



# **NDD DIVISION - SAP FIELD SERVICE MANAGEMENT (FSM) TRAINING MANUAL**

## CONTACT LIST

### LUCY MILKERAITIS – BUSINESS UNIT MANAGER – 0499 940 560

**STOCK – Including Deliveries** Phone: 1300 872 362  
Email: [sales@trafman.com.au](mailto:sales@trafman.com.au)  
Contact: Anna Kirkopoulos – Purchasing and Procurement Manager – 0439 788 213

**HSEQ – HSE Coordinator – Casey Vincent – 0498 517 051**

### NAOMIE DIDONE – TRAFFIC CONSTRUCTION MANAGER – 0417 477 125 (PLANNING, TRAFFIC, SIGNAGE, BARRIERS, SPOTTERS)

**TRAFFIC MANAGEMENT** Phone: 1300 872 362  
Email: [info@trafman.com.au](mailto:info@trafman.com.au)  
Contact: Scott Eustace – Operations Manager – 0456 613 423

**TRAFFIC PLANNING** Phone: 1300 872 362  
Email: [planning@trafman.com.au](mailto:planning@trafman.com.au)  
Contact: Sheldon Smith – Senior Designer – 0487 808 004

**SIGNAGE** Phone: 1300 872 362  
Email: [linesandsigns@trafman.com.au](mailto:linesandsigns@trafman.com.au)  
Contact: Zoran Aleksovski – Operations Manager – 0474 330 419

**BARRIERS** Phone: 1300 872 362  
Contact: Kai Vilay – Operations Manager – 0447 645 279

**SPOTTERS** Phone: 1300 872 362  
Email: [spotters@trafman.com.au](mailto:spotters@trafman.com.au)  
Contact: Scott Eustace – Operations Manager – 0456 613 423

### JARRED BESTER – CONSTRUCTION SERVICES MANAGER – 0417 477 125 (NDD & SAW & CORE)

**NDD** Phone: 1300 872 362  
Email: [ndd@trafman.com.au](mailto:ndd@trafman.com.au)  
Contact: Rob Felice – Operations Manager – 0407 296 290

**SAW & CORE** Phone: 1300 872 362  
Email: [sawandcore@trafman.com.au](mailto:sawandcore@trafman.com.au)  
Contact: Andrew Delonno – Operations Manager – 0437 496 663

**SOUTH AUSTRALIA** Phone: 1300 872 362  
Contact: Matt Disseldorp – Project Manager – 0458 254 257 Contact:  
James Cook – Supervisor – 0418 140 188

# Welcome to FSM Mobile App Manual

Welcome to the learning manual for the new Trafman Solutions business systems and processes. The aim of the systems and processes update is to provide robust digital platforms for our growing business that can increase efficiency both on site and in the office, which translates to a better service offering for our stakeholders.

## **The benefits of the new systems include:**

- Giving us a simpler way of working that provides better ability for effectively working alongside each other
- Ensuring an increase in ease of use for users
- Providing a streamlined approach makes it easier to do business with our stakeholders.
- Using a fully integrated BU-wide solution that benefits us all, and our stakeholders.
- More accurate timesheet submissions, pay and data.

Please use this manual as your handy reference guide should you need to go over what you have learnt in the face-to-face training sessions.

It's great to have you part of this exciting transformation of the Trafman Solutions business. Thank you for your commitment to the new ways of working.

## **Regards**

**Lucy Milkeraitis**

## **Want more training information?**

We have developed an online learning tool called Trafman Central. It's a place where you can learn more about our new central systems for the business.

Trafman Central is a place that provides employees with helpful information about the new systems, particularly those who are starting their learning journey. It's also a good place to return to, if you need a refresher on how to use the systems.

Use the following link to access **Trafman Central**:

<https://centralhub.trafman.com.au/>



Lucy Milkeraitis  
Trafman Solutions Business Unit Manager

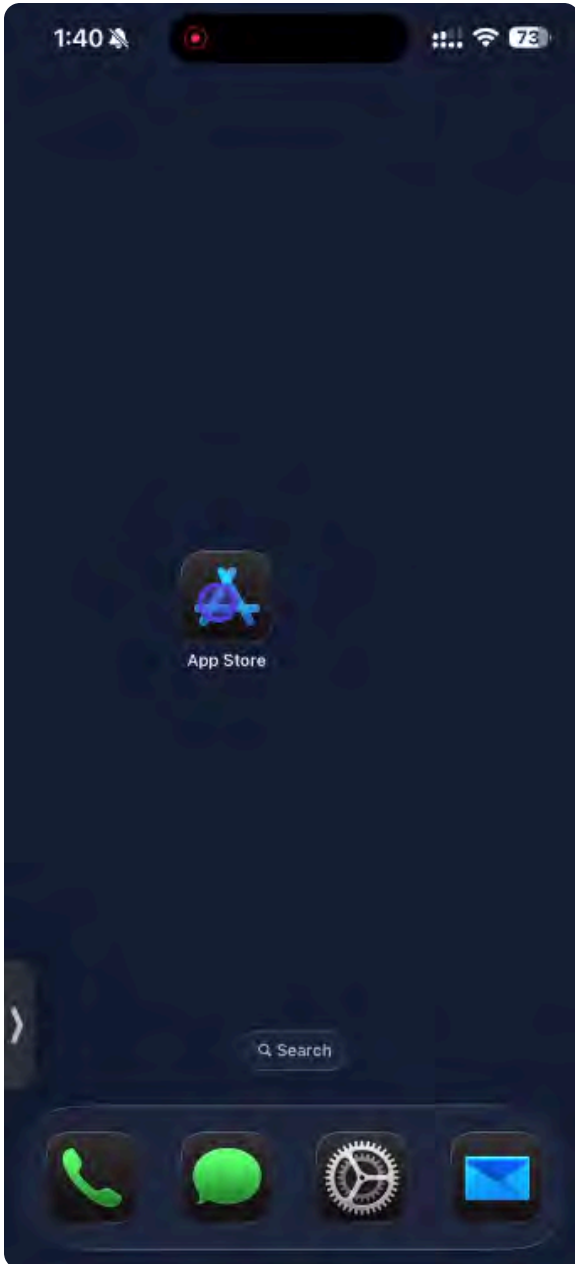
# HOW TO INSTALL SAP FIELD SERVICE MANAGEMENT APP (IOS)

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**TRAFMAN.**  
**SOLUTIONS**

# How to Install SAP Field Service Management App (IOS)

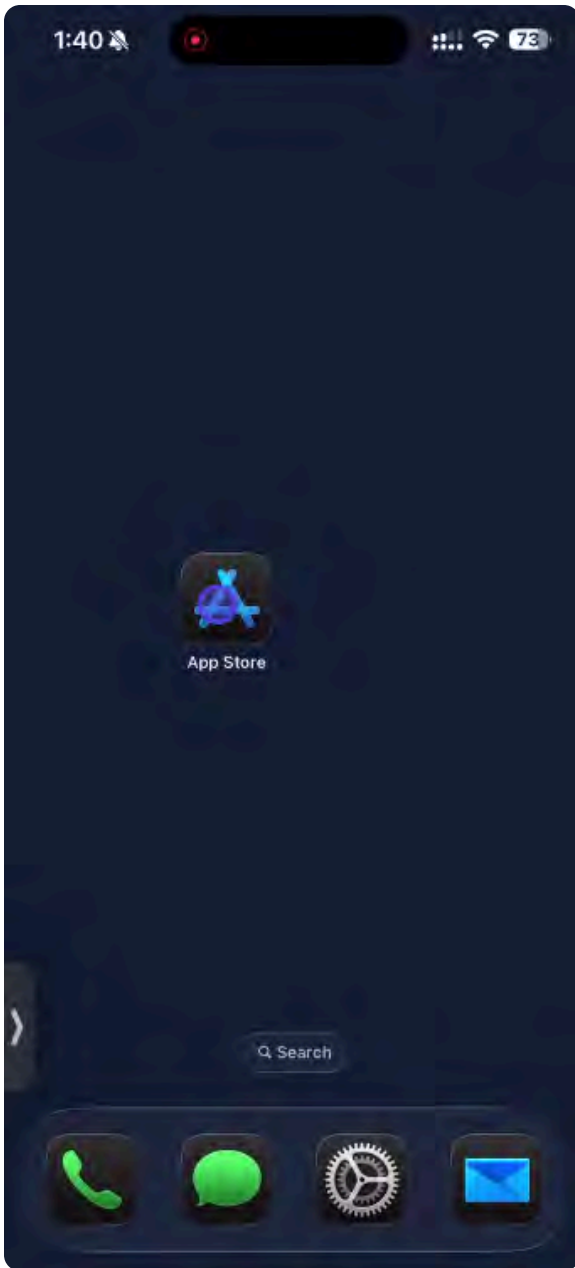
Created on Jan 30, 2026 by Jarred Bester



[WATCH RECORDING →](#)

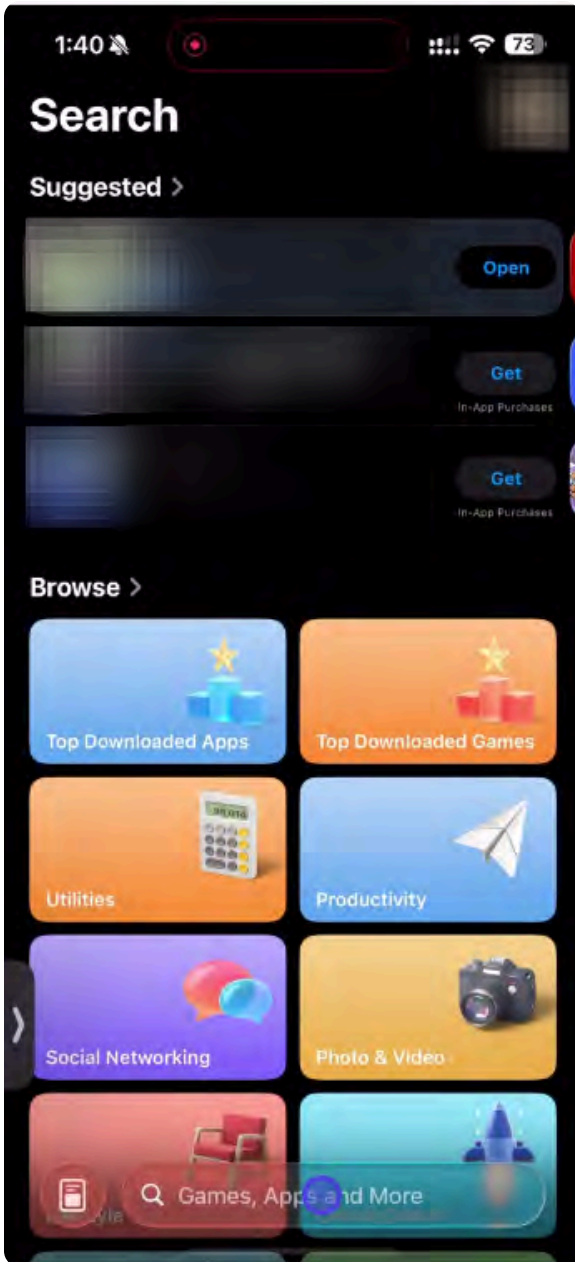
# 1 Open Apple Store App

[VIEW PAGE →](#)



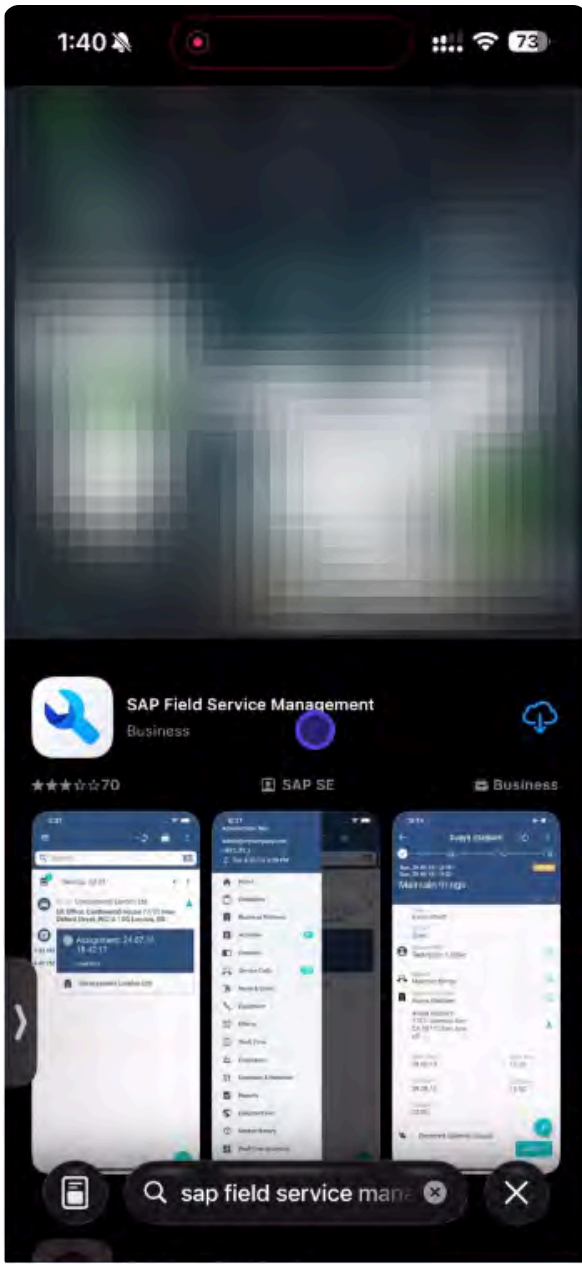
2 Click on Search bar

[VIEW PAGE →](#)



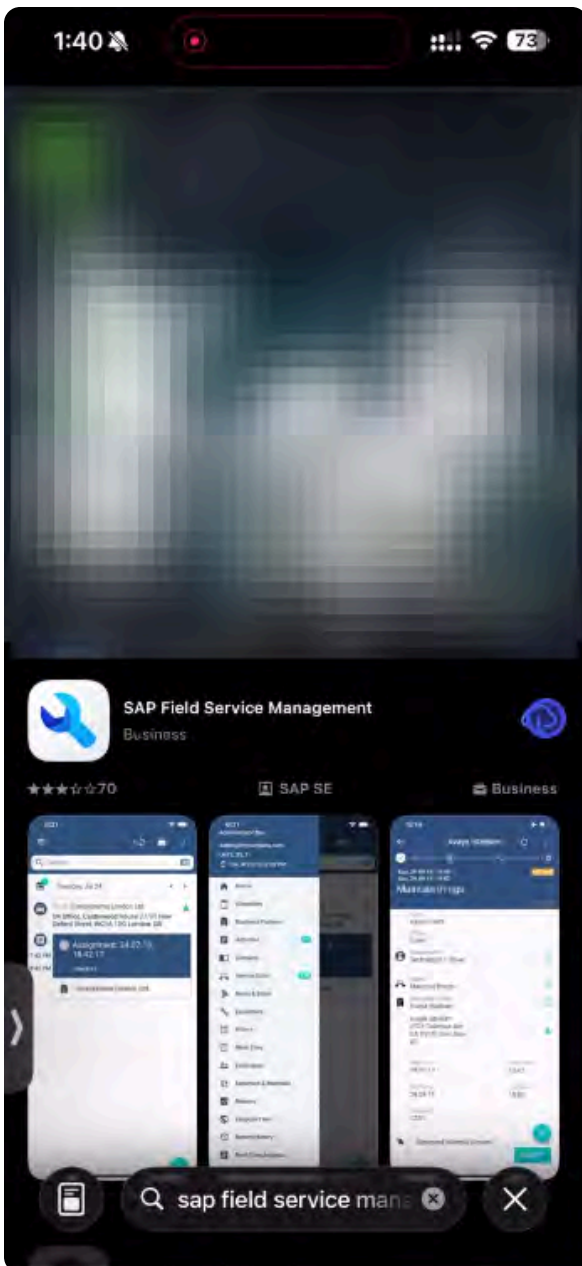
### 3 Type "SAP Field Service Management"

[VIEW PAGE →](#)



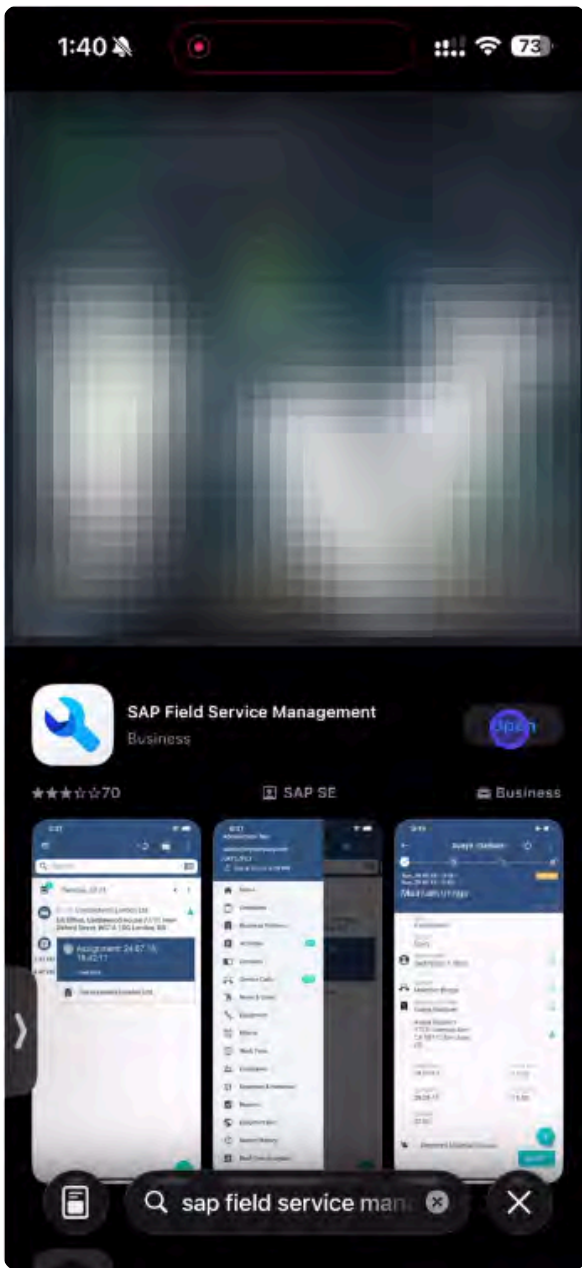
#### 4 Click to Download

[VIEW PAGE →](#)



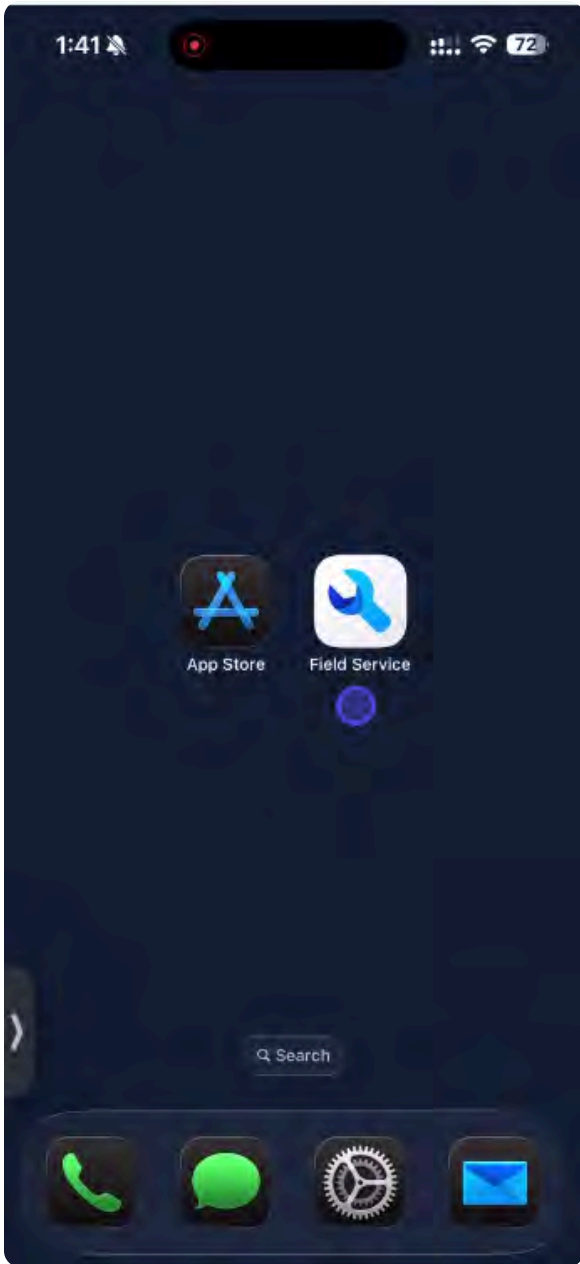
5 Once the button changes to "Open", the install is complete.

[VIEW PAGE →](#)



6 The App will now be on your device as "Field Service"

[VIEW PAGE →](#)

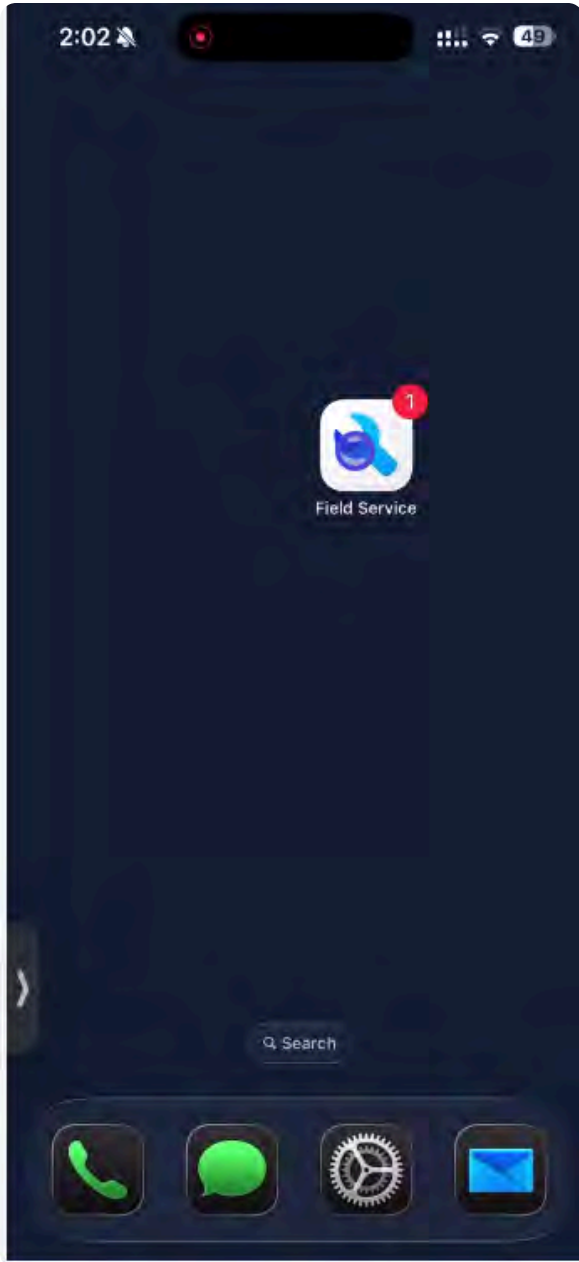


**FSM MOBILE APP -  
NDD  
- ACTIVITY REVIEW  
(CREW - OFFSIDER)**

**TRAFMAN.  
SOLUTIONS**

# FSM Mobile APP - NDD - Activity Review (Crew - Offsider)

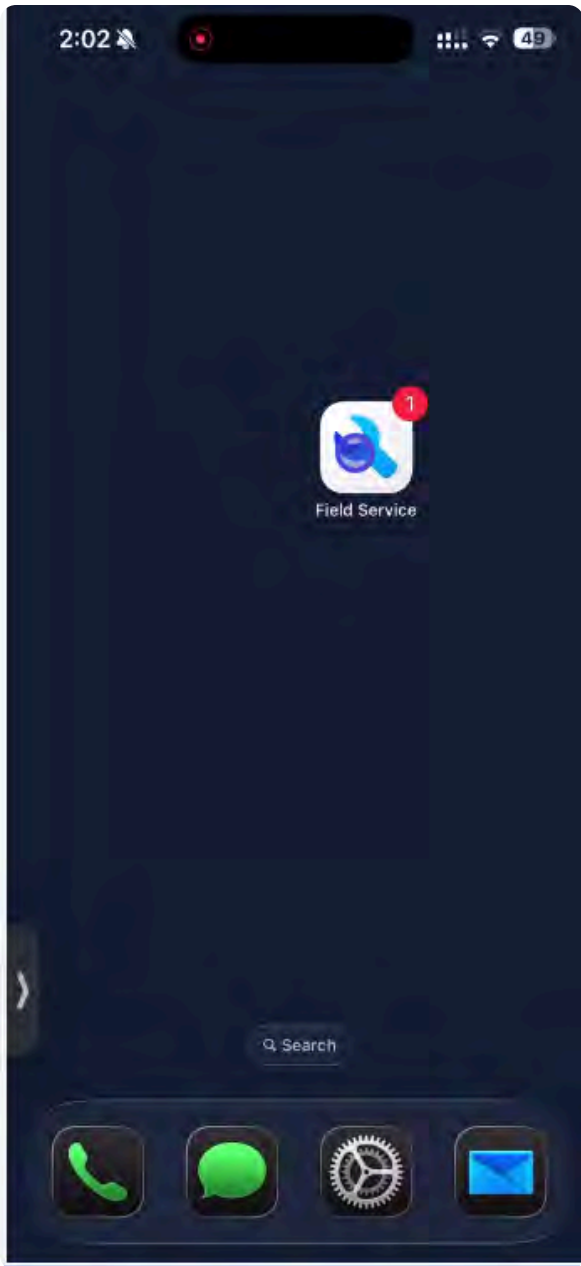
Created on Dec 16, 2025 by Jarred Bester



[WATCH RECORDING →](#)

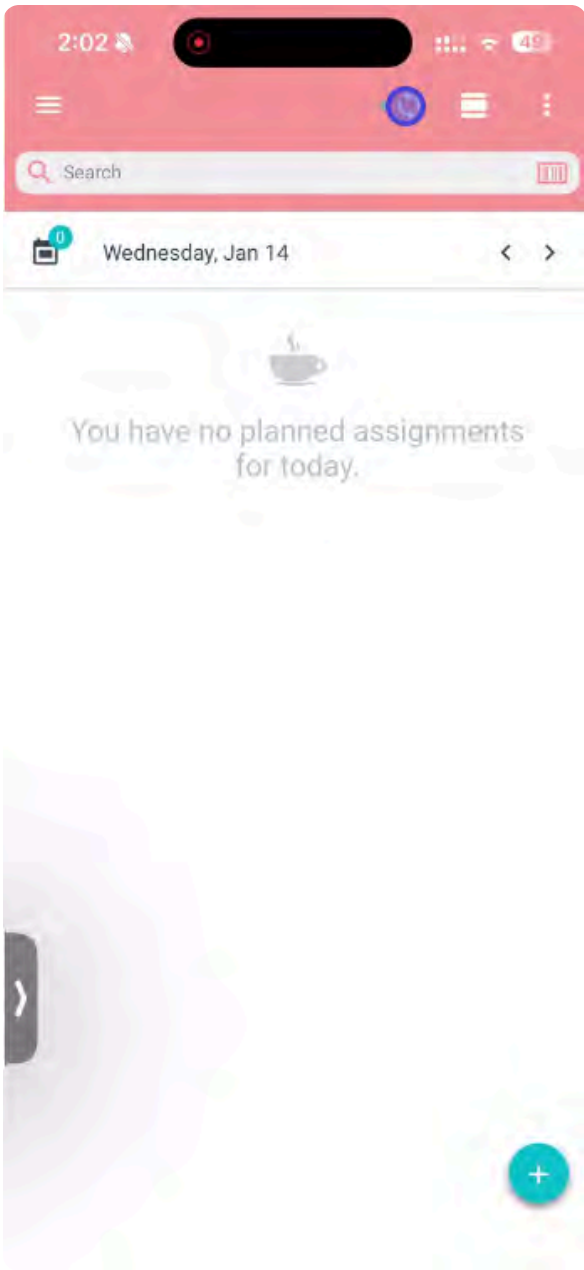
# 1 On Mobile, Navigate to the "Field Service" Application

[VIEW PAGE →](#)



2 Click on the "Sync" button.

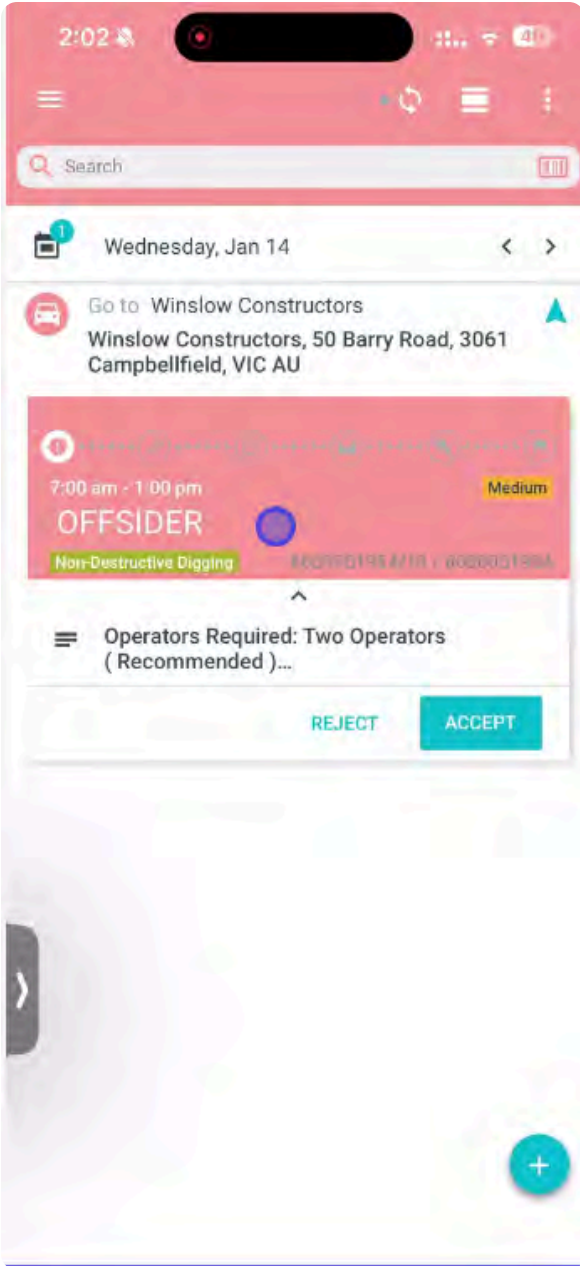
[VIEW PAGE →](#)



**3** Once synchronisation has been completed, Service Calls will drop in for action

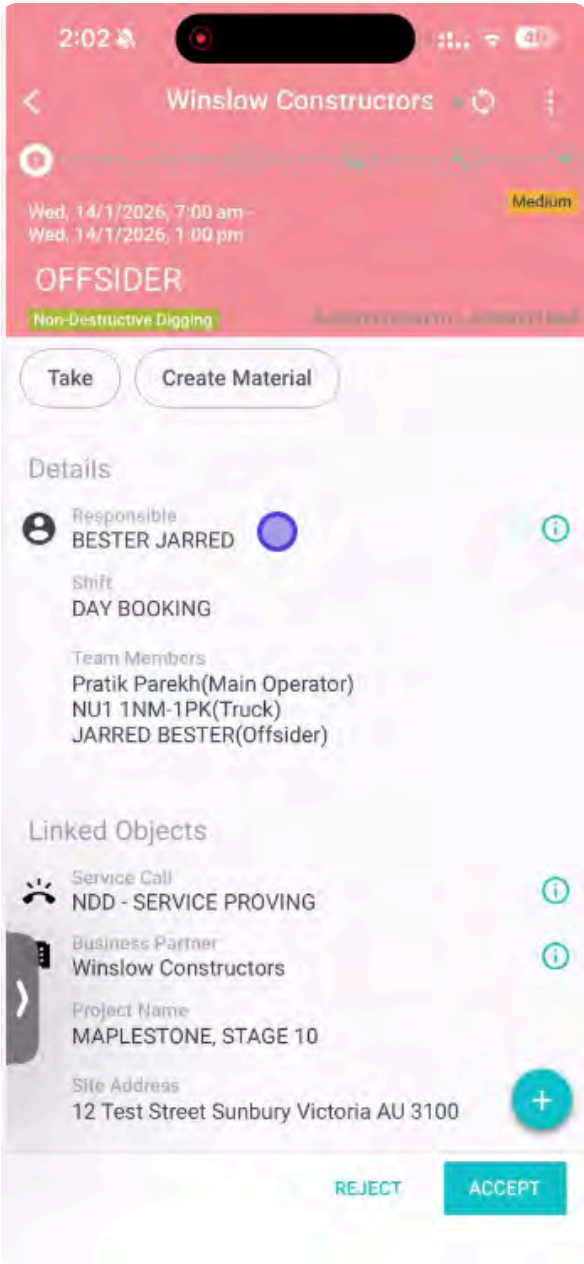
[VIEW PAGE →](#)

In order to understand the Service Call requirement, clicking onto the card will expose the details.



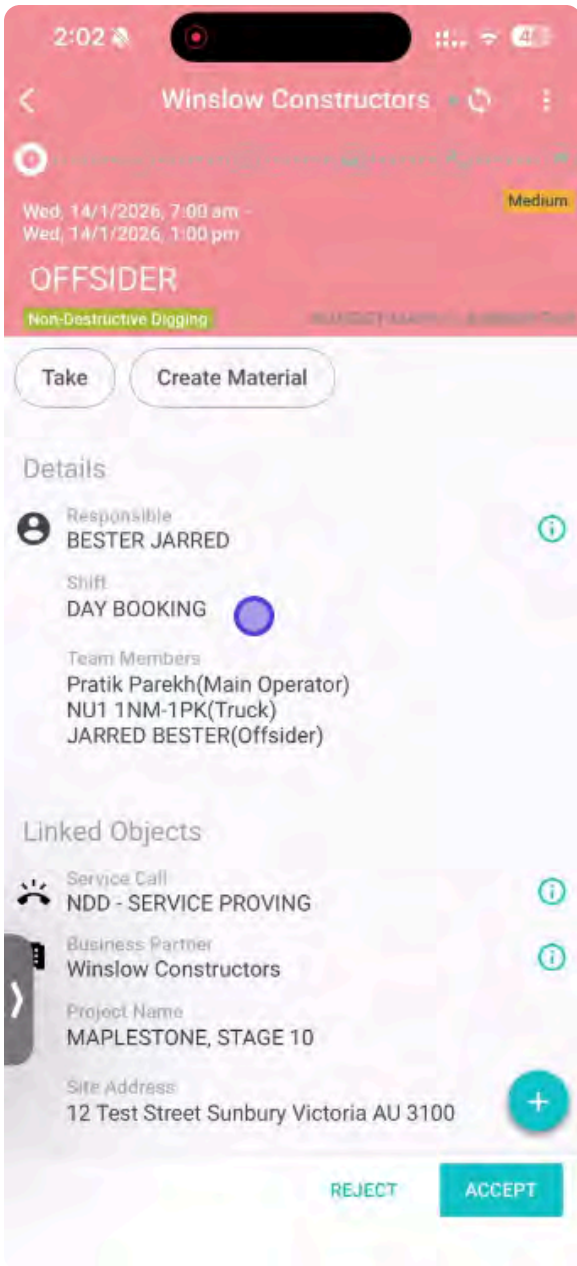
4 Responsible = The resource the Service Call is allocated to.

[VIEW PAGE →](#)



5 Shift Type is defined (i.e. "DAY BOOKING")

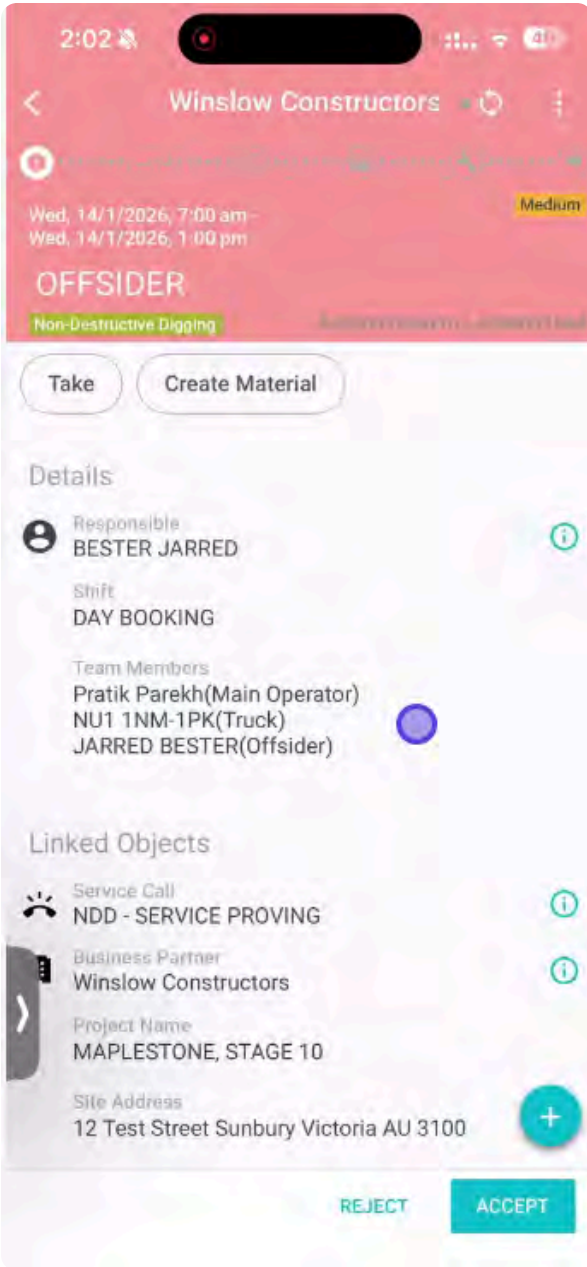
[VIEW PAGE →](#)



6 Team Members & Assets allocated to the Service Call will be visible.

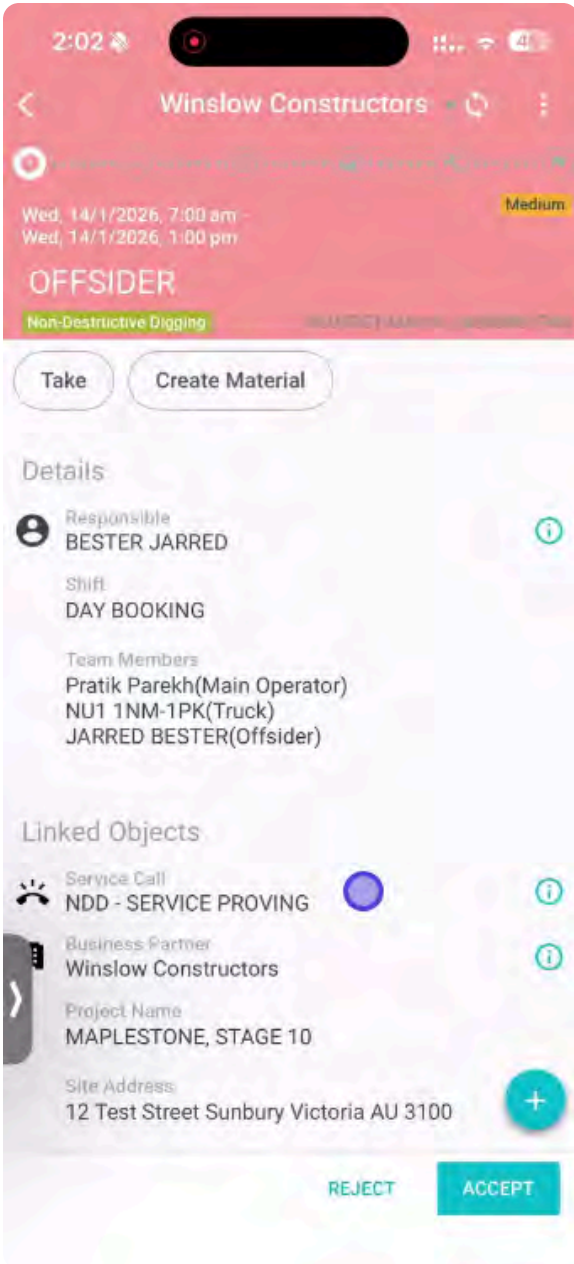
[VIEW PAGE →](#)

Roles are defined in brackets.



7 Service Type is defined (i.e. "NDD - SERVICE PROVING")

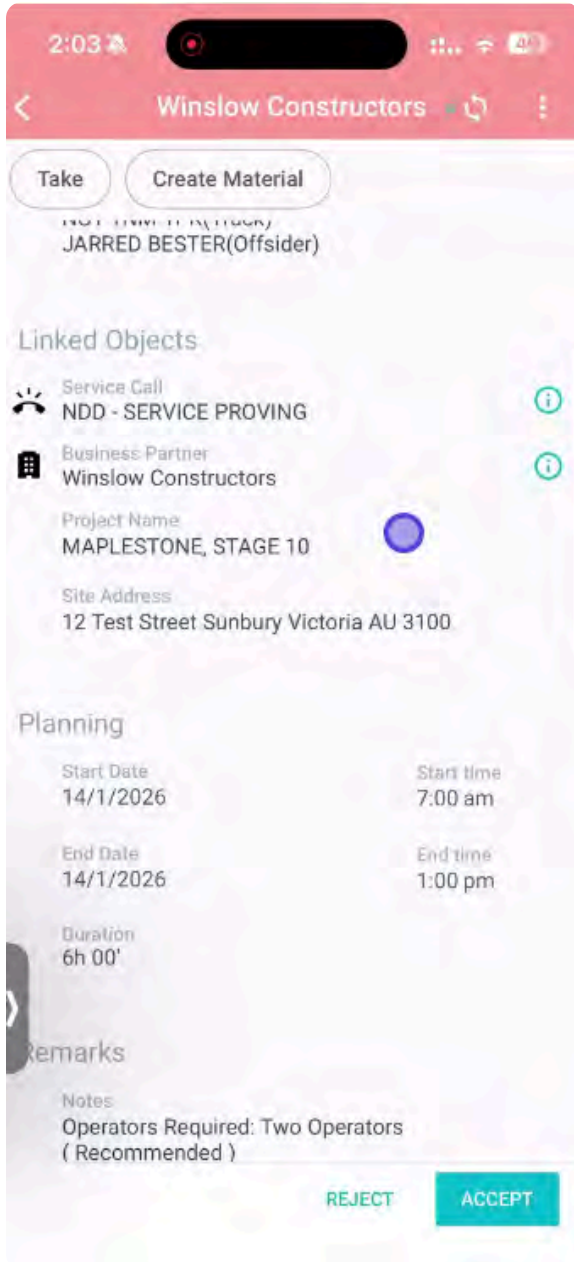
[VIEW PAGE →](#)



## 8 Client & Project related details are defined

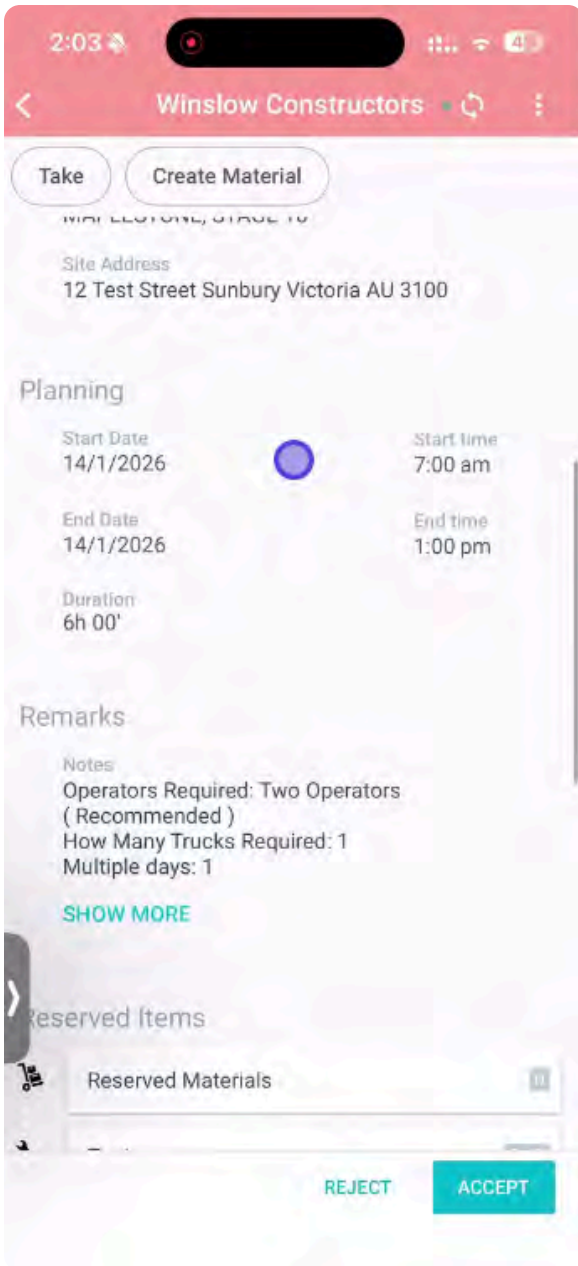
[VIEW PAGE →](#)

If any specific "Work Location" notes are defined they will be visible.



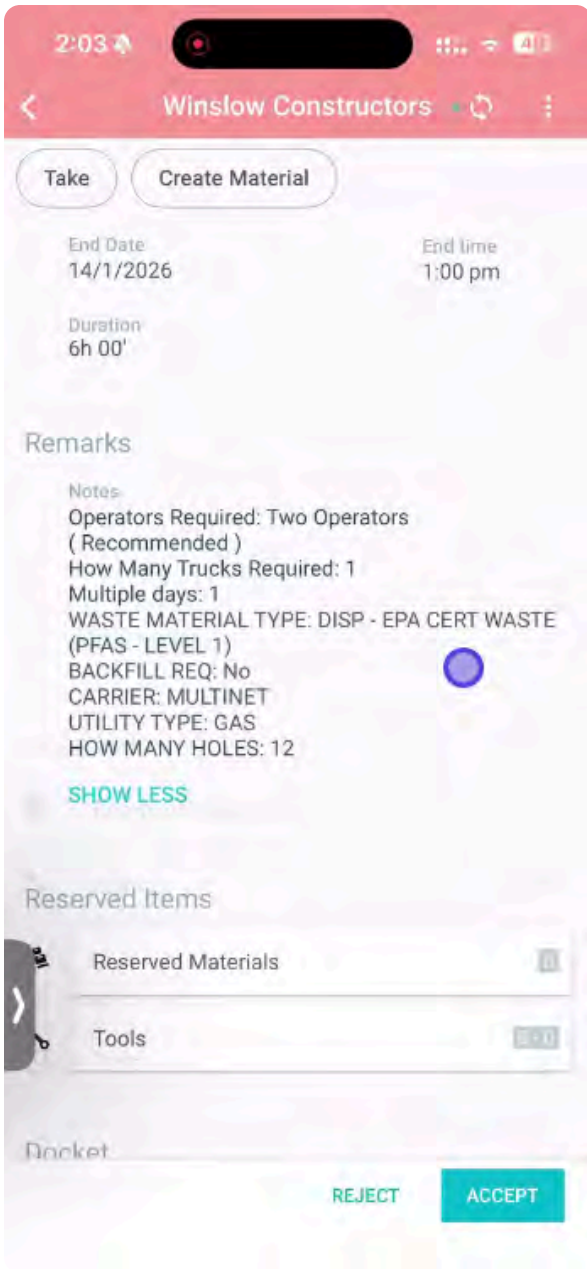
9 Planned date and time is defined (i.e. "14/01/2026 - 7:00am")

[VIEW PAGE →](#)



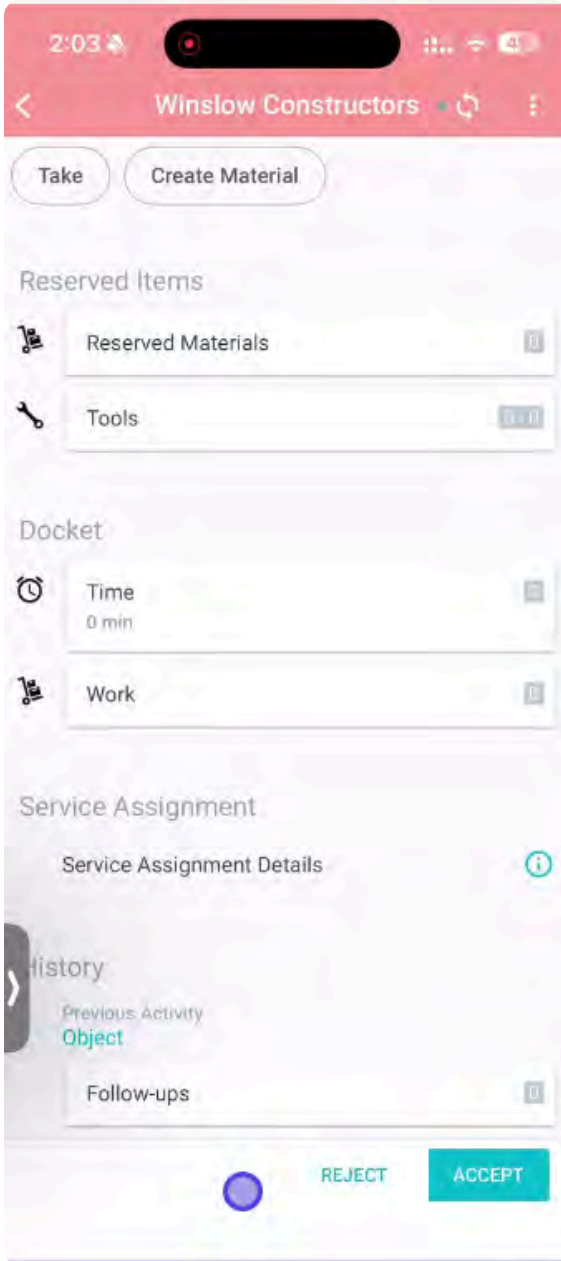
10 Questions answered by the Client in the Customer Portal will be visible under remarks. [VIEW PAGE →](#)

If any specific "Description of Work" notes are defined they will be visible.



