will be done through Zoom and that Shannon will provide the meeting code. The text concludes by asking the user to let them know if they have any questions or technical issues.

← VISIT Edit

Jun 4, 11:00 AM – 11:45 AM

**45 Minute Chair Yoga Class**

Tribute At One Loudoun  
20335 Savin Hill Dr  
Ashburn, VA 20147

MARK COMPLETE START TIMER

Info Job Client Notes 0

**Instructions**

Hi Jules,

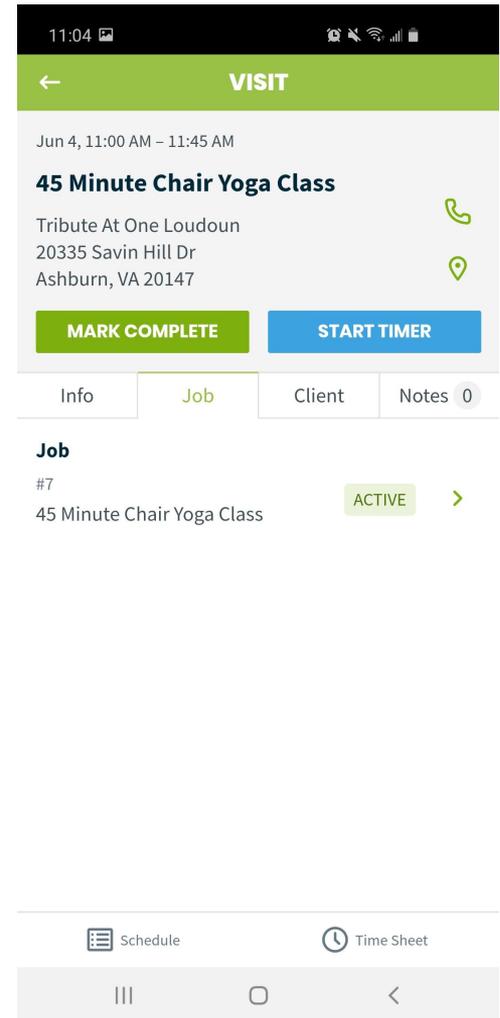
Shannon Pitre is the new activities director at Tribute at One Loudoun. She signed up for 2, 45 minute classes via Zoom on Tuesdays and Thursdays through June. Hopefully we can keep this schedule in perpetuity. This class will be done through Zoom, and Shannon will be in touch with you to provide you with the meeting code. The class will be demonstrated to both assisted living and Memory care. You will only be able to see the assisted living people.

Please let me know if you have any questions, and also feel free to contact Shannon in the contact information provided if you have any technical issues presenting the class via Zoom.

Schedule Time Sheet Search +

# How to use Jobber- Mobile App

The “Job” tab will include information about the job/class. This is the actual service that we are billing to the client for. In the example on the right, you will see that this is a 45 min chair yoga class.



# How to use Jobber- Mobile App

The “Client” tab will include the point of contact’s name, the facility name, the address, and contact information.

Phone Icon- by clicking on the phone in the top right you will be able to call the client (i.e. the activities director) directly.

Map Icon- click this icon to navigate to the class via GPS.

The screenshot shows the 'VISIT' screen in the Jobber mobile app. At the top, there is a green header with a back arrow and the word 'VISIT'. Below the header, the date and time are displayed as 'Jun 4, 11:00 AM – 11:45 AM'. The main title is '45 Minute Chair Yoga Class'. Underneath, the location is listed as 'Tribute At One Loudoun, 20335 Savin Hill Dr, Ashburn, VA 20147'. To the right of the address, there are two red arrows pointing to a phone icon and a location pin icon. Below the address, there are two buttons: a green 'MARK COMPLETE' button and a blue 'START TIMER' button. At the bottom, there is a navigation bar with four tabs: 'Info', 'Job', 'Client' (which is highlighted in green), and 'Notes' with a '0' next to it. The 'Client' tab is active, showing the client's name 'Shannon Pitre' and the facility name 'Tribute At One Loudoun'. Below this, there is a section for 'Property' with the address '20335 Savin Hill Dr, Ashburn, VA 20147'. The 'Contact information' section lists 'Main (571) 252-8292' with a phone icon and 'Main shannon.pitre@tributeatoneloudoun.com' with an email icon. At the bottom, there is a section for 'Additional information' with two icons: a calendar icon for 'Schedule' and a clock icon for 'Time Sheet'.

# Jobber- Marking an appointment complete

After completion of your class, please click the “Mark Complete” button. This is a very important step, because it notifies us which classes have been completed and are ready to invoice the client for.

If you fail to mark an appointment complete in Jobber and are given a reminder the following morning, there will be a \$3 charge for every appointment (to be deducted from your monthly invoice) that is not marked complete.

Make sure you get paid! Mark Complete!

← VISIT

Jun 4, 11:00 AM – 11:45 AM

**45 Minute Chair Yoga Class**

Tribute At One Loudoun  
20335 Savin Hill Dr  
Ashburn, VA 20147

**MARK COMPLETE** **START TIMER**

Info Job **Client** Notes 0

**Client**  
Shannon Pitre  
Tribute At One Loudoun

**Property**  
20335 Savin Hill Dr  
Ashburn, VA 20147

**Contact information**  
Main  
(571) 252-8292  
Main  
shannon.pitre@tributeatoneloudoun.com

**Additional information**  
Schedule Time Sheet

# Jobber- Disregard “Start/Stop” Timer

Please disregard the Start/Stop timer. This is an option that we do not use in Jobber.

← VISIT

Jun 4, 11:00 AM – 11:45 AM

**45 Minute Chair Yoga Class**

Tribute At One Loudoun  
20335 Savin Hill Dr  
Ashburn, VA 20147

MARK COMPLETE START TIMER

Info Job Client Notes 0

**Client**

Shannon Pitre  
Tribute At One Loudoun

**Property**

20335 Savin Hill Dr  
Ashburn, VA 20147

**Contact information**

Main  
(571) 252-8292  
Main  
shannon.pitre@tributeatoneloudoun.com

**Additional information**

Schedule Time Sheet

# Sync Your Personal Calendar with Jobber

If you would like to sync your Jobber calendar with your personal calendar, so that any of your Kev's Gym appointments show up on your personal calendar, please visit [this link](#).

# Jobber- Summary

In a nutshell, please use Jobber on your mobile device whenever you are scheduled for a class. This app provides detailed information about your classes. After completing your classes please remember to [click the “Mark Complete” button.](#)

Thanks, and if you have any questions, please don't hesitate to contact [careers@kevsgym.com](mailto:careers@kevsgym.com) or reference Jobber's [help center.](#)