**11** Once reviewed, Select to confirm Acceptance or Rejection  
(Reason Required)

[VIEW PAGE →](#)



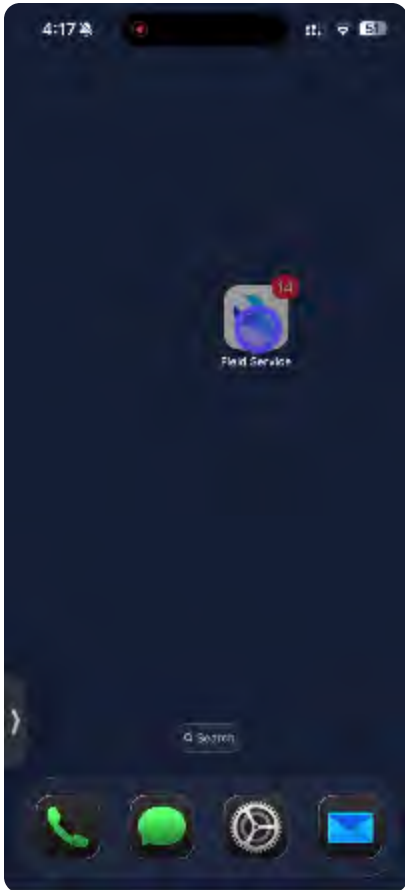
**FSM MOBILE  
APP - NDD  
- ACTIVITY REVIEW  
(SINGLE OPERATOR &  
VEHICLE)**

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**TRAFMAN..  
SOLUTIONS**

# FSM Mobile APP - NDD - Activity Review (Single Operator & Vehicle)

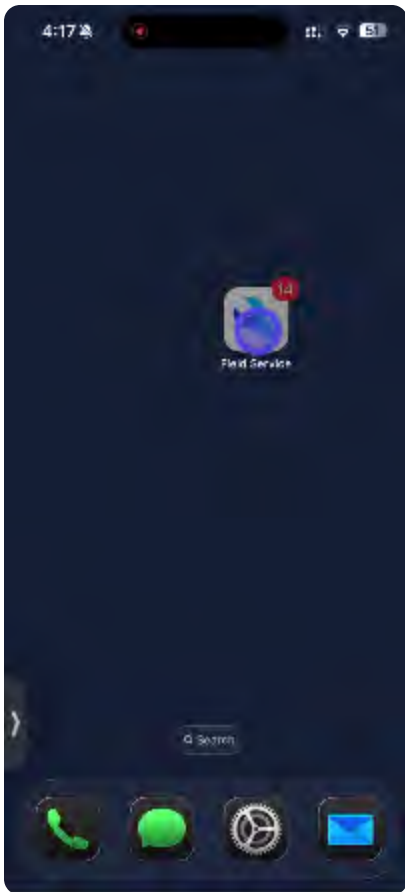
Created on Dec 15, 2025 by Jarred Bester



[WATCH RECORDING →](#)

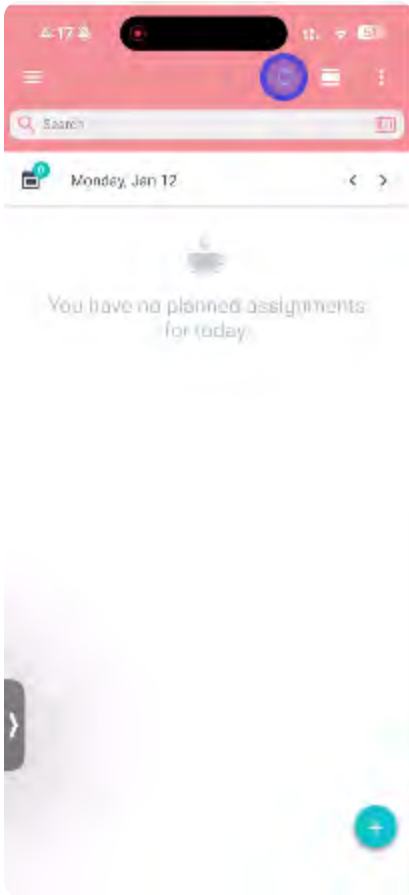
# 1 On Mobile, Navigate to the "Field Service" Application

[VIEW PAGE →](#)



2 Click on the "Sync" button.

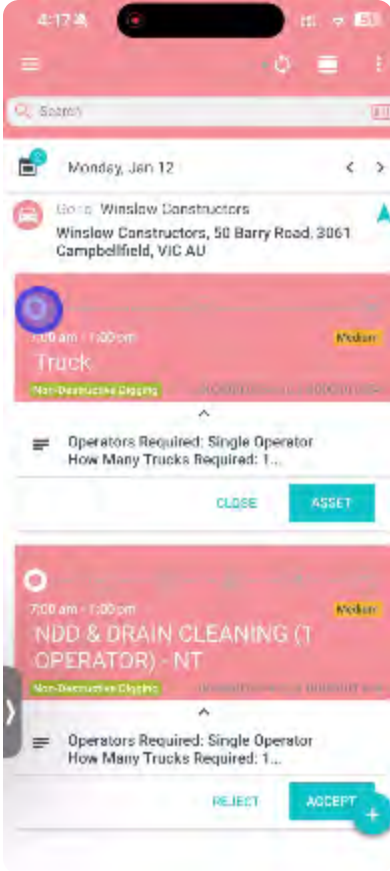
[VIEW PAGE →](#)



3 Once synchronisation has been completed, Service Calls will drop in for action.

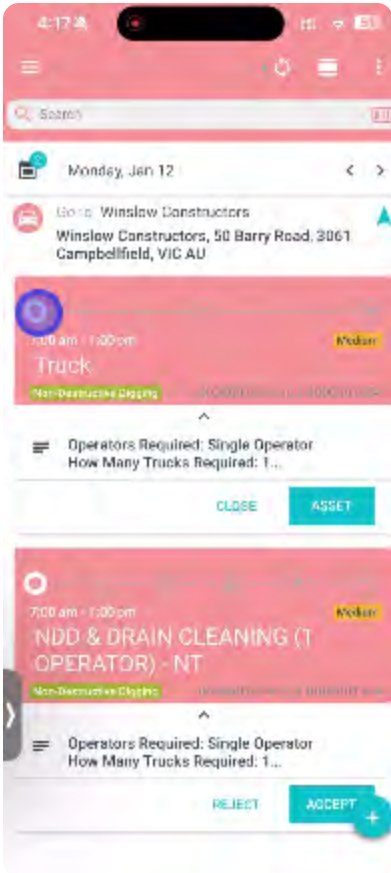
[VIEW PAGE →](#)

In order to understand the Service Call requirement, clicking onto the card will expose the details.



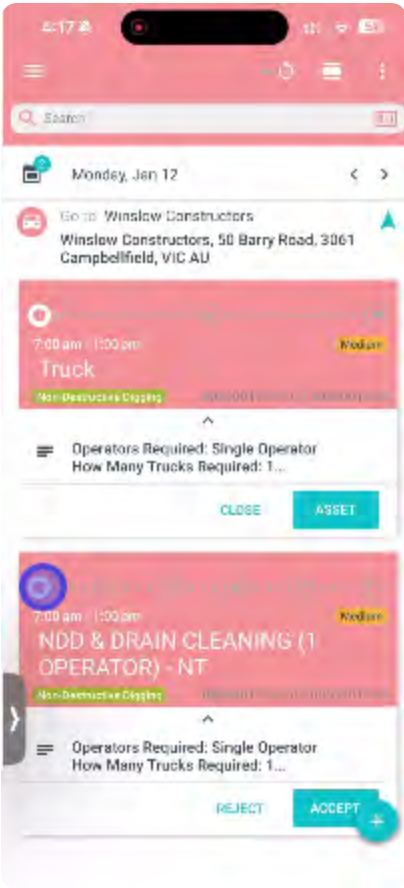
4 There will be 2 activities in the queue, One related to the Truck,

[VIEW PAGE →](#)



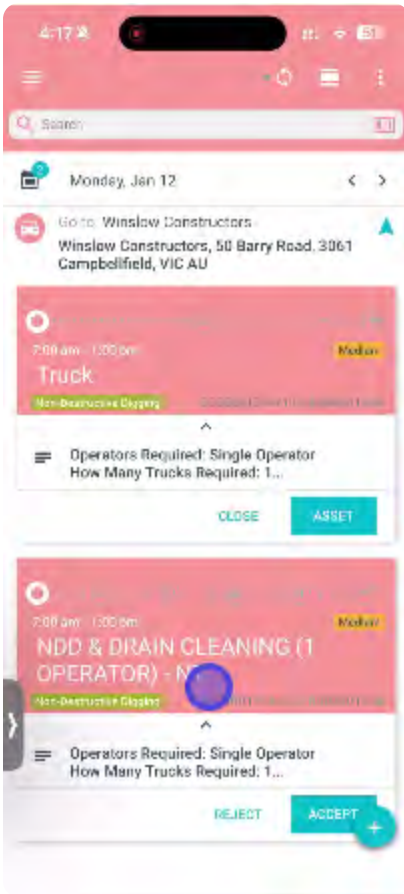
5 One related to the Work's

[VIEW PAGE →](#)



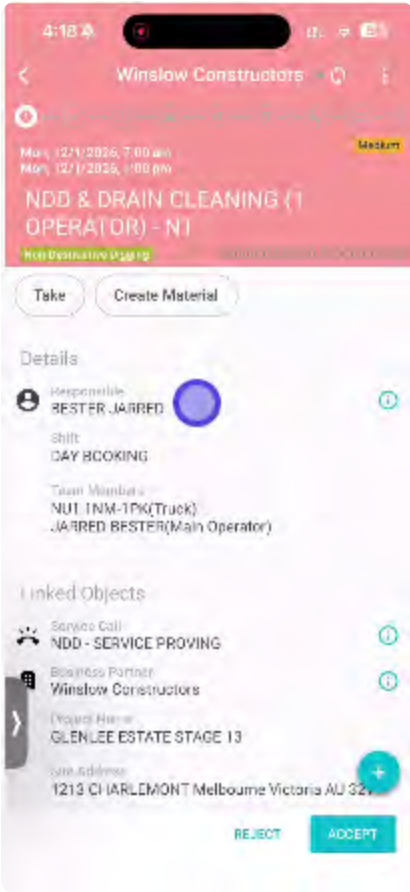
6 Click on the Activity Card to view the Service Call details

[VIEW PAGE →](#)



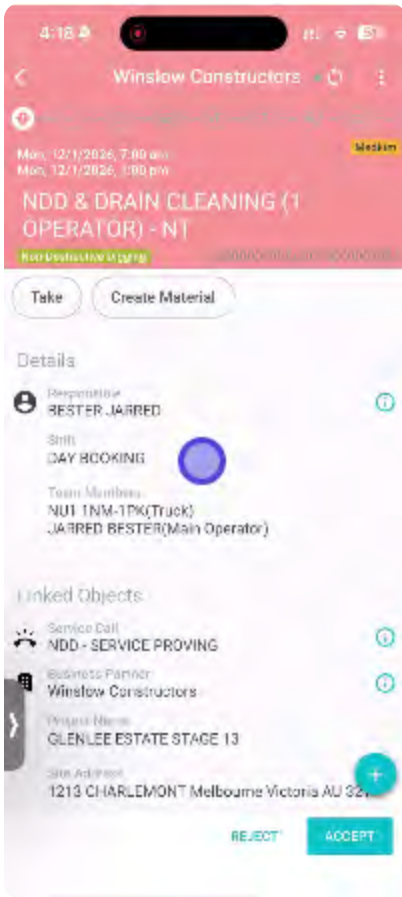
7 Responsible = The resource the Service Call is allocated to.

[VIEW PAGE →](#)



## 8 Shift Type is defined (i.e. "DAY BOOKING")

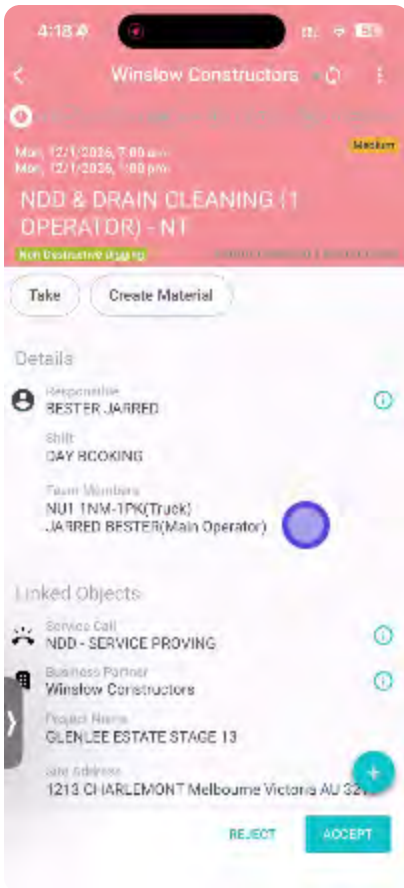
[VIEW PAGE →](#)



9

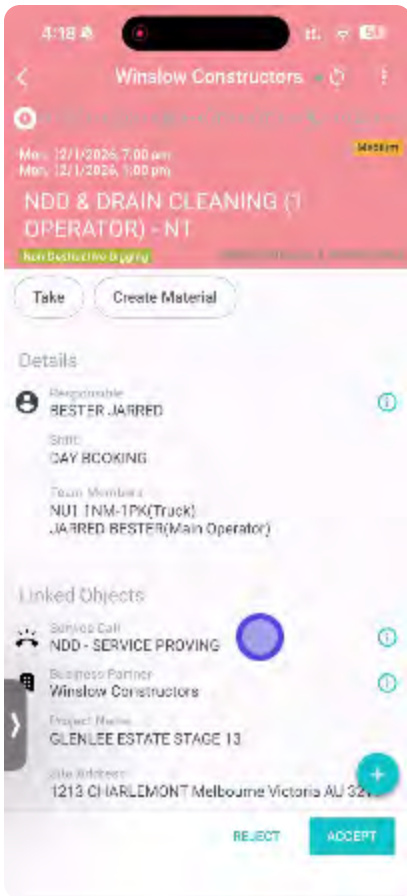
Where one resource is allocated, that resource is designated as the Main Operator.

[VIEW PAGE →](#)



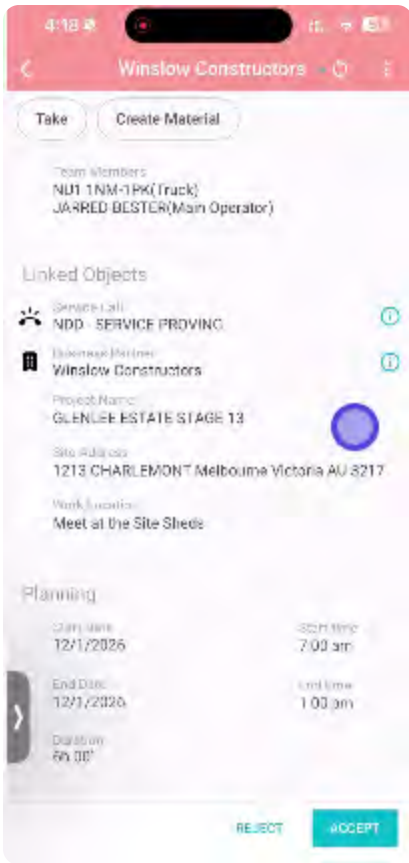
10 Service Type is defined (i.e. "NDD - SERVICE PROVING")

[VIEW PAGE →](#)



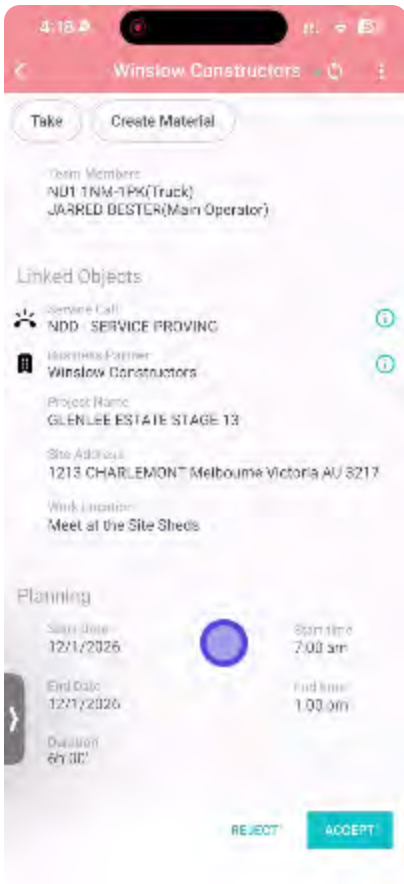
# 11 Client & Project related details are defined

[VIEW PAGE →](#)



12 Planned date and time is defined (i.e. "12/01/2026 - 7:00am")

[VIEW PAGE →](#)



13

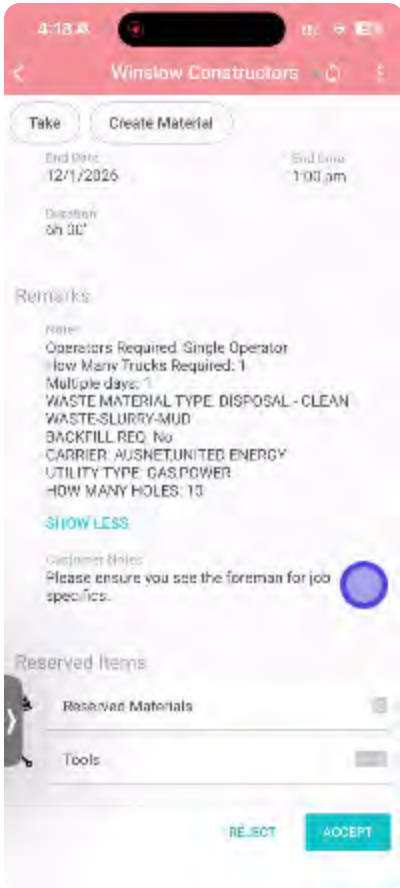
Questions answered by the Client in the Customer Portal will be visible under remarks.

[VIEW PAGE →](#)



## 14 Specific Customer Notes are defined

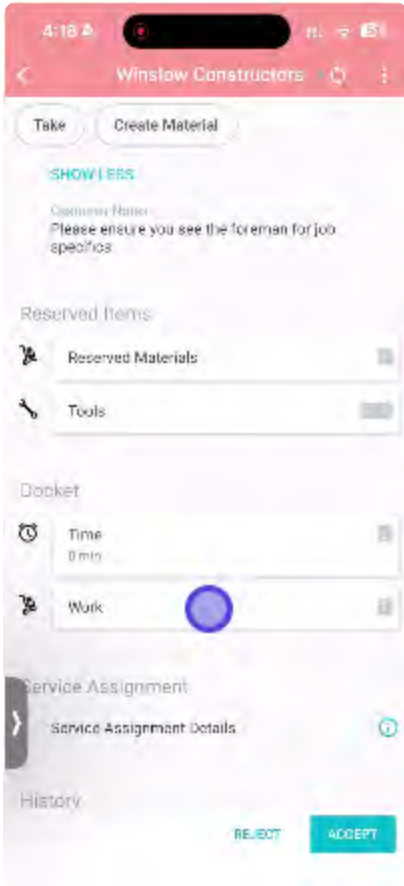
[VIEW PAGE →](#)



15 The activities requested and the quantities for each are available in the proposed Docket under "WORK".

[VIEW PAGE →](#)

Activities are the specific line items which are billable to the client.



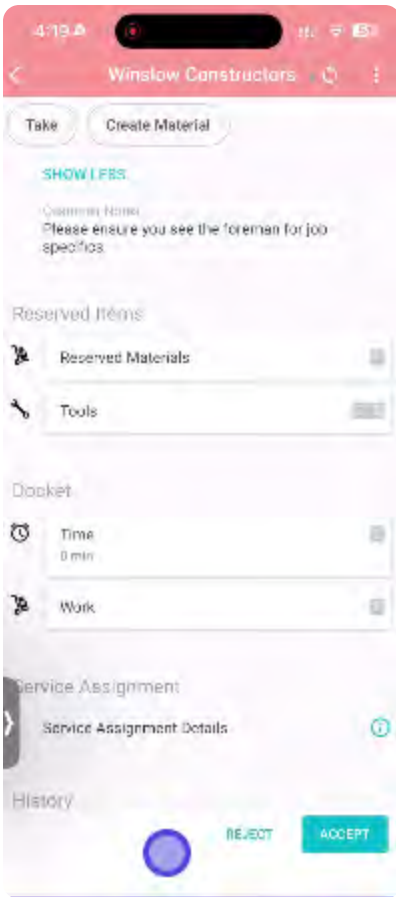
16 The work activities & quantity are only proposed at this stage.

[VIEW PAGE →](#)



**17** Once reviewed, Select to confirm Acceptance or Rejection  
(Reason Required)

[VIEW PAGE →](#)

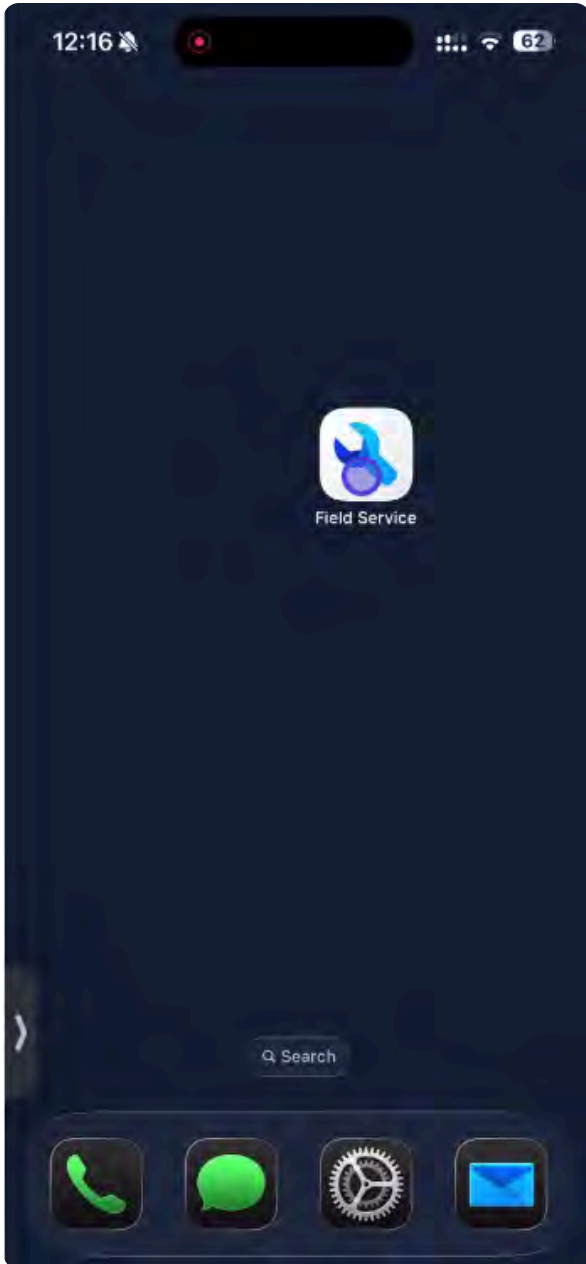


**FSM MOBILE APP -  
NDD  
- ACTIVITY REVIEW  
(CREW -OPERATOR)**

**TRAFMAN..  
SOLUTIONS**

# FSM Mobile APP - NDD - Activity Review (Crew - Operator)

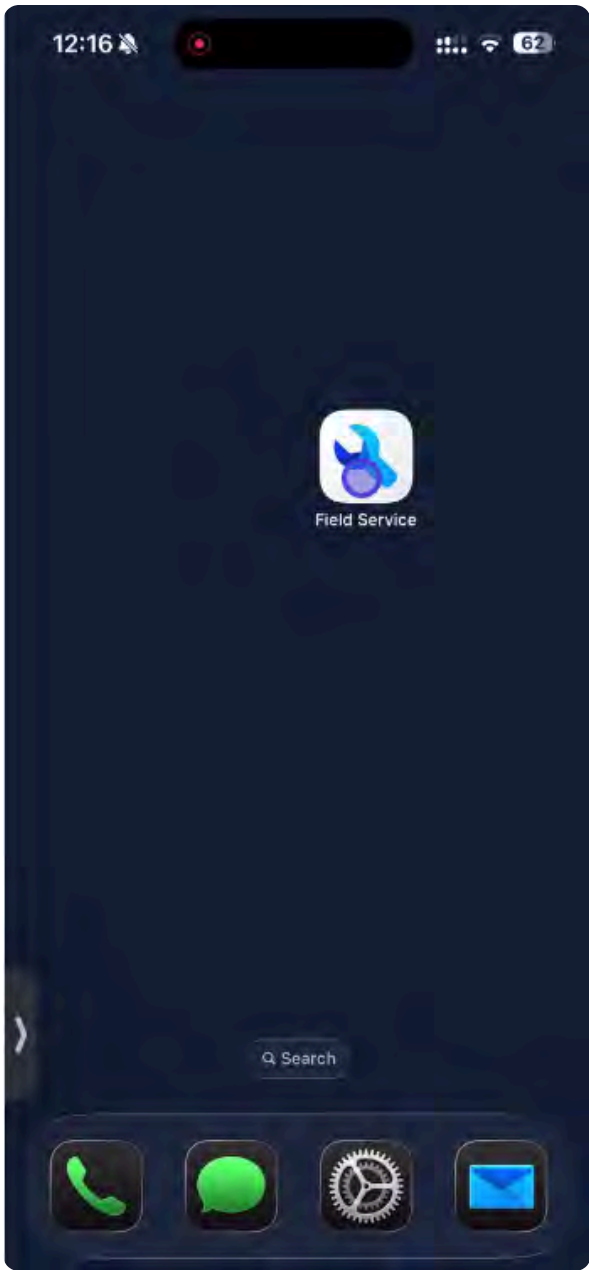
Created on Dec 16, 2025 by Jarred Bester



[WATCH RECORDING →](#)

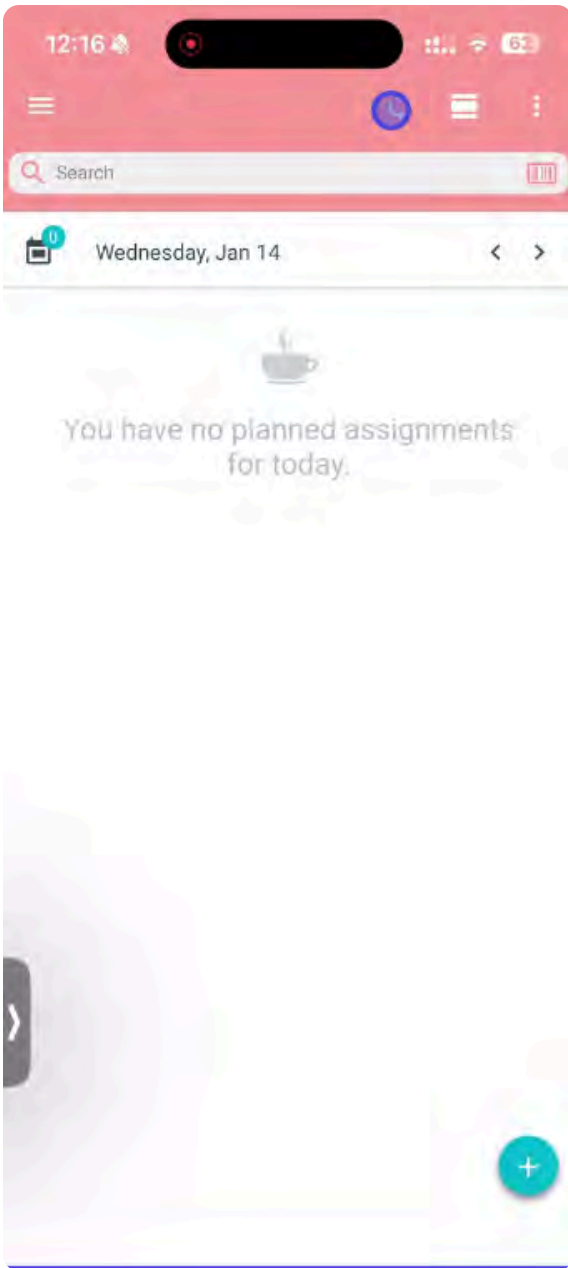
# 1 On Mobile, Navigate to the "Field Service" Application

[VIEW PAGE →](#)



2 Click on the "Sync" button.

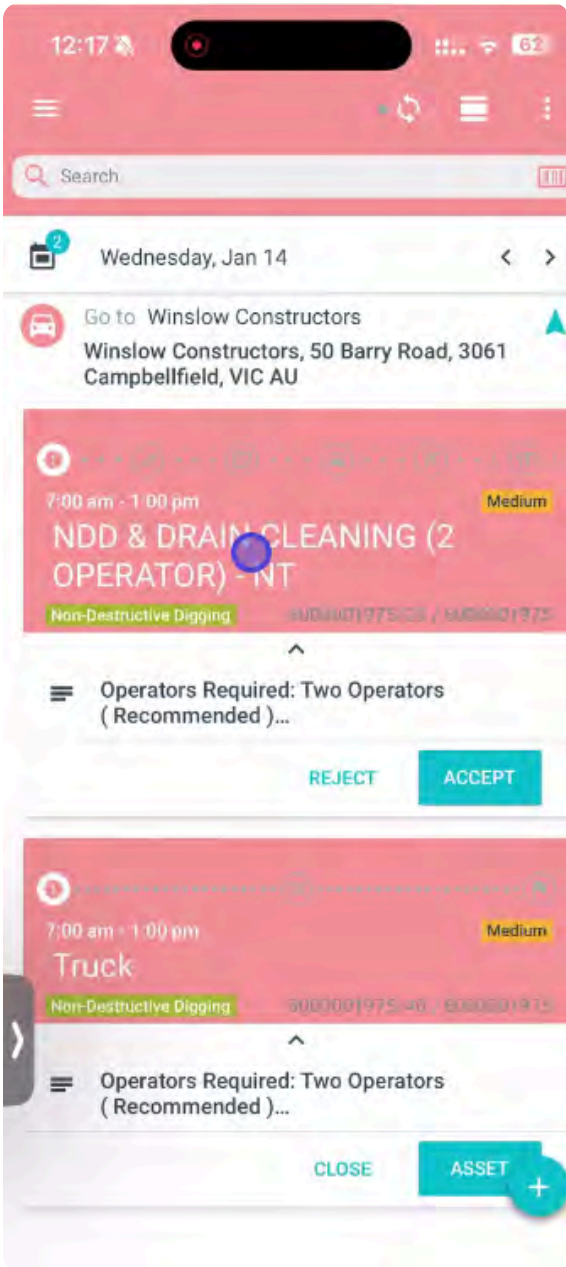
[VIEW PAGE →](#)



**3** Once synchronisation has been completed, Service Calls will drop in for action

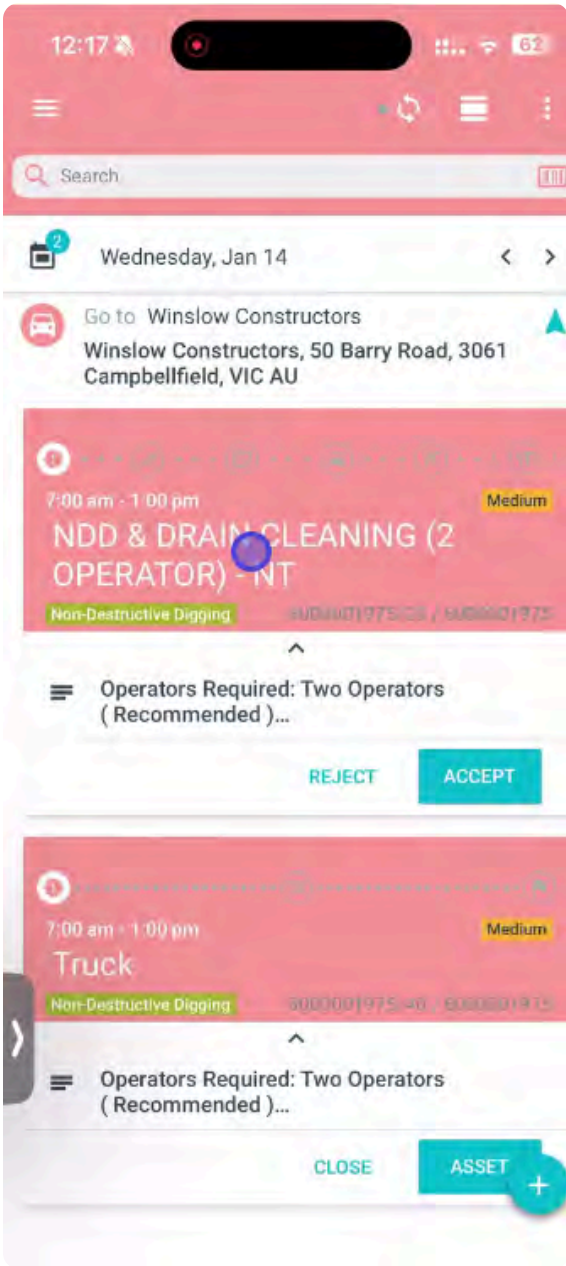
[VIEW PAGE →](#)

There will be 2 activities in the queue, One related to the Worker & Truck.



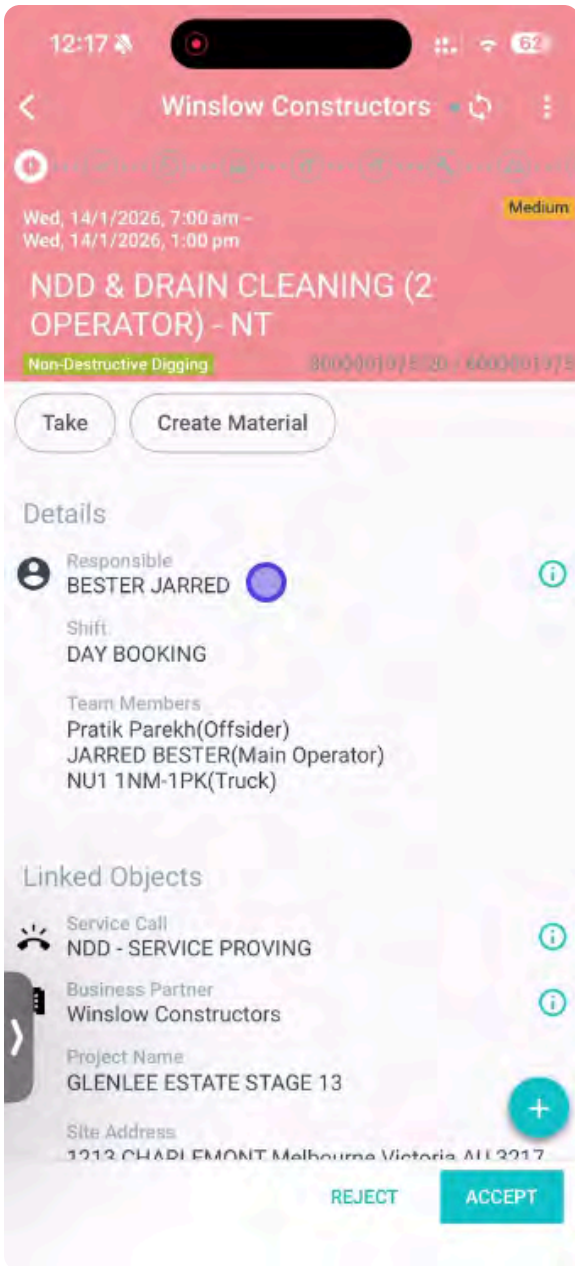
4 In order to understand the Service Call requirement, clicking onto the card will expose the details.

[VIEW PAGE →](#)



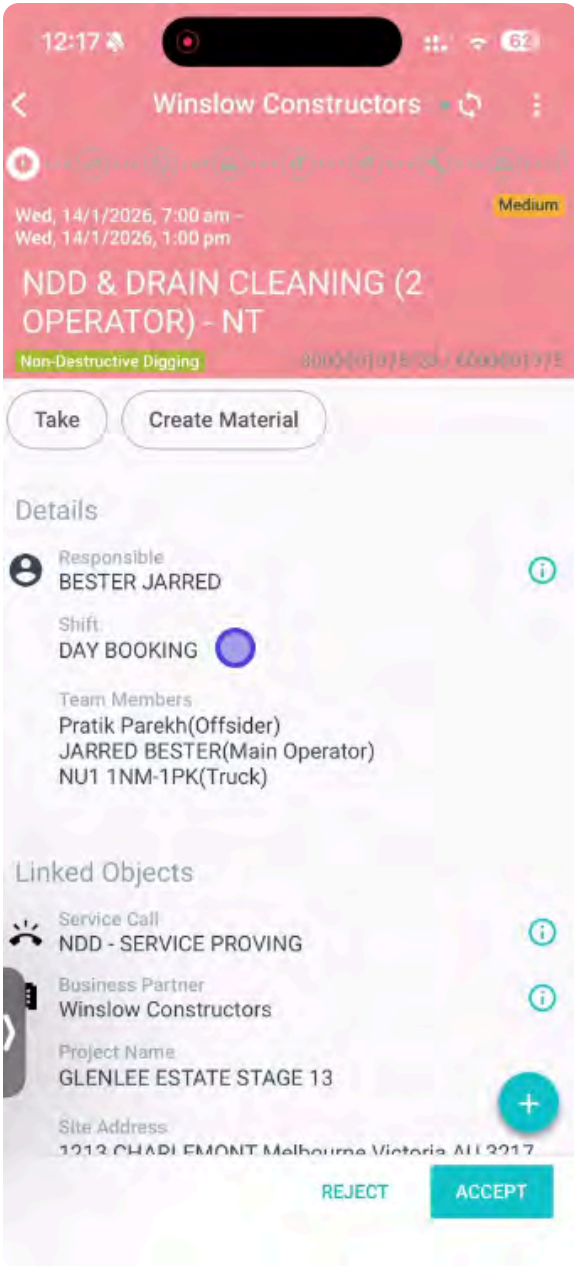
5 Responsible = The resource the Service Call is allocated to.

[VIEW PAGE →](#)



6 Shift Type is defined (i.e. "DAY BOOKING")

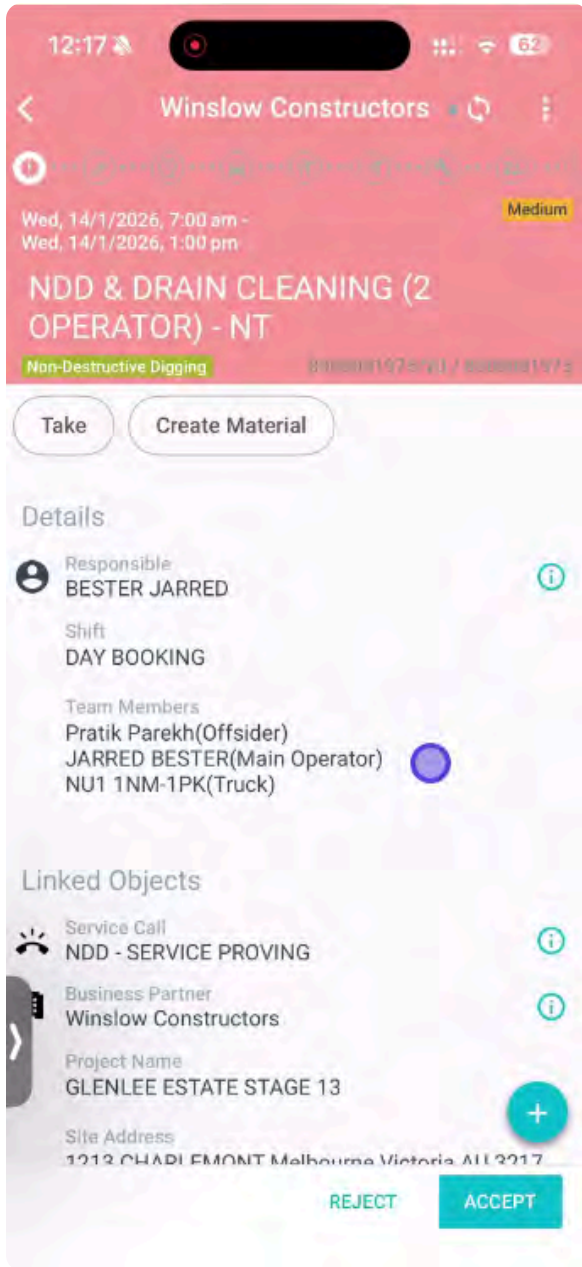
[VIEW PAGE →](#)



7 Team Members & Assets allocated to the Service Call will be visible.

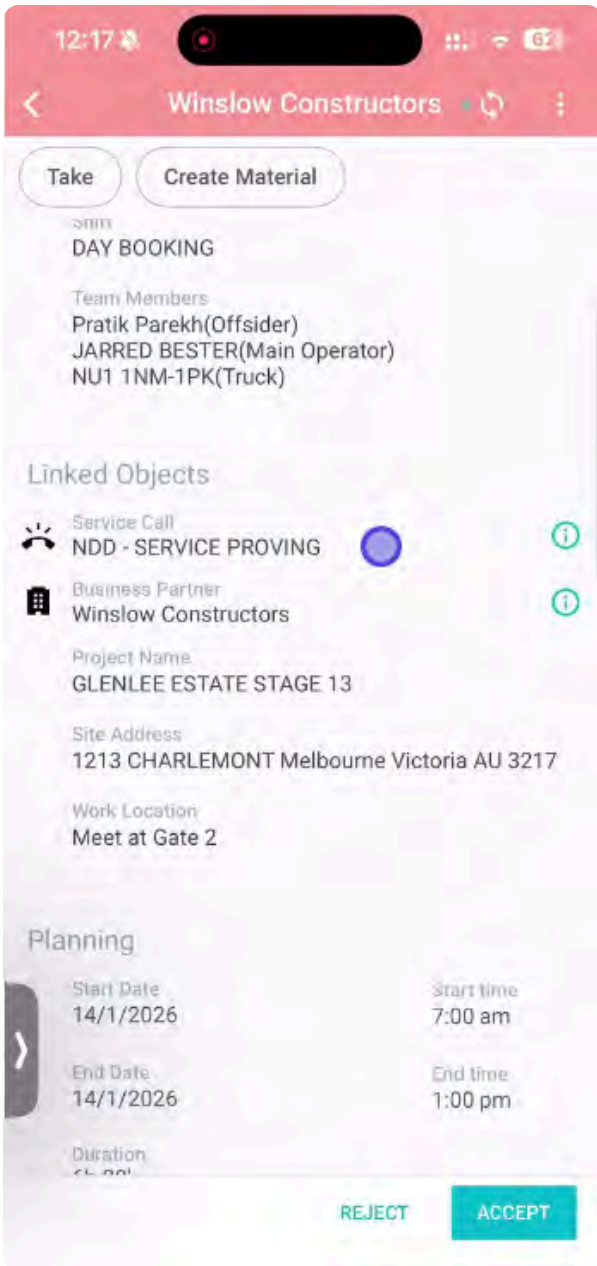
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Roles are defined in brackets.



8 Service Type is defined (i.e. "NDD - SERVICE PROVING")

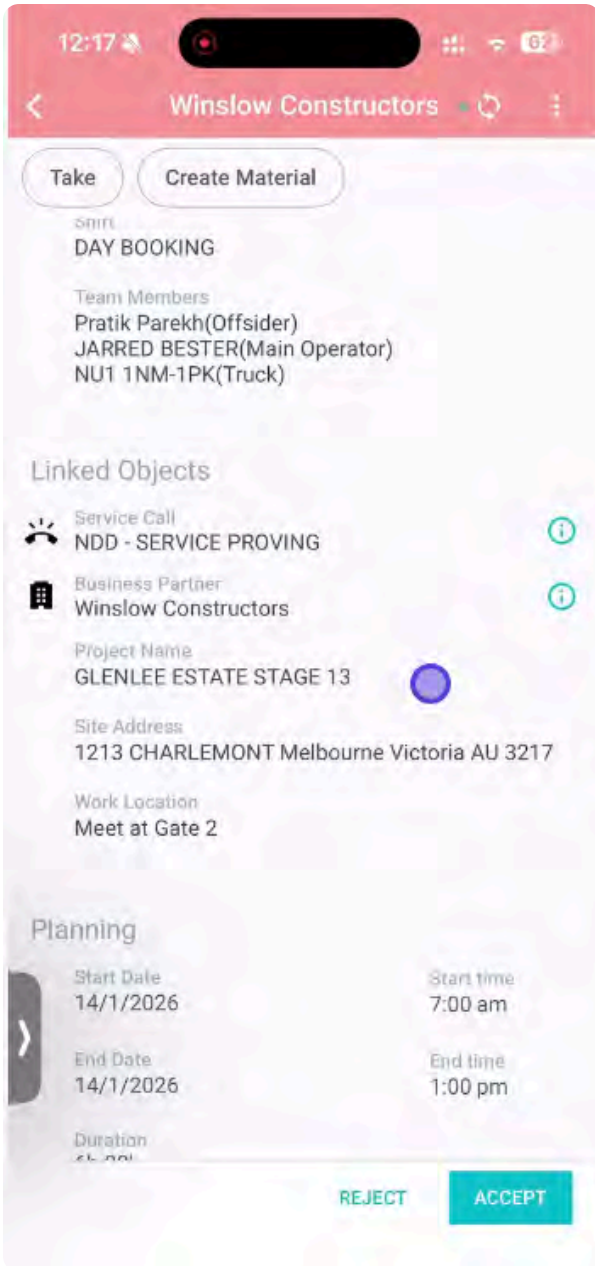
[VIEW PAGE →](#)



## 9 Client & Project related details are defined

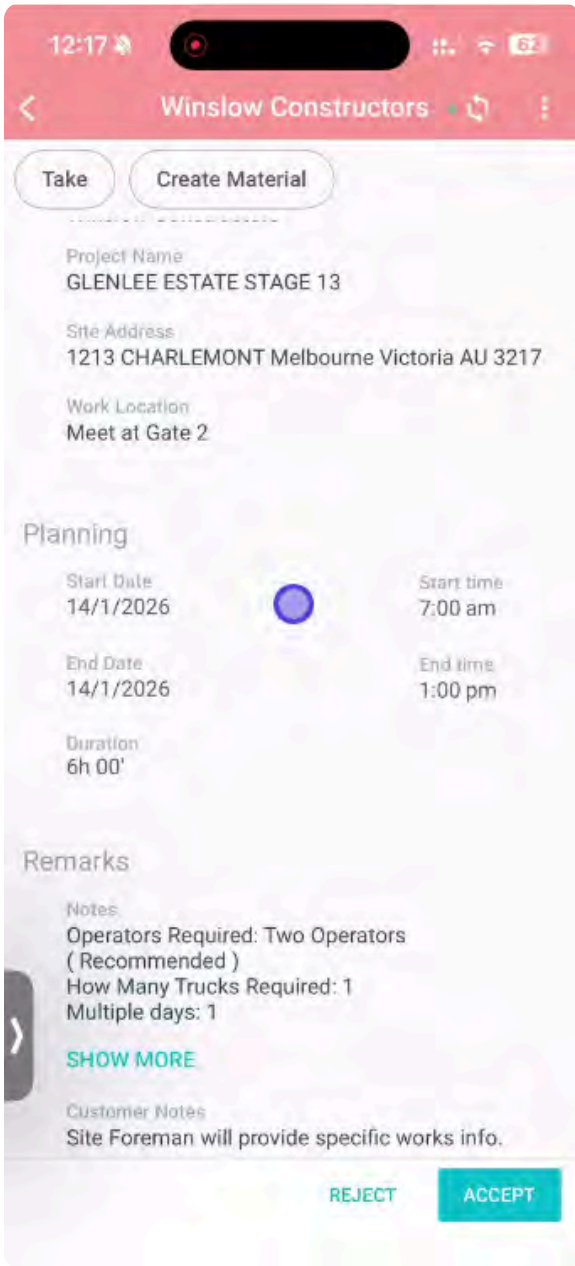
[VIEW PAGE →](#)

Specific Work Location Notes are also visible.



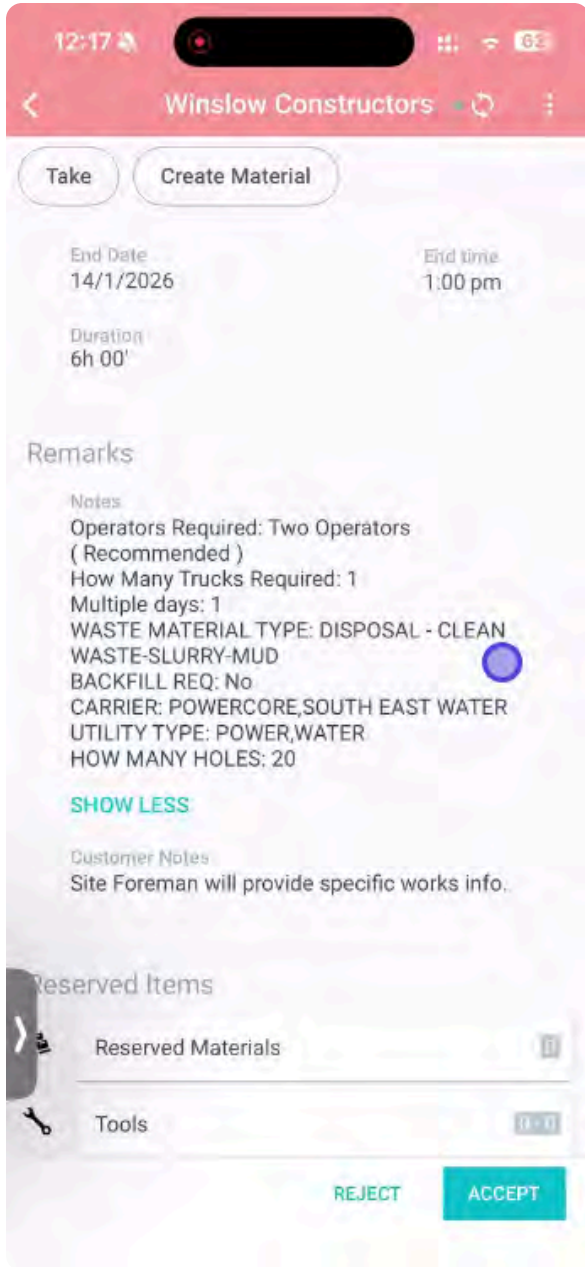
10 Planned date and time is defined (i.e. "14/01/2026 - 7:00am")

[VIEW PAGE →](#)



11 Questions answered by the Client in the Customer Portal will be visible under remarks. [VIEW PAGE →](#)

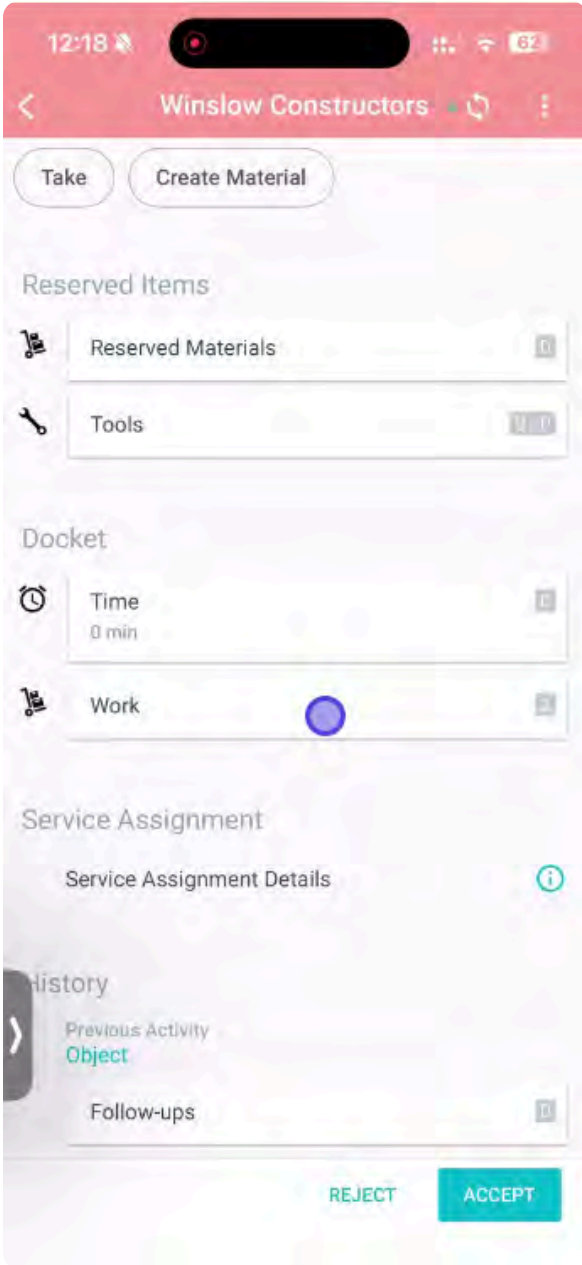
Specific Customer Notes are also visible.



12 The activities requested and the quantities for each are available in the proposed Docket under "WORK".

[VIEW PAGE →](#)

Activities are the specific line items which are billable to the client.



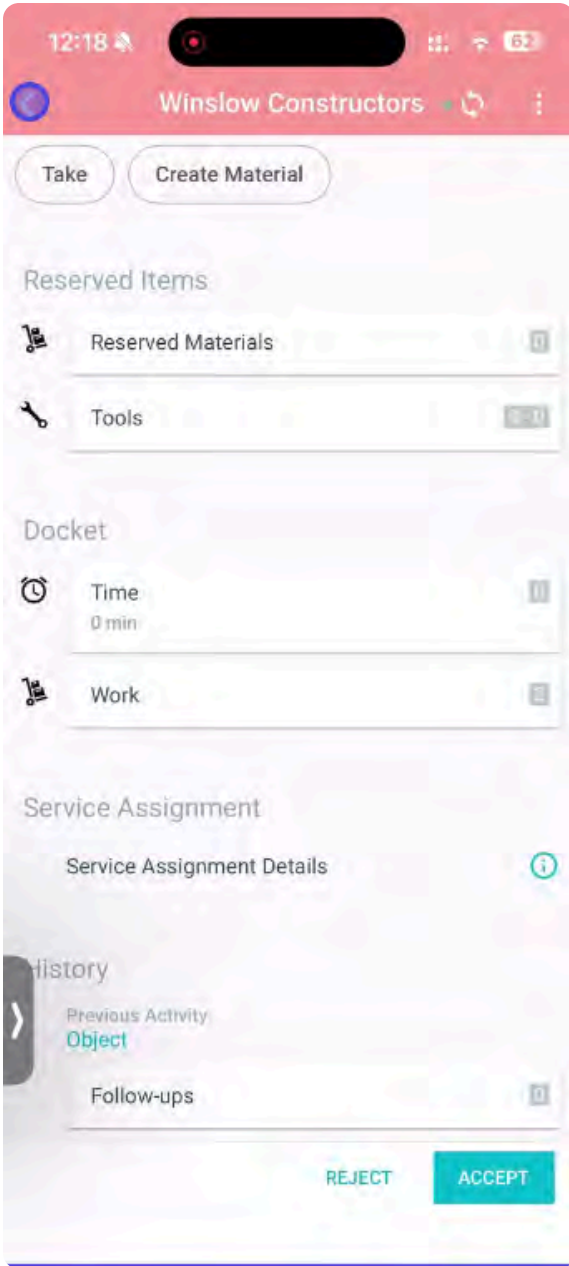
13 The work activities & quantity are only proposed at this stage.

[VIEW PAGE →](#)



**14** Once reviewed, Select to confirm Acceptance or Rejection  
(Reason Required)

[VIEW PAGE →](#)



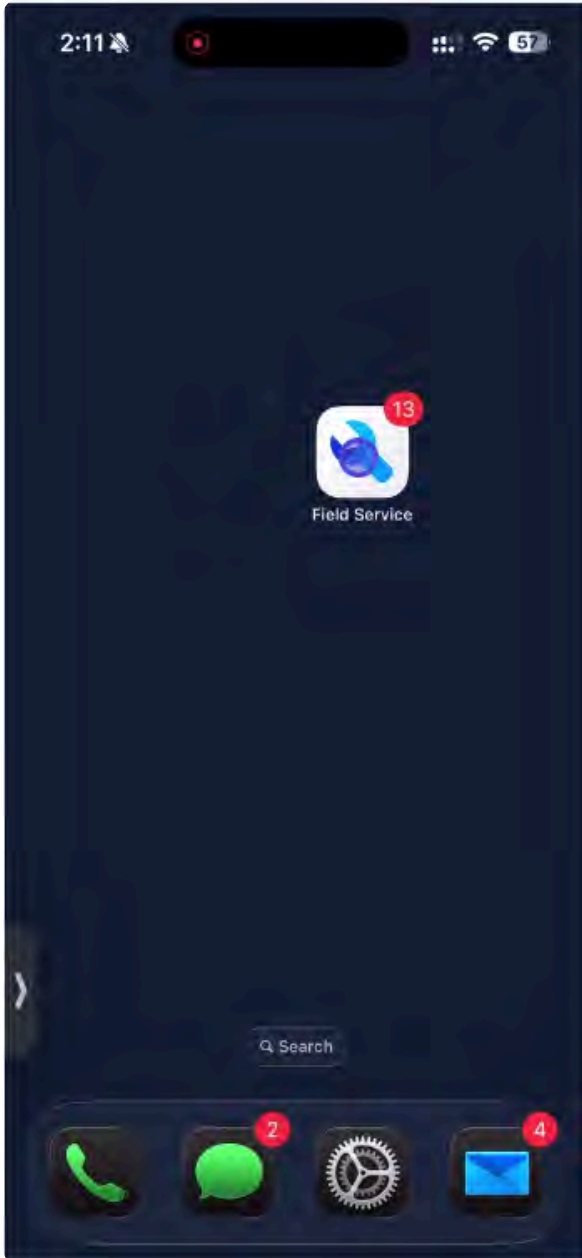


**FSM MOBILE  
APP - NDD  
- ACTIVITY COMPLETION  
(DRIVER & TRUCK)**

**TRAFMAN.  
SOLUTIONS**

# FSM Mobile APP - NDD - Activity Completion (Driver & Truck)

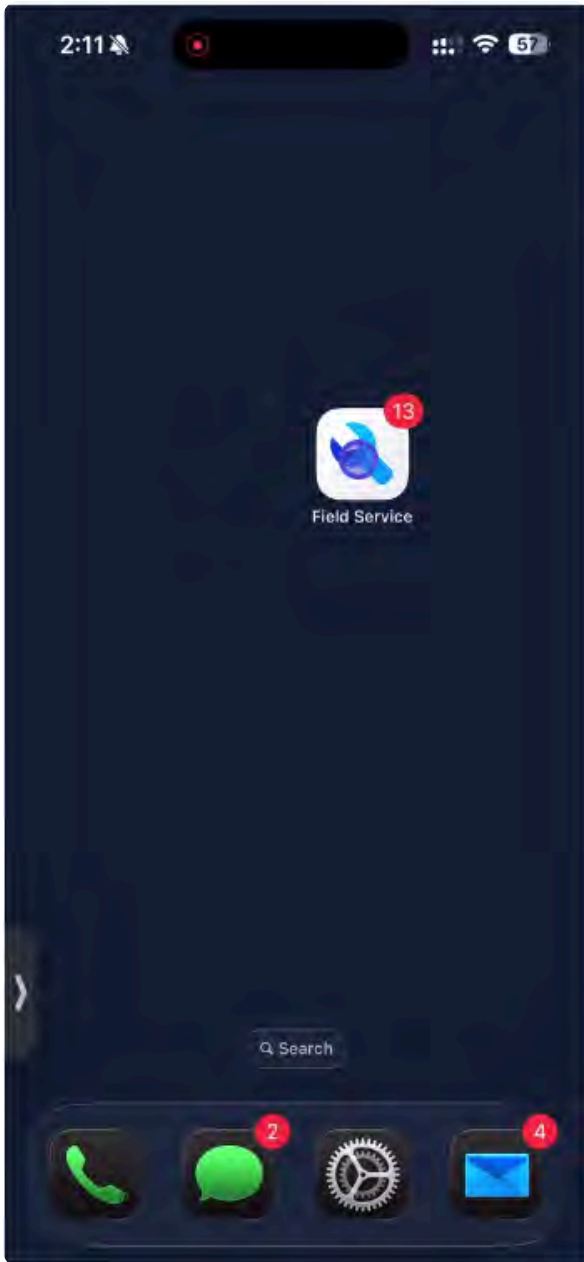
Created on Jan 28, 2026 by Jarred Bester



[WATCH RECORDING →](#)

# 1 Open FSM Mobile App

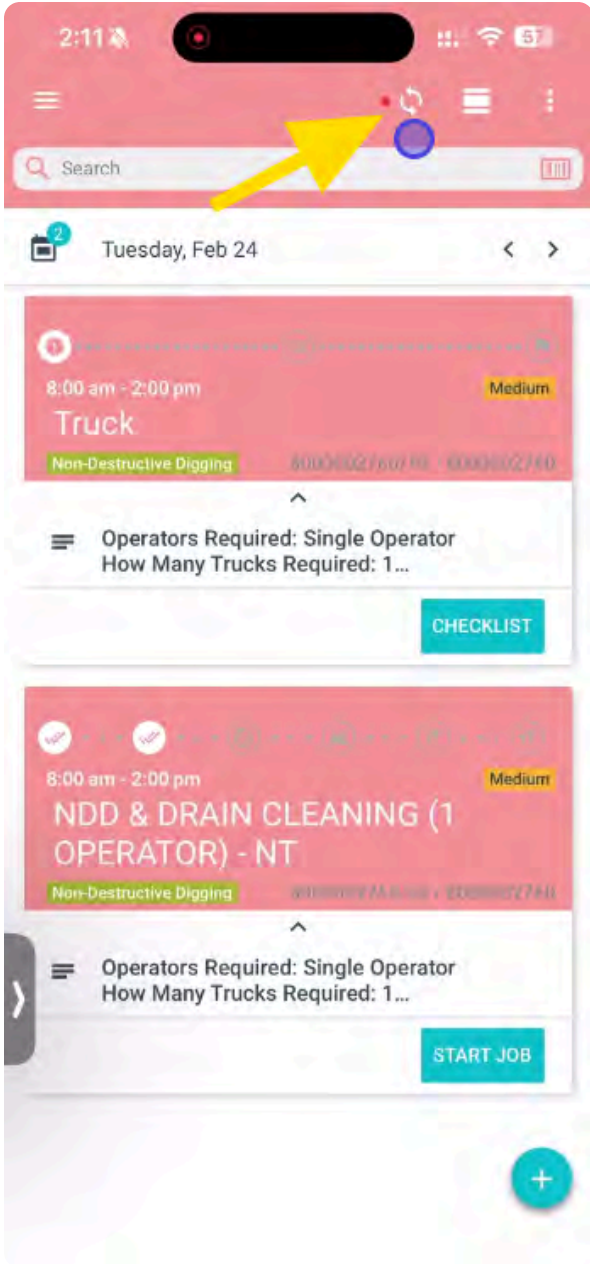
[VIEW PAGE →](#)



2

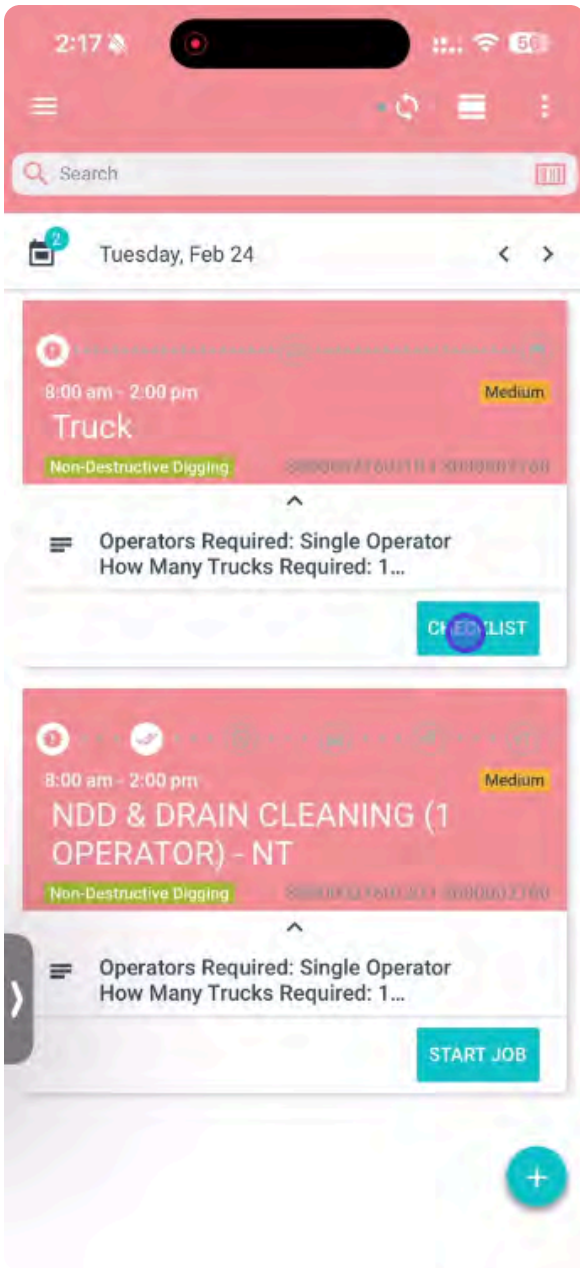
VERY IMPORTANT: Please note that each time a button is clicked the App will sync with the cloud to ensure that all data is updated in real time, please allow the spinning icon to stop before clicking the next button.

[VIEW PAGE →](#)



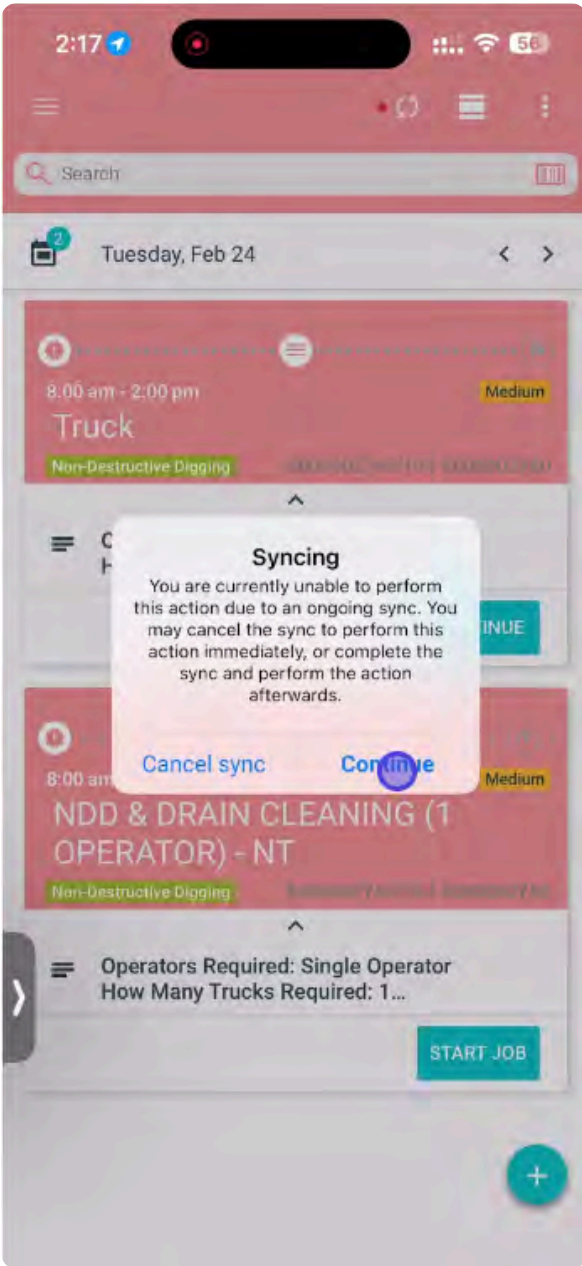
3 Click the button on the Vehicle activity to complete the Vehicle Checklist

[VIEW PAGE →](#)



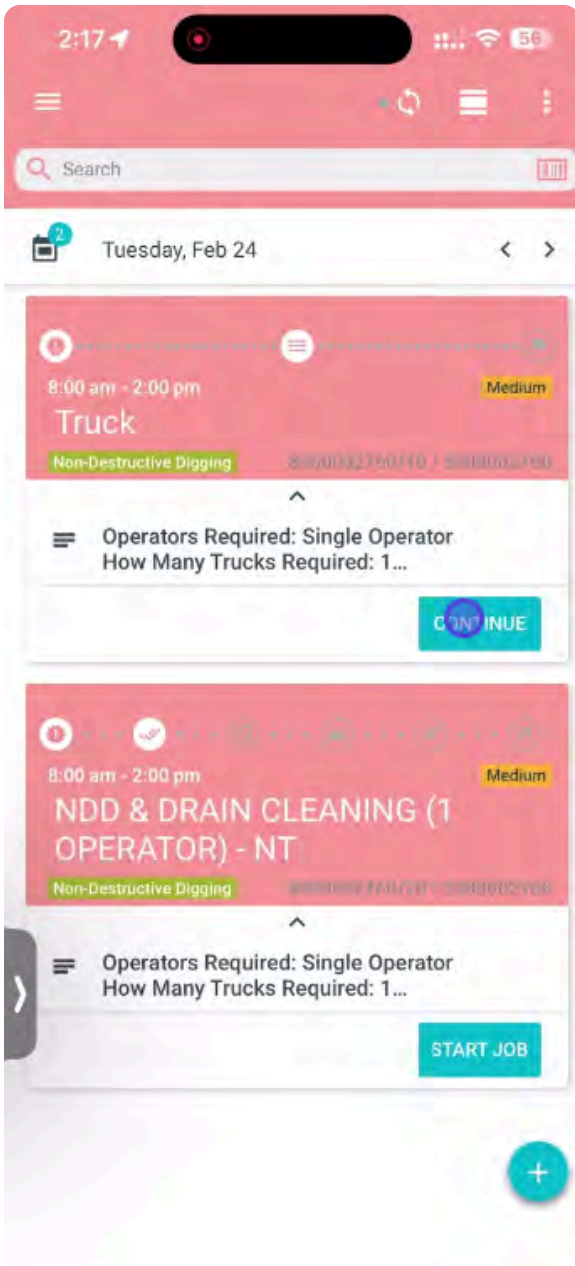
- 4 If you do click while the sync is still in progress, a prompt will appear, Click on Continue and wait for the sync to complete.

[VIEW PAGE →](#)



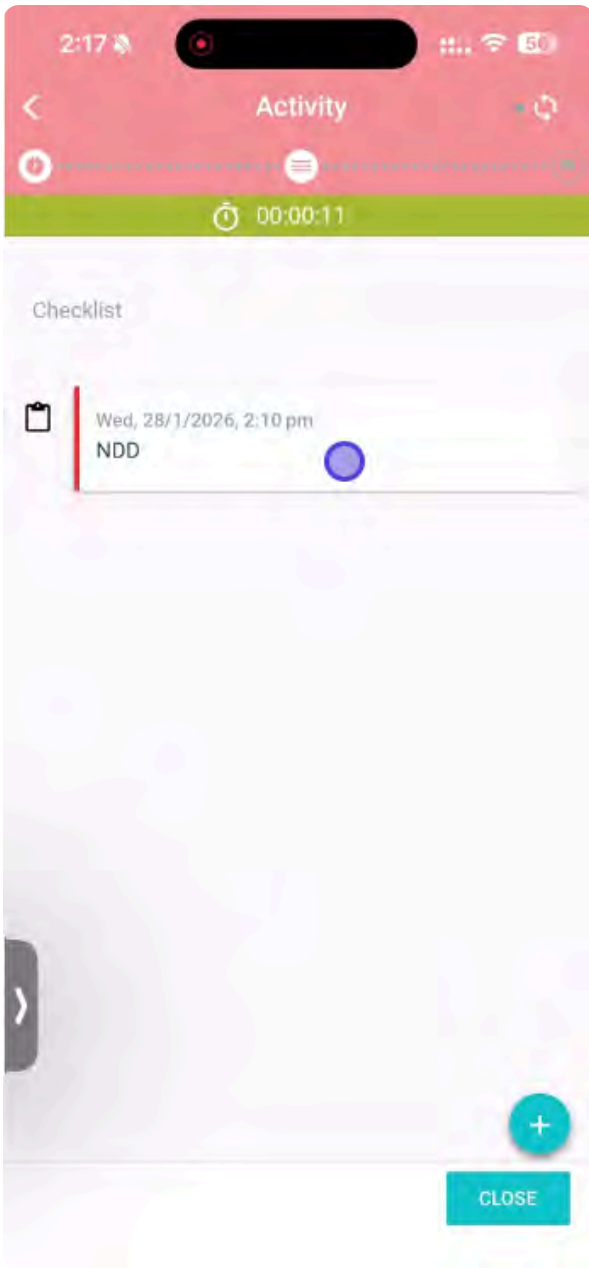
5 Once ready, click on Continue

[VIEW PAGE →](#)



6 Click on the form

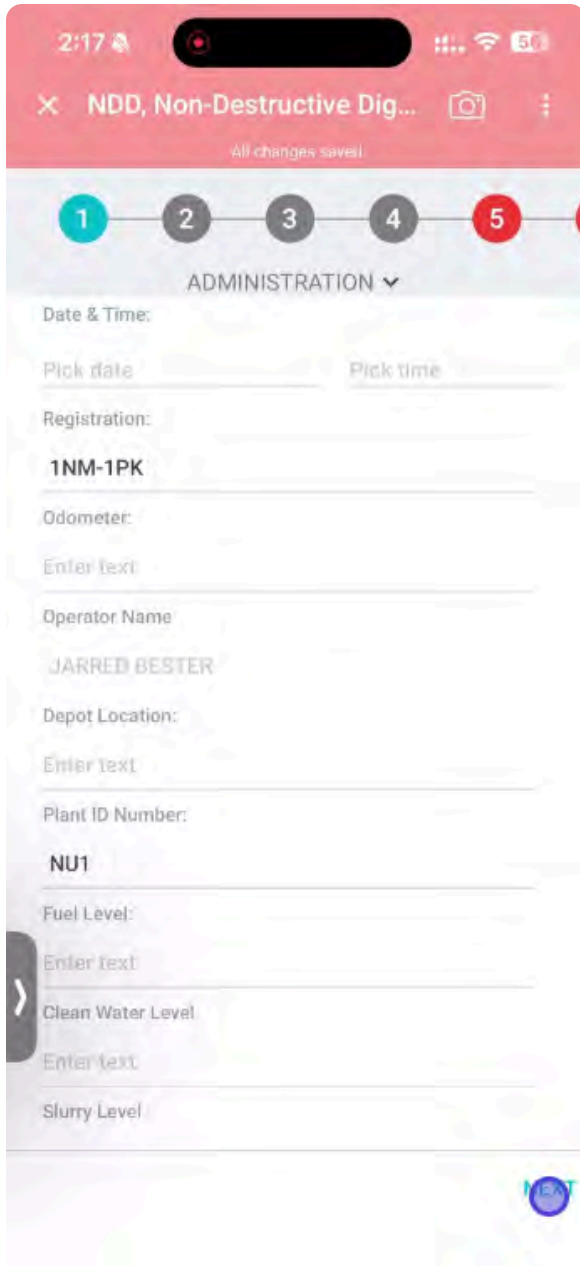
[VIEW PAGE →](#)



7 Once the form loads, Answer the questions up to Step 4 only.

[VIEW PAGE →](#)

Step 5-6 are "End of Shift" related questions and will be completed at the end of the day.



2:17

NDD, Non-Destructive Dig...

All changes saved.

1 2 3 4 5

ADMINISTRATION ▾

Date & Time:

Pick date Pick time

Registration:

1NM-1PK

Odometer:

Enter text

Operator Name

JARRED BESTER

Depot Location:

Enter text

Plant ID Number:

NU1

Fuel Level:

Enter text

Clean Water Level

Enter text

Slurry Level

8 Click on "<" to exit

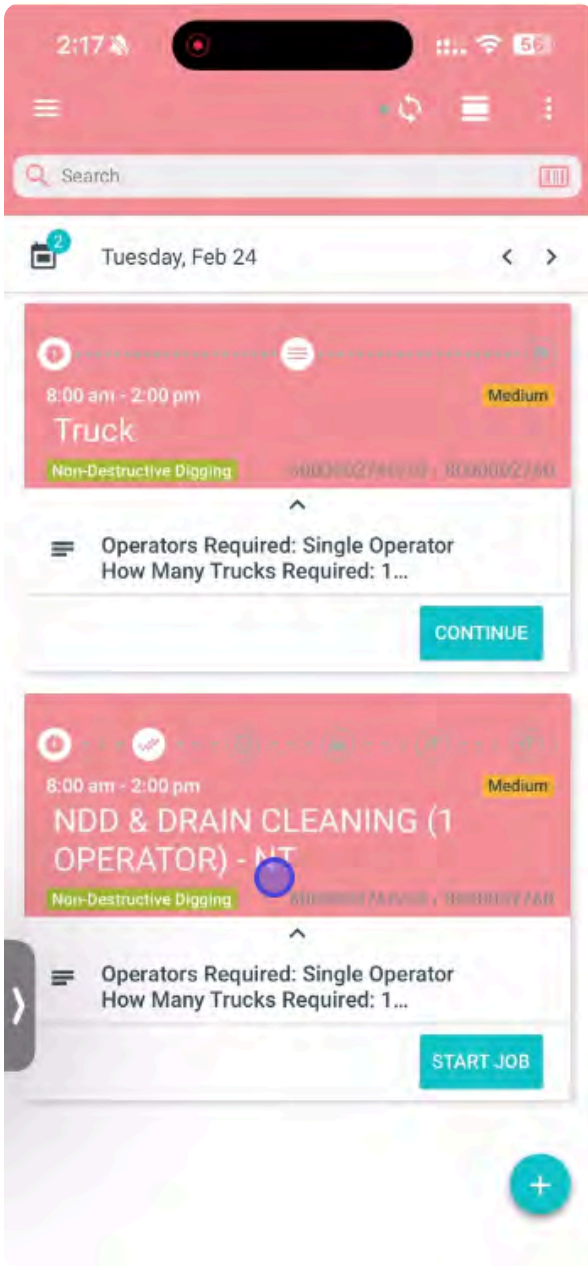
[VIEW PAGE →](#)

Click on "<" to exit



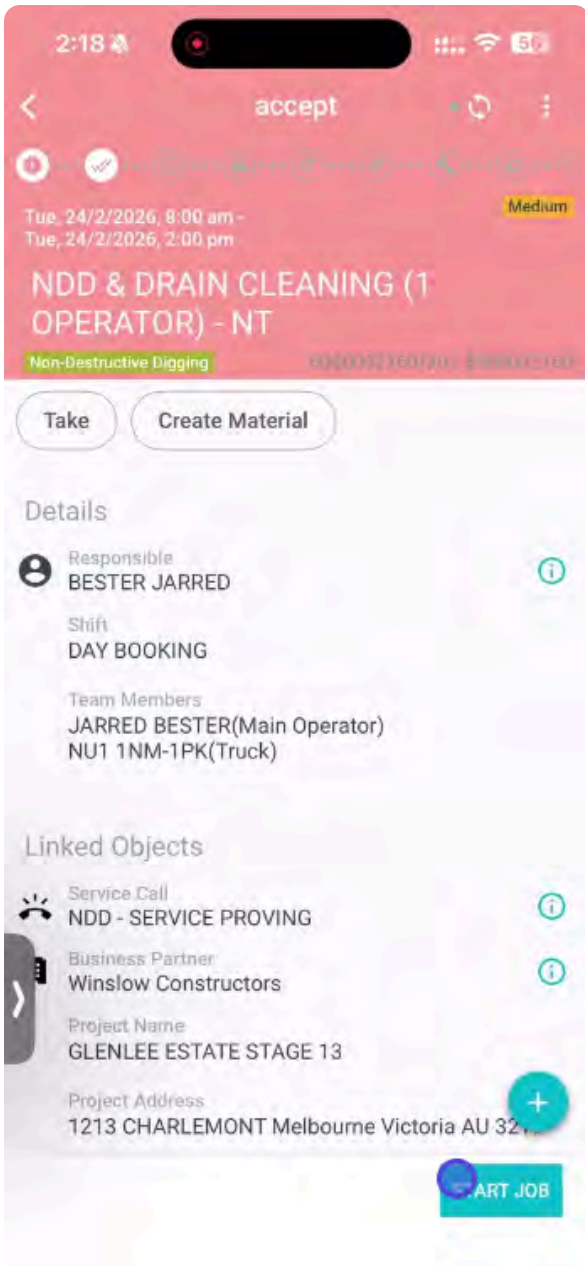
## 9 Click into the Main Activity

[VIEW PAGE →](#)



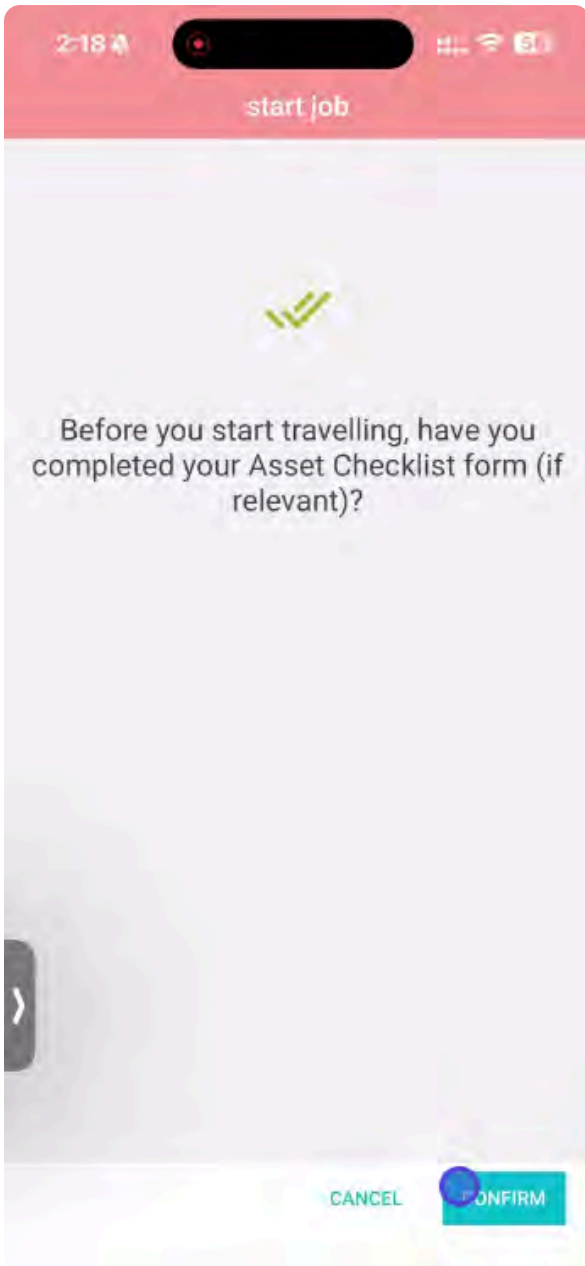
10 To confirm your onsite, Click Start Job

[VIEW PAGE →](#)



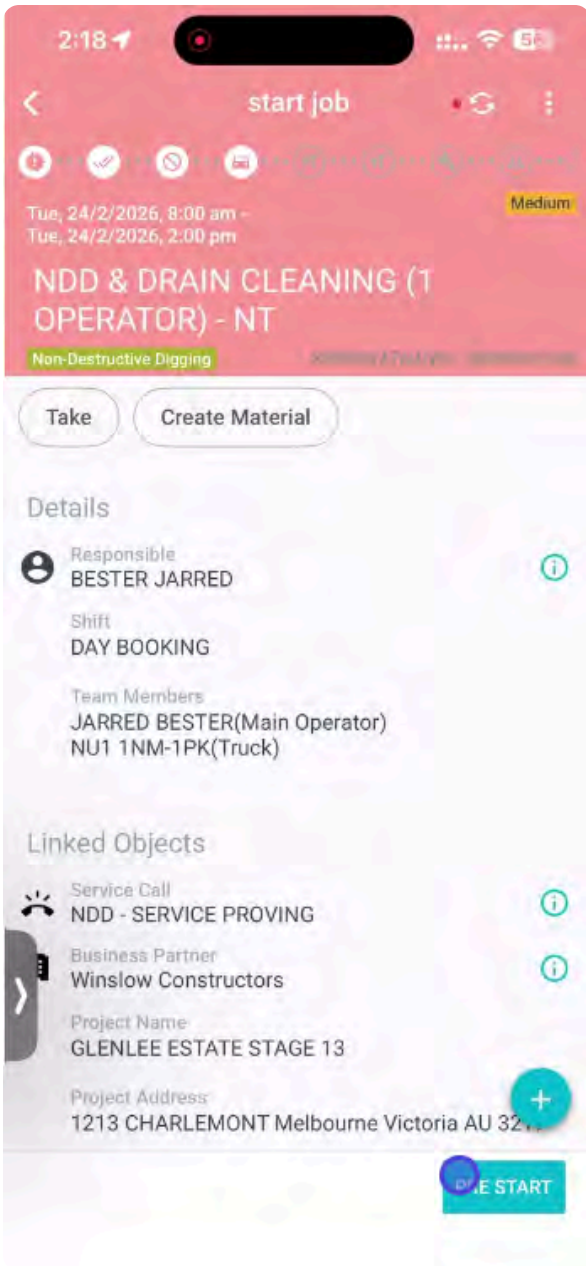
11 Click on Confirm

[VIEW PAGE →](#)



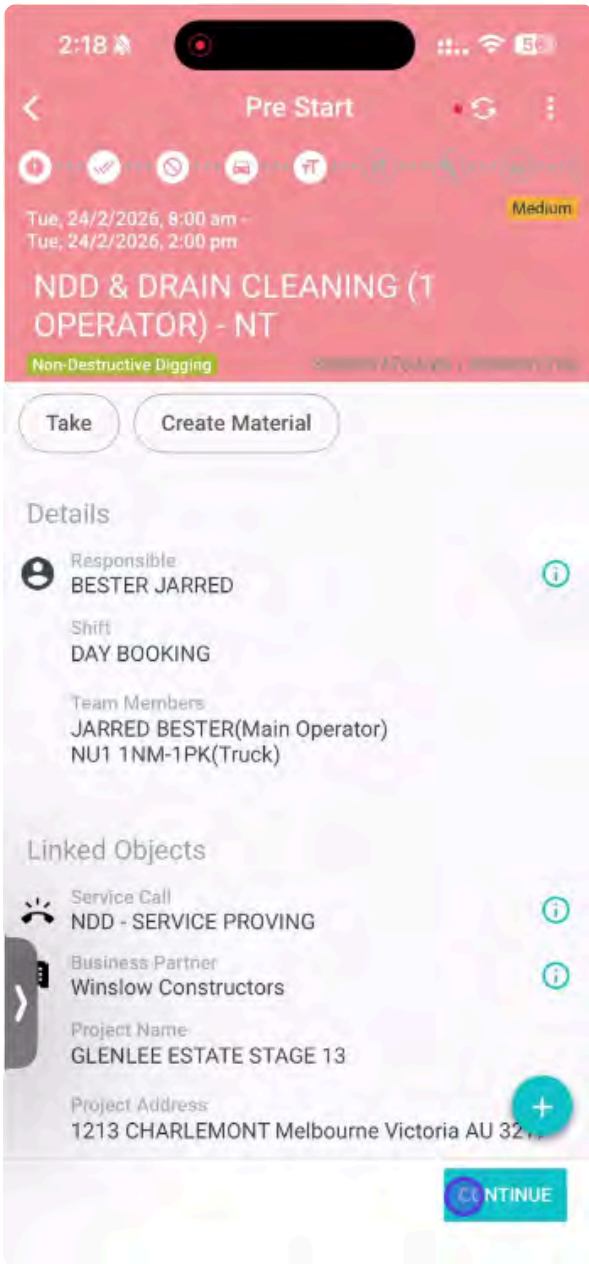
12 To commence the safety paperwork, Click on Pre-Start

[VIEW PAGE →](#)



13 Click on Continue

[VIEW PAGE →](#)



14 Once the form loads, Answer the questions to complete the form and click Next

[VIEW PAGE →](#)

2:18

TSBMS-SC-03-B, NDD Pre...

all changes saved

1 2 3 4 5

Header ▾

Date

Pick date

Client:

**Winslow Constructors**

Job Name:

**GLENLEE ESTATE STAGE 13**

Job Location:

Client Job Number:

**20251**

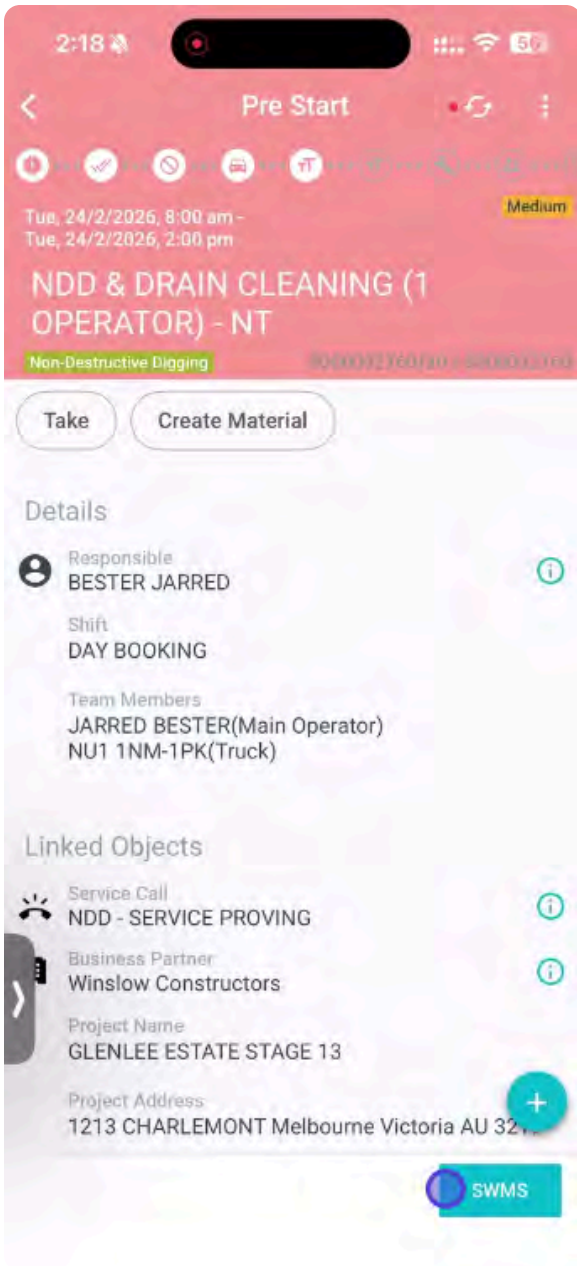
Trafman Representative:

**JARRED BESTER**

PRE-START SAFETY CHECKLIST TO BE COMPLETED ON COMMENCEMENT OF EACH SHIFT – IF AN UNSAFE SITE IS FOUND, CEASE WORK AND CONTACT A SUPERVISOR IMMEDIATELY

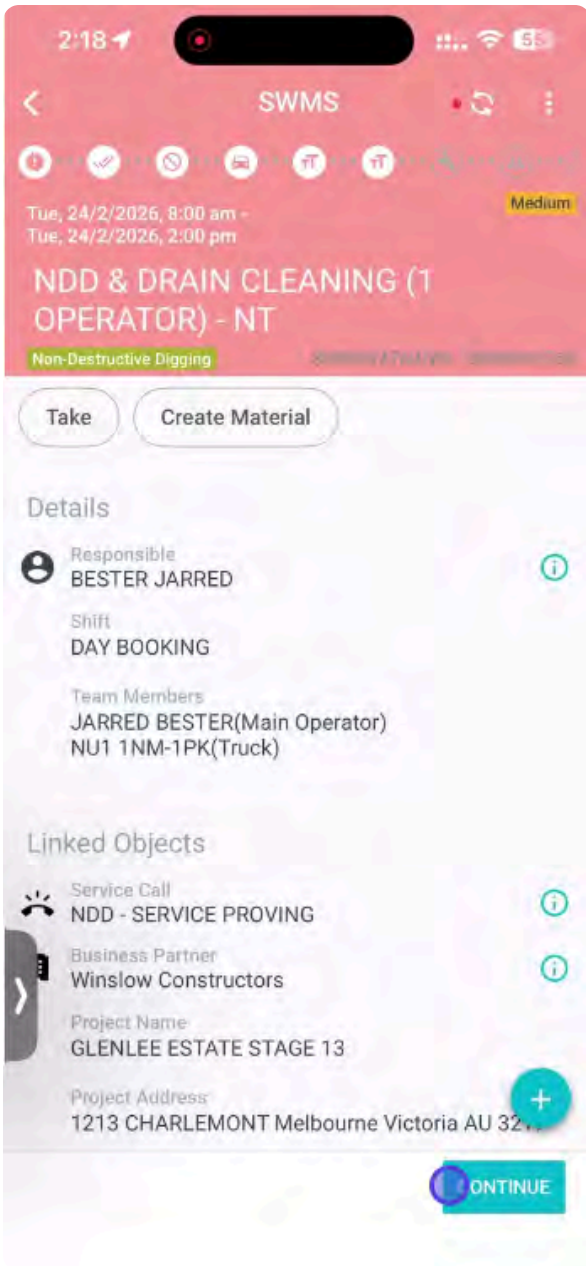
15 Click on SWMS

[VIEW PAGE →](#)



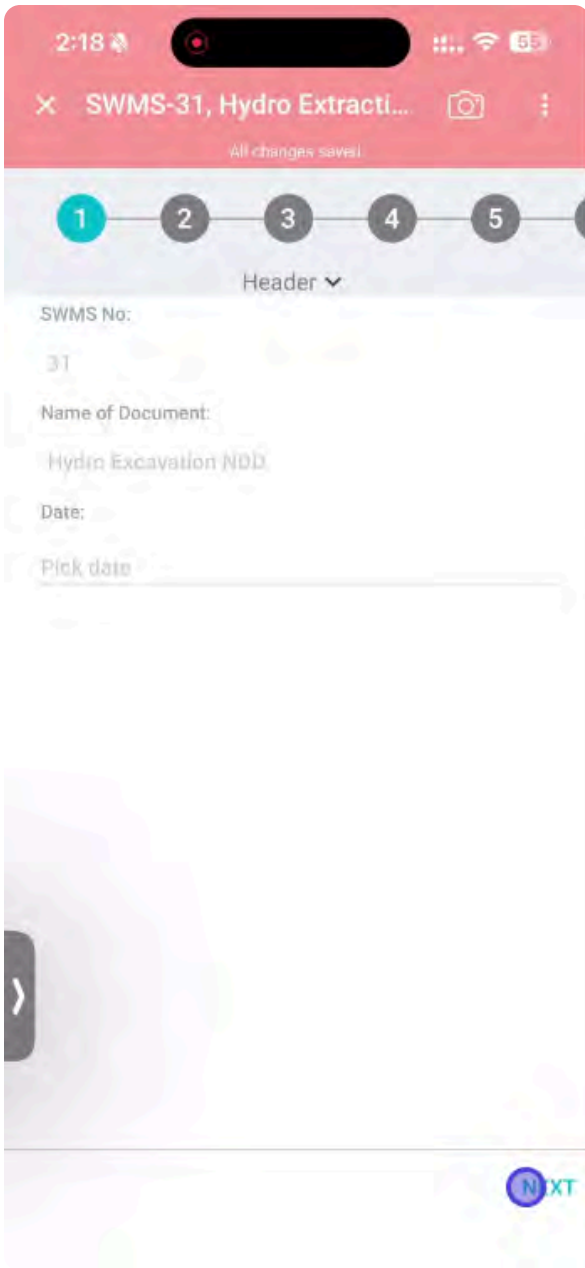
16 Click on Continue

[VIEW PAGE →](#)



17 Once the form loads, Answer the questions to complete the form and click Next

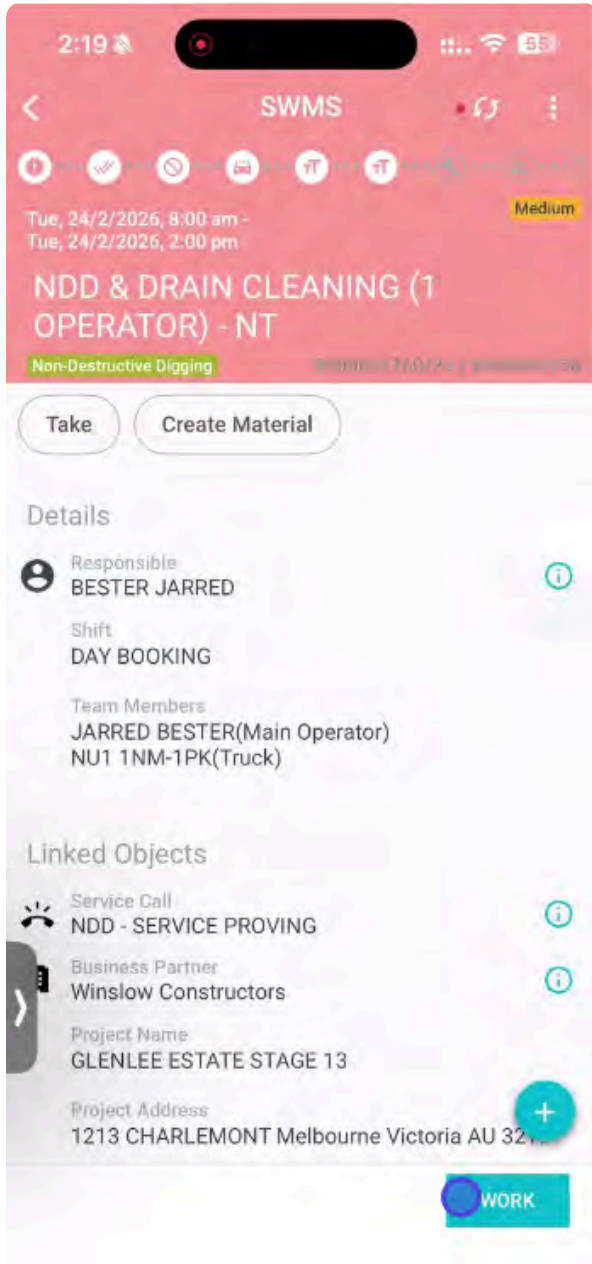
[VIEW PAGE →](#)



**18** To start working, Click on Work

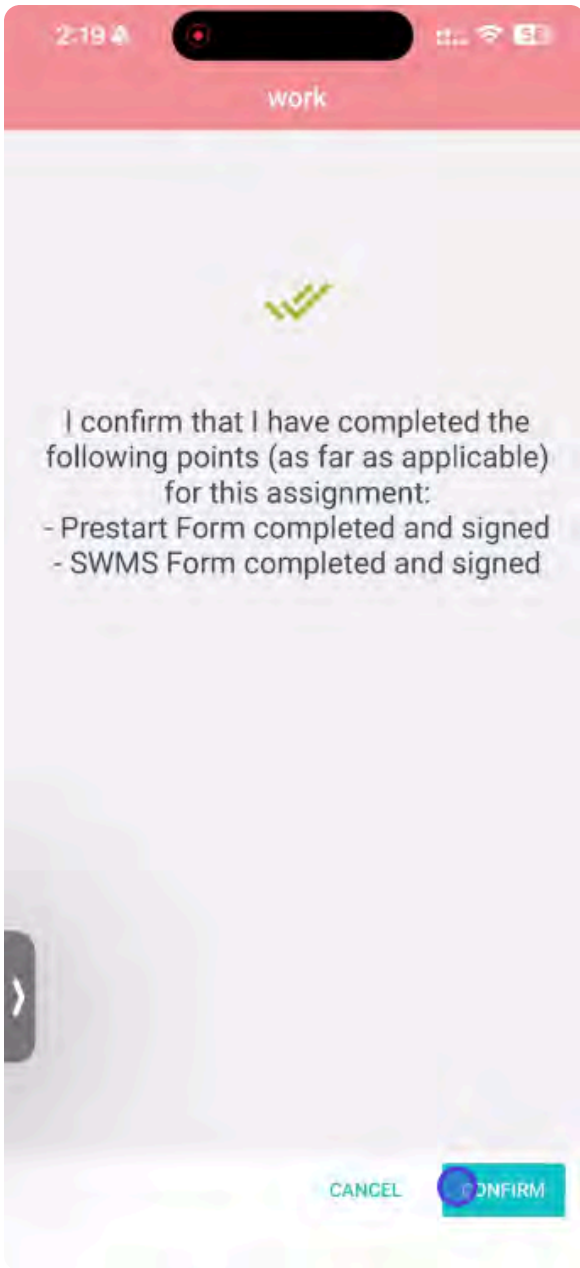
[VIEW PAGE →](#)

At this stage works can now commence.



19 Click on Confirm

[VIEW PAGE →](#)



20 In order to record the time related to collecting the vehicle and travel to site which is not chargeable to the job.

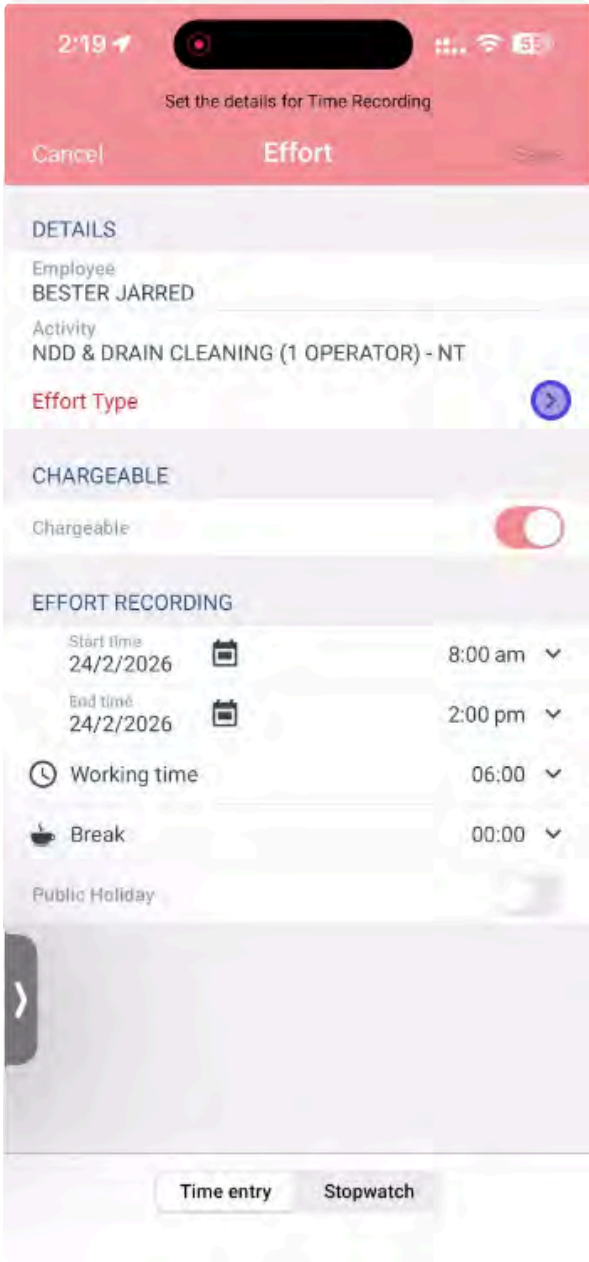
[VIEW PAGE →](#)

Scroll down to Docket section, click on Time



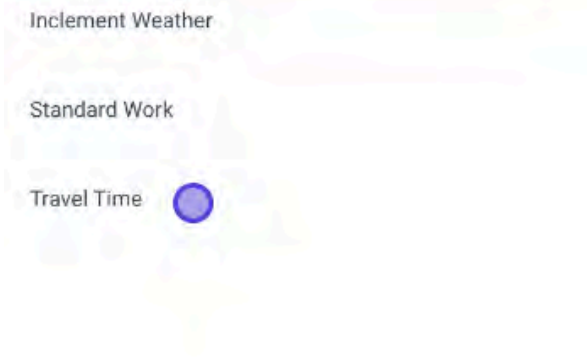
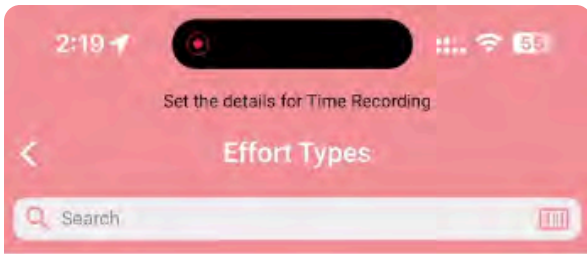
## 21 Click on Effort Type

[VIEW PAGE →](#)



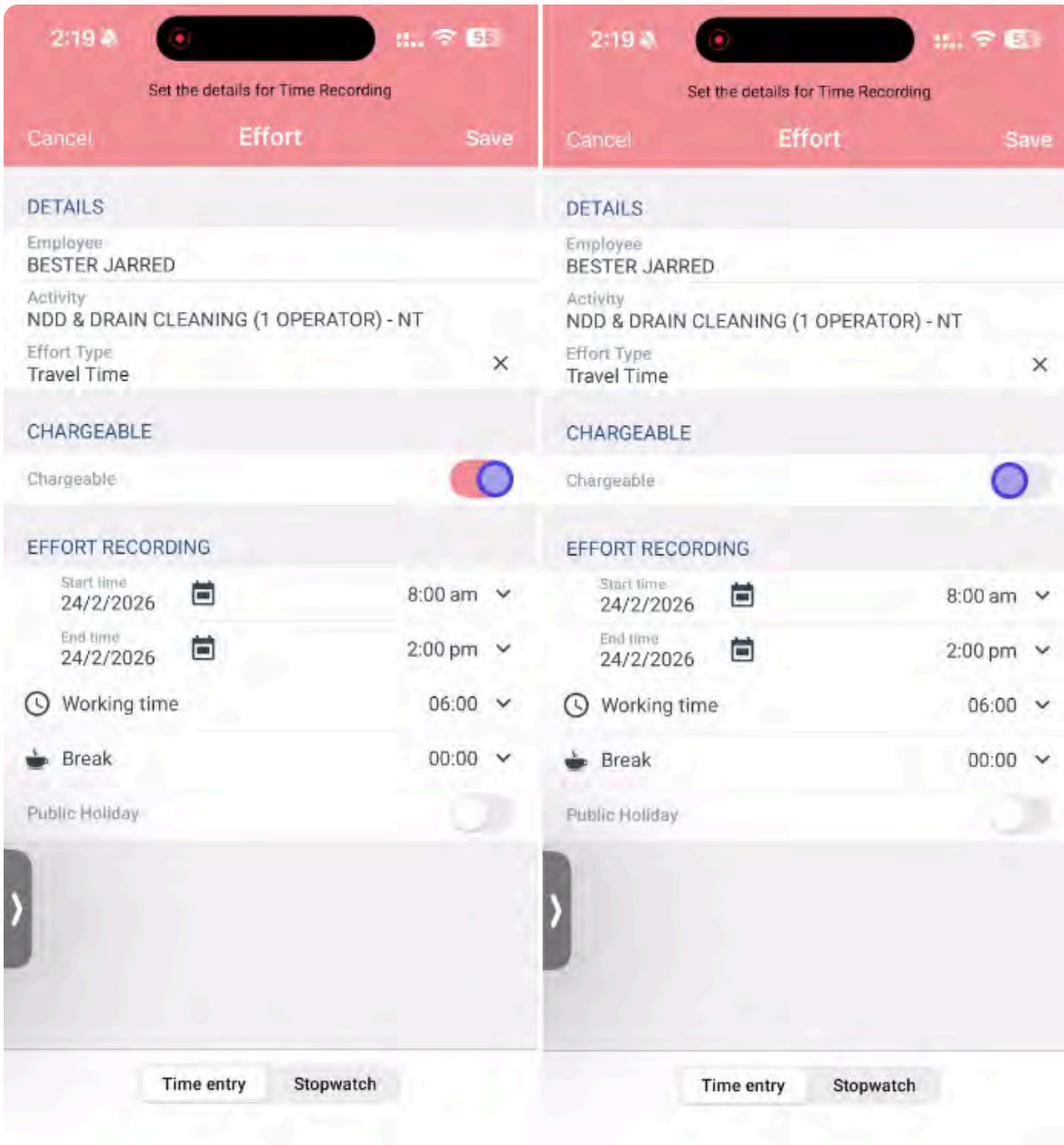
## 22 Select Travel Time

[VIEW PAGE →](#)



### 23 Change the Chargeable Toggle to OFF (Grey)

[VIEW PAGE →](#)



### 24 Select Start Time

[VIEW PAGE →](#)

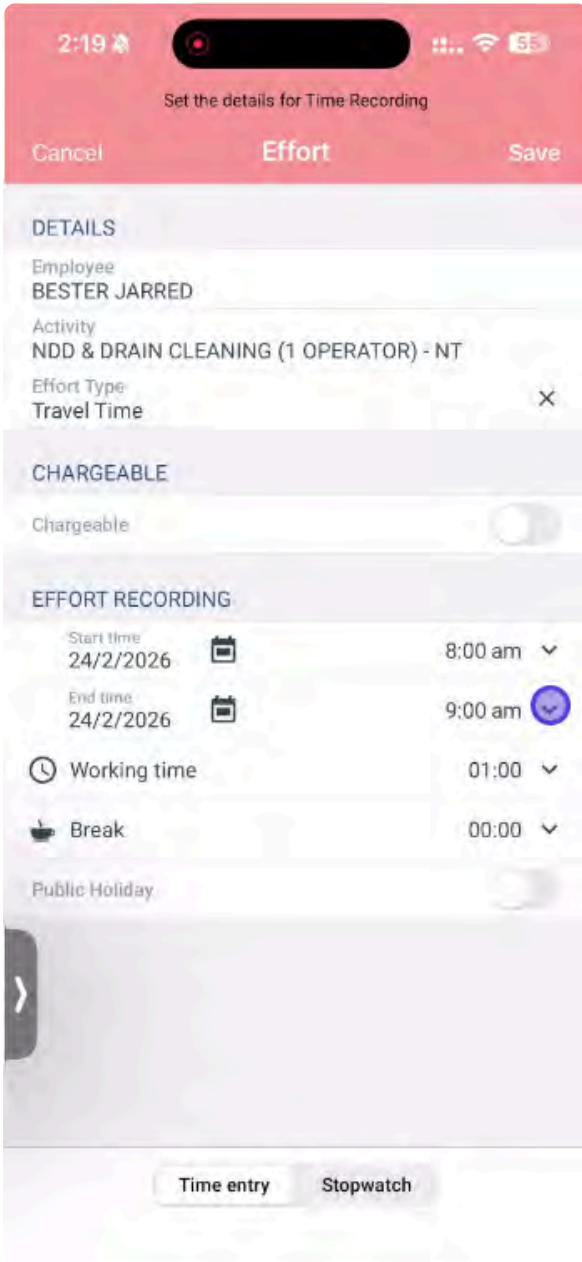
Start Time = Arrival at depot to collect the vehicle.



## 25 Select End Time

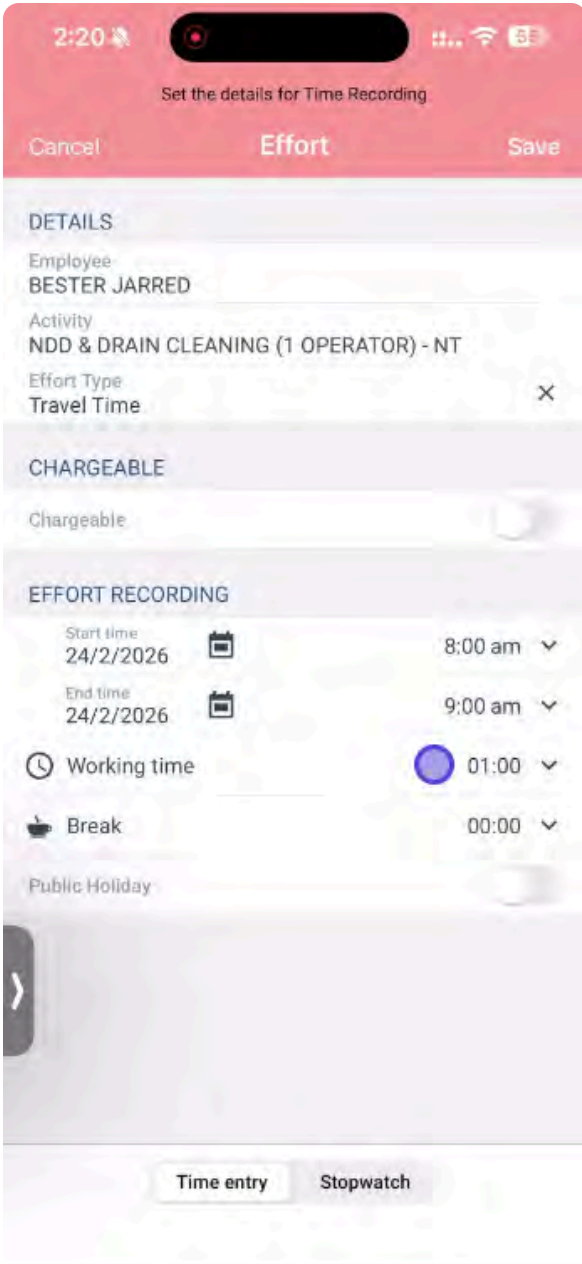
[VIEW PAGE →](#)

End Time = Site arrival time



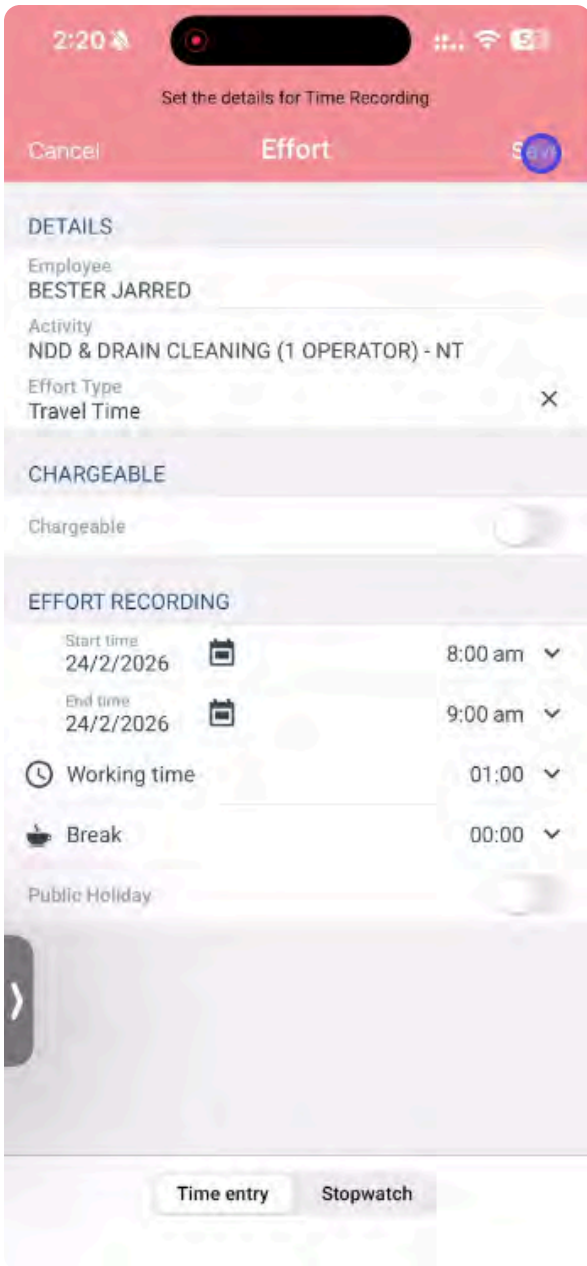
26 Ensure the Working Time Hour count is correct.

[VIEW PAGE →](#)



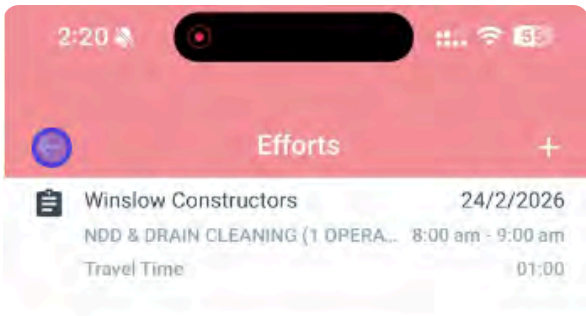
27 Review and ensure all the details are correct, click Save

[VIEW PAGE →](#)



28 Click on "<" to exit

[VIEW PAGE →](#)



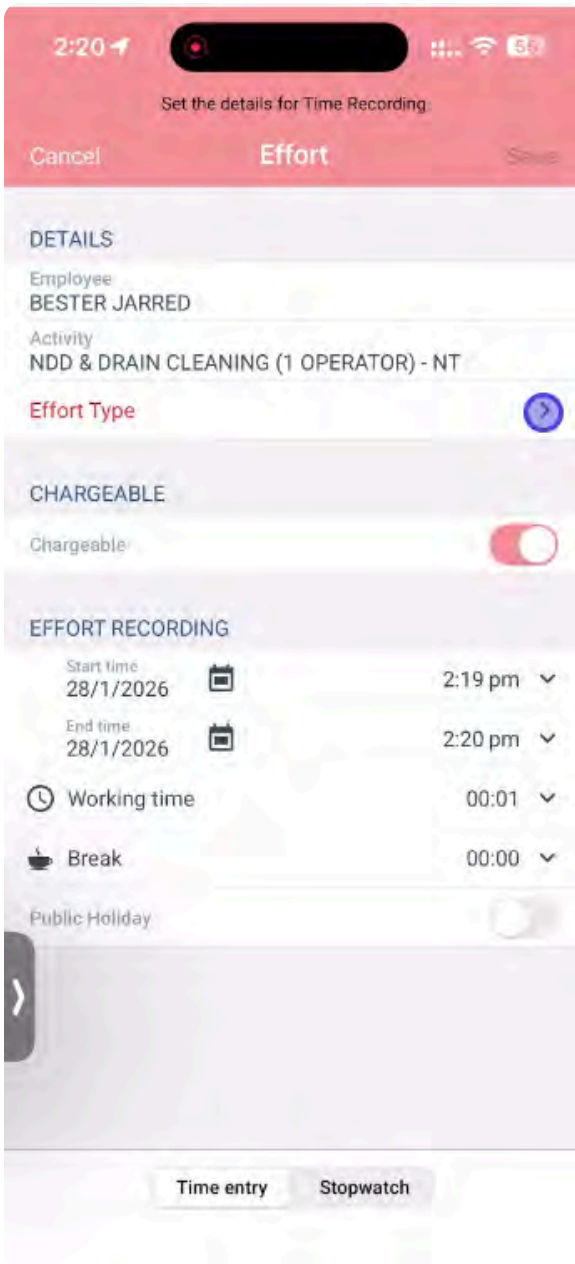
29 Once works are completed, click on Finish

[VIEW PAGE →](#)



### 30 Click on Effort Type

[VIEW PAGE →](#)



### 31 Select Standard Work

[VIEW PAGE →](#)



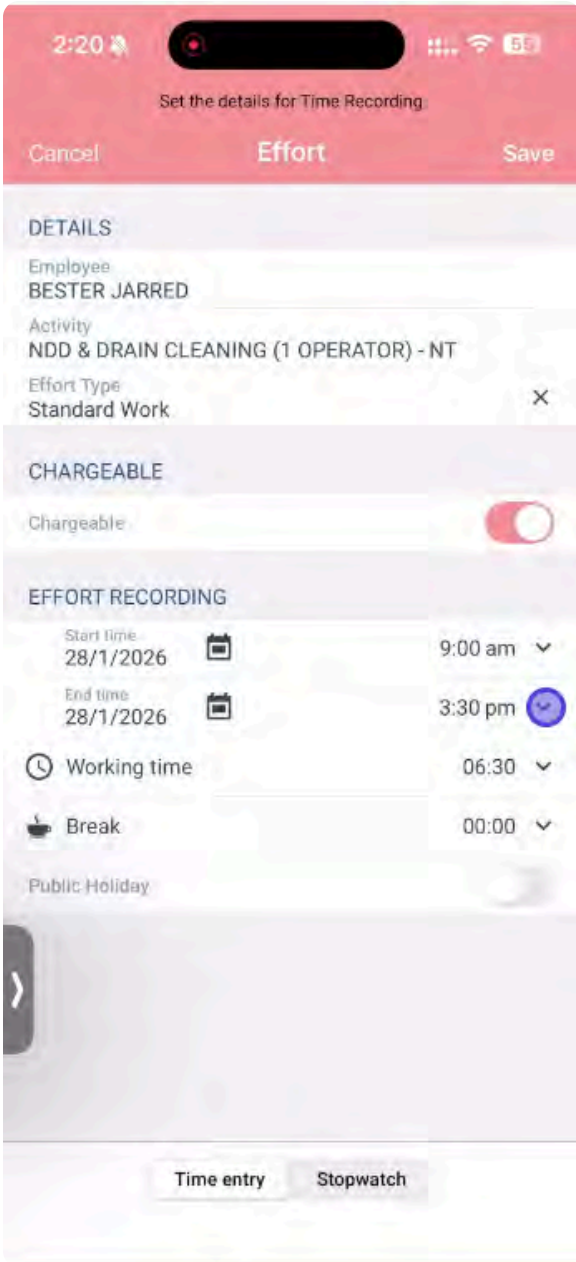
### 32 Select Start Time

[VIEW PAGE →](#)



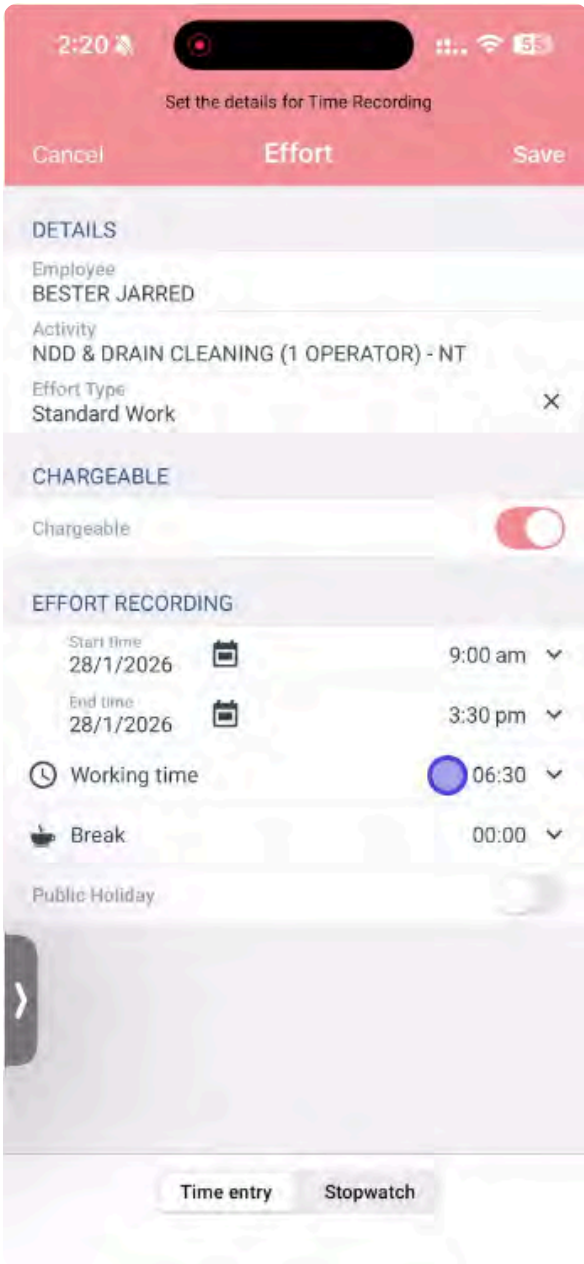
### 33 Select End Time

[VIEW PAGE →](#)



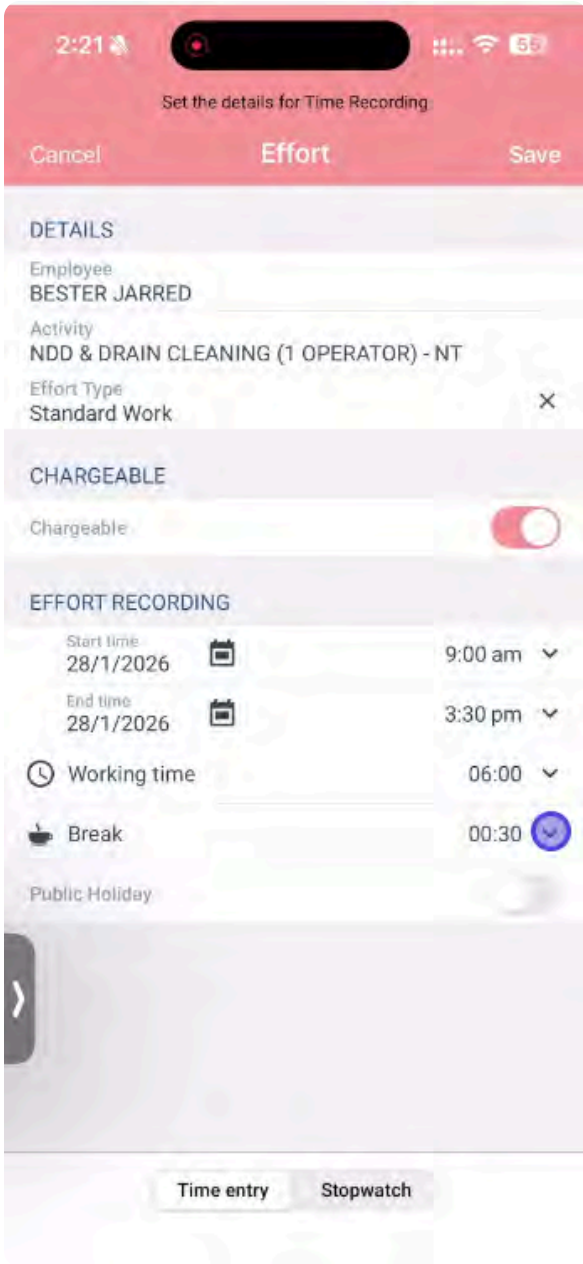
34 Ensure the Working Time Hour count is correct.

[VIEW PAGE →](#)



**35** In order to record daily break, Select Break

[VIEW PAGE →](#)



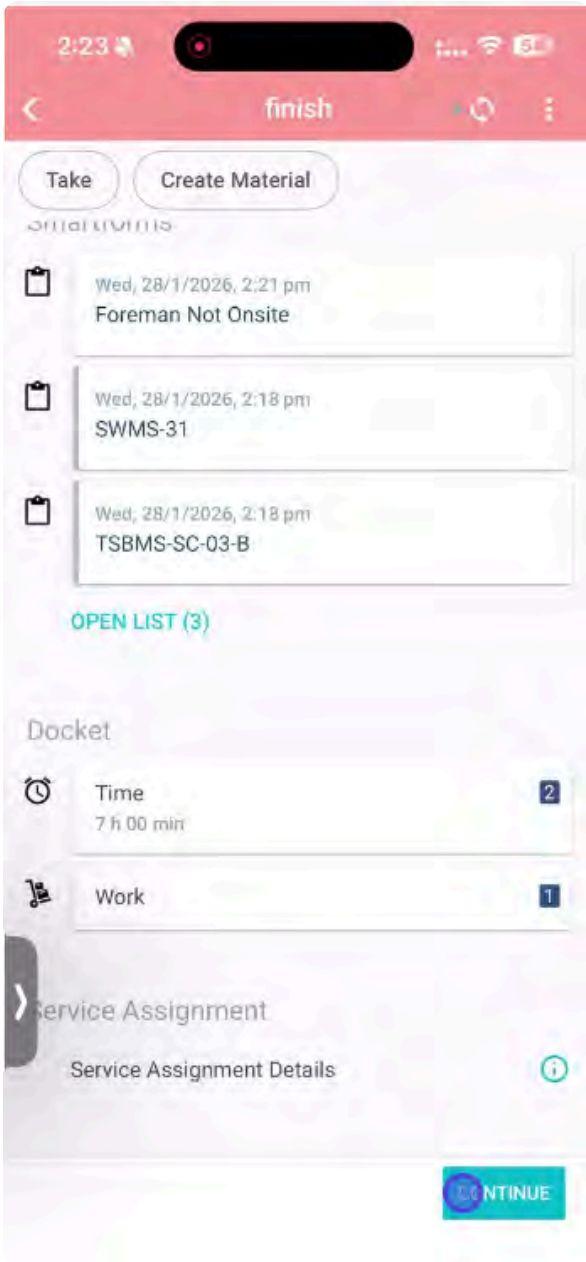
**36** Review and ensure all the details are correct, click Save

[VIEW PAGE →](#)



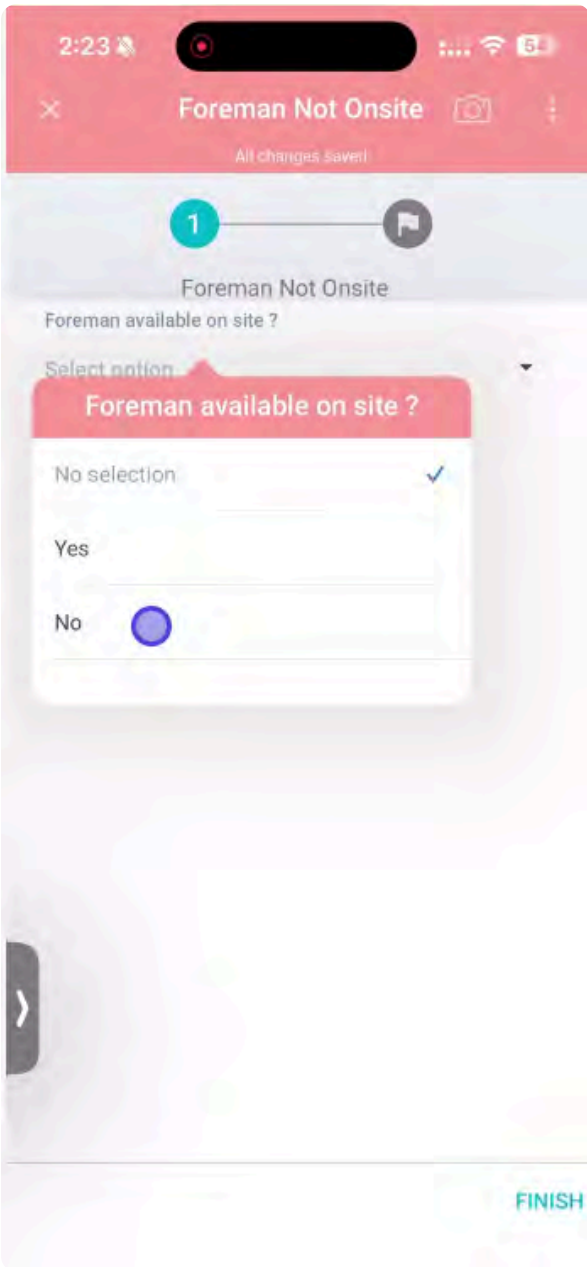
37 Click on Continue

[VIEW PAGE →](#)



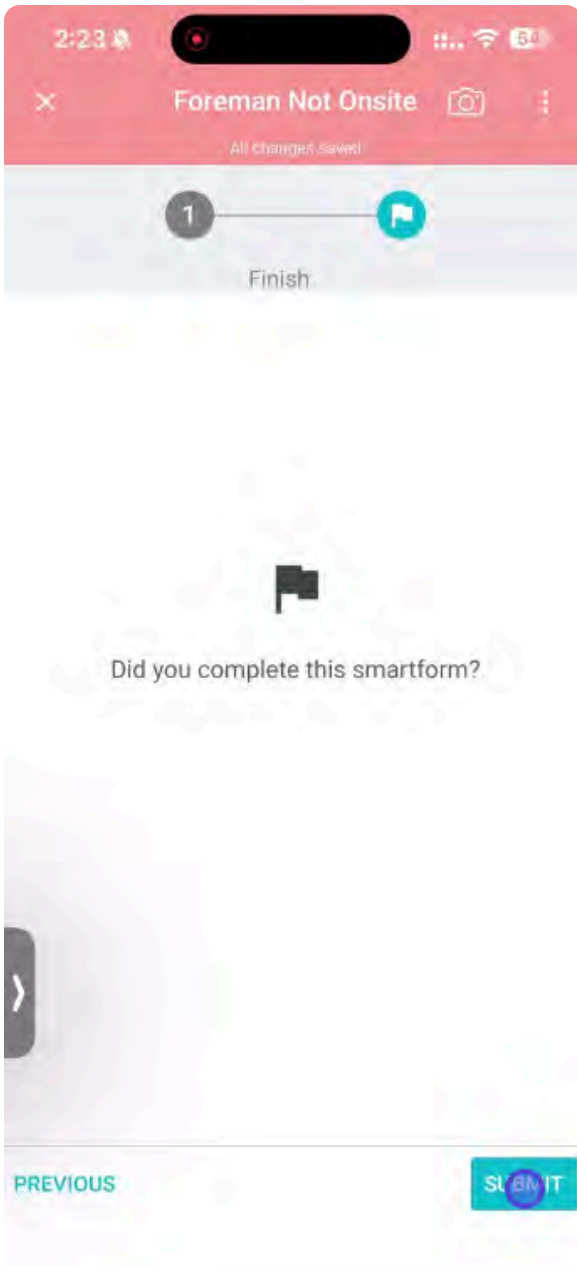
**38** Select if Foreman available on site? (i.e. "No")[VIEW PAGE →](#)

PLEASE NOTE: If "No" is selected an email and SMS will be sent to the Foreman & Project Manager to inform them that there is no representative onsite.

**39** Click on Finish[VIEW PAGE →](#)

40 Click on Submit

[VIEW PAGE →](#)



41 Click on Checkout

[VIEW PAGE →](#)



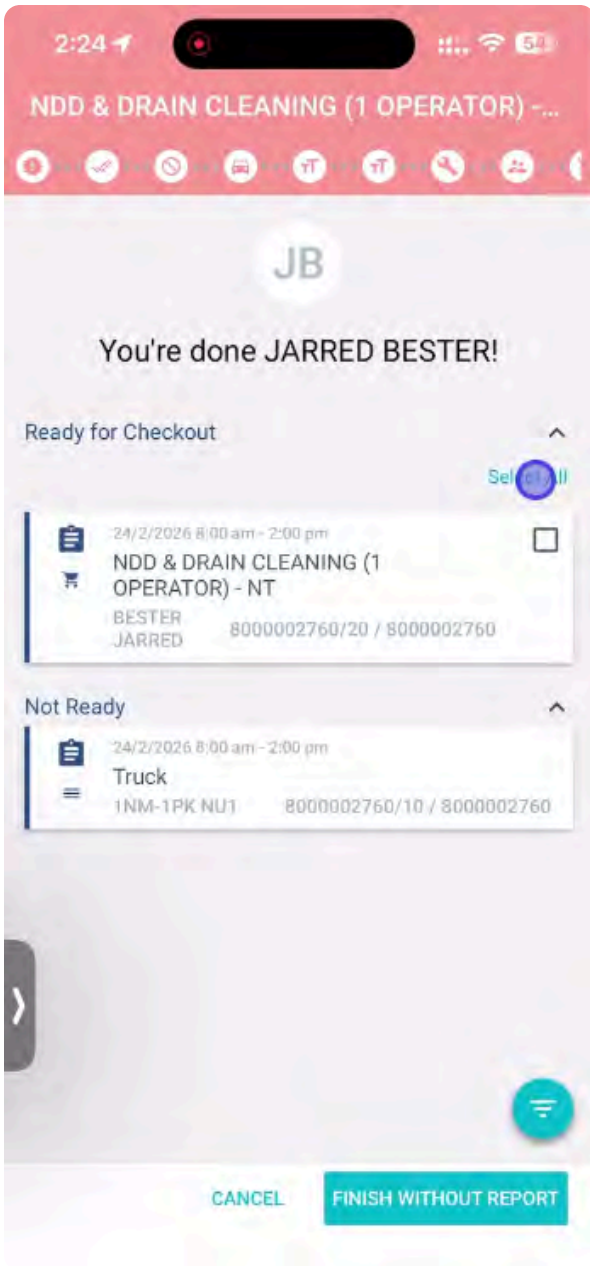
42 Click on Confirm

[VIEW PAGE →](#)



### 43 Click on Select All

[VIEW PAGE →](#)



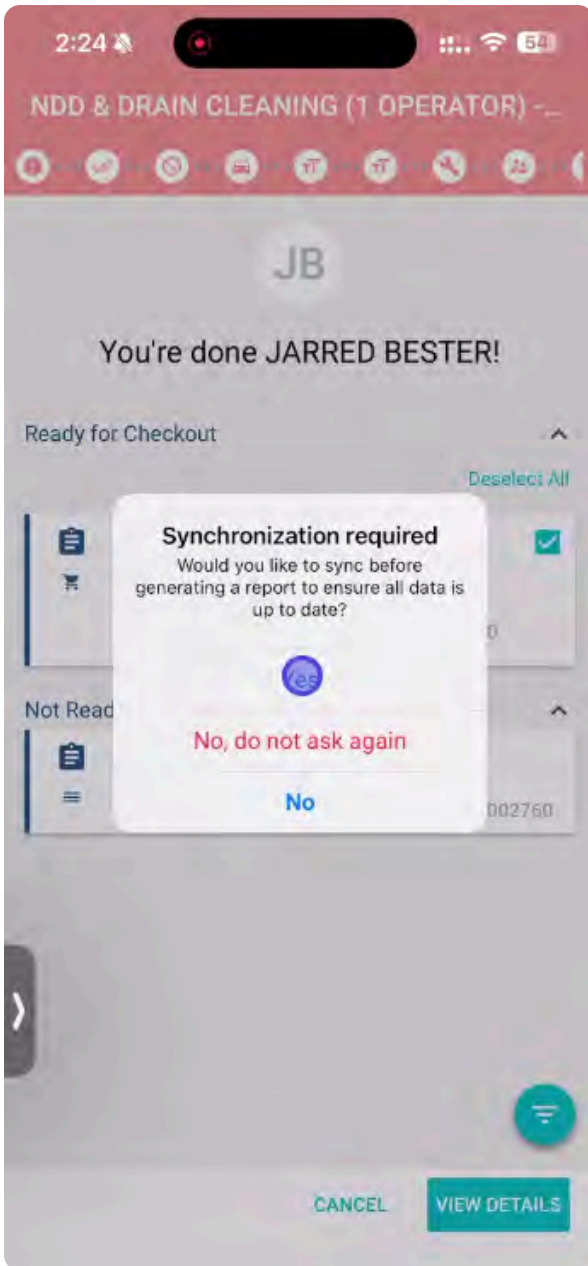
### 44 Click on View Details

[VIEW PAGE →](#)



45 Click on Yes

[VIEW PAGE →](#)



46 Review and ensure the times are correct.

[VIEW PAGE →](#)



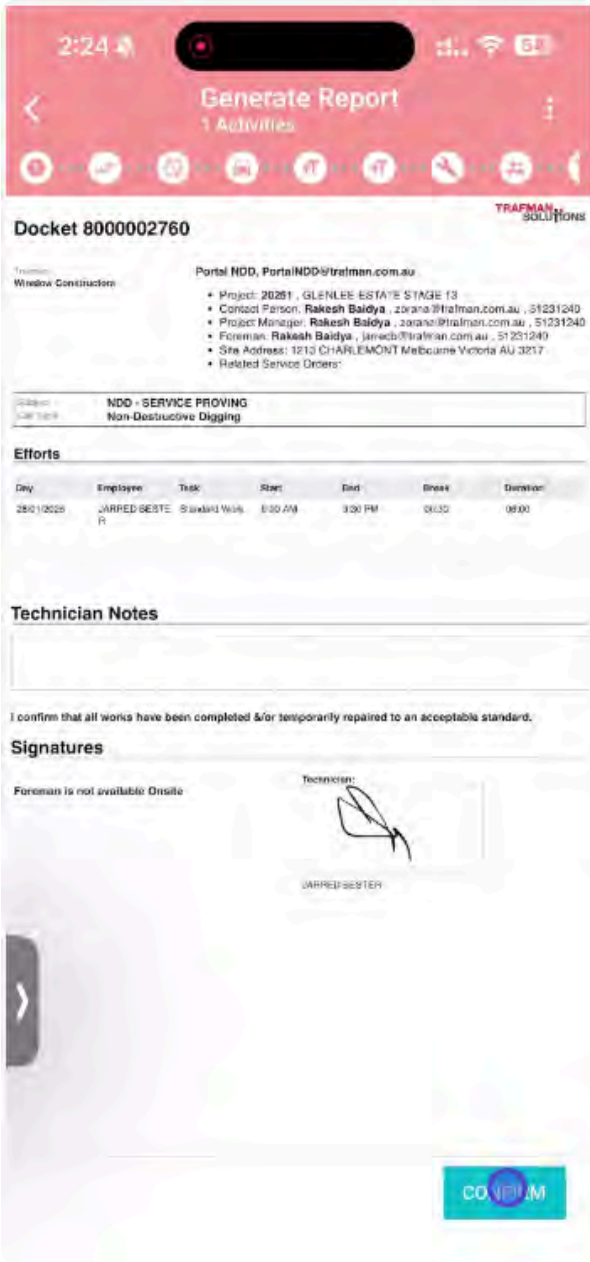
47 If "No" was selected for the question "Is Foreman available onsite" then no signature box is provided.

[VIEW PAGE →](#)



# 48 Sign as Trafman Representative and click Confirm

[VIEW PAGE →](#)



49 Click on Done

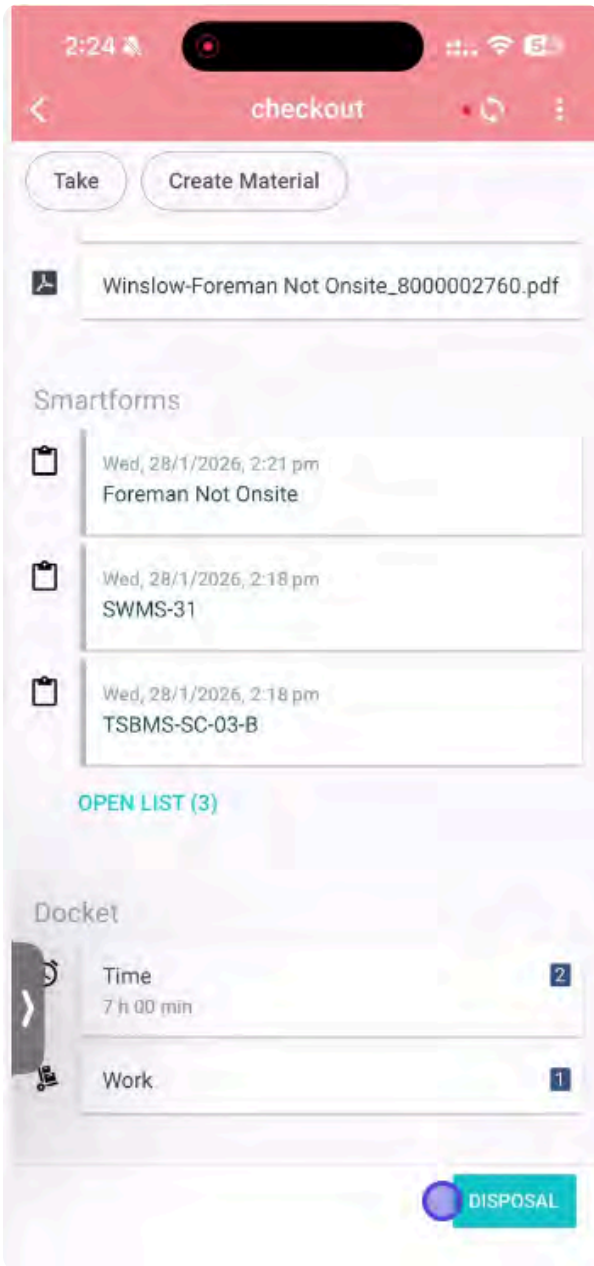
[VIEW PAGE →](#)



## 50 When disposing of material offsite, proceed to the waste facility

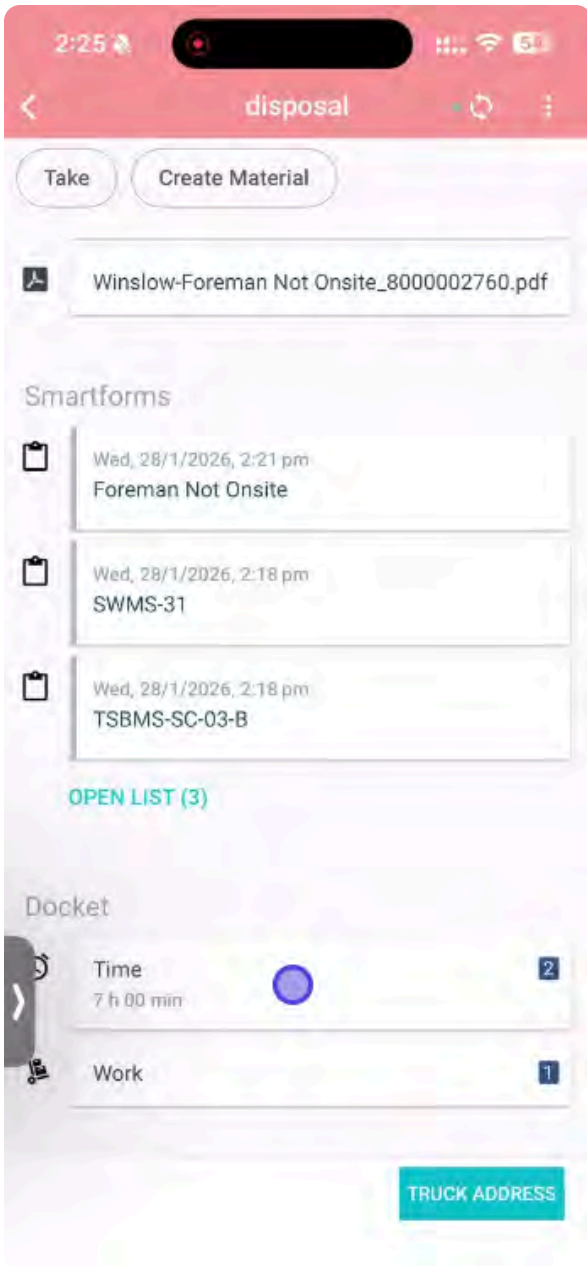
[VIEW PAGE →](#)

Once dumping is complete, click Disposal



51 Scroll down to Docket section, click on Time

[VIEW PAGE →](#)



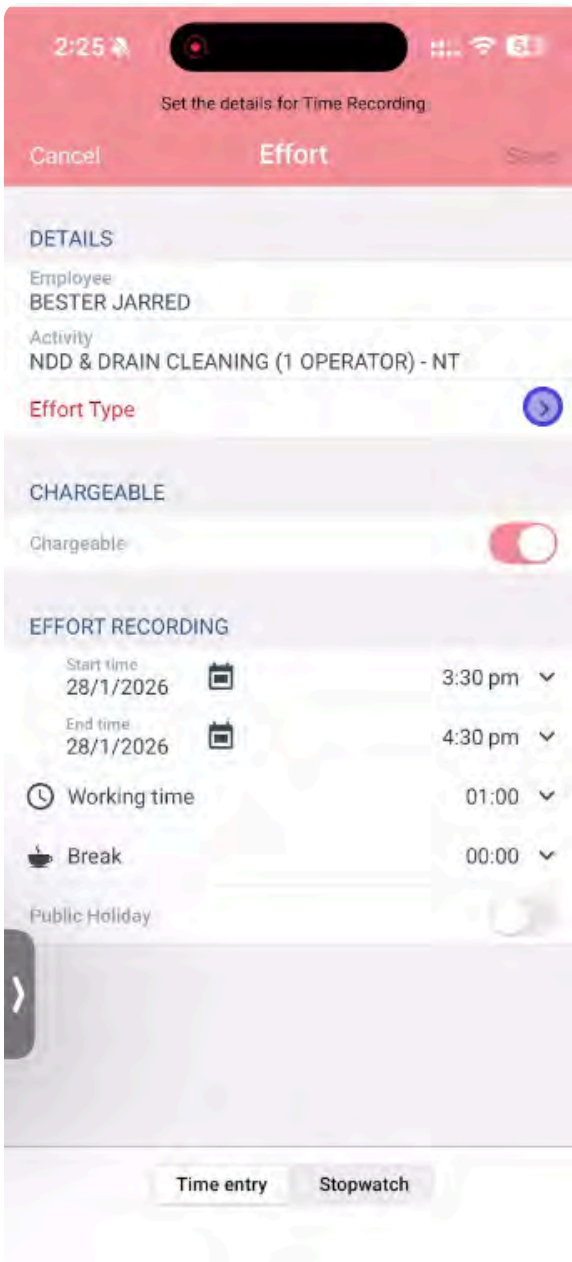
52 To record time from site to disposal facility & wash out time, click on "+"

[VIEW PAGE →](#)



## 53 Click on Effort Type

[VIEW PAGE →](#)



## 54 Select Standard Work

[VIEW PAGE →](#)



Inclement Weather

Standard Work

Travel Time



## 55 Select Start Time

[VIEW PAGE →](#)

Start Time = Departure time from site

The screenshot shows a mobile application interface for setting time recording details. At the top, the status bar shows the time 2:25, signal strength, Wi-Fi, and battery icons. Below the status bar, the title "Set the details for Time Recording" is displayed. The interface has a red header with three buttons: "Cancel", "Effort", and "Save".

The main content is organized into sections:

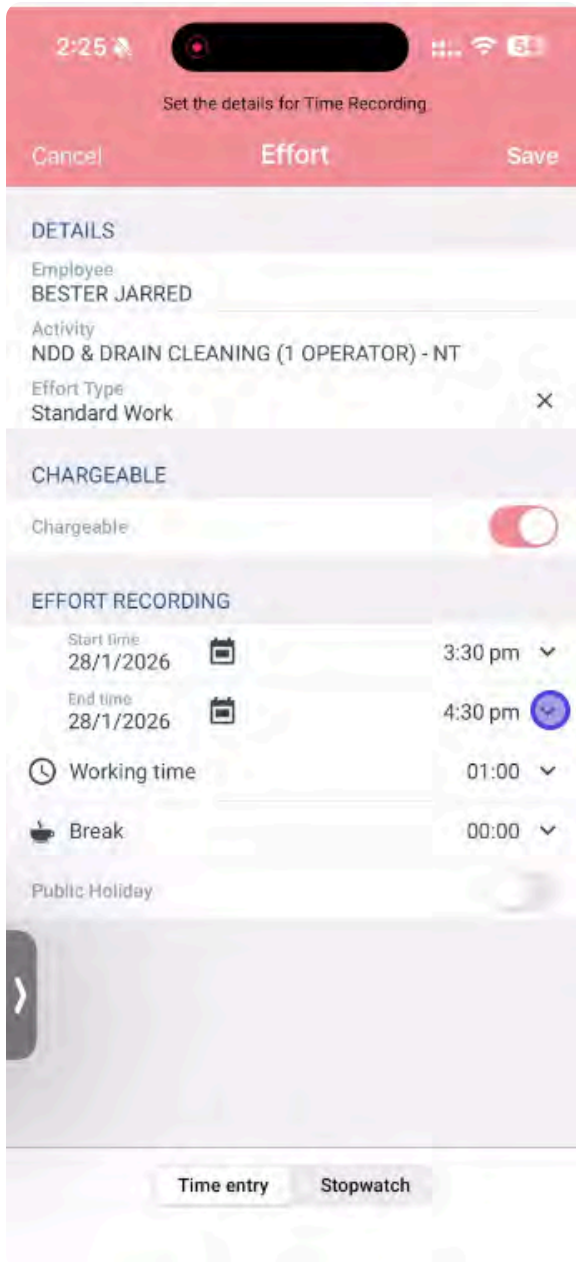
- DETAILS**
  - Employee: BESTER JARRED
  - Activity: NDD & DRAIN CLEANING (1 OPERATOR) - NT
  - Effort Type: Standard Work (with a close icon)
- CHARGEABLE**
  - Chargeable:
- EFFORT RECORDING**
  - Start time: 28/1/2026 3:30 pm (with a calendar icon and a dropdown arrow)
  - End time: 28/1/2026 4:30 pm (with a calendar icon and a dropdown arrow)
  - Working time: 01:00 (with a dropdown arrow)
  - Break: 00:00 (with a dropdown arrow)
  - Public Holiday:

At the bottom, there are two buttons: "Time entry" and "Stopwatch".

## 56 Select End Time

[VIEW PAGE →](#)

End Time = After dumping and wash out.



The screenshot shows a mobile application interface for setting time recording details. At the top, the status bar displays the time 2:25, signal strength, Wi-Fi, and battery icons. Below the status bar, the text "Set the details for Time Recording." is centered. The interface has a red header with "Cancel", "Effort", and "Save" buttons. The main content is divided into sections: "DETAILS" with fields for "Employee" (BESTER JARRED), "Activity" (NDD & DRAIN CLEANING (1 OPERATOR) - NT), and "Effort Type" (Standard Work); "CHARGEABLE" with a toggle switch; "EFFORT RECORDING" with fields for "Start time" (28/1/2026, 3:30 pm), "End time" (28/1/2026, 4:30 pm), "Working time" (01:00), and "Break" (00:00); and "Public Holiday" with a toggle switch. At the bottom, there are two buttons: "Time entry" and "Stopwatch".

## 57 Ensure the Working Time Hour count is correct.

[VIEW PAGE →](#)

## 58 Review and ensure all the details are correct, click Save

[VIEW PAGE →](#)

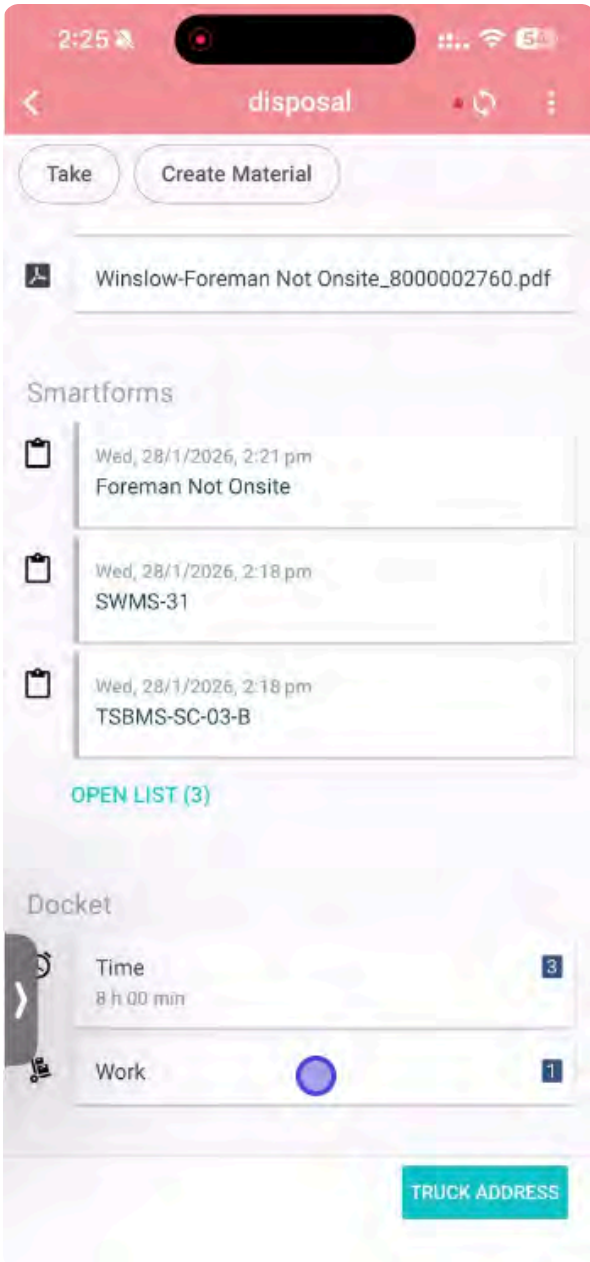
59 Click on "<" to exit

[VIEW PAGE →](#)



60 Click on Work

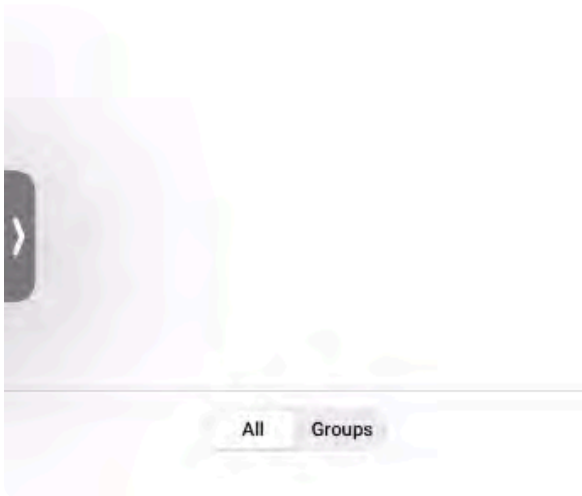
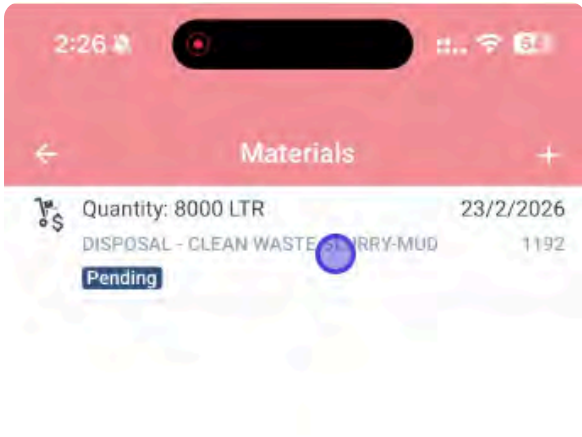
[VIEW PAGE →](#)



## 61 Ensure that the correct waste category and amount is included

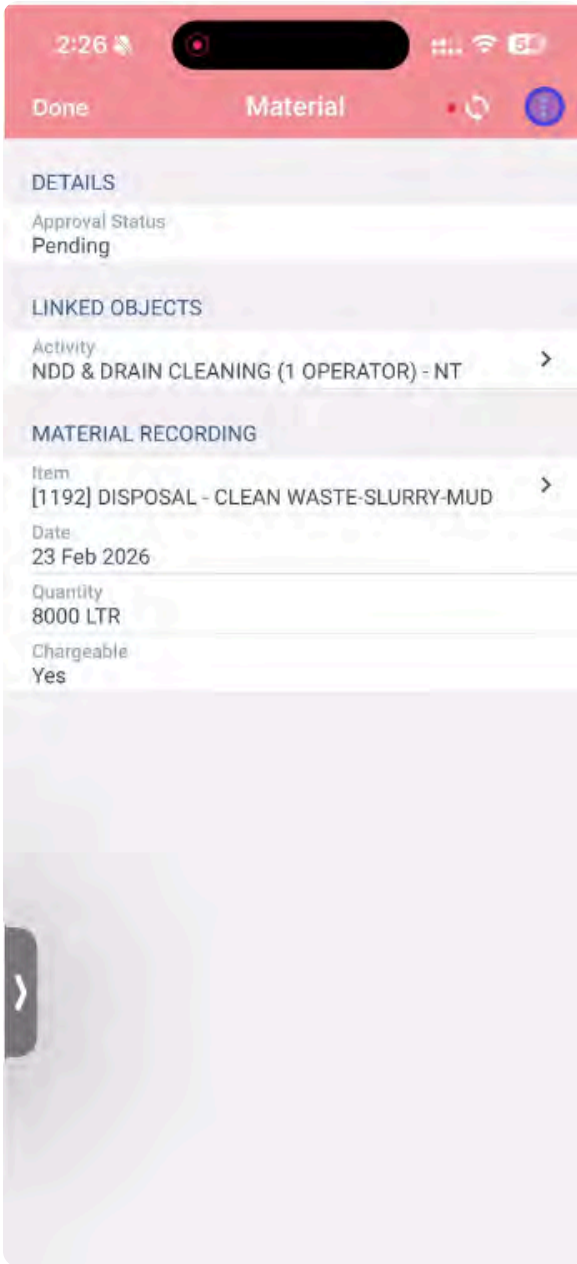
[VIEW PAGE →](#)

If editing is required, click the material



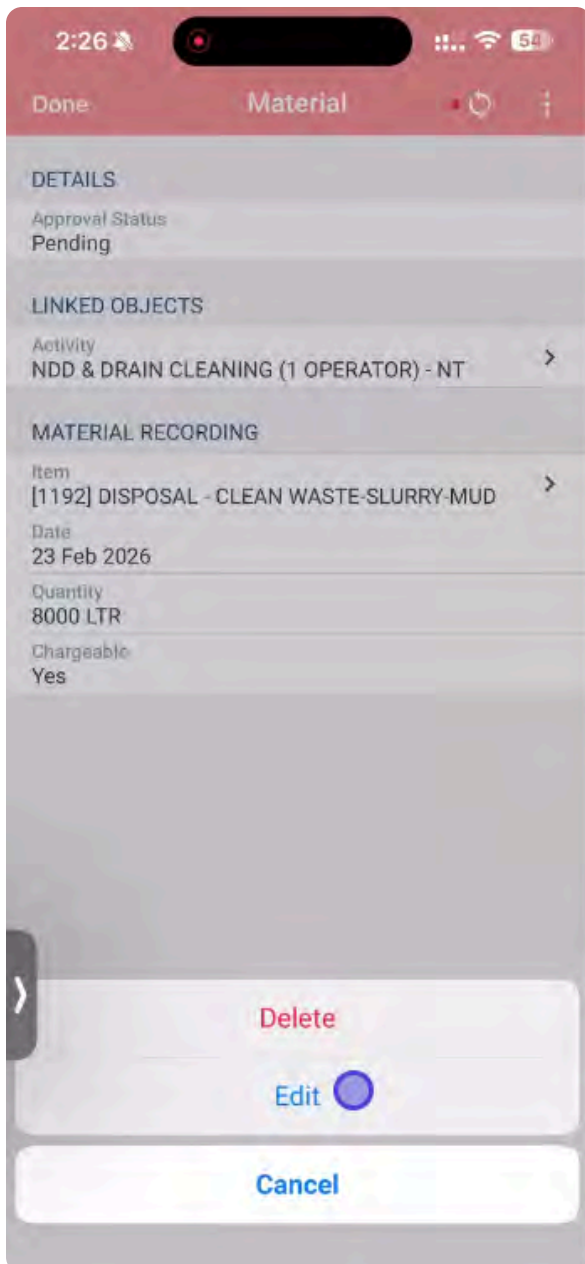
62 Click the "3-Dot" icon

[VIEW PAGE →](#)



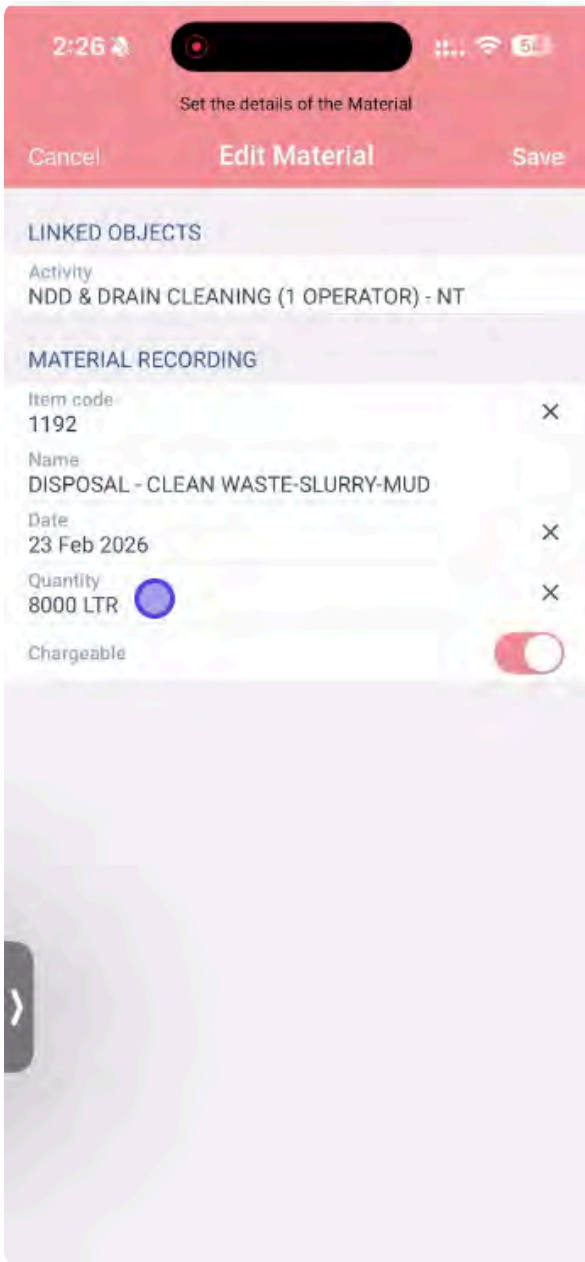
## 63 Click on Edit

[VIEW PAGE →](#)



## 64 Click on Quantity

[VIEW PAGE →](#)



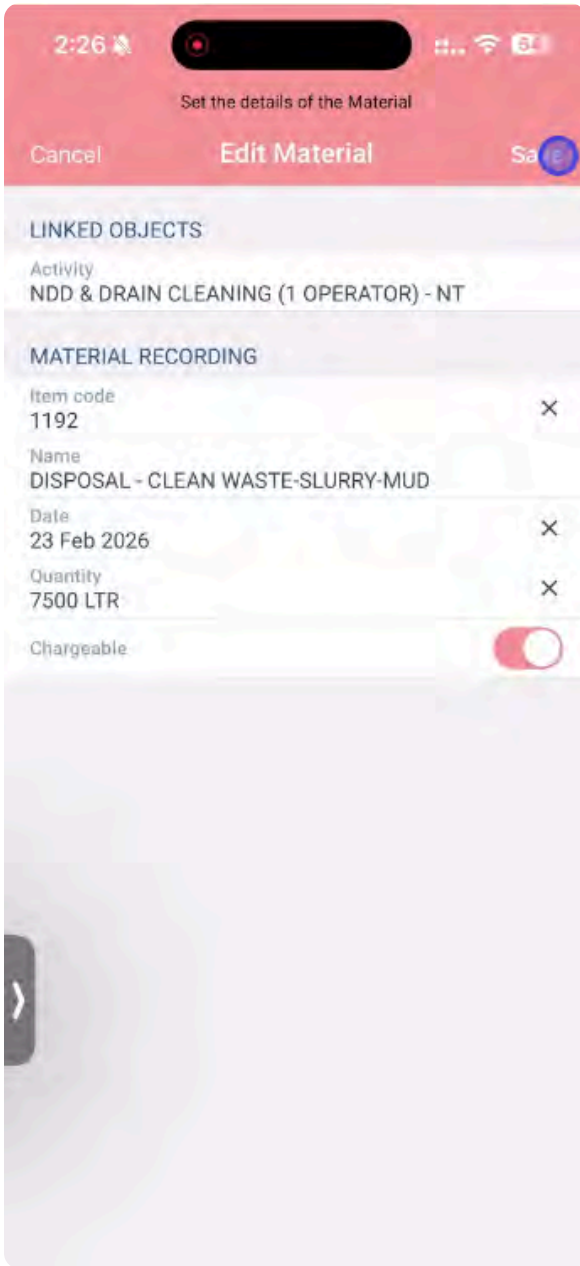
## 65 Type Quantity (i.e. "7500")

[VIEW PAGE →](#)



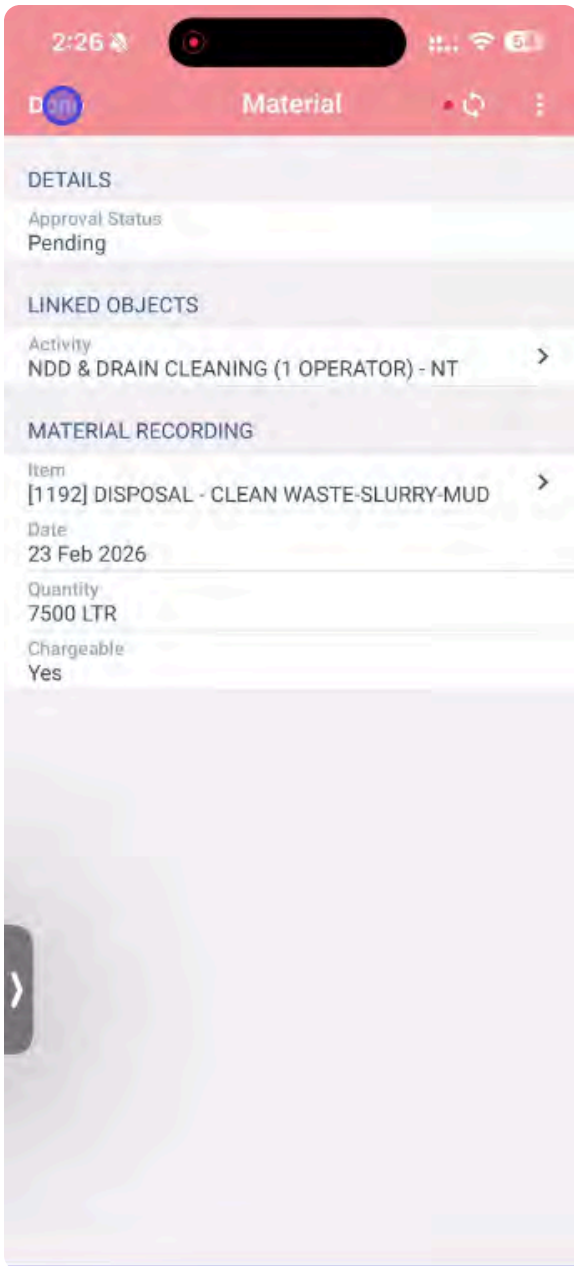
## 66 Click on Save

[VIEW PAGE →](#)



## 67 Click on Done

[VIEW PAGE →](#)



## 68 Click on "<" to exit

[VIEW PAGE →](#)



## 69 Once arriving back at the depot, click on Truck Address

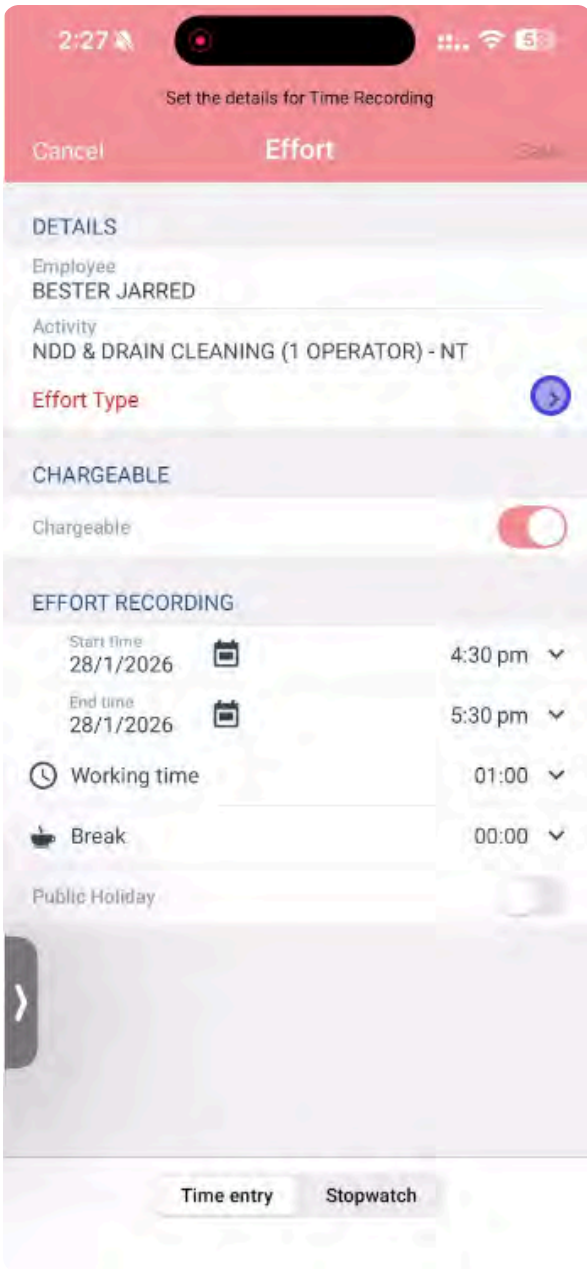
[VIEW PAGE →](#)



71 In order to record the time from disposal facility back to the depot, the effort screen will pop-up.

[VIEW PAGE →](#)

Click on Effort Type



72 Select Travel Time

[VIEW PAGE →](#)



## 74 Select Start Time

[VIEW PAGE →](#)

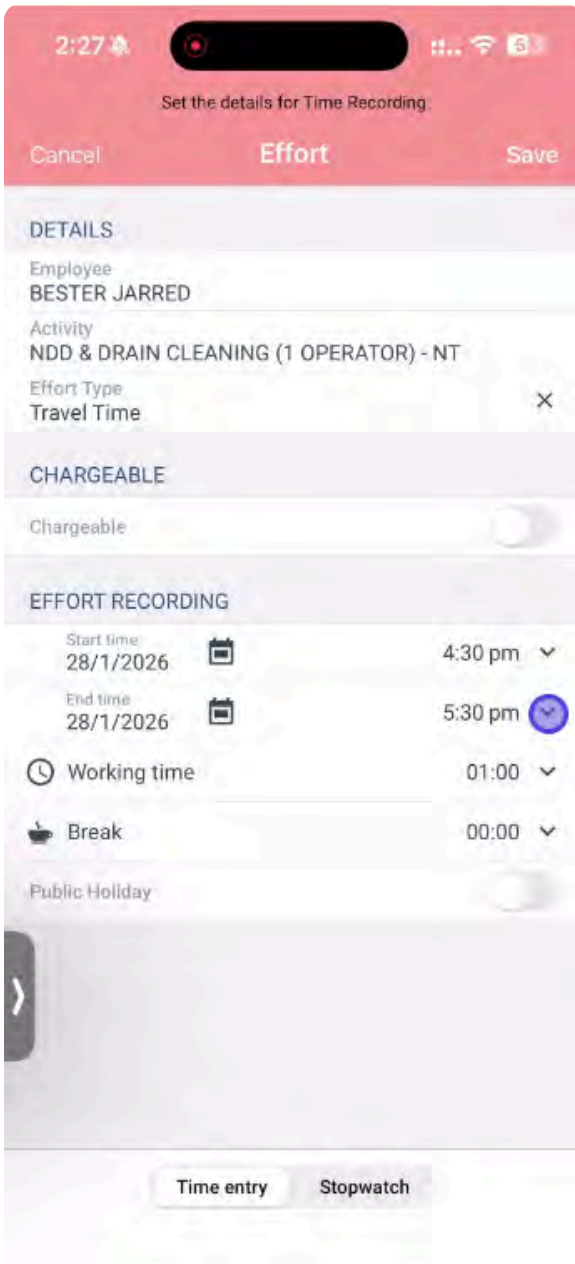
Start Time = Time departed from the disposal facility



## 75 Select End Time

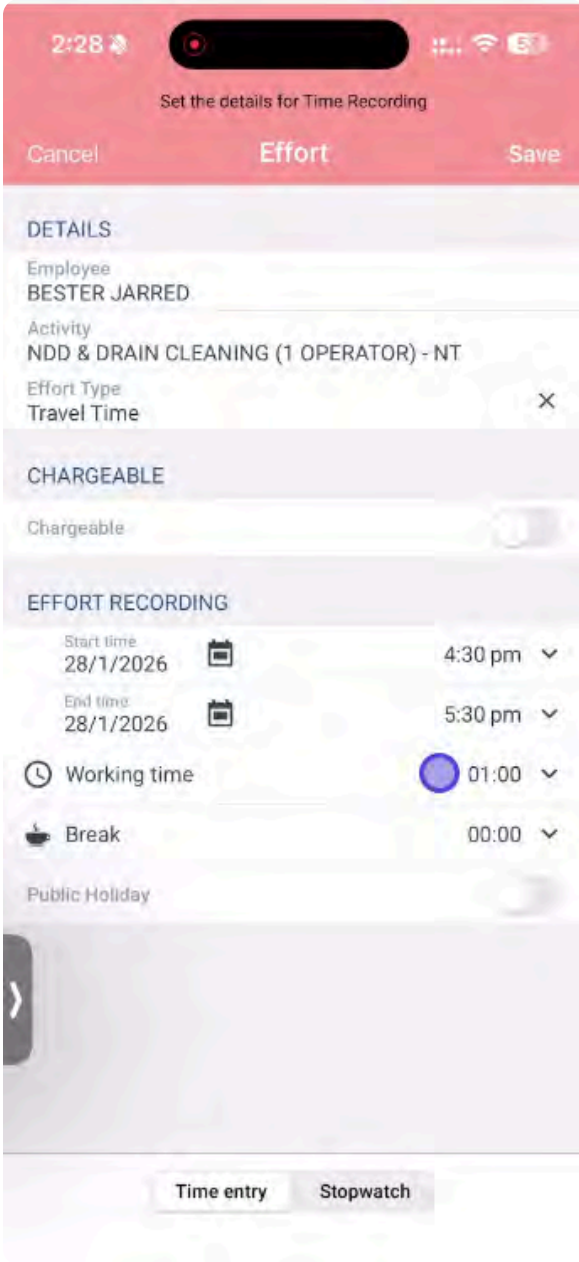
[VIEW PAGE →](#)

End Time = Arrival time back at the depot



76 Ensure the Working Time Hour count is correct.

[VIEW PAGE →](#)



77 Click on Save

[VIEW PAGE →](#)



78 Click on Continue

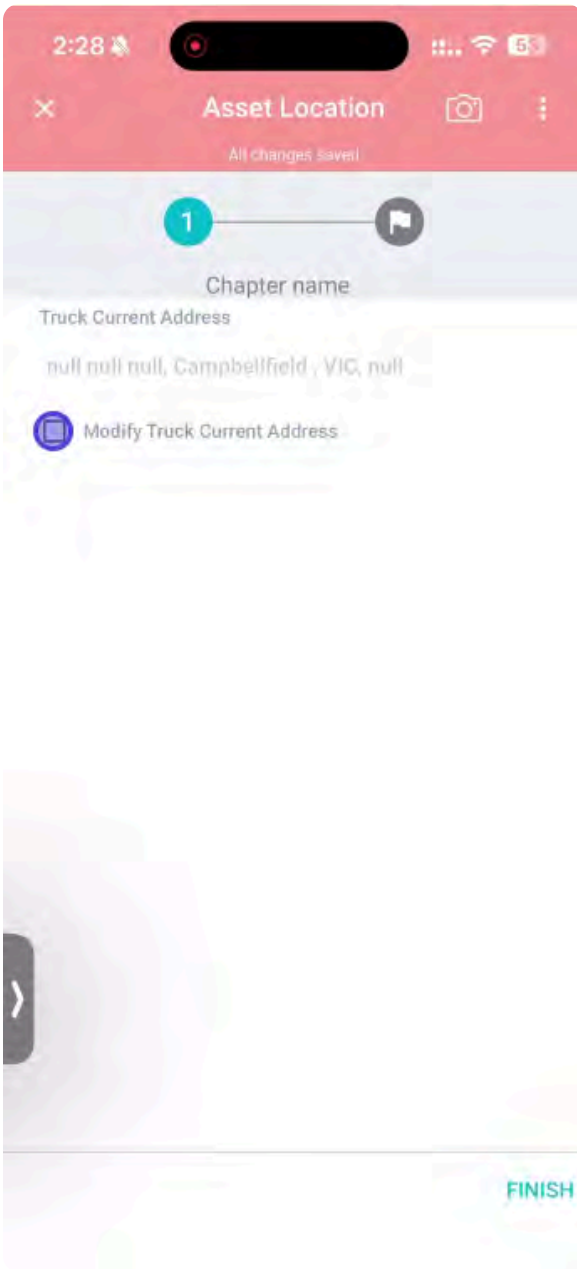
[VIEW PAGE →](#)



## 79 Asset locations, records the trucks end of shift location.

[VIEW PAGE →](#)

If the address is different from the location stated under "Truck Current Address", click on Modify Truck Current Address.



**80** To use the GPS, click on Capture Location[VIEW PAGE →](#)

Alternatively, the address can be manually entered below the "Fill in the current address of Truck".

2:28

Asset Location

All changes saved

Chapter name

Truck Current Address

null null null, Campbellfield, VIC: null

Modify Truck Current Address

Location

Capt Location

Fill in the current address of Truck

Truck Number

3NM-3PK

Street Number

Enter text

Street Name

Enter text

Street Type

Enter text

Suburb

Enter text

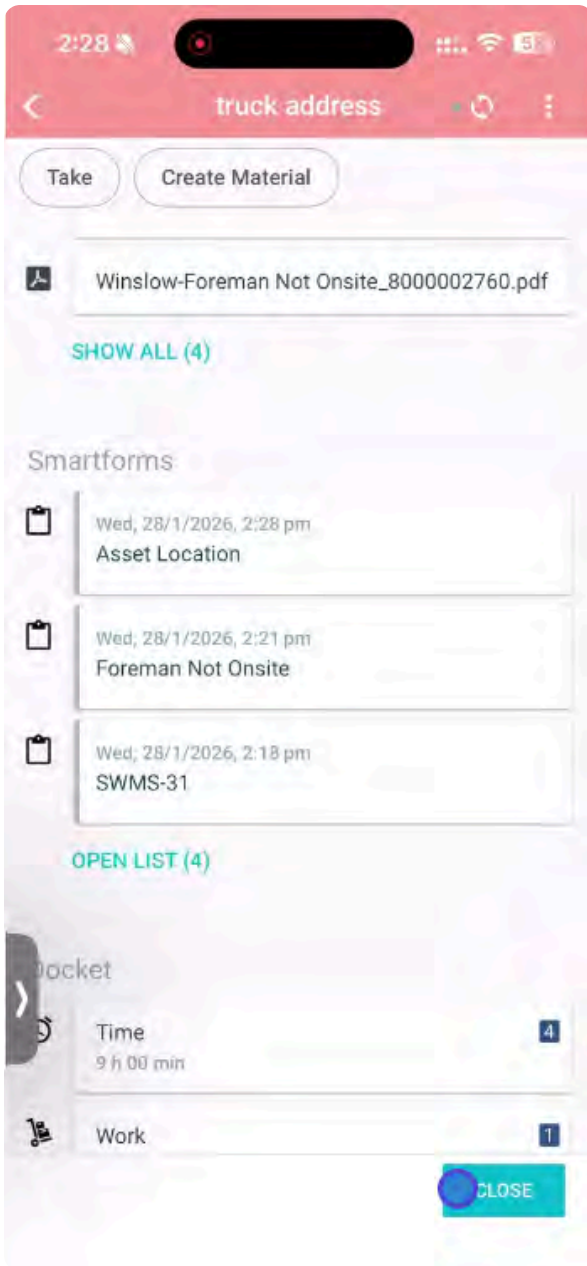
State

FINISH

**81** If correct, click on the Tick icon.[VIEW PAGE →](#)

### 83 Click on Close

[VIEW PAGE →](#)



### 84 Click on "<" to exit

[VIEW PAGE →](#)



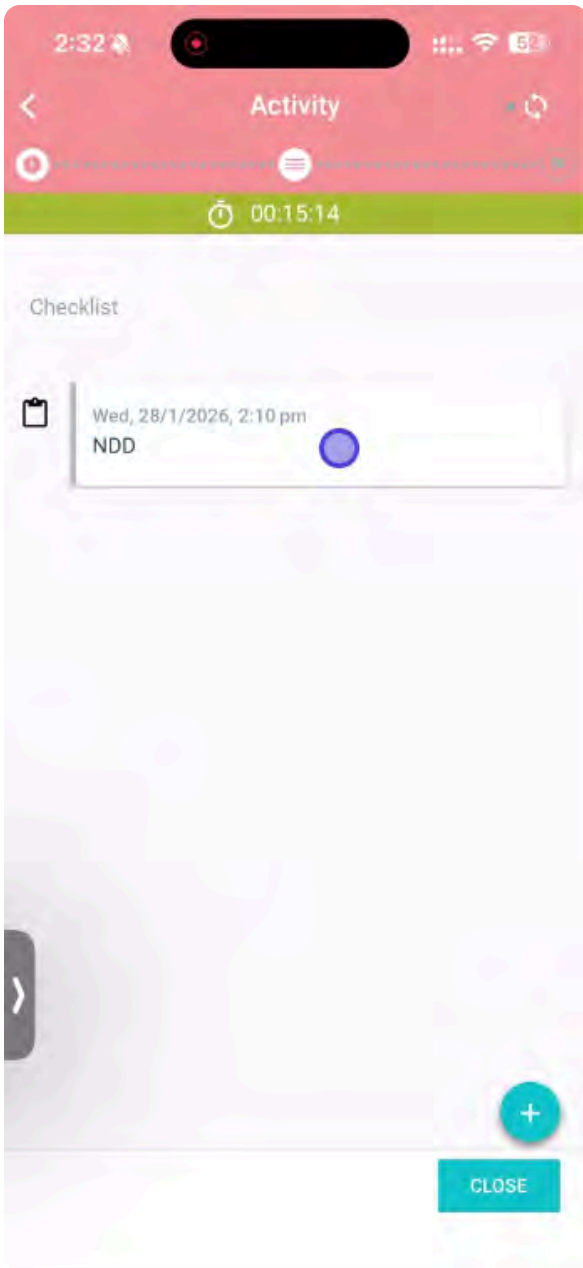
### 85 To close off the Vehicle activity, click on Continue

[VIEW PAGE →](#)



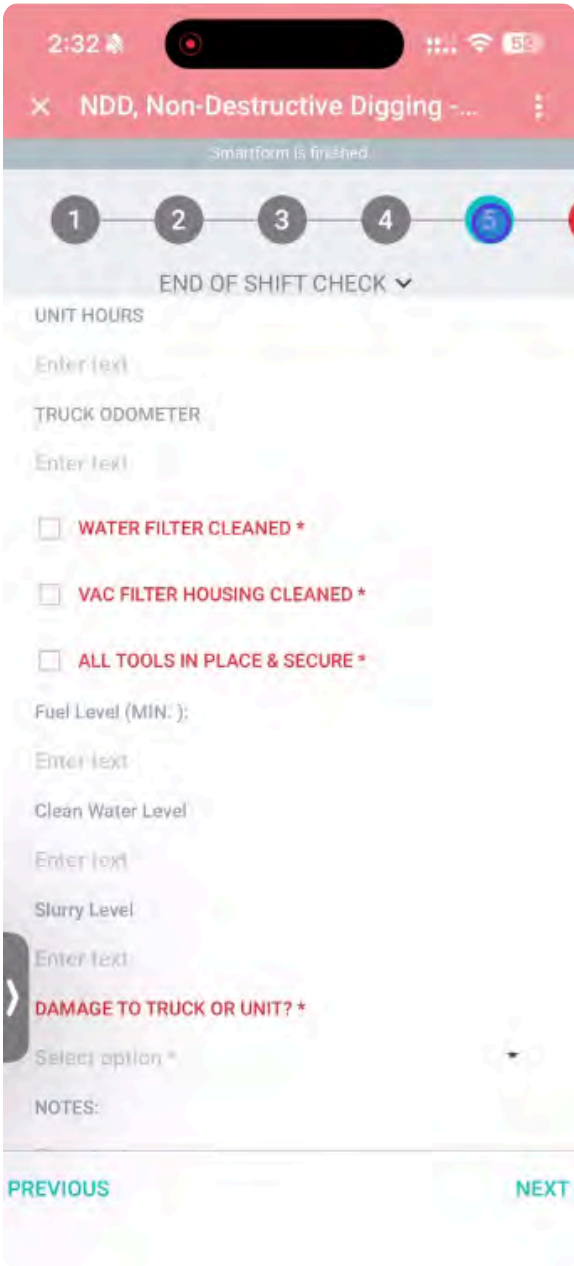
86 Click on the form

[VIEW PAGE →](#)



87 Navigate to Step 5, answer the questions and click Next

[VIEW PAGE →](#)



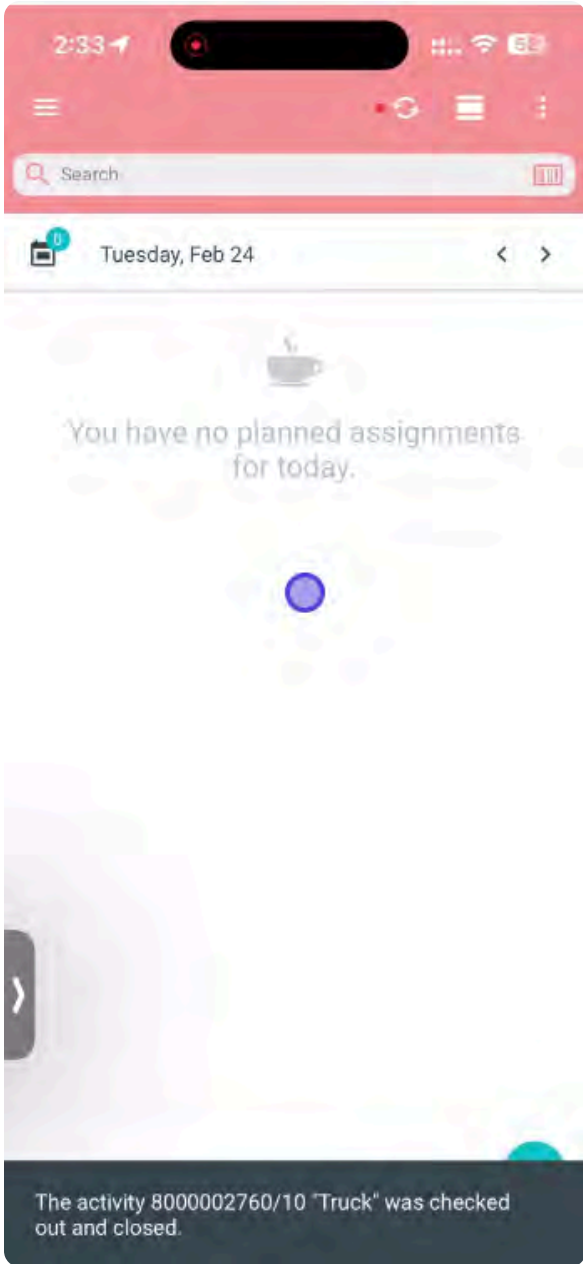
88 Click on Close

[VIEW PAGE →](#)



## 89 Job Done

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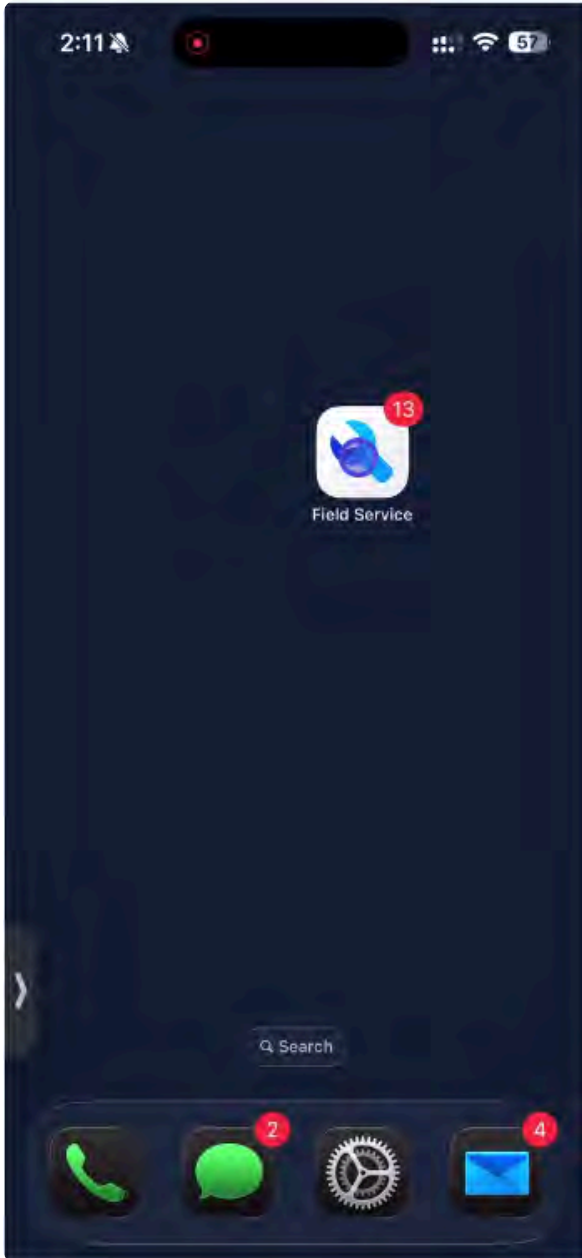
**FSM MOBILE  
APP - NDD  
- ACTIVITY  
COMPLETION  
MAIN OPERATOR  
(CREW)**

---

**TRAFMAN.**  
**SOLUTIONS**

# FSM Mobile APP - NDD - Activity Completion for Main Operator (Crew)

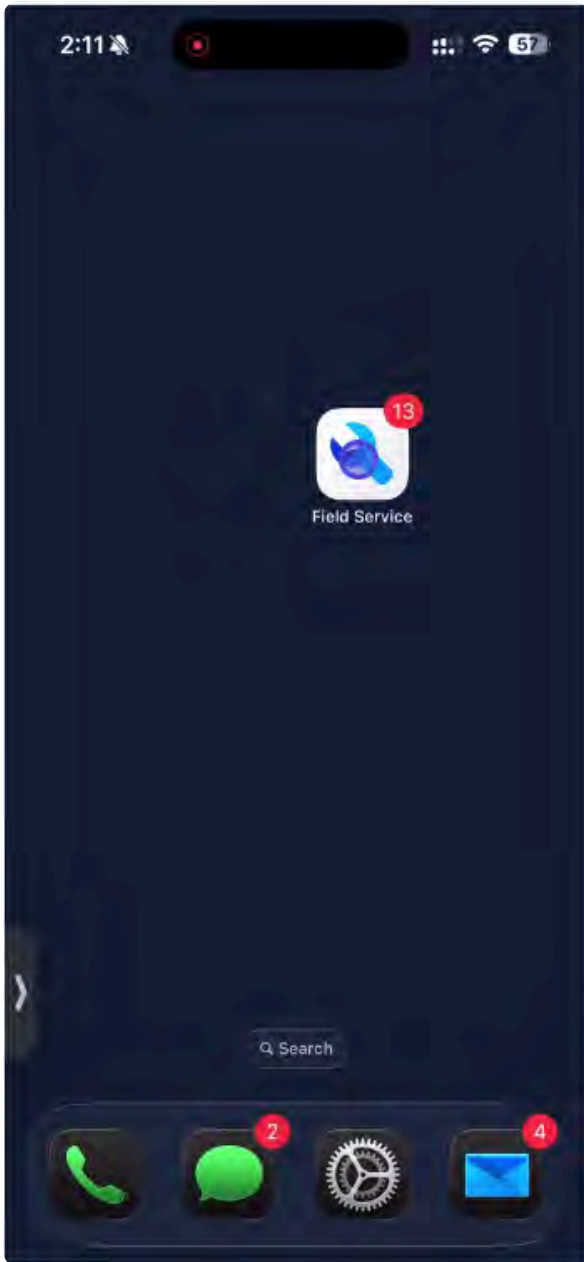
Created on Jan 29, 2026 by Jarred Bester



[WATCH RECORDING →](#)

# 1 Open FSM Mobile App

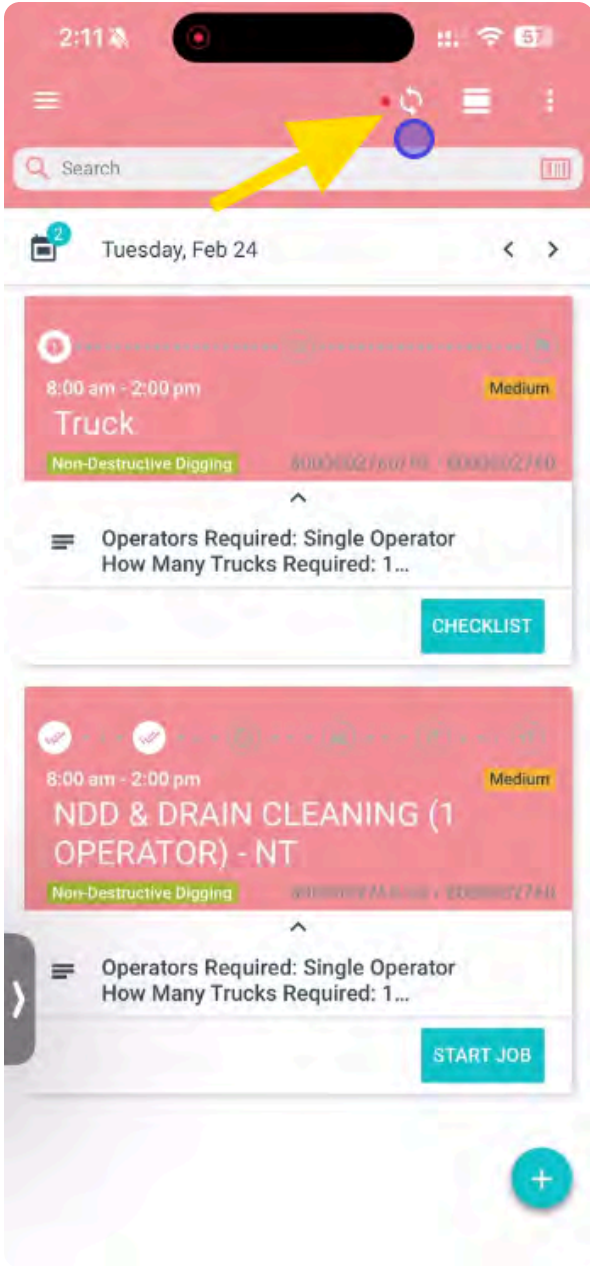
[VIEW PAGE →](#)



2

**VERY IMPORTANT:** Please note that each time a button is clicked the App will sync with the cloud to ensure that all data is updated in real time, please allow the spinning icon to stop before clicking the next button.

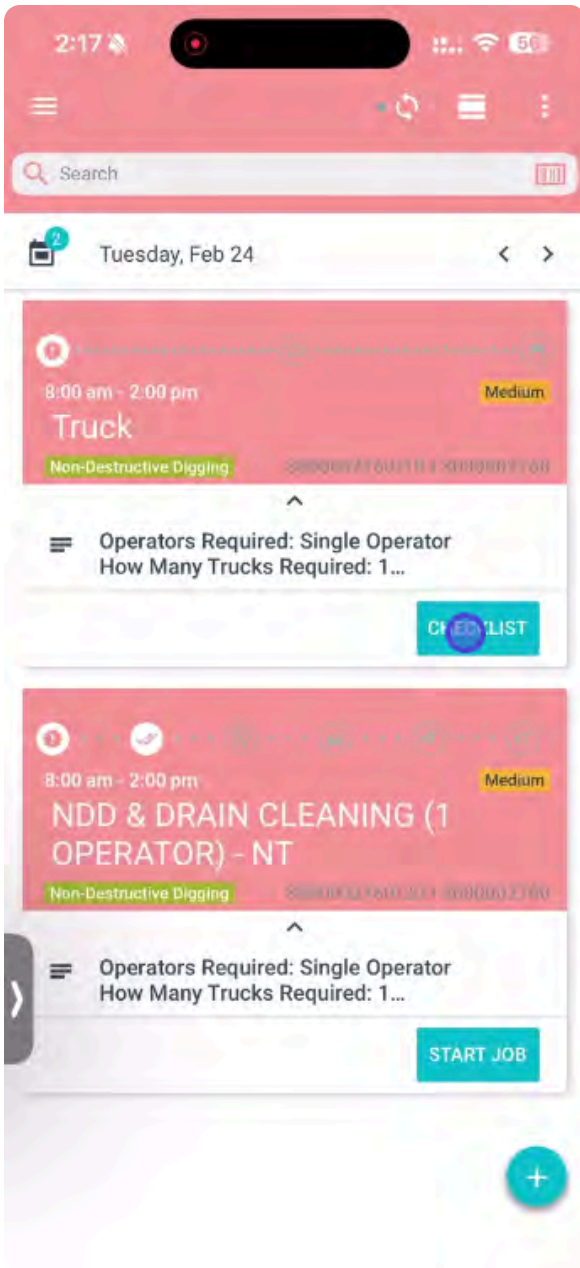
[VIEW PAGE →](#)



3

Click the button on the Vehicle activity to complete the Vehicle Checklist

[VIEW PAGE →](#)



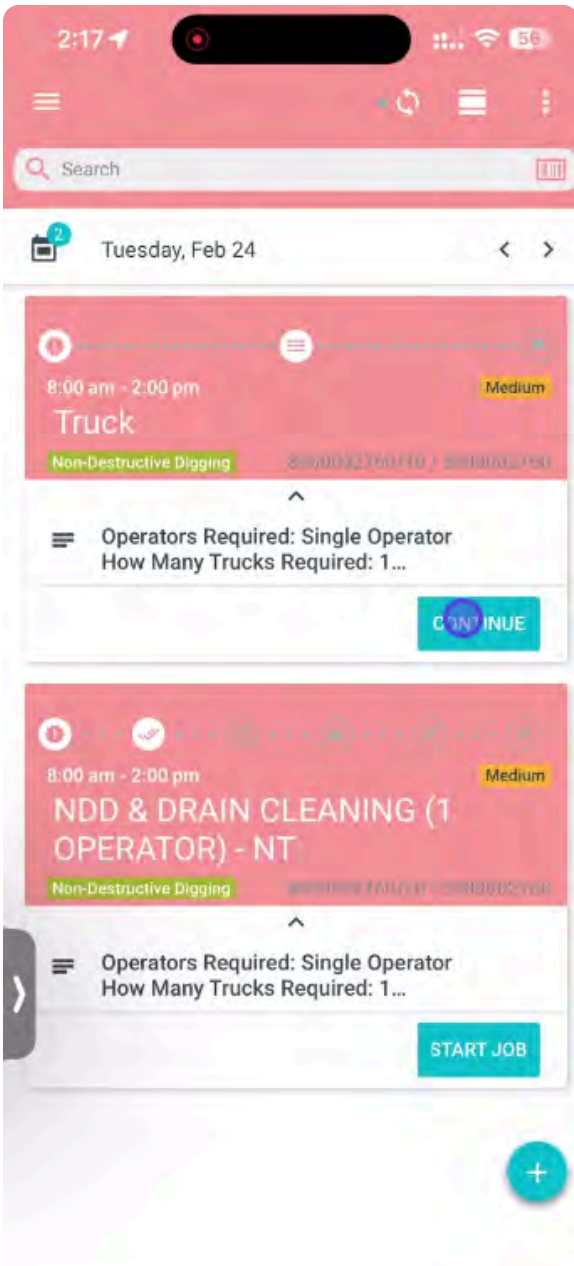
- 4 If you do click while the sync is still in progress, a prompt will appear, Click on Continue and wait for the sync to complete.

[VIEW PAGE →](#)



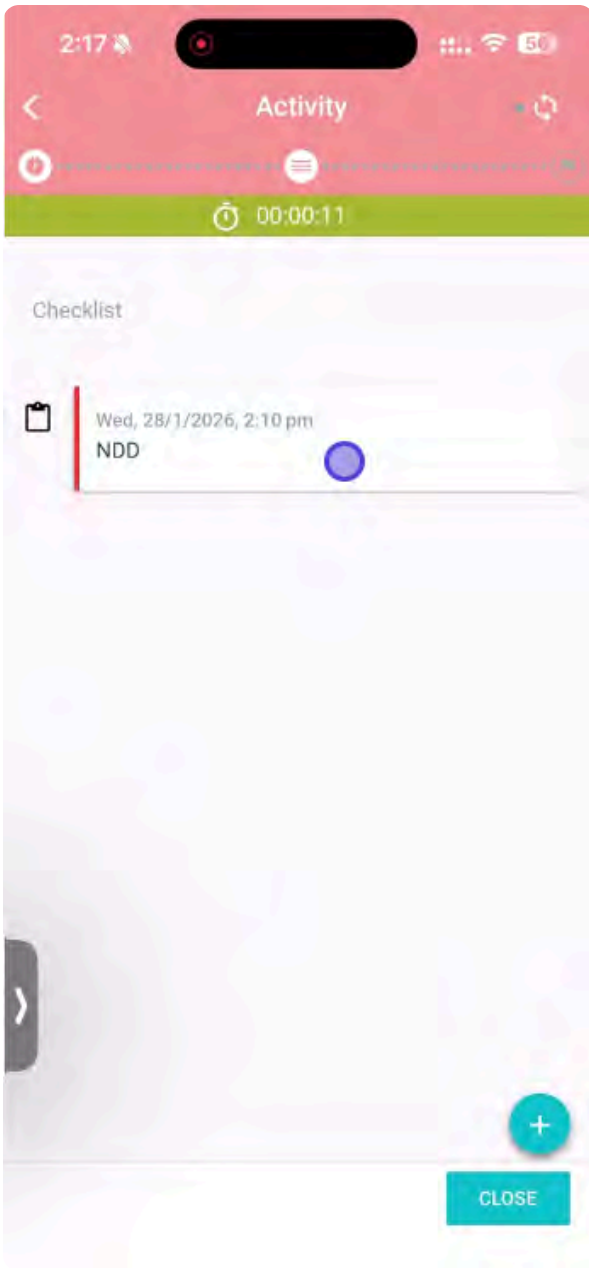
5 Once ready, click on Continue

[VIEW PAGE →](#)



6 Click on the form

[VIEW PAGE →](#)



7 Once the form loads, Answer the questions up to Step 4 only.

[VIEW PAGE →](#)

Step 5-6 are "End of Shift" related questions and will be completed at the end of the day.

2:17

NDD, Non-Destructive Dig... All changes saved.

1 2 3 4 5

ADMINISTRATION ▾

Date & Time:

Pick date Pick time

Registration:

1NM-1PK

Odometer:

Enter text

Operator Name

JARRED BESTER

Depot Location:

Enter text

Plant ID Number:

NU1

Fuel Level:

Enter text

Clean Water Level

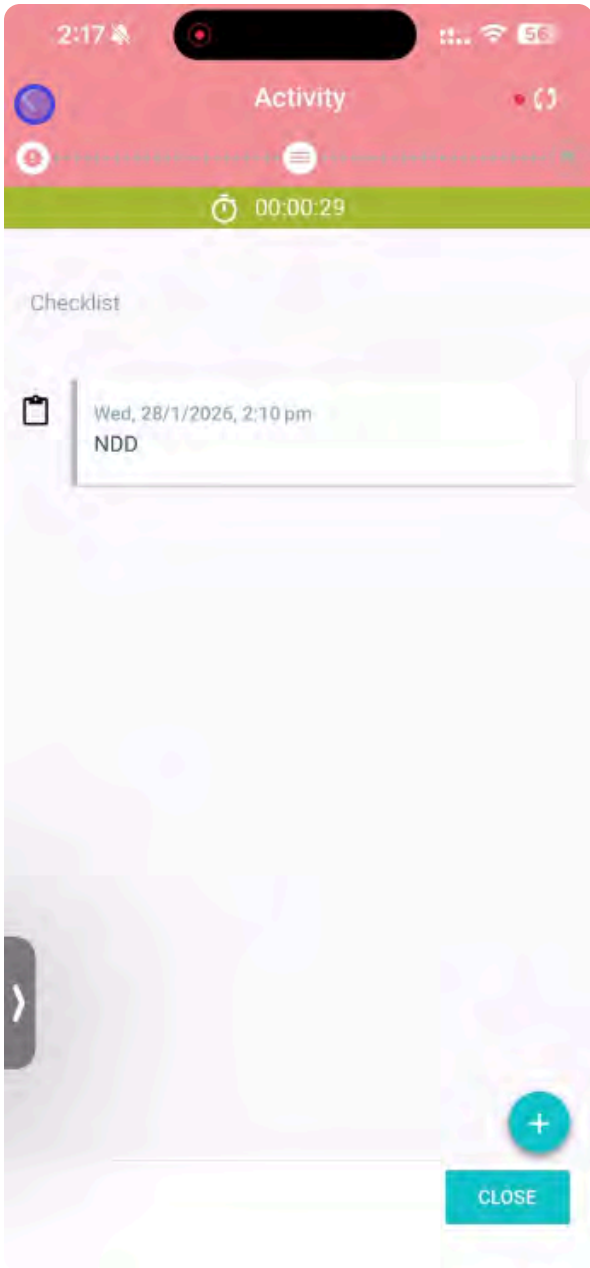
Enter text

Slurry Level

8 Click on "<" to exit

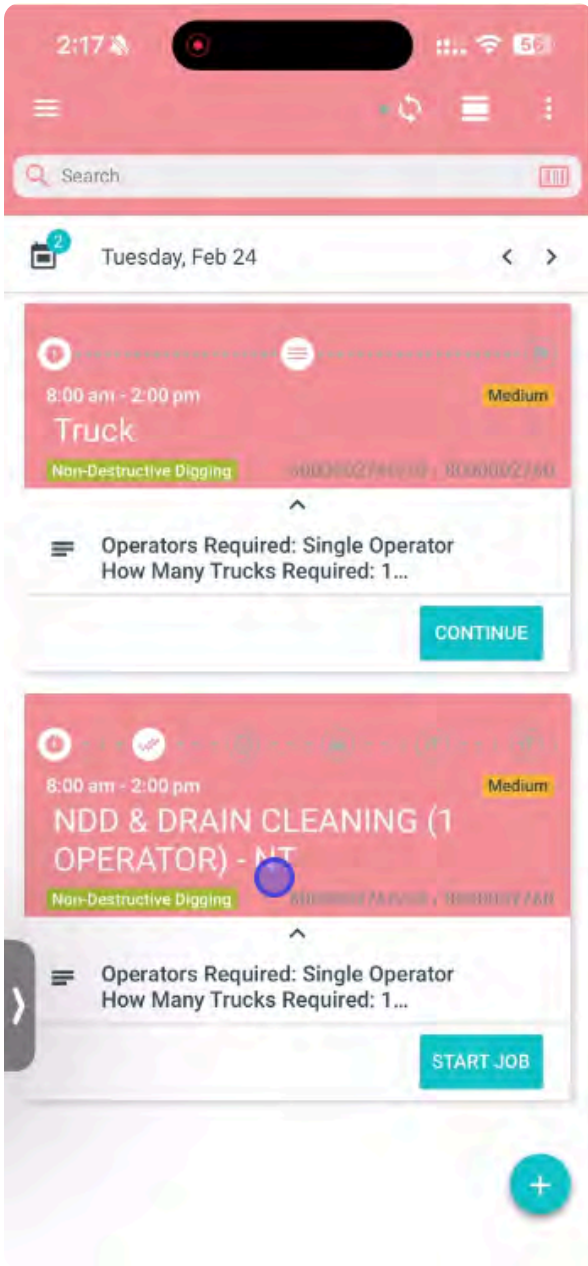
[VIEW PAGE →](#)

Click on "<" to exit



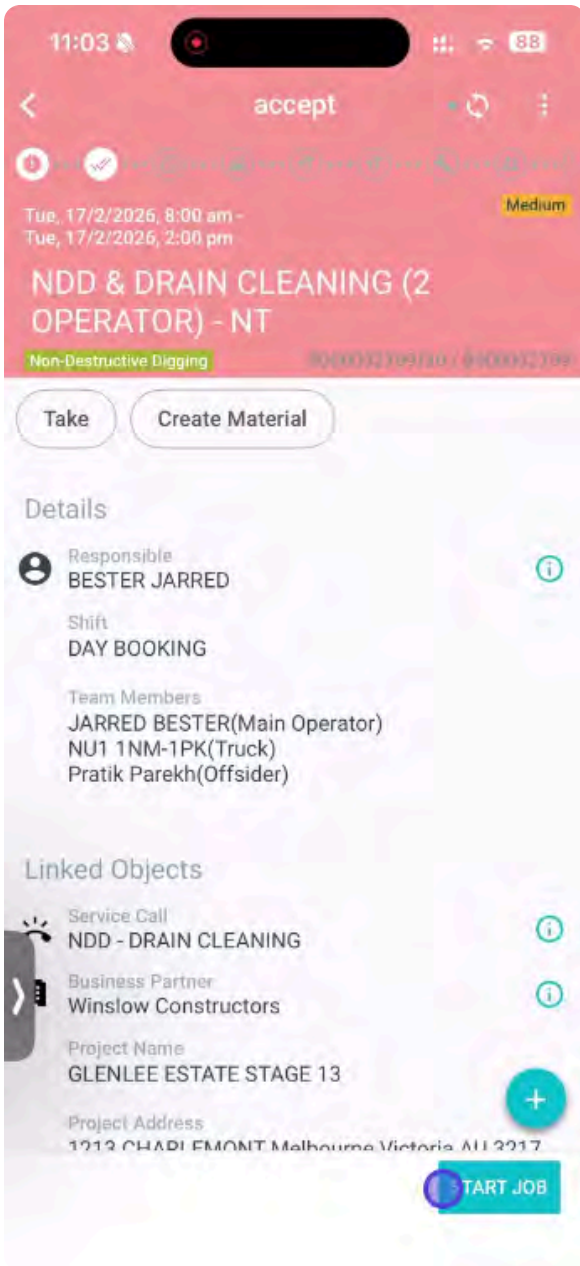
## 9 Click into the Main Activity

[VIEW PAGE →](#)



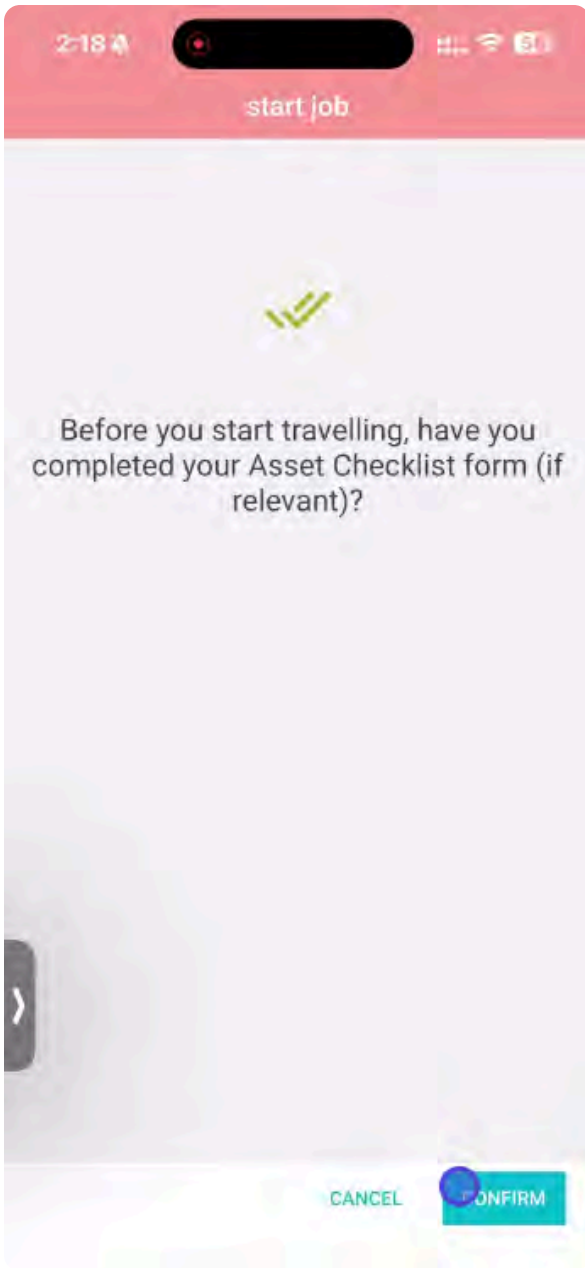
10 To confirm your onsite, Click Start Job

[VIEW PAGE →](#)



## 11 Click on Confirm

[VIEW PAGE →](#)



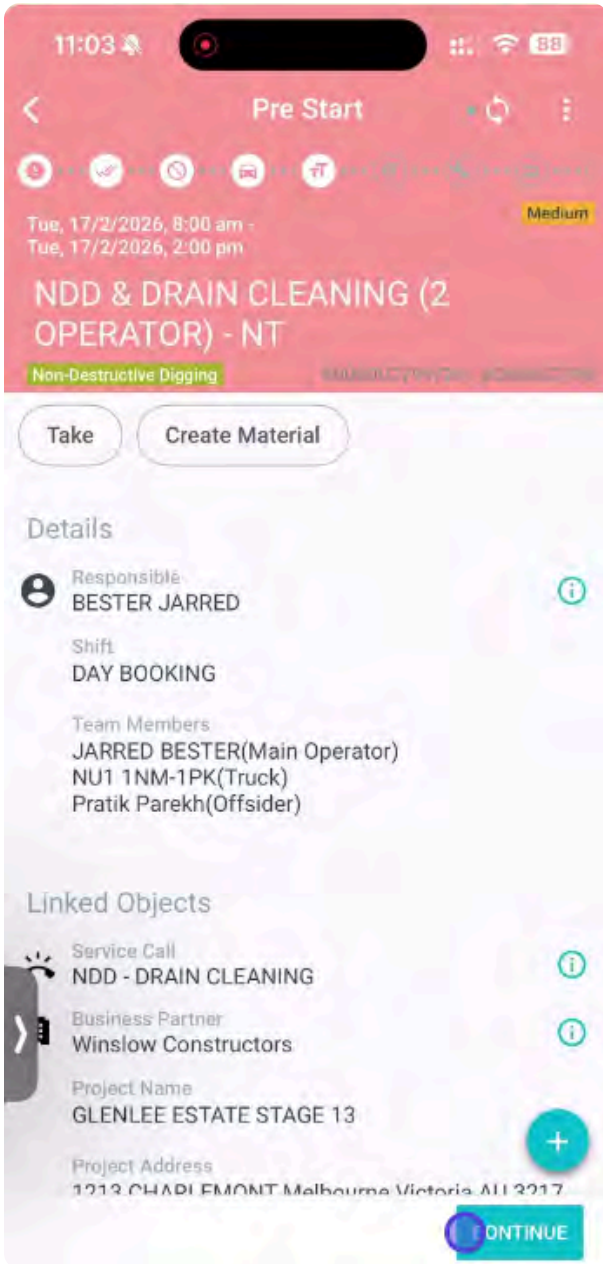
## 12 To commence the safety paperwork, Click on Pre-Start

[VIEW PAGE →](#)



13 Click on Continue

[VIEW PAGE →](#)



14 Once the form loads, Answer the questions to complete the form and click Next

[VIEW PAGE →](#)

2:18

TSBMS-SC-03-B, NDD Pre...

all changes saved

1 2 3 4 5

Header ▾

Date

Pick date

Client:

**Winslow Constructors**

Job Name:

**GLENLEE ESTATE STAGE 13**

Job Location:

Client Job Number:

**20251**

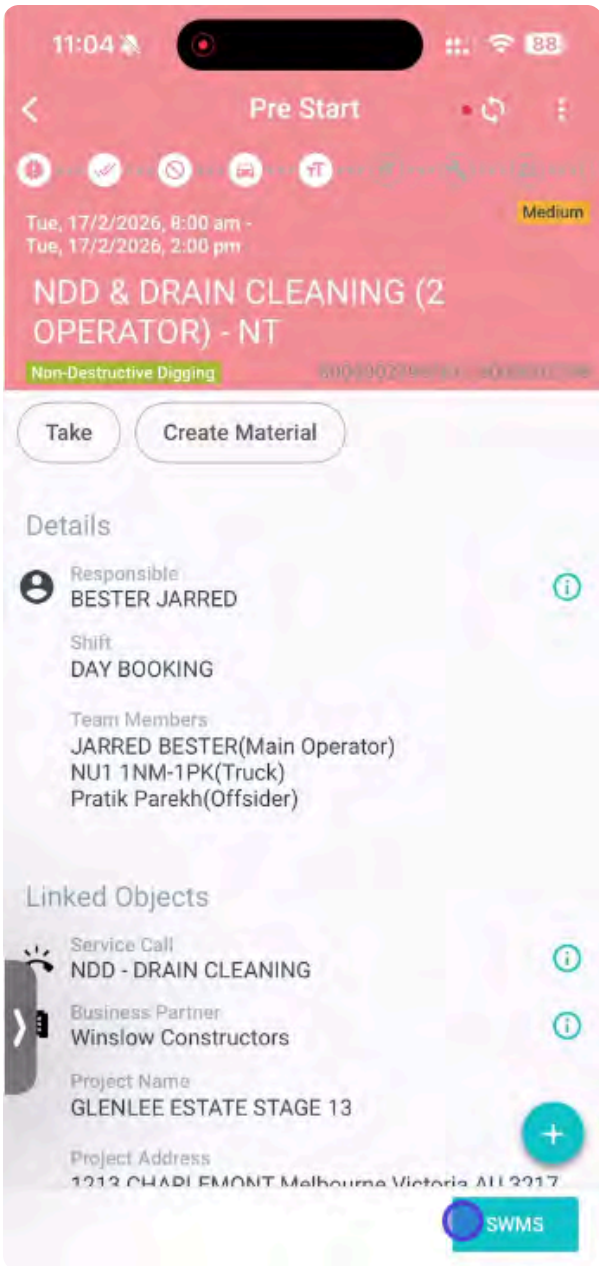
Traifman Representative:

**JARRED BESTER**

**PRE-START SAFETY CHECKLIST TO BE COMPLETED ON COMMENCEMENT OF EACH SHIFT - IF AN UNSAFE SITE IS FOUND, CEASE WORK AND CONTACT A SUPERVISOR IMMEDIATELY**

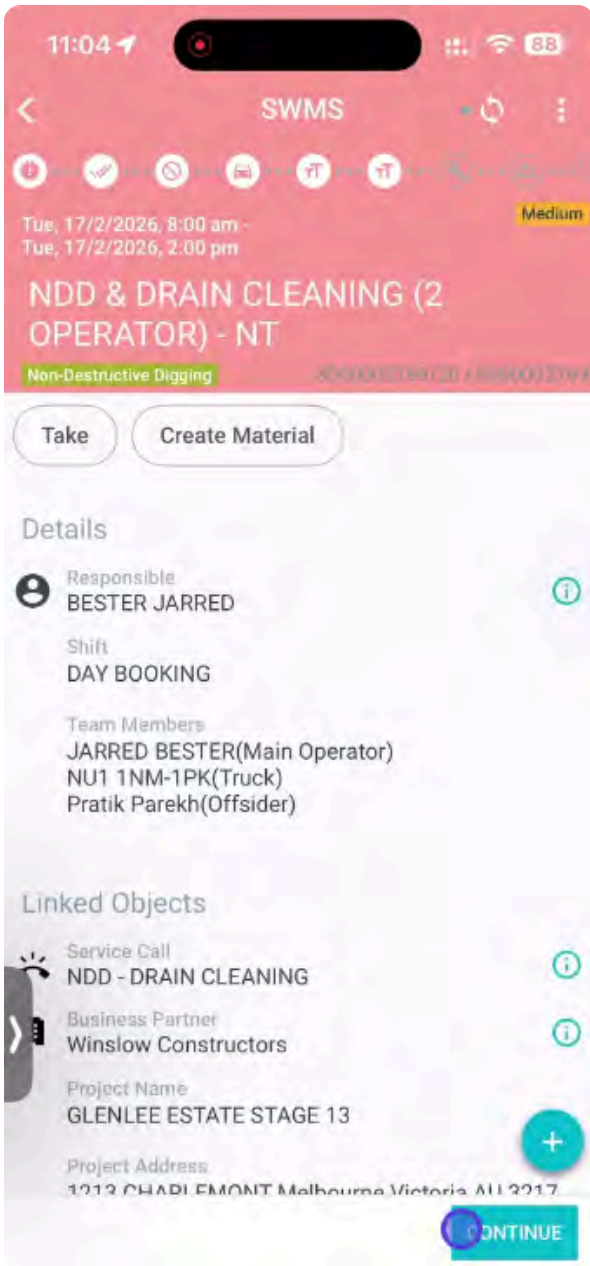
15 Click on SWMS

[VIEW PAGE →](#)



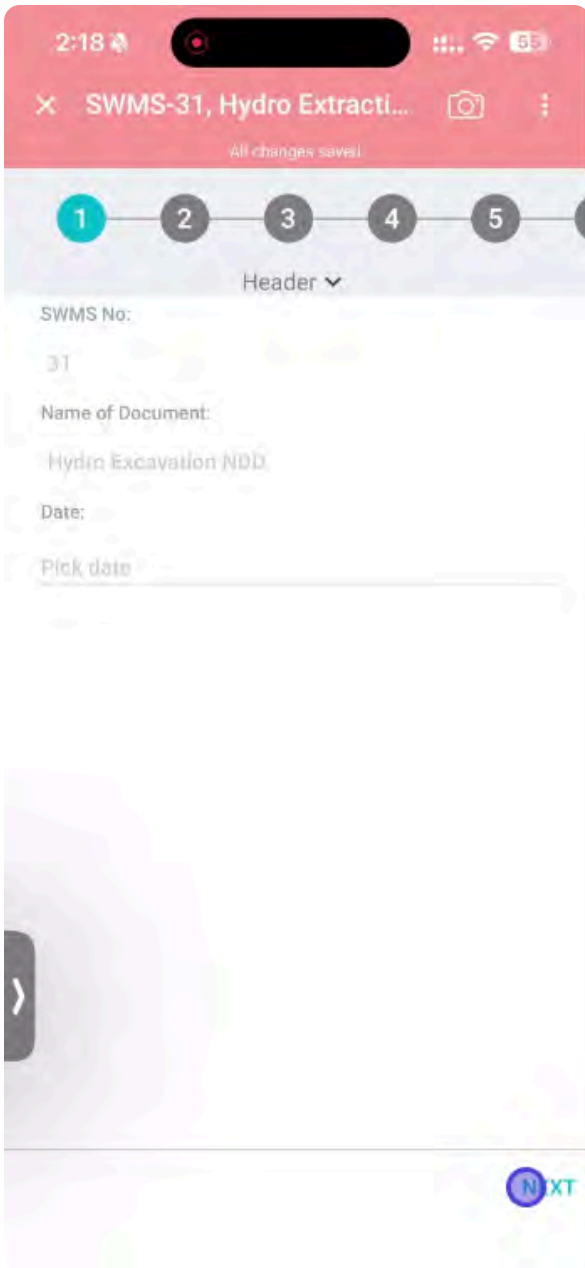
16 Click on Continue

[VIEW PAGE →](#)



17 Once the form loads, Answer the questions to complete the form and click Next

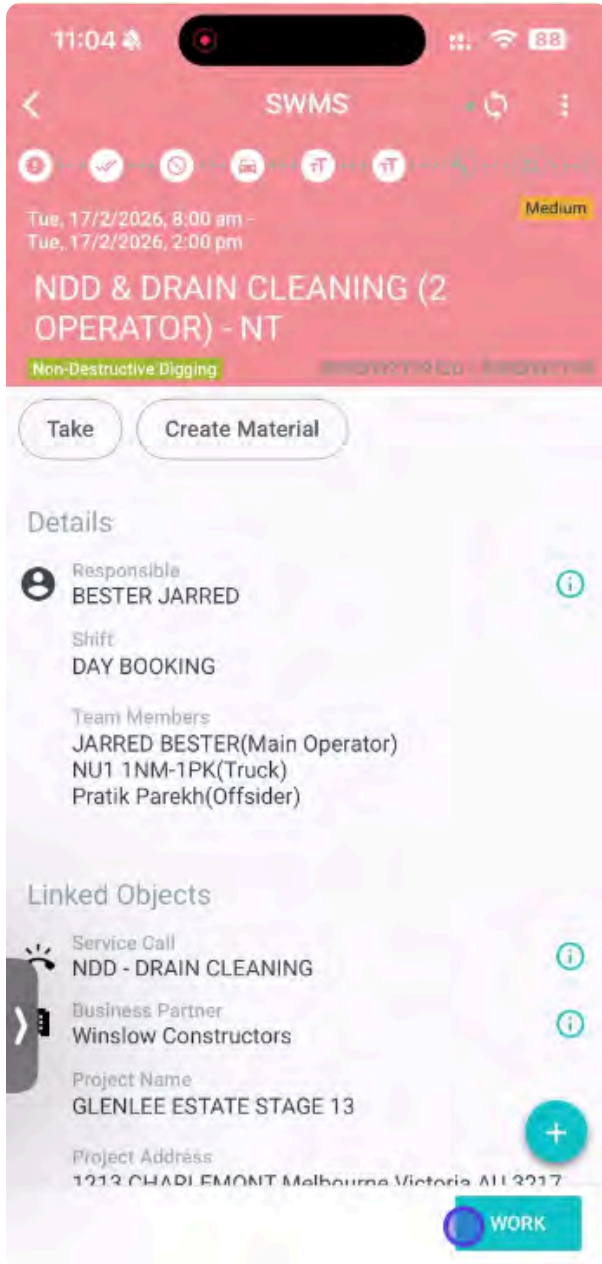
[VIEW PAGE →](#)



## 18 To start working, Click on Work

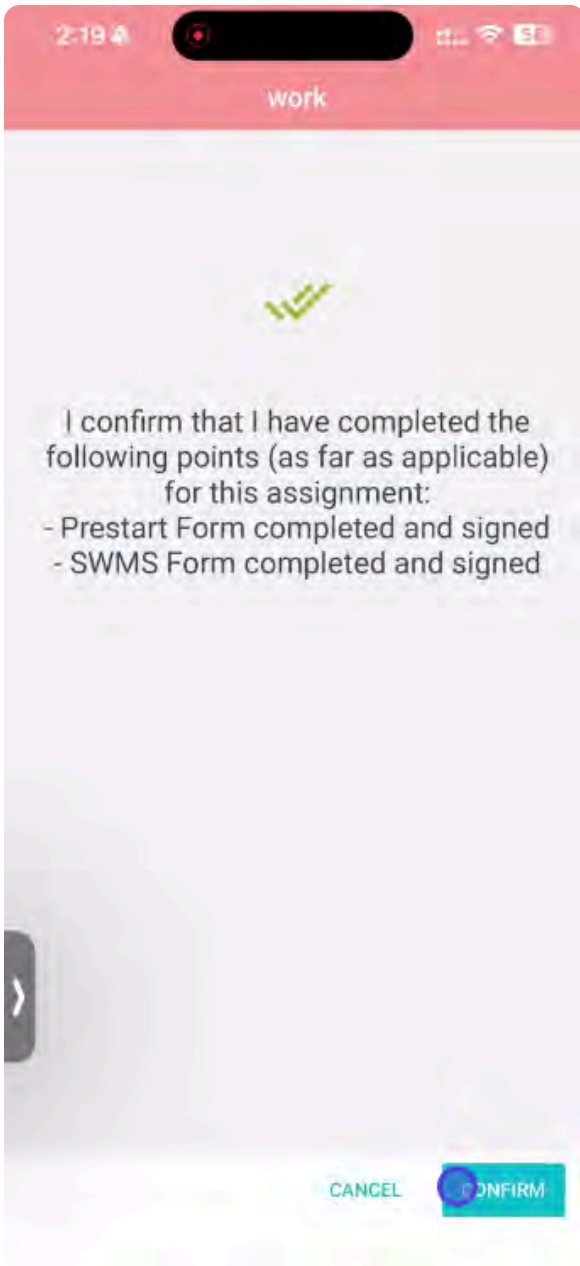
[VIEW PAGE →](#)

At this stage works can now commence.



19 Click on Confirm

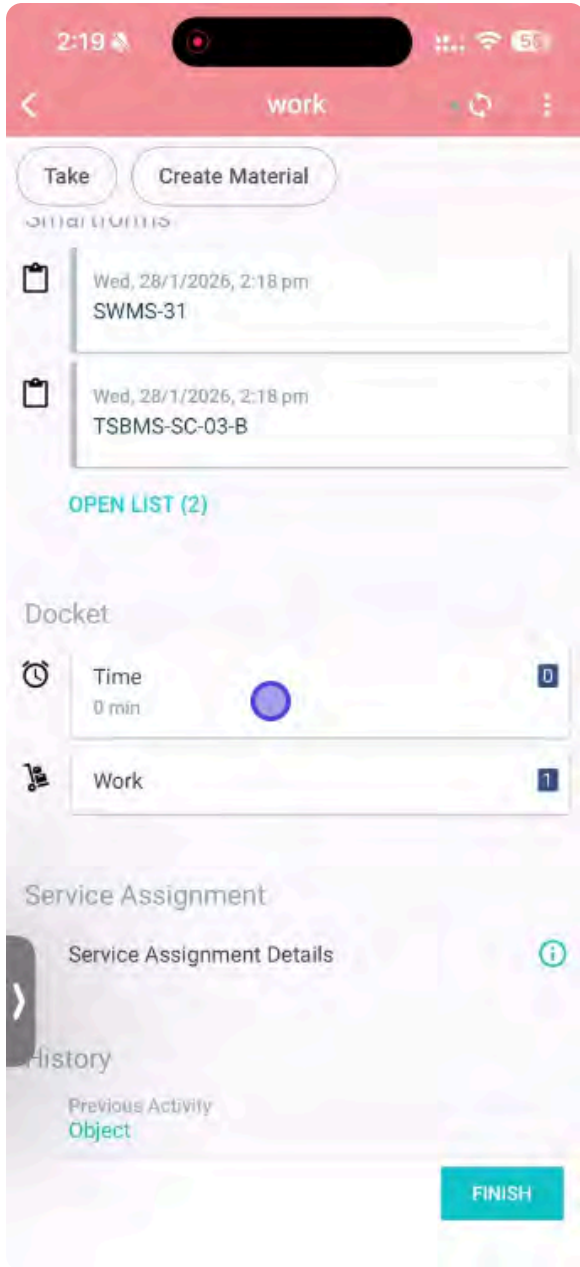
[VIEW PAGE →](#)



- 20 In order to record the time related to collecting the vehicle and travel to site which is not chargeable to the job.

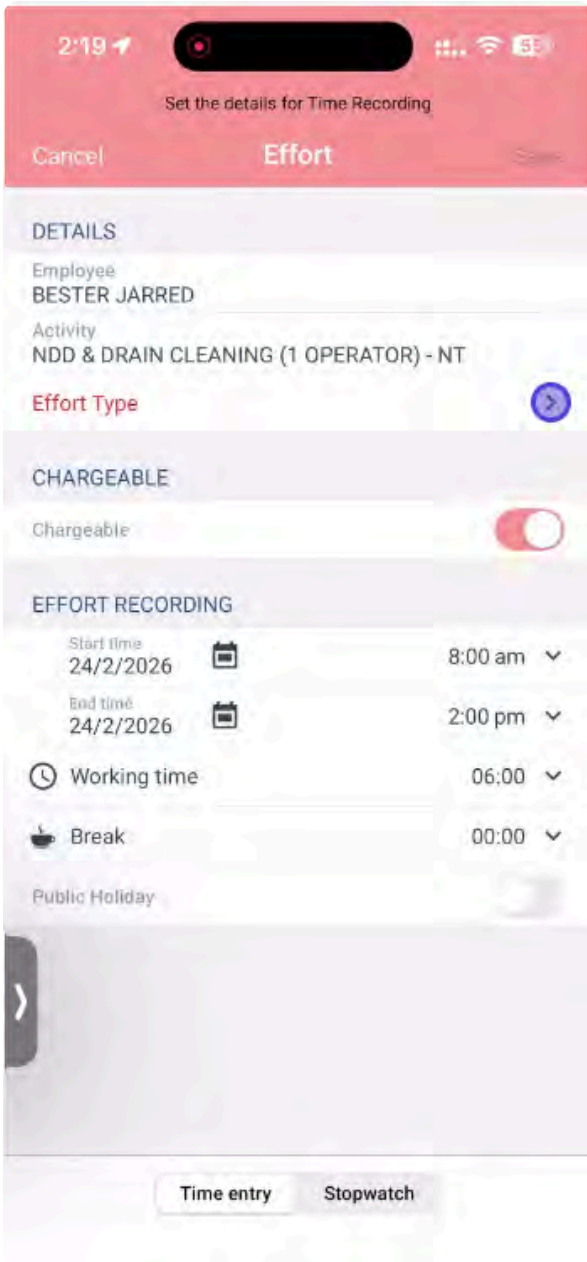
[VIEW PAGE →](#)

Scroll down to Docket section, click on Time



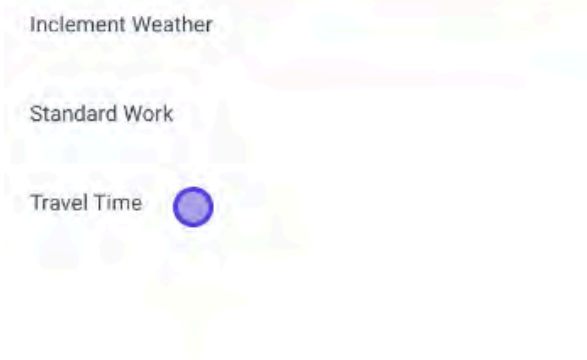
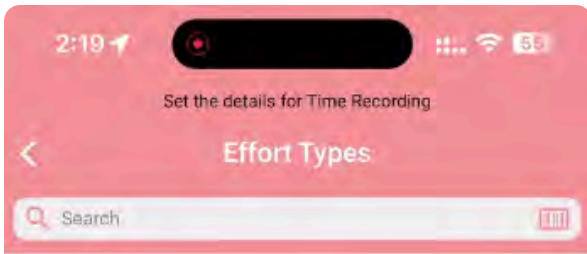
## 21 Click on Effort Type

[VIEW PAGE →](#)



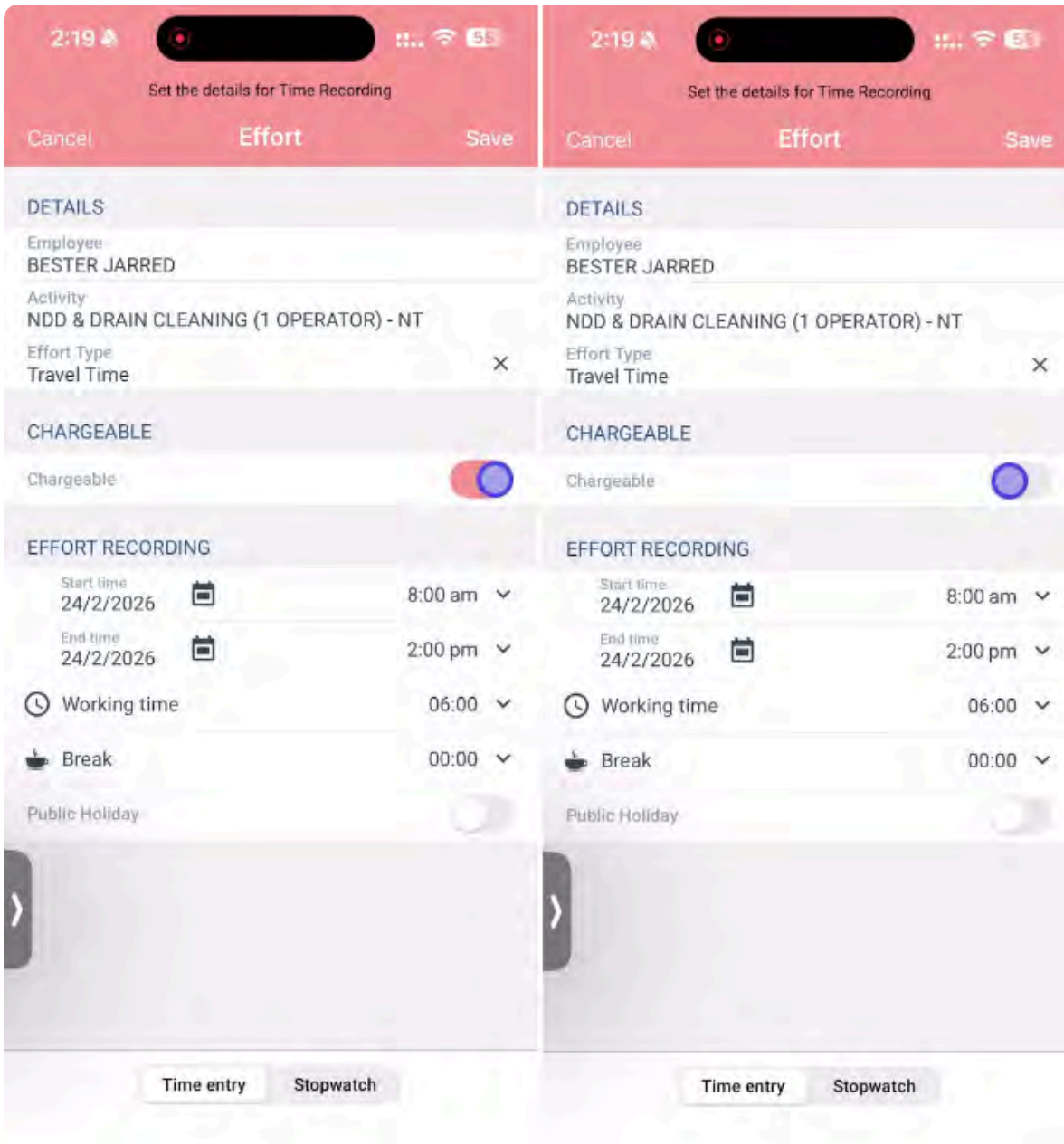
## 22 Select Travel Time

[VIEW PAGE →](#)



### 23 Change the Chargeable Toggle to OFF (Grey)

[VIEW PAGE →](#)



## 24 Select Start Time

[VIEW PAGE →](#)

Start Time = Arrival at depot to collect the vehicle.

The screenshot shows a mobile application interface for setting time recording details. At the top, the status bar displays the time 11:05, signal strength, Wi-Fi, and battery level at 88%. Below the status bar, the title "Set the details for Time Recording" is centered. A red navigation bar contains three buttons: "Cancel", "Effort", and "Save".

The main content area is divided into several sections:

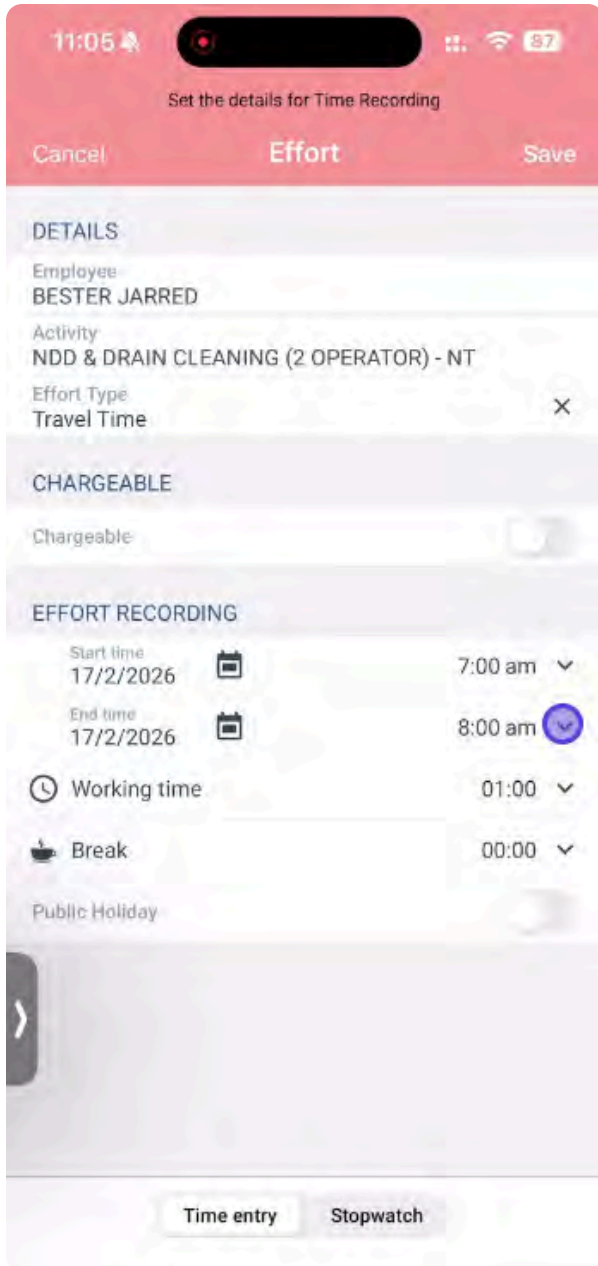
- DETAILS**:
  - Employee: BESTER JARRED
  - Activity: NDD & DRAIN CLEANING (2 OPERATOR) - NT
  - Effort Type: Travel Time (with a close icon 'X')
- CHARGEABLE**:
  - Chargeable:
- EFFORT RECORDING**:
  - Start time: 17/2/2026 (calendar icon) 7:00 am (dropdown arrow)
  - End time: 17/2/2026 (calendar icon) 2:00 pm (dropdown arrow)
  - Working time: 07:00 (dropdown arrow)
  - Break: 00:00 (dropdown arrow)
  - Public Holiday:

At the bottom of the screen, there are two buttons: "Time entry" and "Stopwatch".

## 25 Select End Time

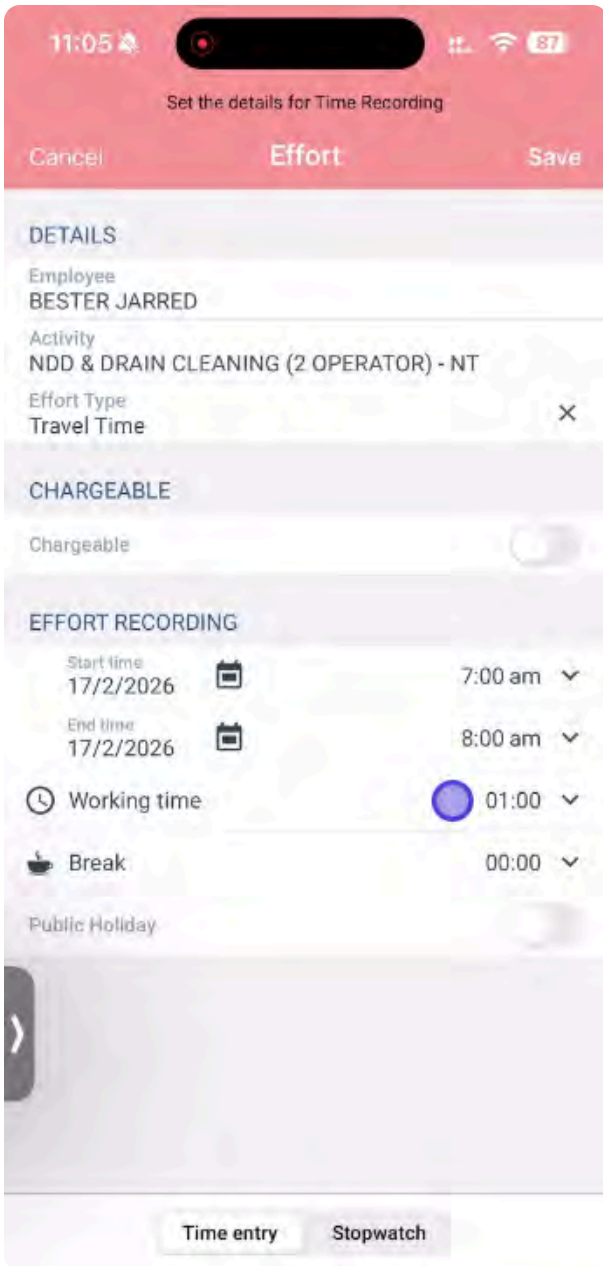
[VIEW PAGE →](#)

End Time = Site arrival time



26 Ensure the Working Time Hour count is correct.

[VIEW PAGE →](#)



27 Review and ensure all the details are correct, click Save

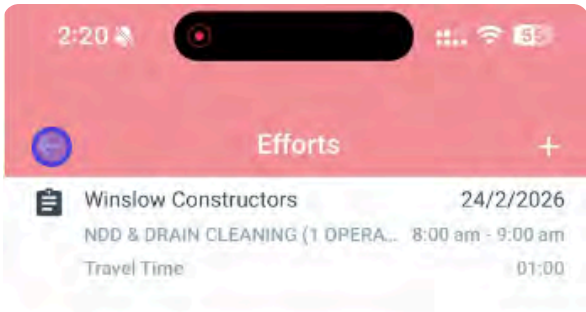
[VIEW PAGE →](#)



28 Click on "<" to exit

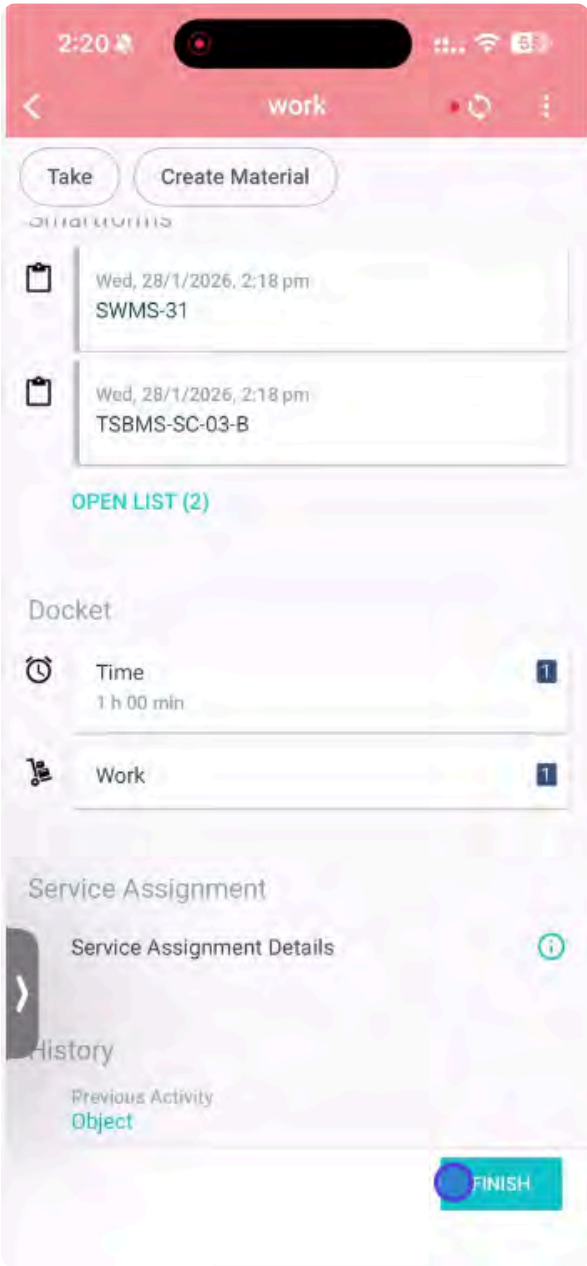
[VIEW PAGE →](#)

Works can now commence.



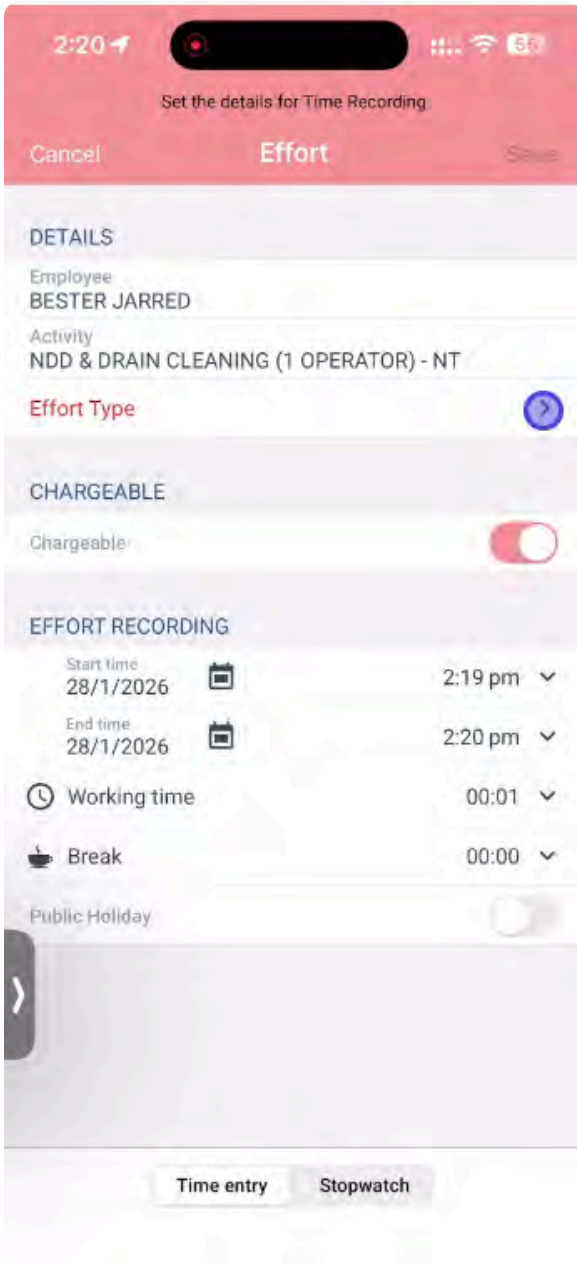
29 Once works are completed, click on Finish

[VIEW PAGE →](#)



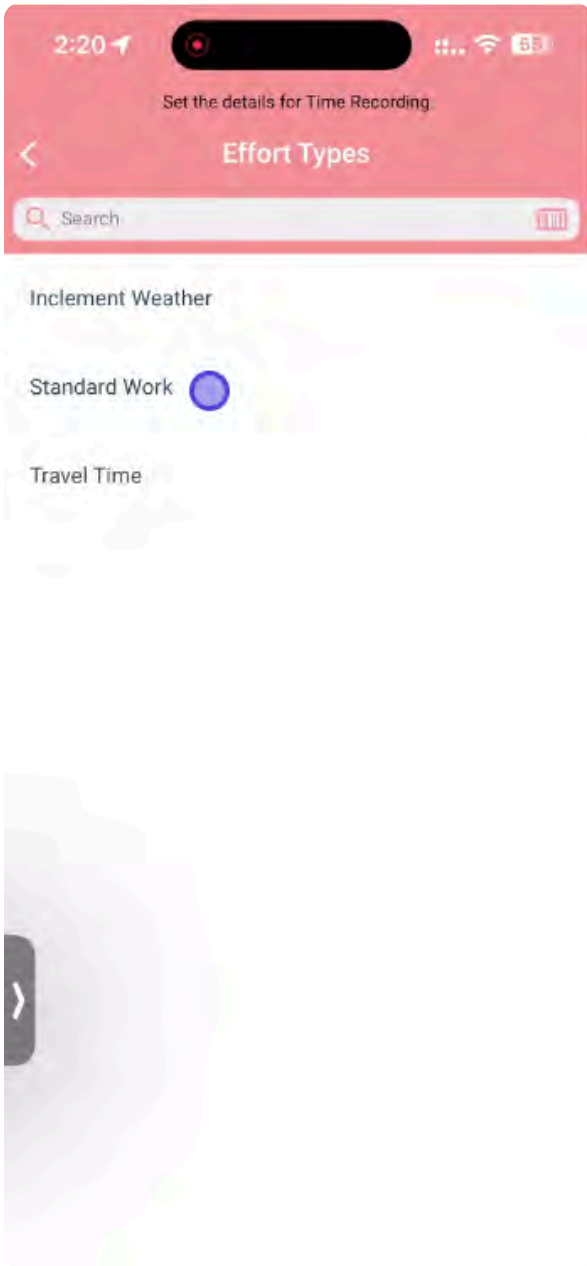
30 To record the hour worked onsite, Click on Effort Type

[VIEW PAGE →](#)



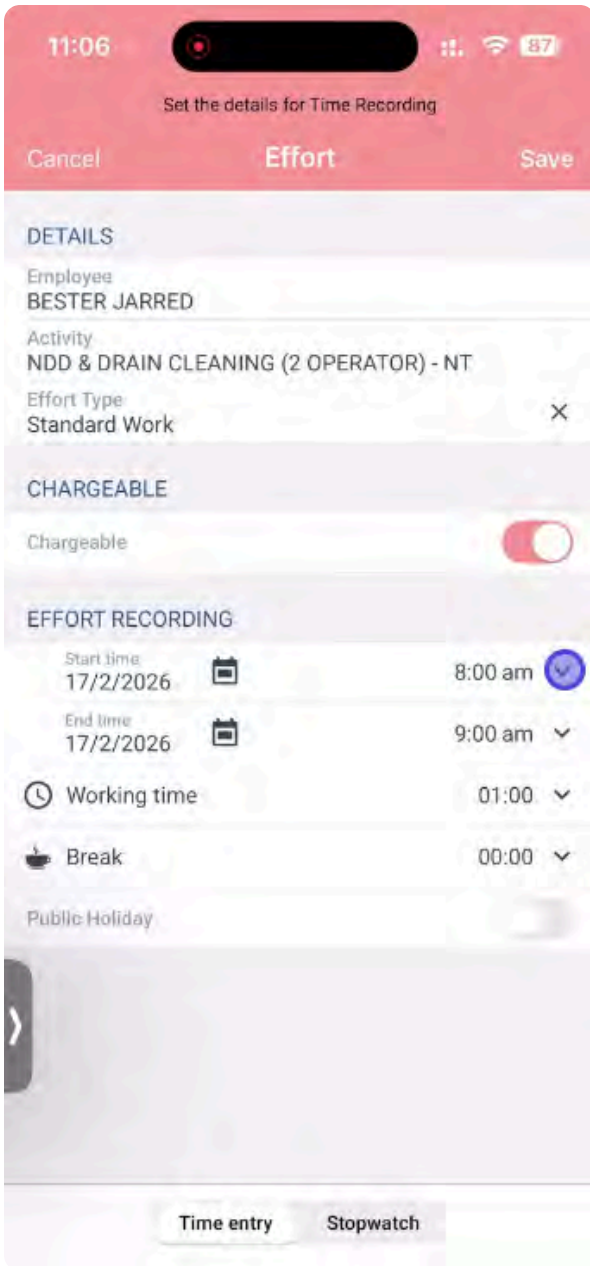
### 31 Select Standard Work

[VIEW PAGE →](#)



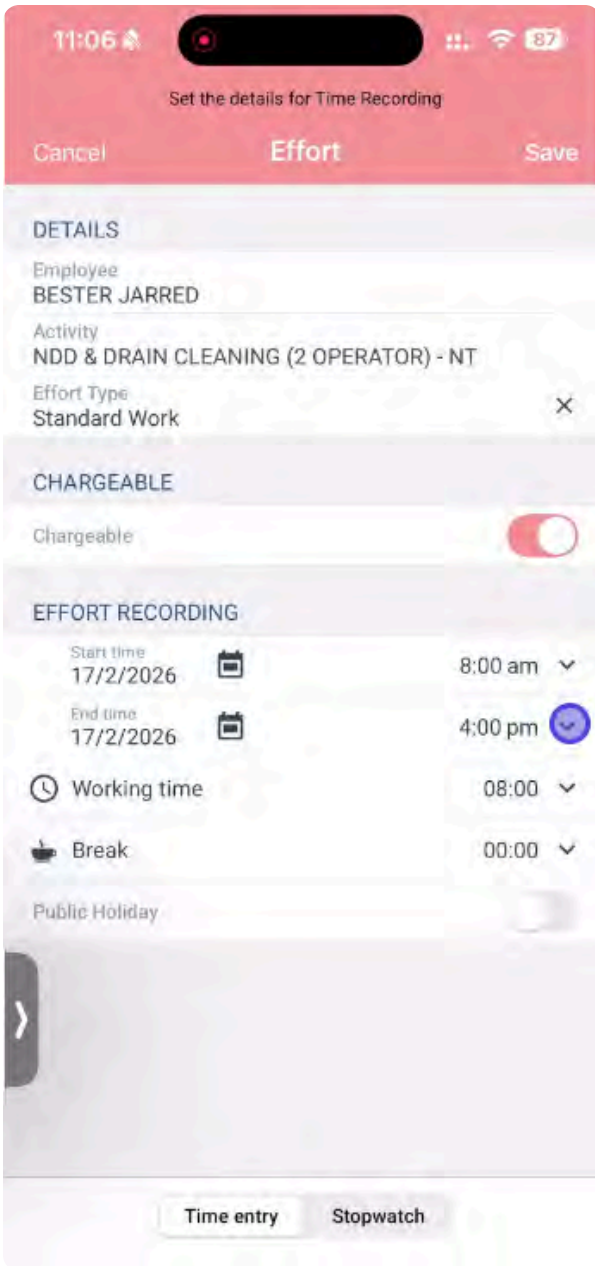
## 32 Select Start Time

[VIEW PAGE →](#)



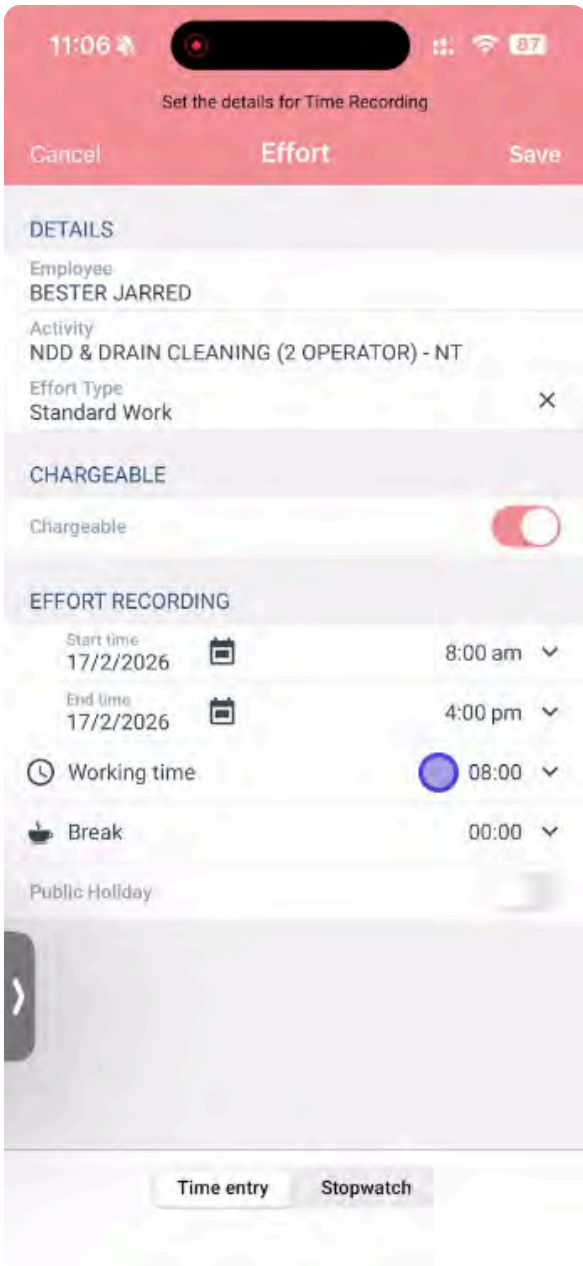
### 33 Select End Time

[VIEW PAGE →](#)



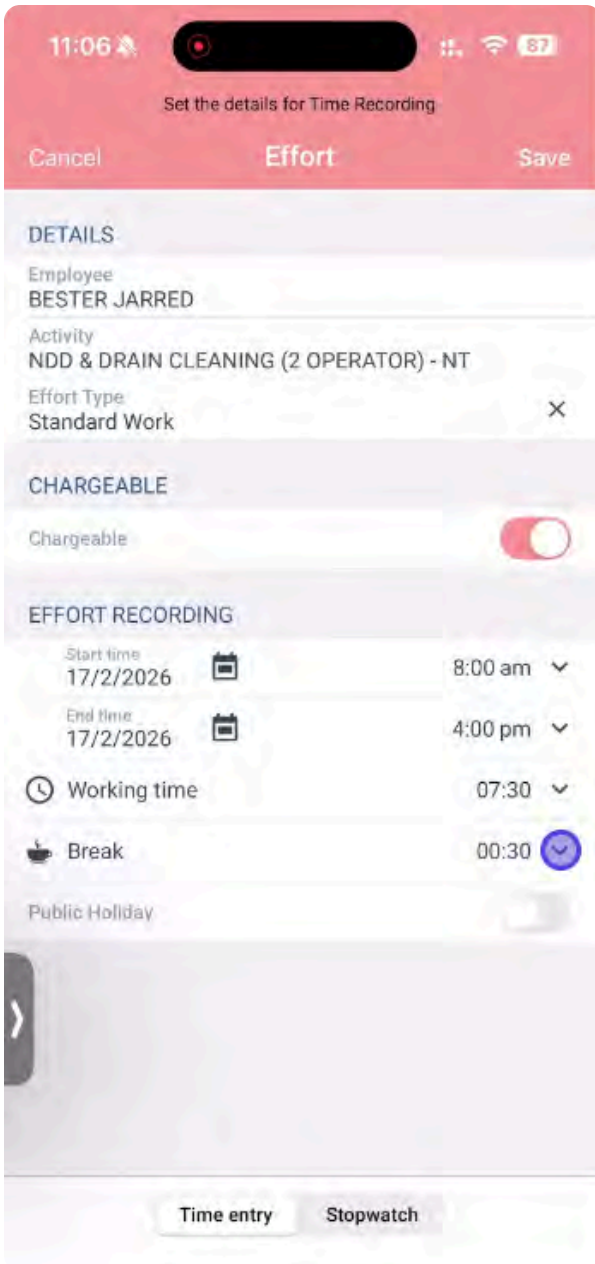
34 Ensure the Working Time Hour count is correct.

[VIEW PAGE →](#)



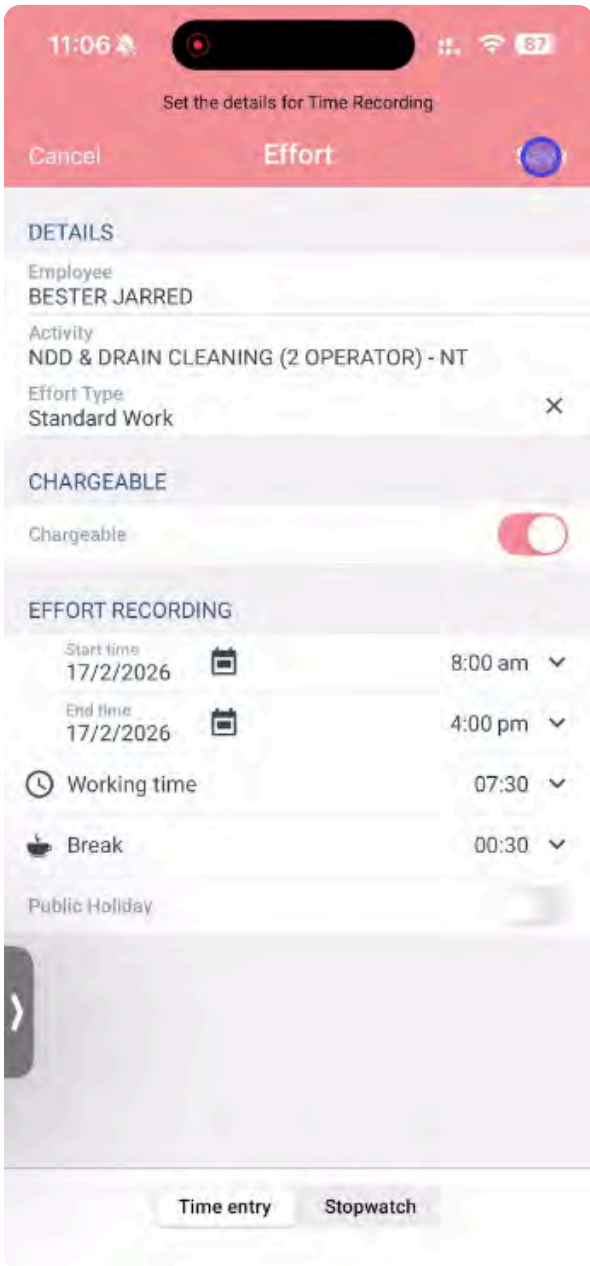
### 35 In order to record daily break, Select Break

[VIEW PAGE →](#)



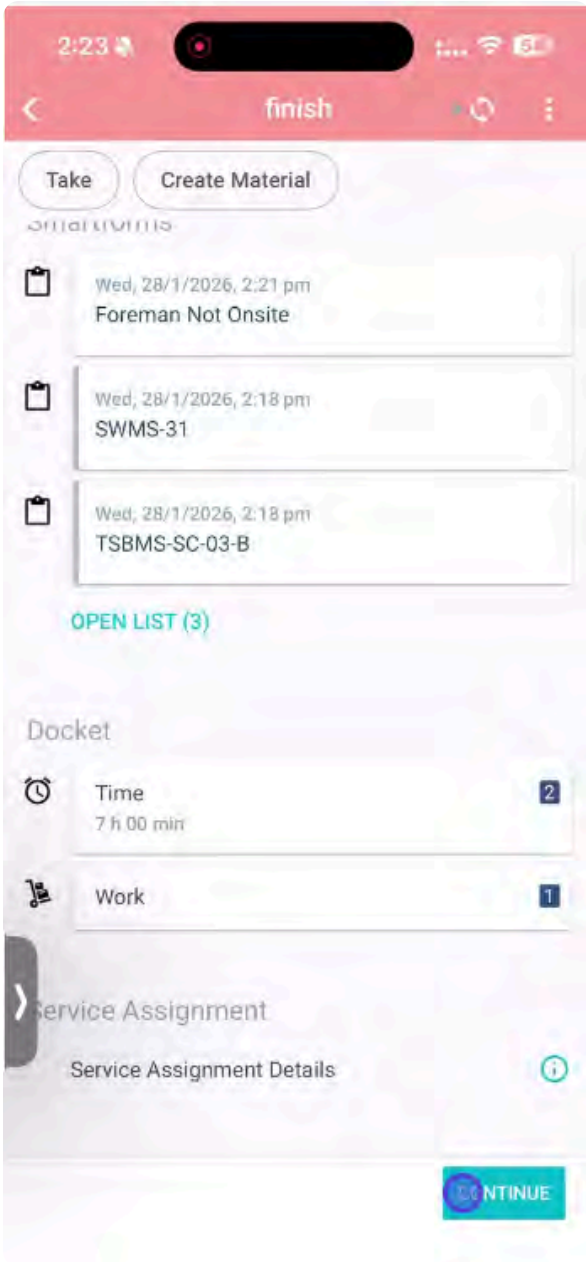
36 Review and ensure all the details are correct, click Save

[VIEW PAGE →](#)



37 Click on Continue

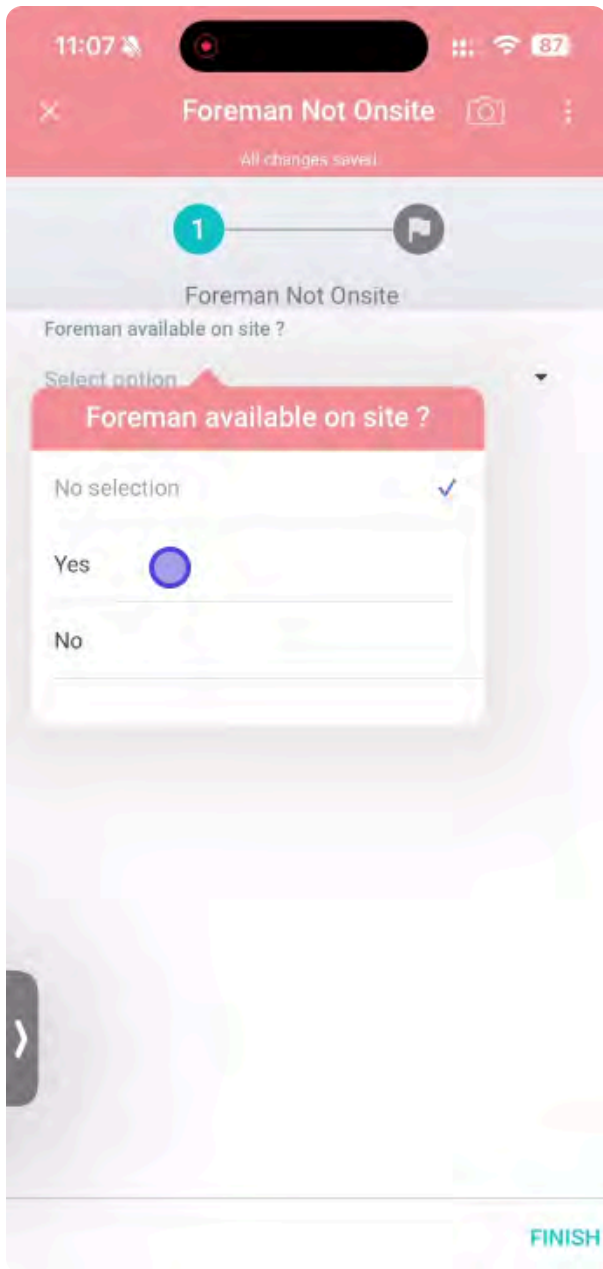
[VIEW PAGE →](#)



### 38 Select if Foreman available on site? (i.e. "Yes")

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PLEASE NOTE: If "No" is selected an email and SMS will be sent to the Foreman & Project Manager to inform them that there is no representative onsite.



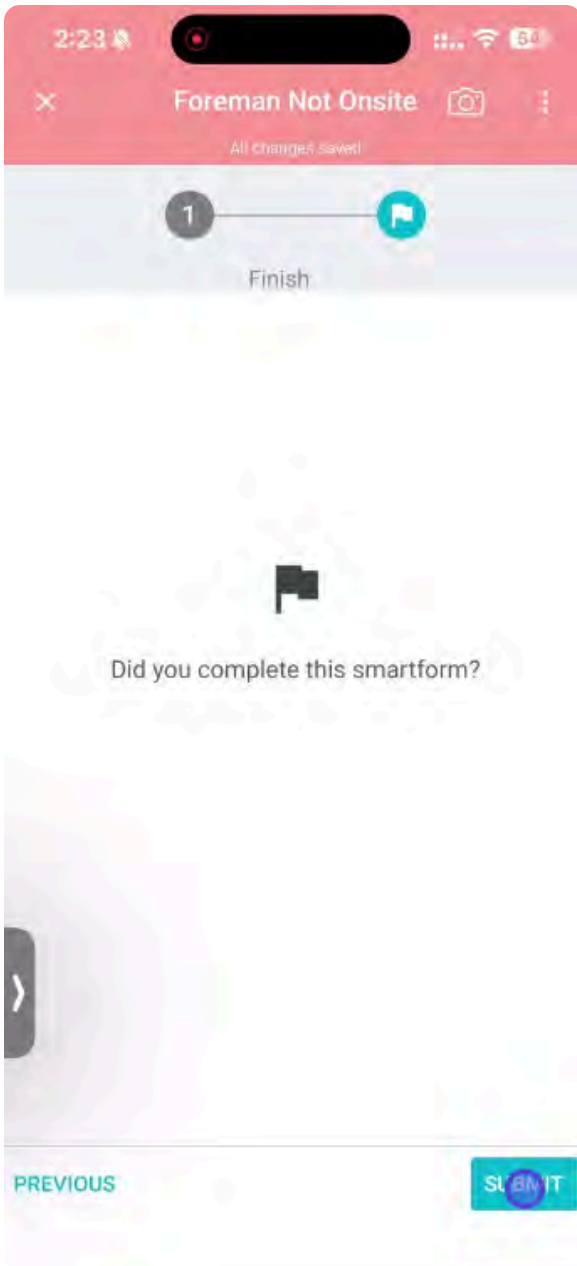
39 Click on Finish

[VIEW PAGE →](#)



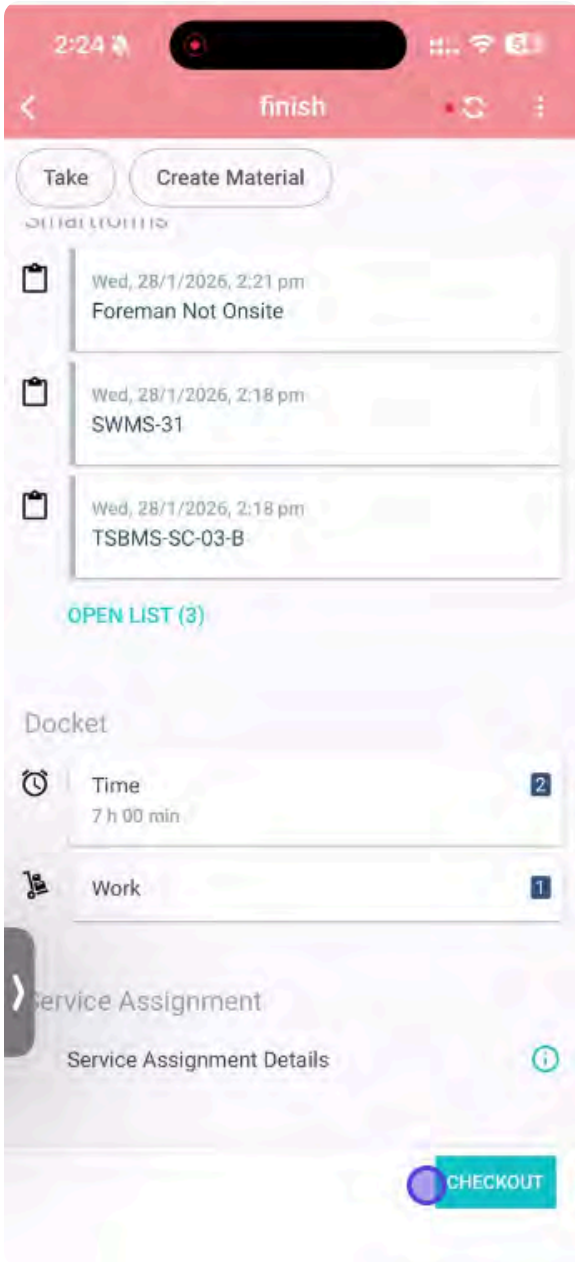
40 Click on Submit

[VIEW PAGE →](#)



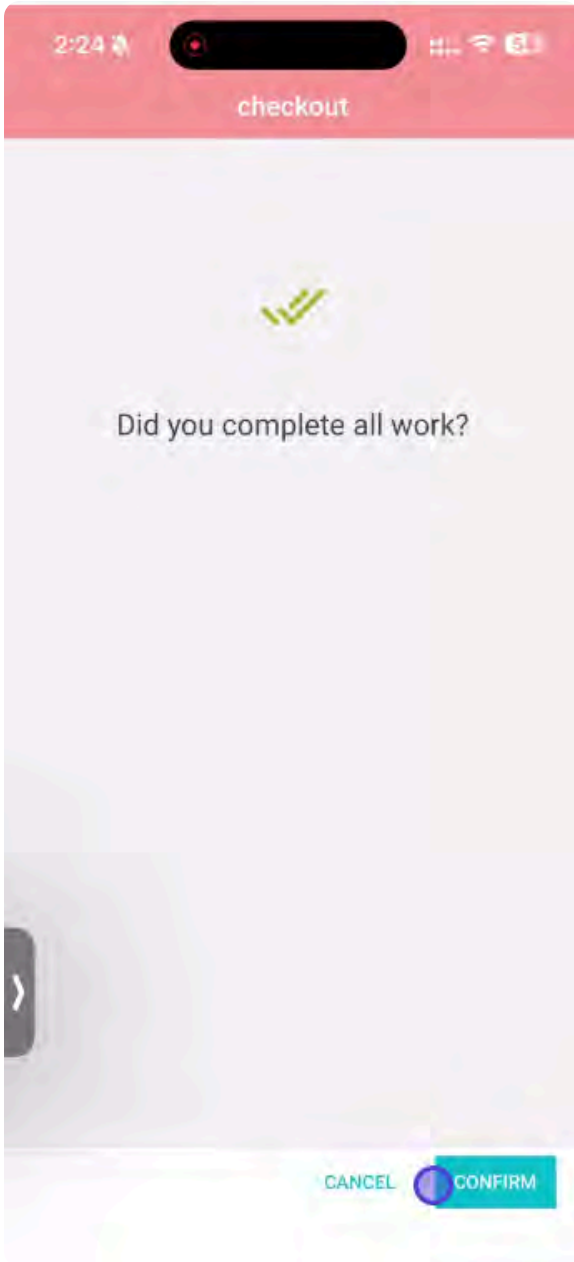
## 41 Click on Checkout

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## 42 Click on Confirm

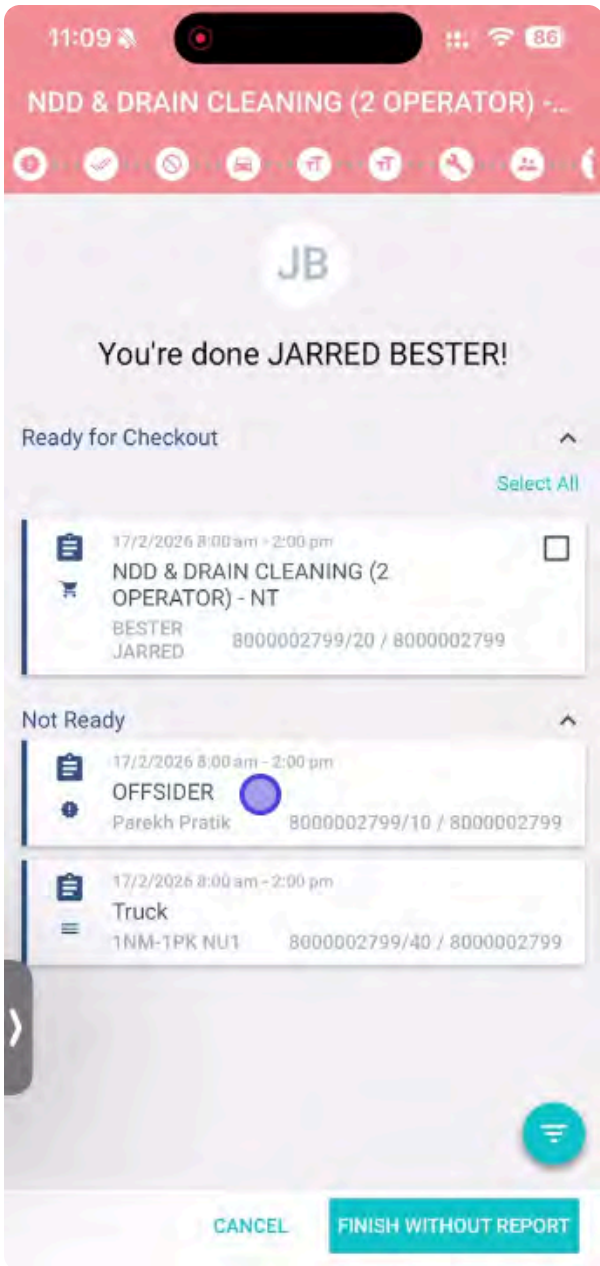
[VIEW PAGE →](#)



43

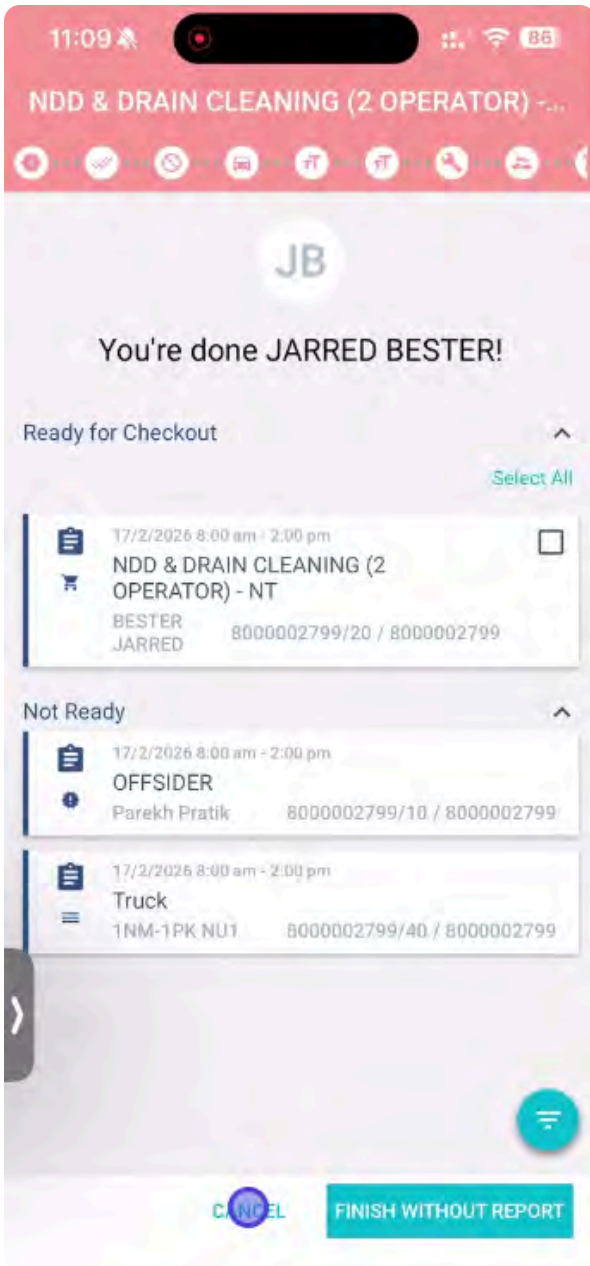
PLEASE NOTE: If the OFFSIDER activity is "NOT READY", this is because they have not completed their activity.

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44 Click on Cancel

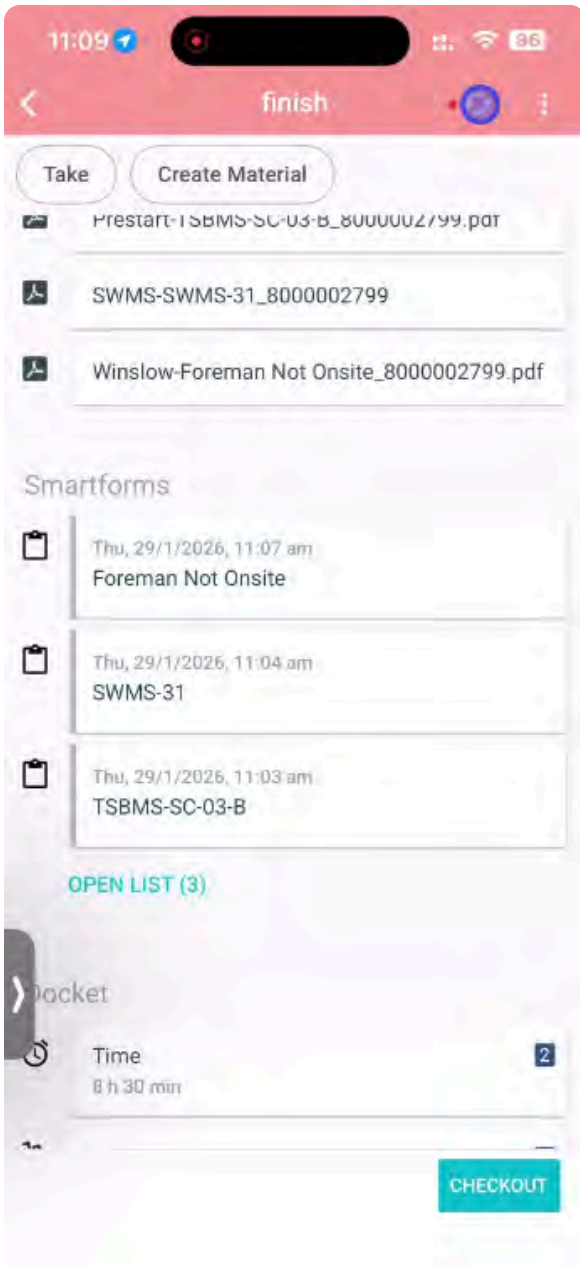
VIEW PAGE →



45

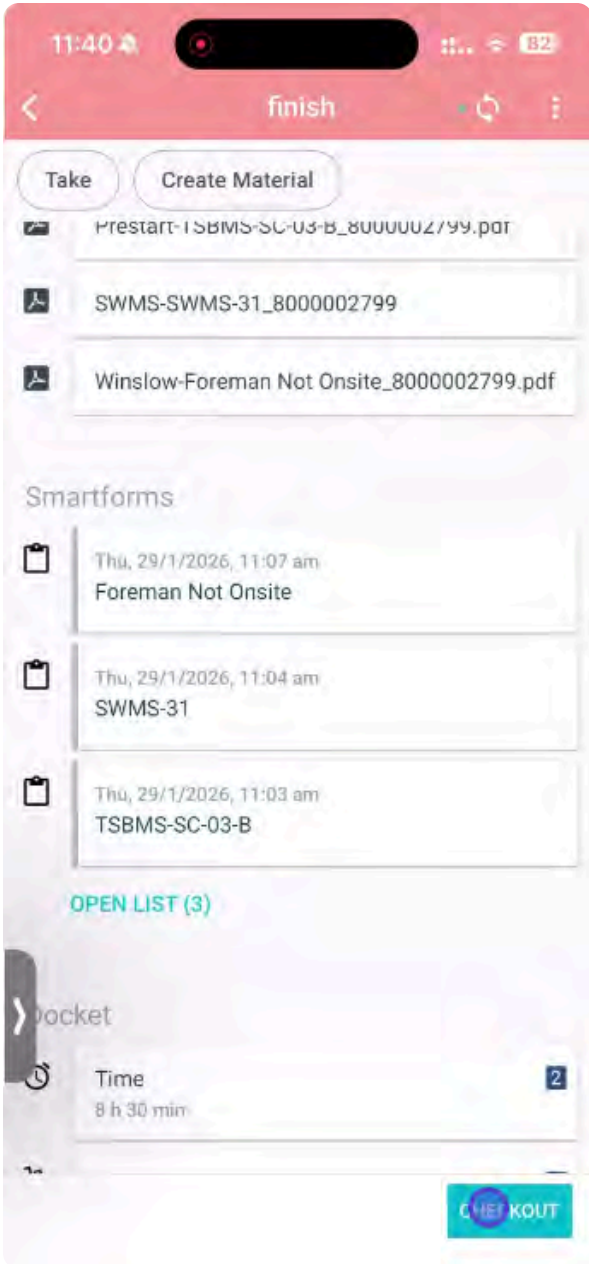
Ensure that the Offsider closes their activity, once confirmed click on Sync

[VIEW PAGE →](#)



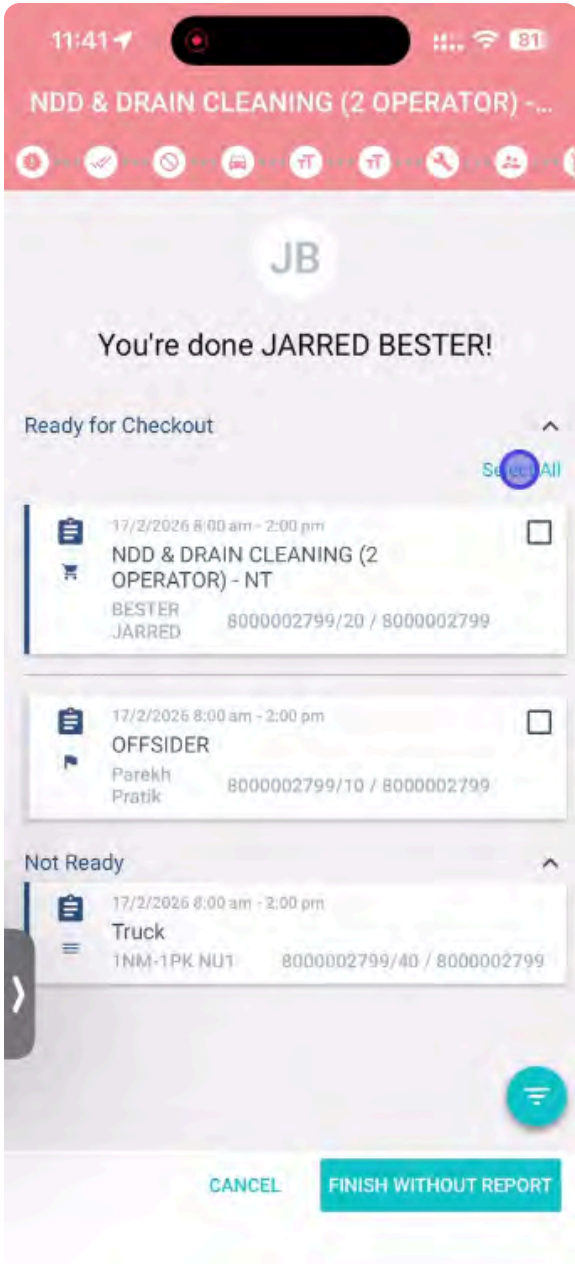
## 46 Click on Checkout

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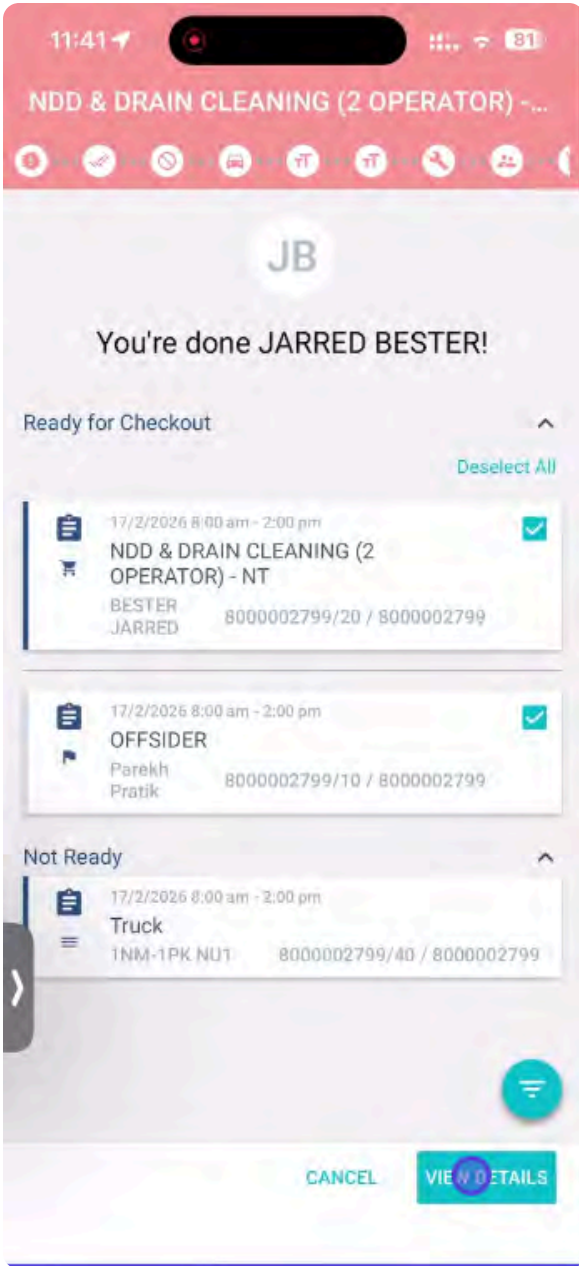
47 Now both activities are Ready for Checkout, click on **Select All**

[VIEW PAGE →](#)



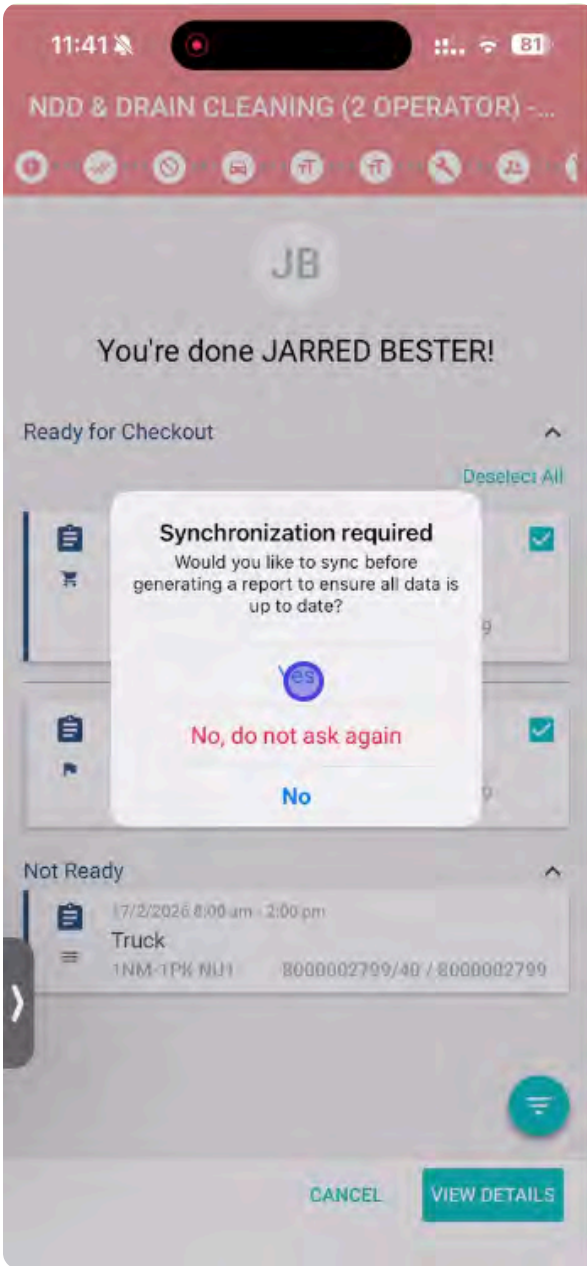
48 Click on View Details

[VIEW PAGE →](#)



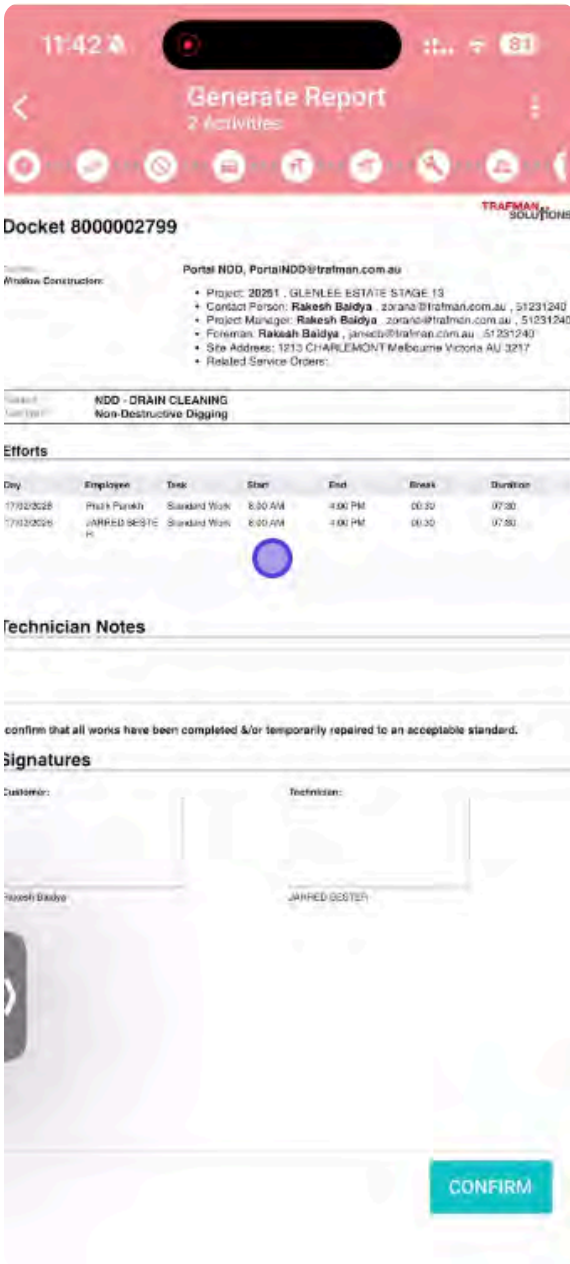
49 Click on Yes

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50 Confirm the time for both aligns

VIEW PAGE →



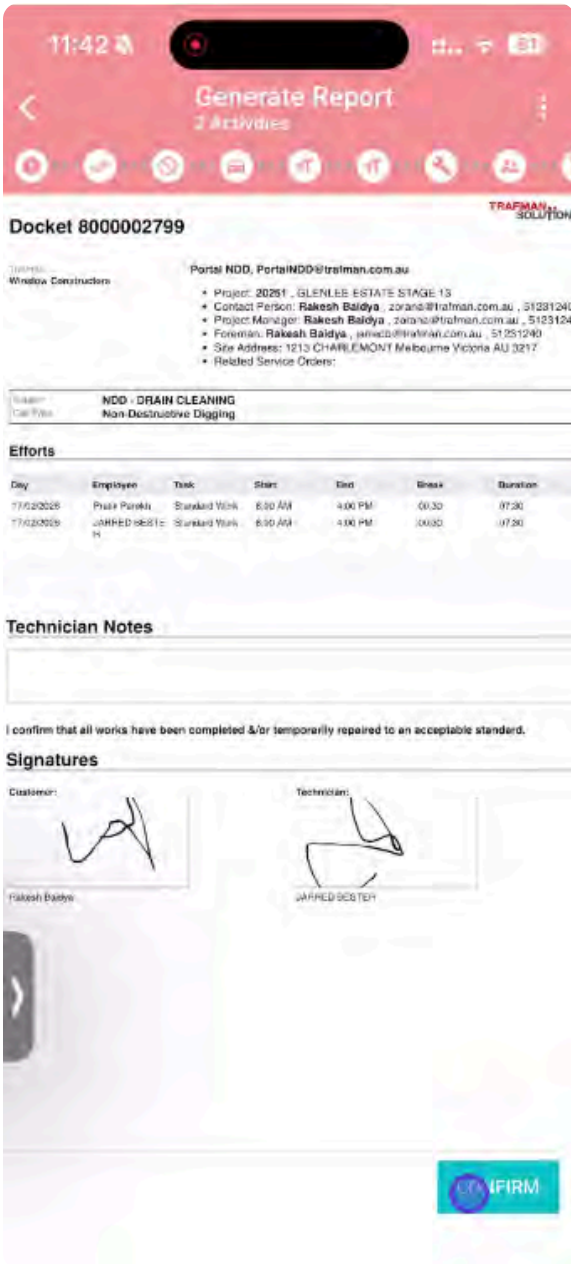
# 51 Obtain Foreman's signatures

VIEW PAGE →



## 52 Sign as Trafman Representative and click Confirm

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53 Click on Done

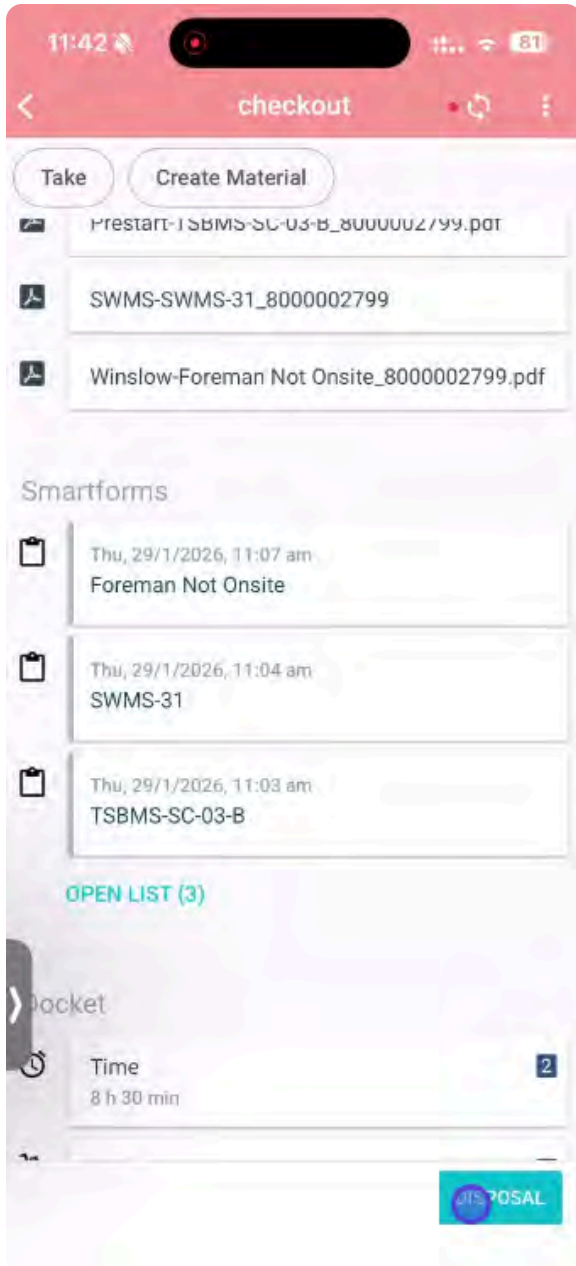
[VIEW PAGE →](#)



## 54 When disposing of material offsite, proceed to the waste facility

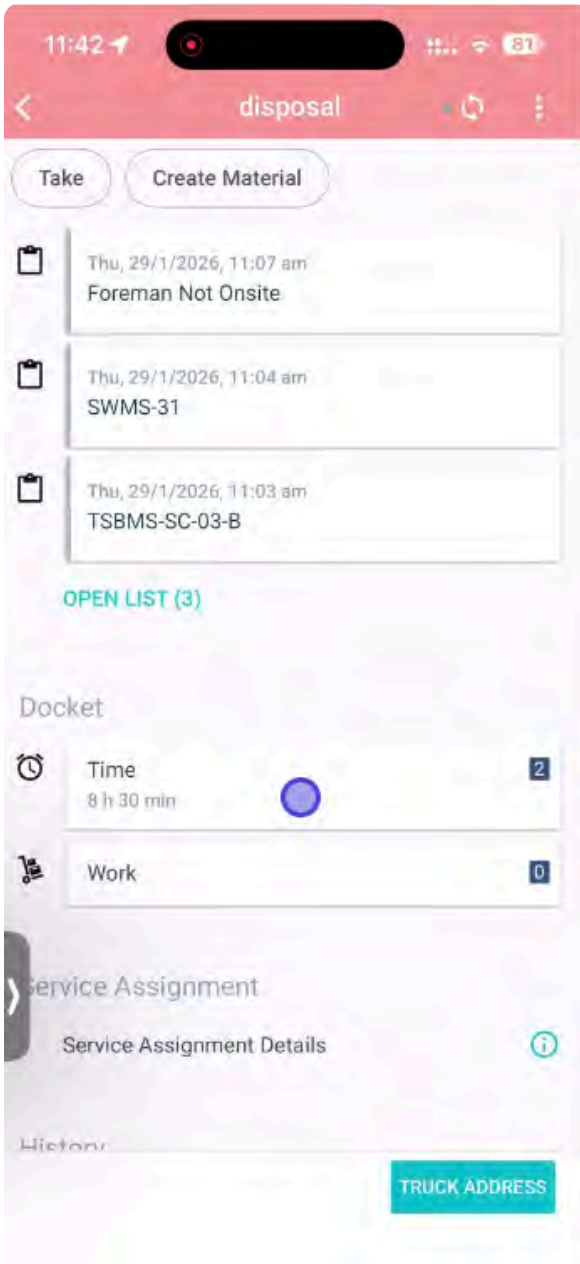
[VIEW PAGE →](#)

Once dumping is complete, click Disposal



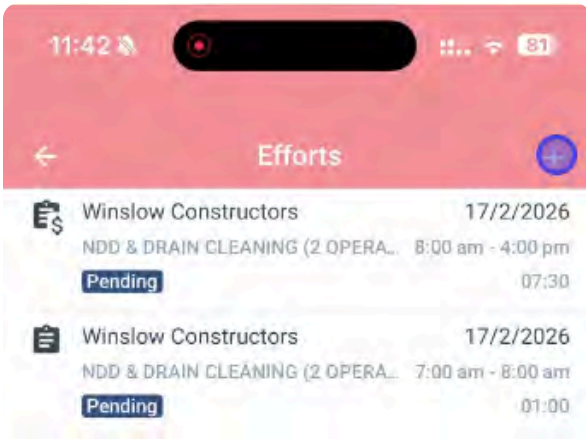
55 Scroll down to Docket section, click on Time

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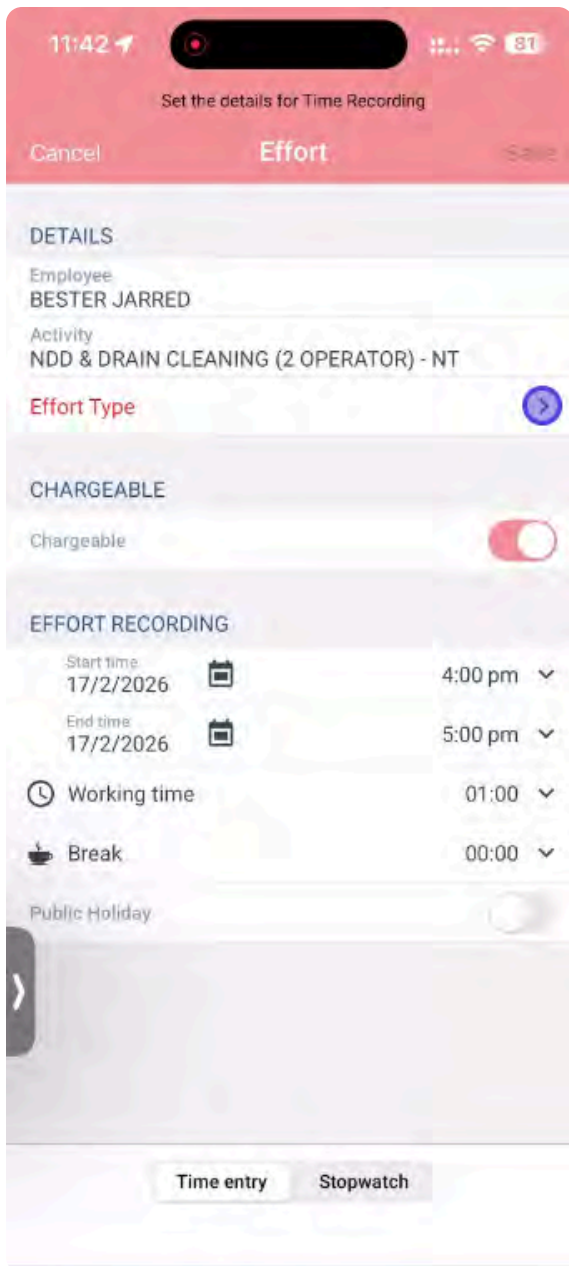
56 To record time from site to disposal facility & wash out time, click on "+"

[VIEW PAGE →](#)



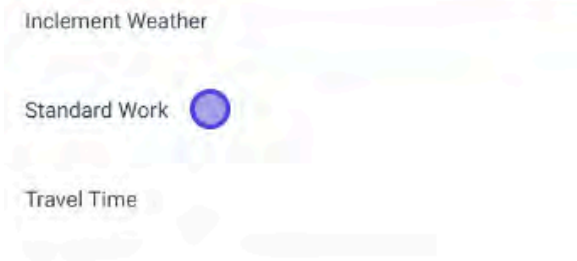
57 Click on Effort Type

[VIEW PAGE →](#)



## 58 Select Standard Work

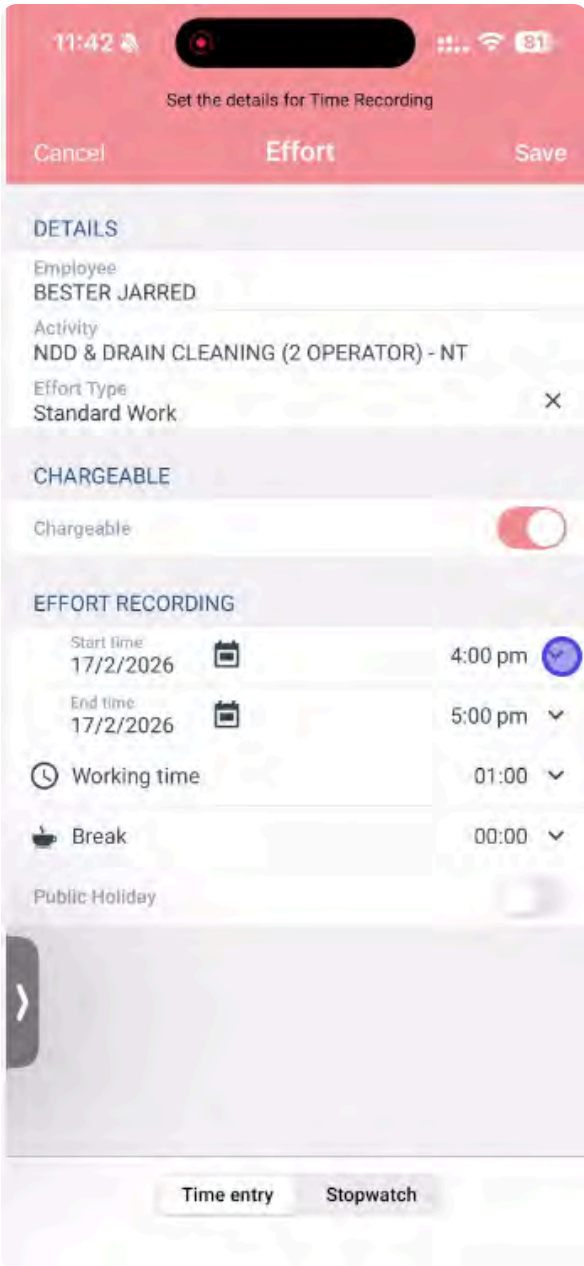
[VIEW PAGE →](#)



## 59 Select Start Time

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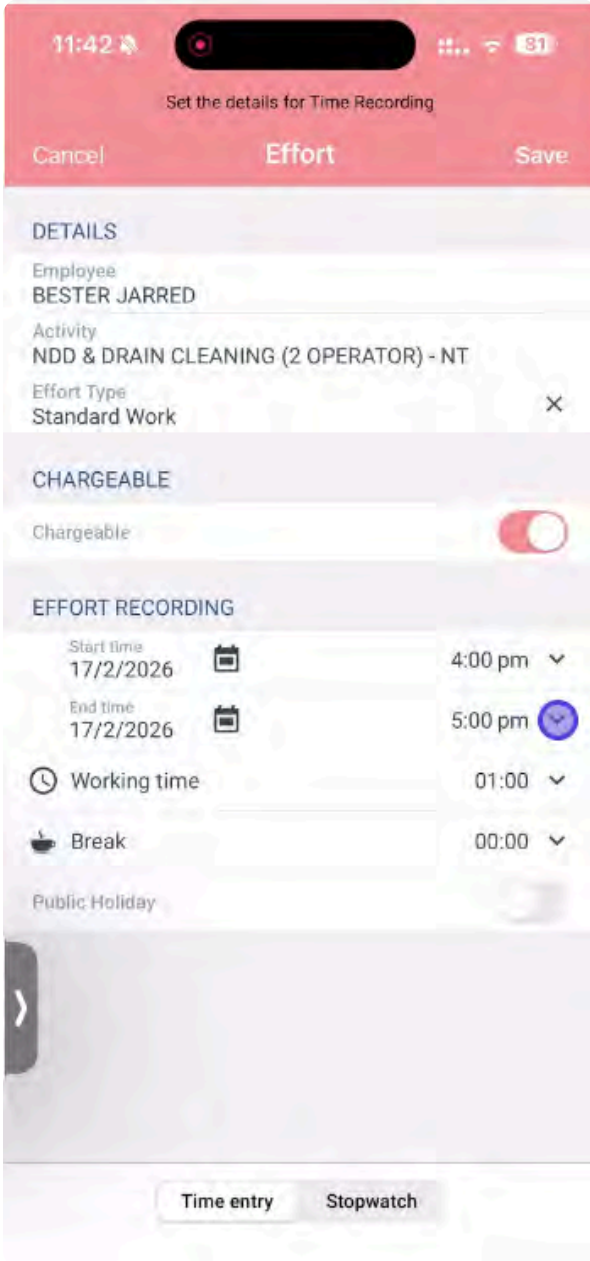
Start Time = Departure time from site



## 60 Select End Time

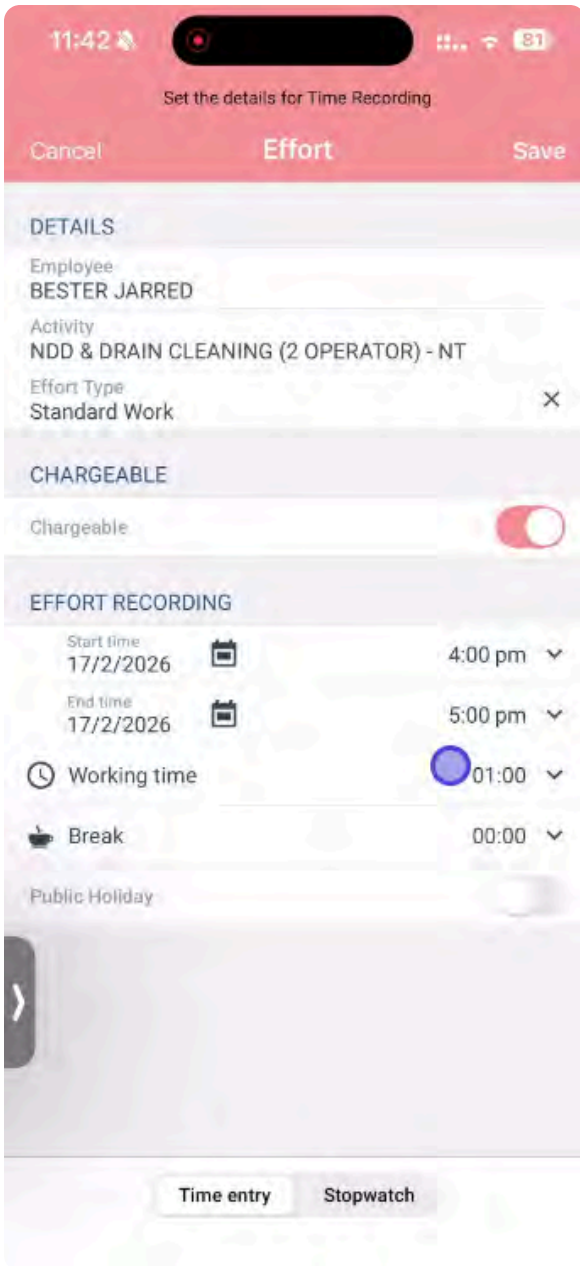
[VIEW PAGE →](#)

End Time = After dumping and wash out.



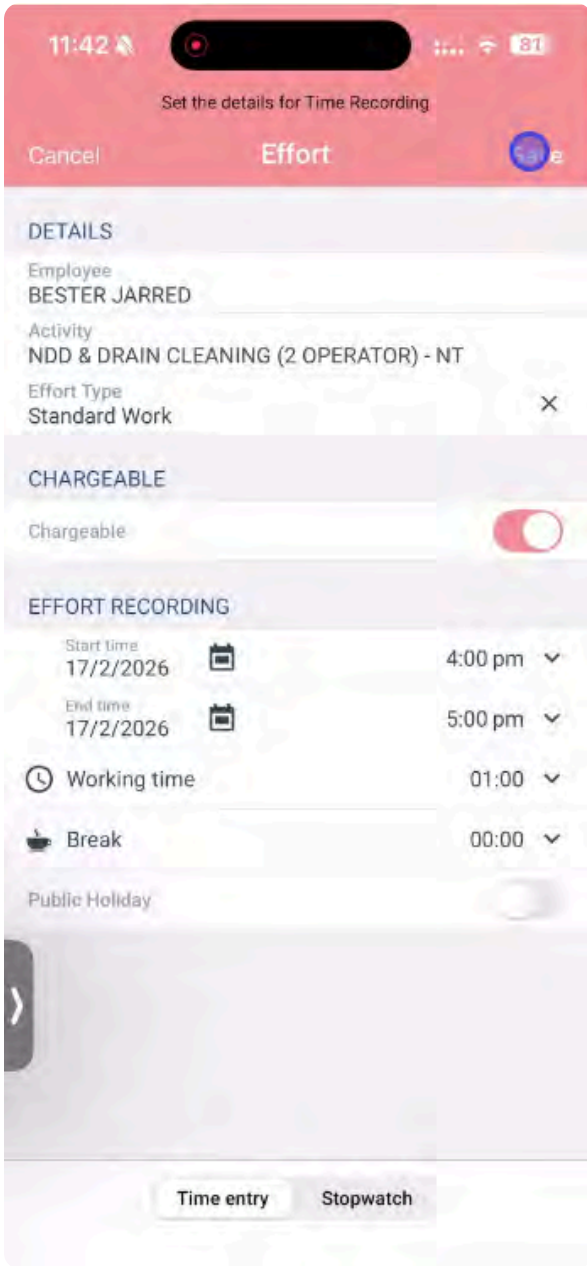
61 Ensure the Working Time Hour count is correct.

[VIEW PAGE →](#)



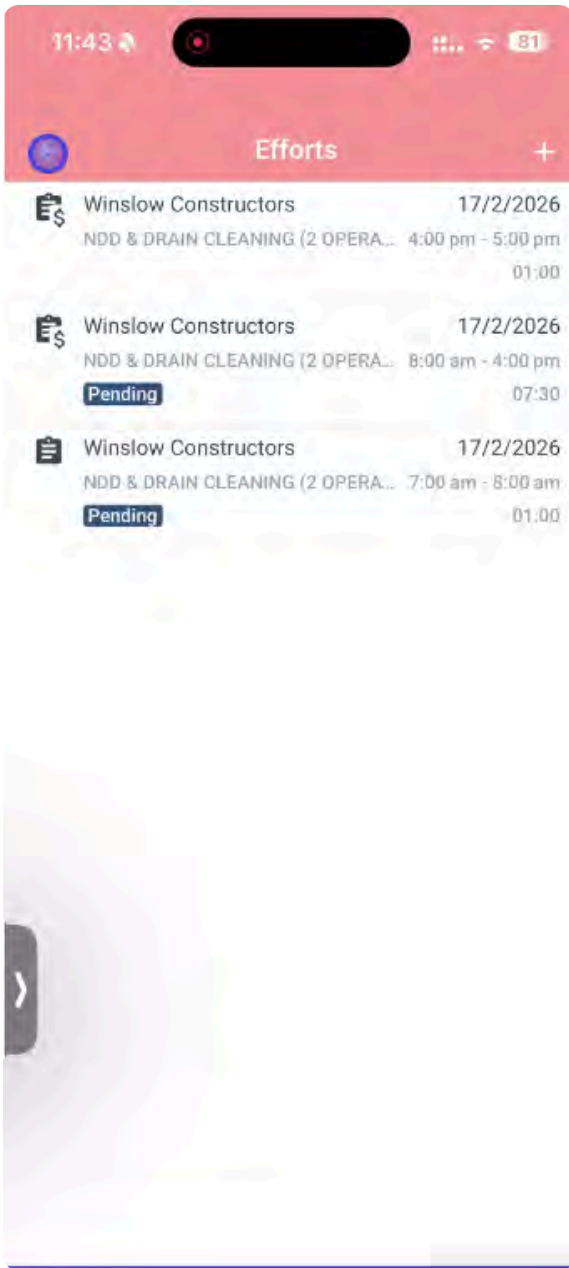
## 62 Click on Save

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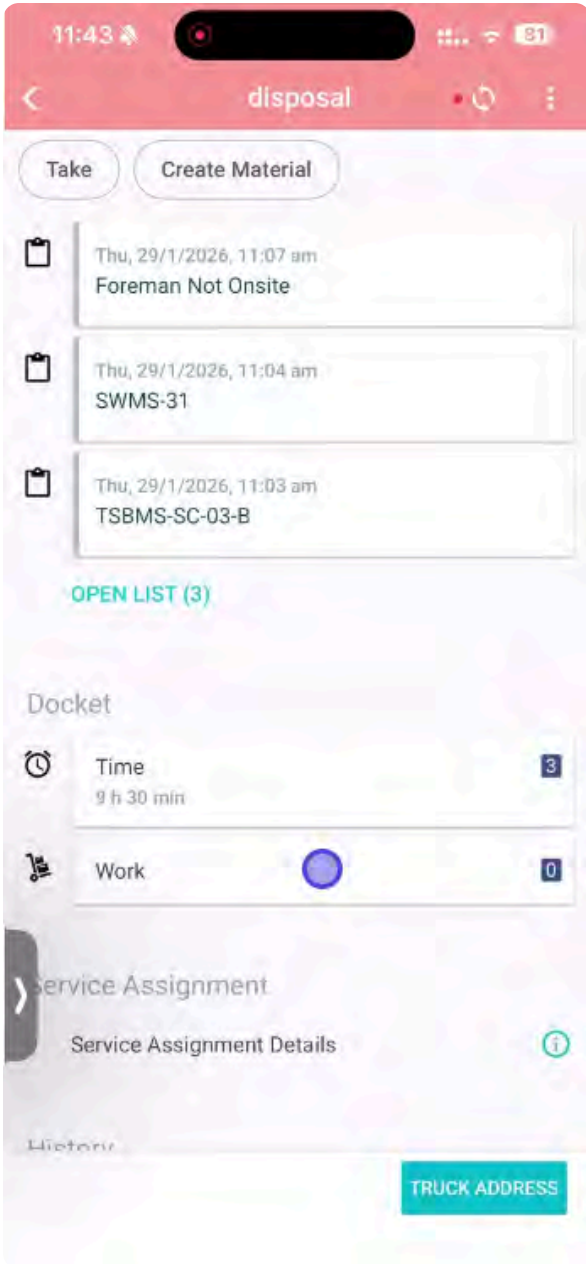
63 Click on "<" to exit

[VIEW PAGE →](#)



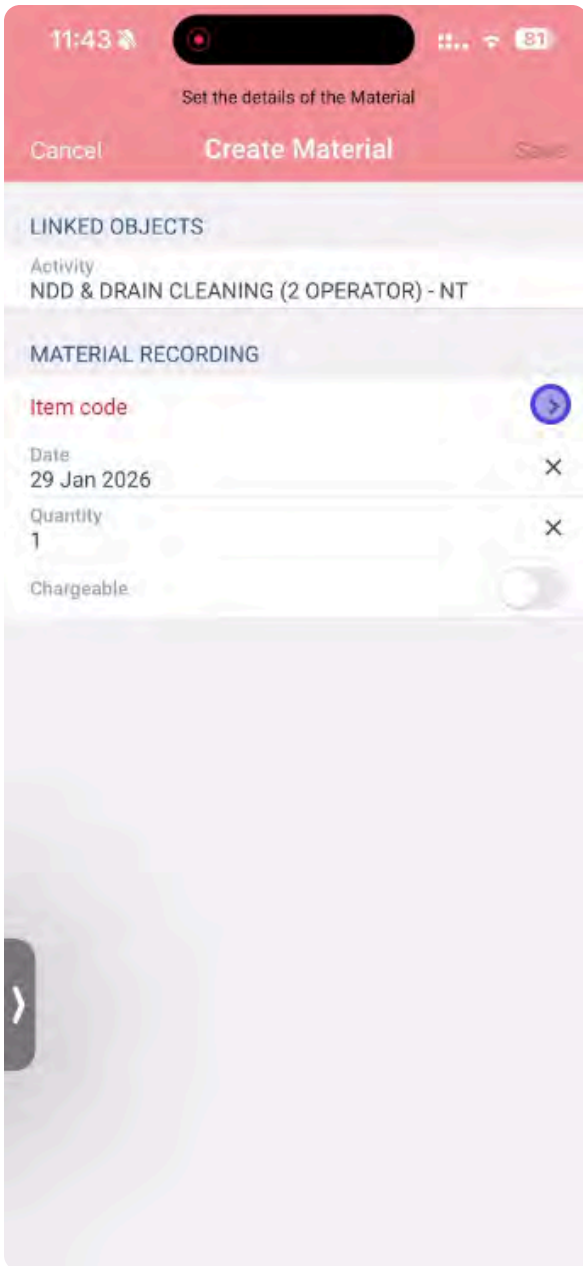
64 Click on Work

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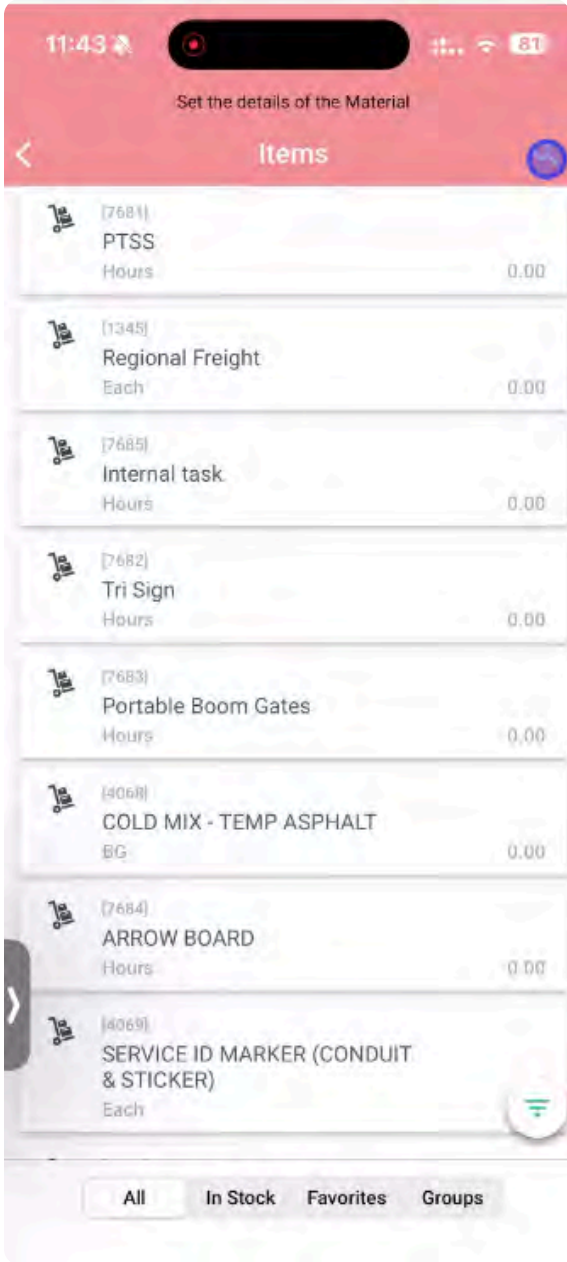
## 65 Click on Item Code

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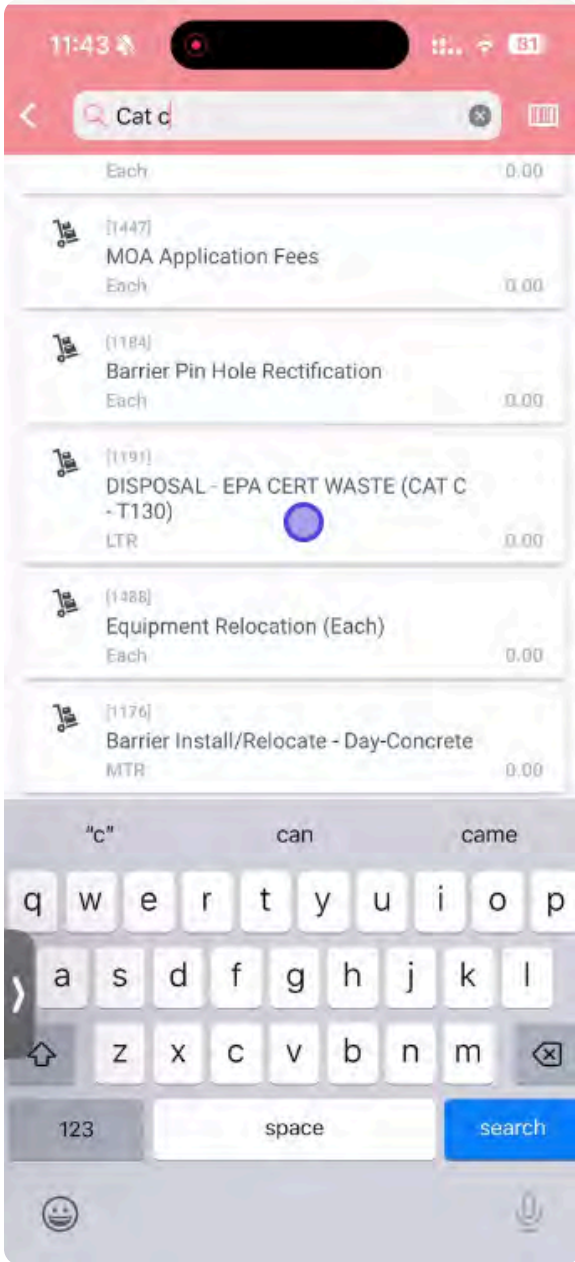
66 Click on Search icon

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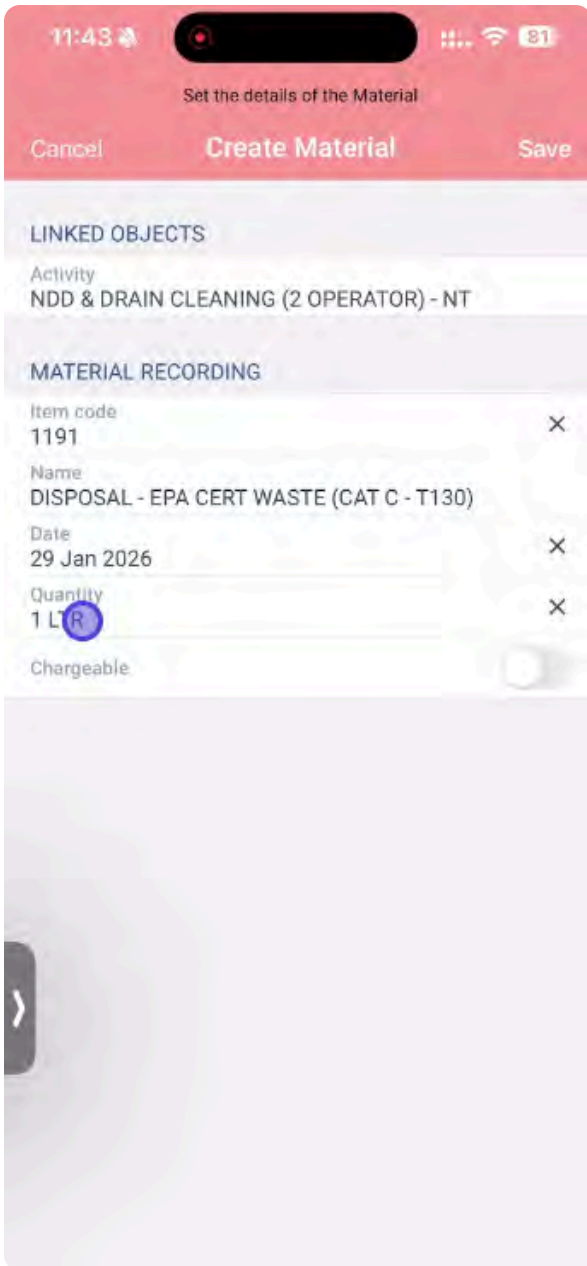
## 67 Select the Waste Type

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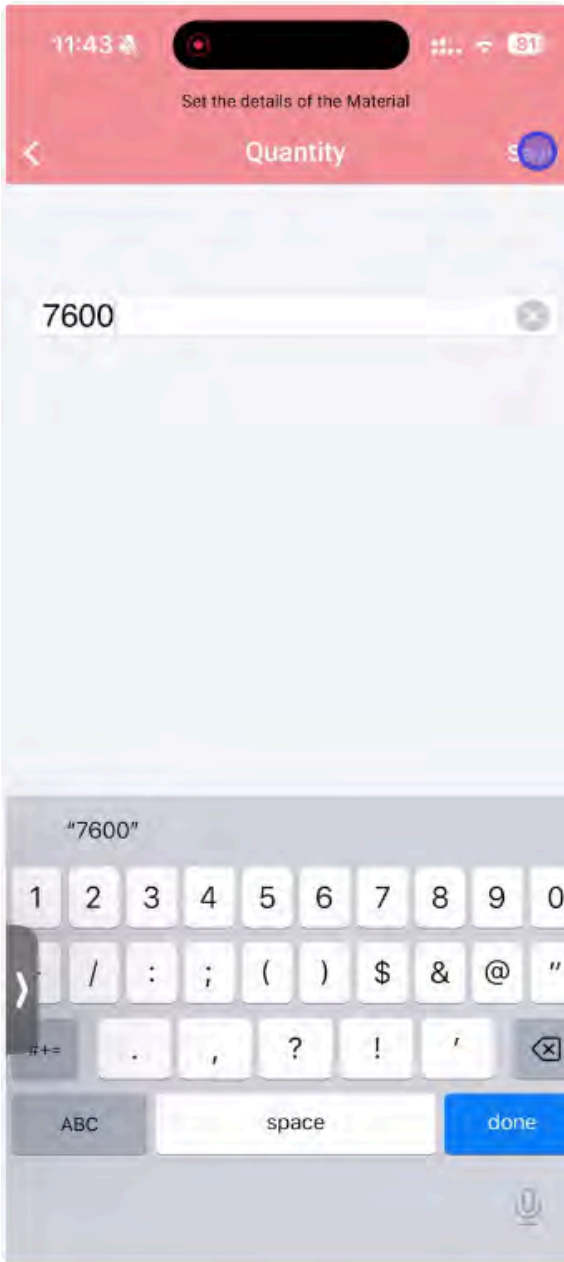
## 68 Click on Quantity

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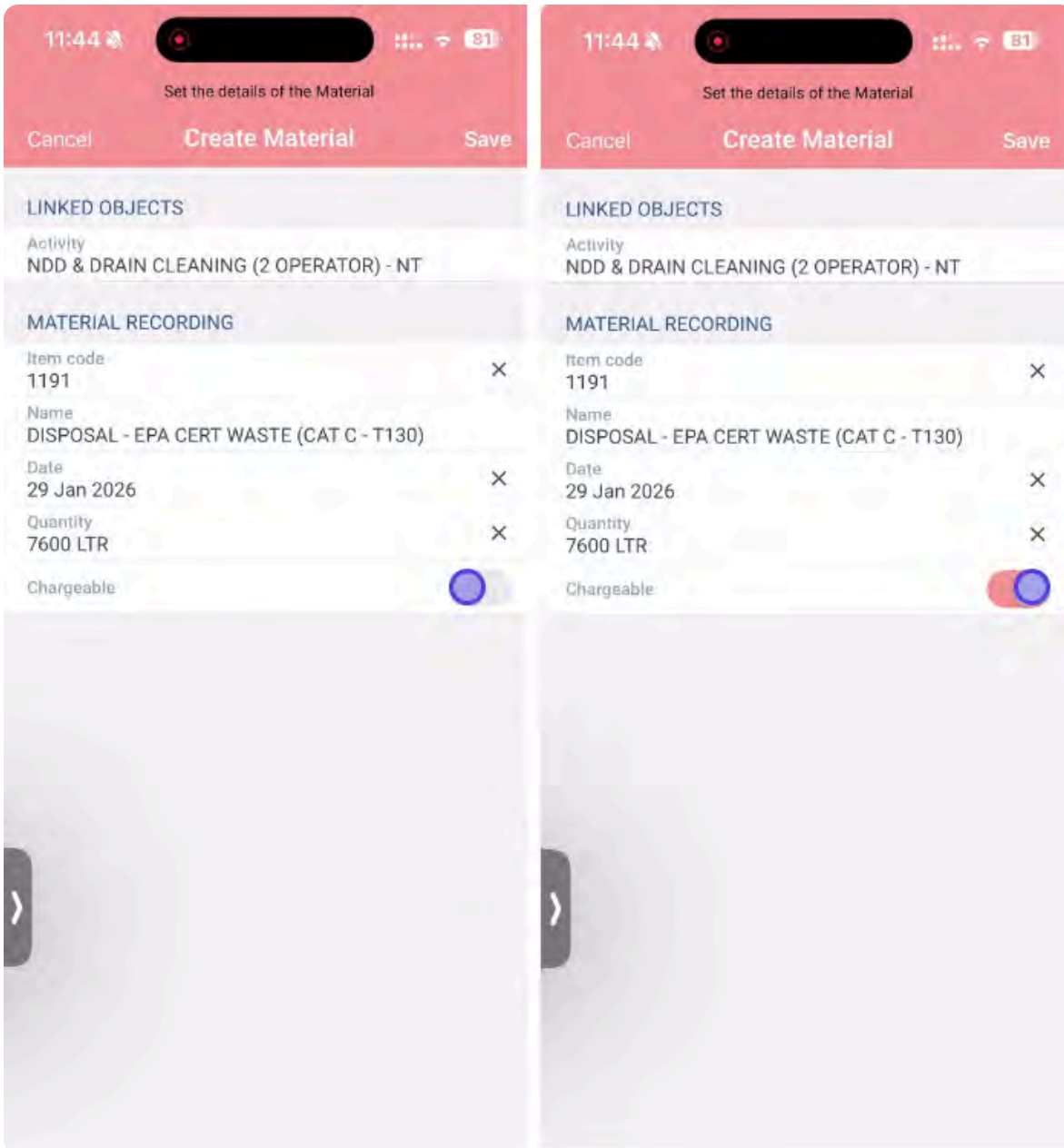
69 Type Quantity (i.e. "7600")

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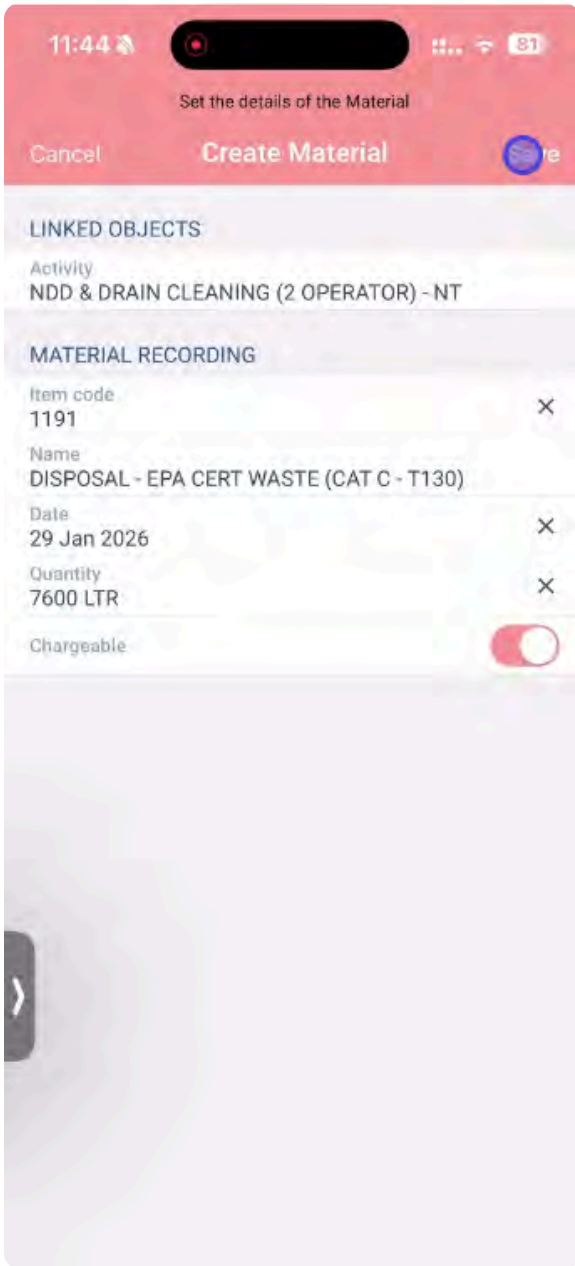
## 70 Change the Chargeable Toggle to ON (Red)

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## 71 Click on Save

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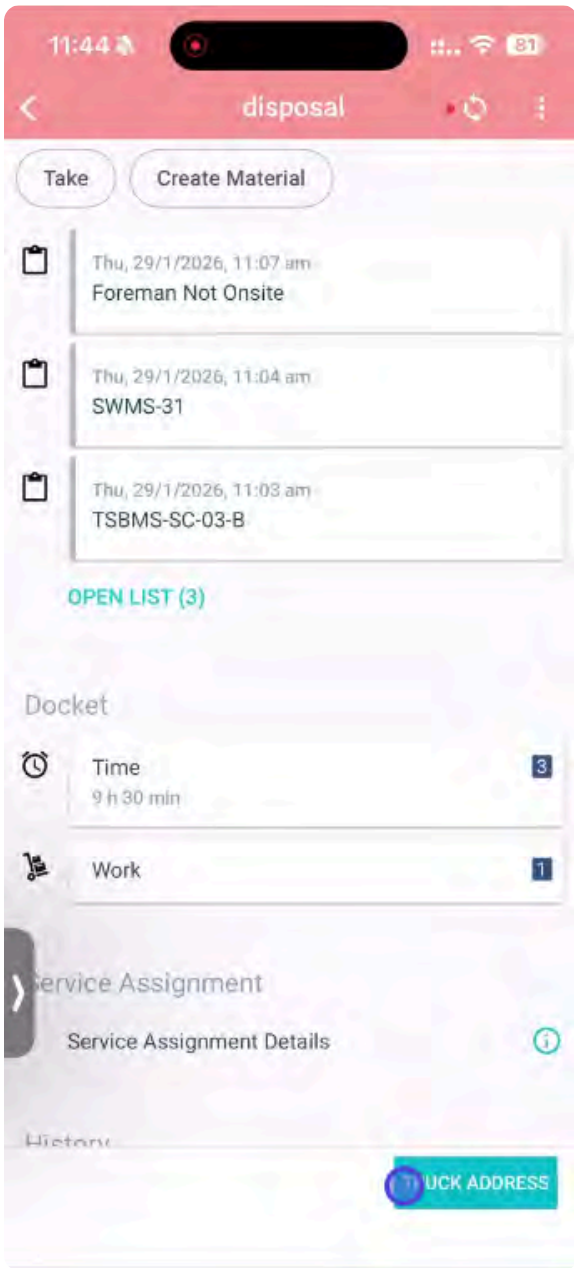
72 Click on "<" to exit

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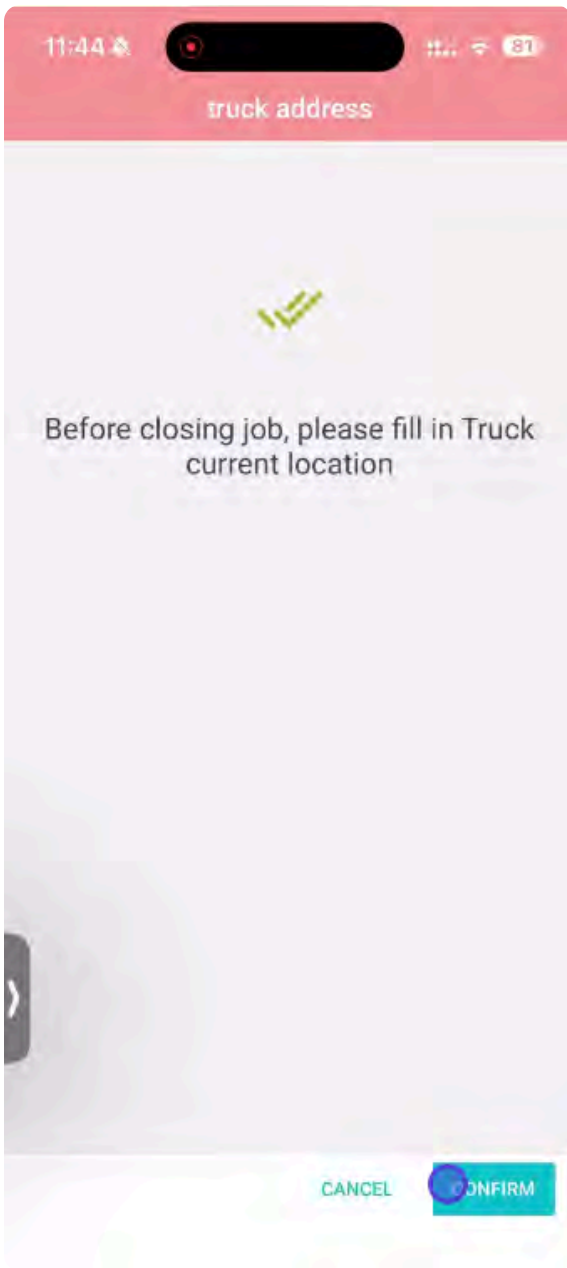
73 Once arriving back at the depot, click on Truck Address

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## 74 Click on Confirm

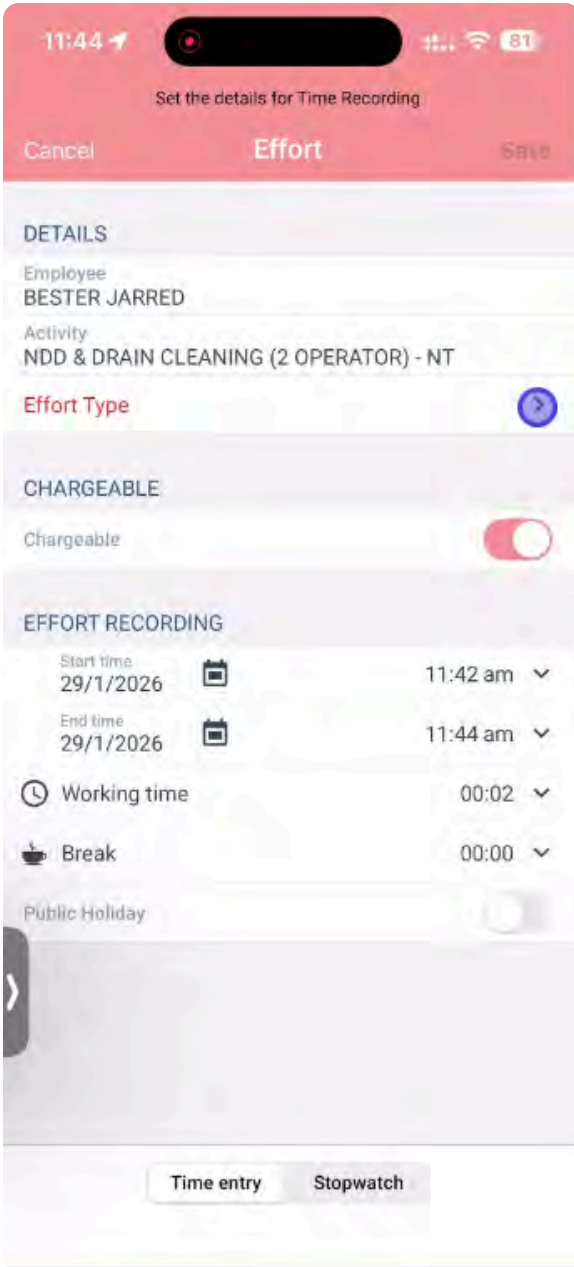
[VIEW PAGE →](#)



**75** In order to record the time from disposal facility back to the depot, the effort screen will pop-up.

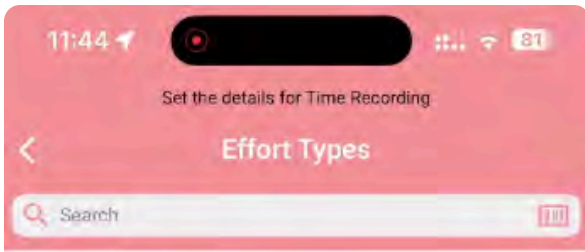
[VIEW PAGE →](#)

Click on Effort Type



## 76 Select Travel Time

[VIEW PAGE →](#)



Inclement Weather

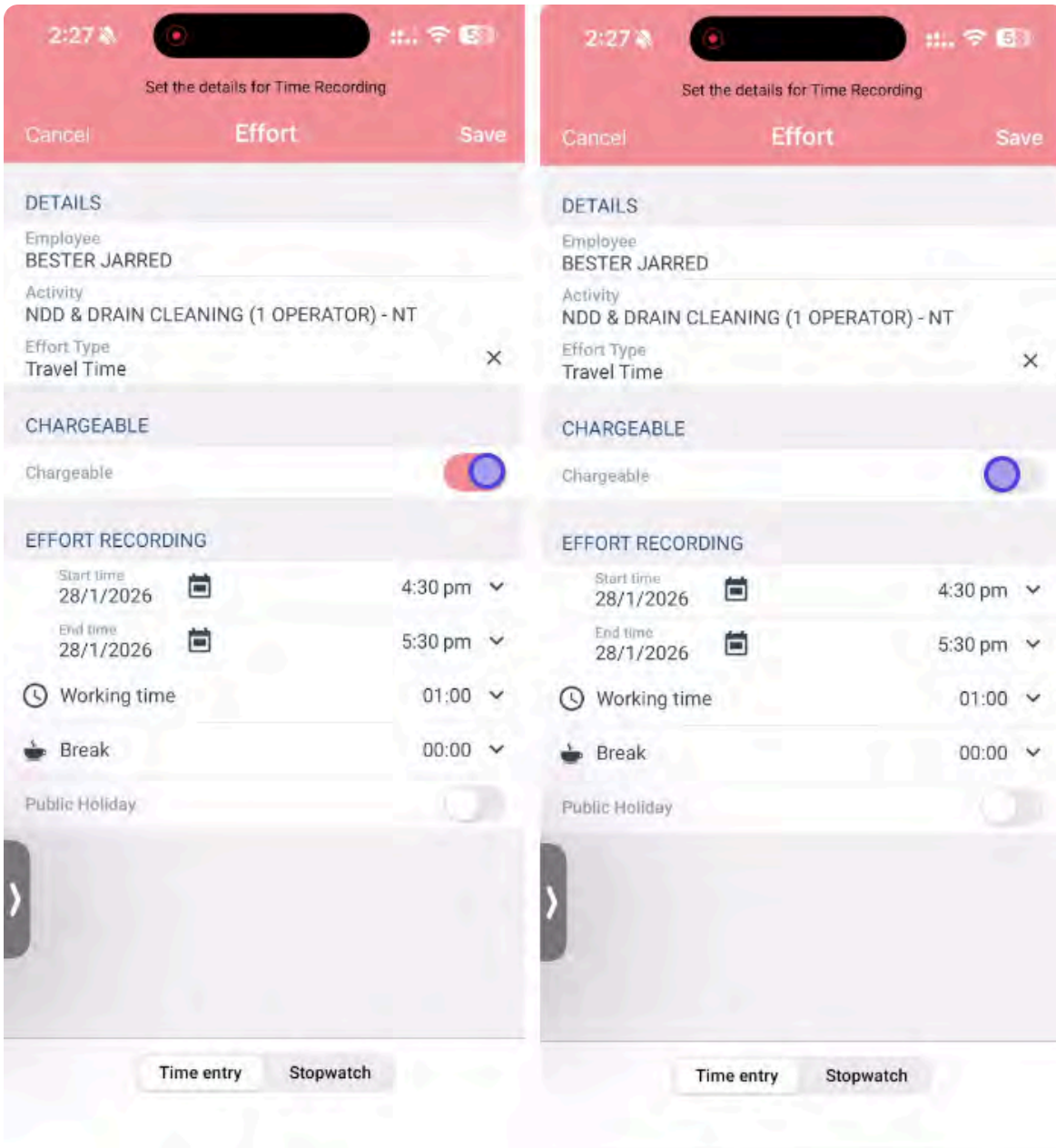
Standard Work

Travel Time



## 77 Change the Chargeable Toggle to OFF (Grey)

[VIEW PAGE →](#)



## 78 Select Start Time

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Start Time = Time departed from the disposal facility

The screenshot shows a mobile application interface for recording time. At the top, the status bar displays the time 11:44 and battery level 81%. The app title is "Set the details for Time Recording." Below the title is a red navigation bar with "Cancel", "Effort", and "Save" buttons. The main content area is divided into several sections: "DETAILS" with fields for Employee (BESTER JARRED), Activity (NDD & DRAIN CLEANING (2 OPERATOR) - NT), and Effort Type (Travel Time); "CHARGEABLE" with a toggle switch; "EFFORT RECORDING" with fields for Start time (29/1/2026, 5:00 pm), End time (29/1/2026, 11:44 am), Working time (-05:16), and Break (00:00); and "Public Holiday" with a toggle switch. At the bottom, there are two buttons: "Time entry" and "Stopwatch".

11:44 81

Set the details for Time Recording.

Cancel Effort Save

**DETAILS**

Employee  
BESTER JARRED

Activity  
NDD & DRAIN CLEANING (2 OPERATOR) - NT

Effort Type  
Travel Time

**CHARGEABLE**

Chargeable

**EFFORT RECORDING**

Start time  
29/1/2026 5:00 pm

End time  
29/1/2026 11:44 am

Working time  
-05:16

Break  
00:00

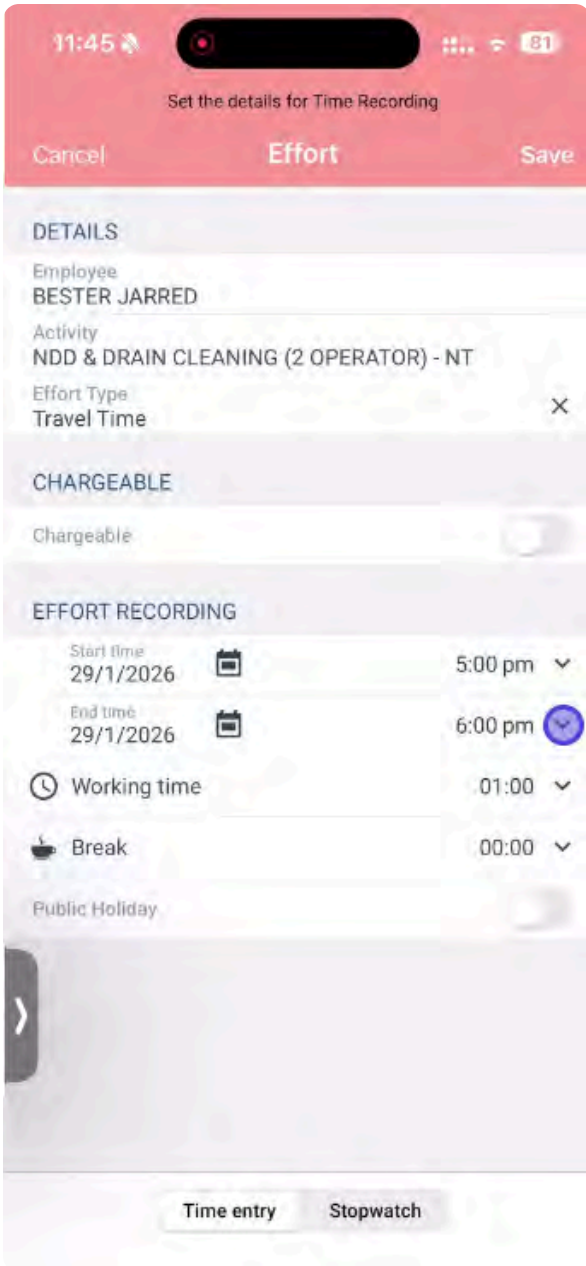
Public Holiday

Time entry Stopwatch

## 79 Select End Time

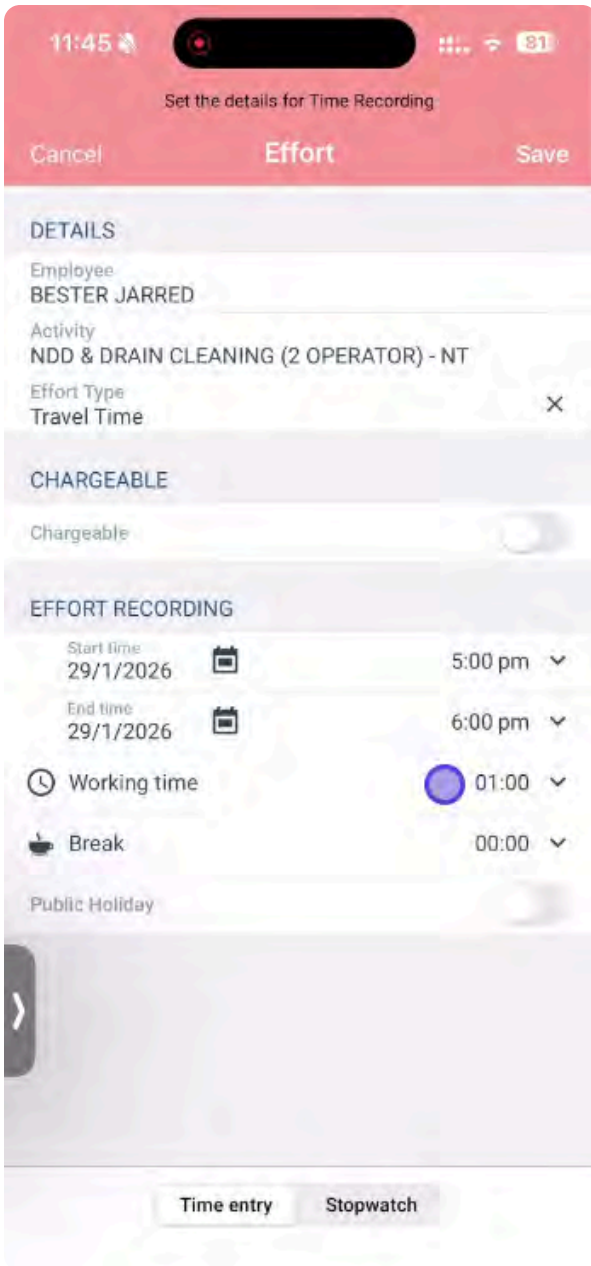
[VIEW PAGE →](#)

End Time = Arrival time back at the depot



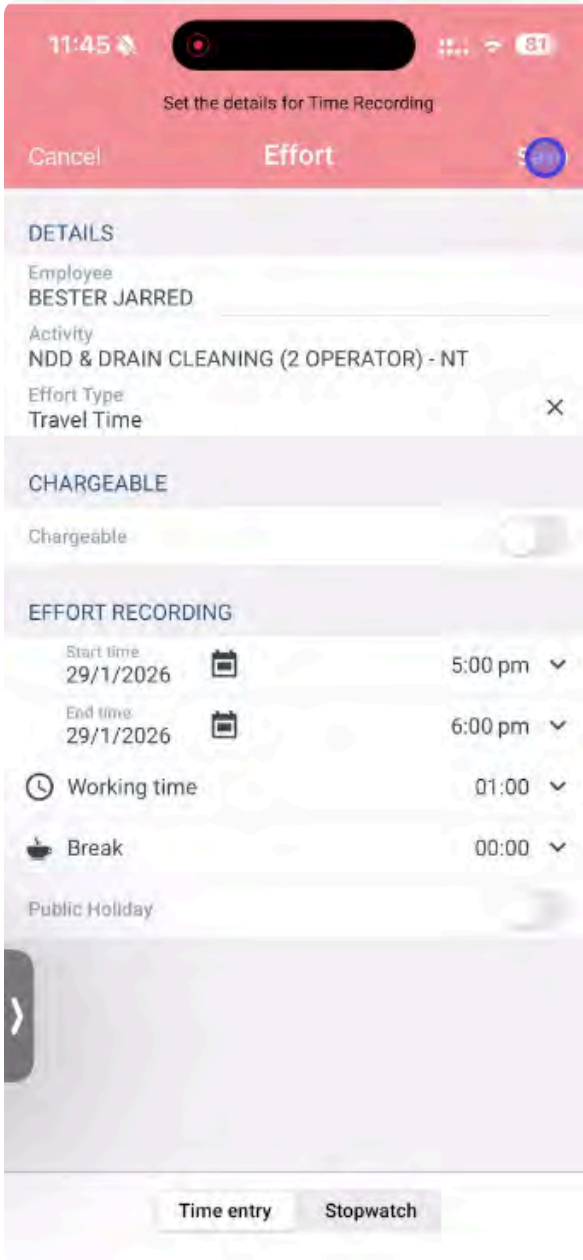
80 Ensure the Working Time Hour count is correct.

[VIEW PAGE →](#)



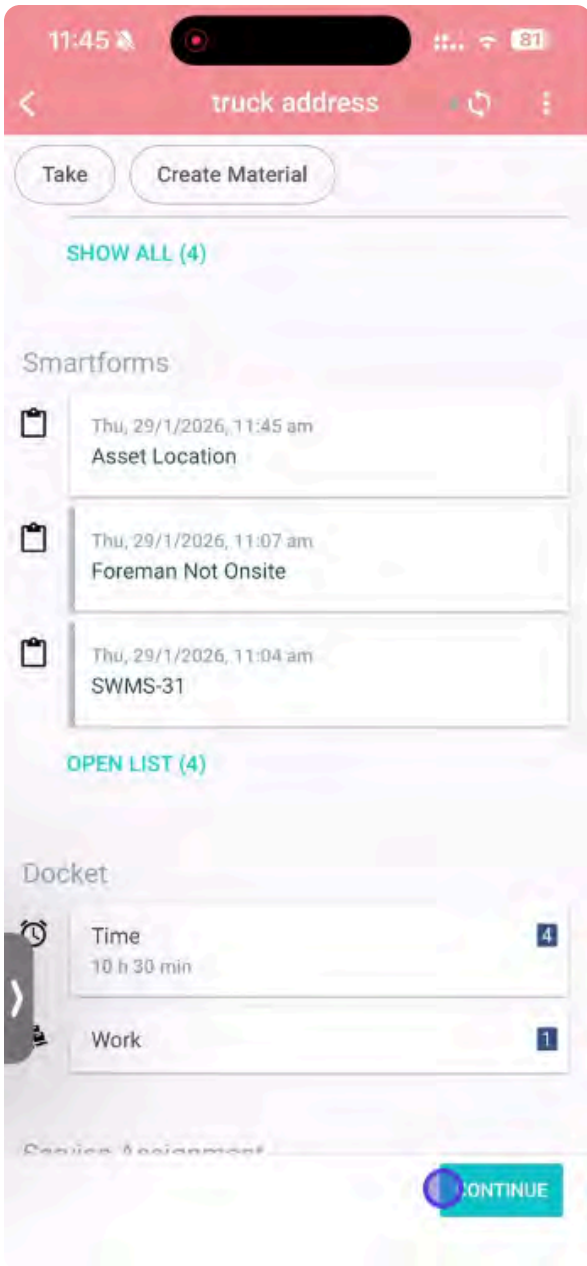
81 Click on Save

[VIEW PAGE →](#)



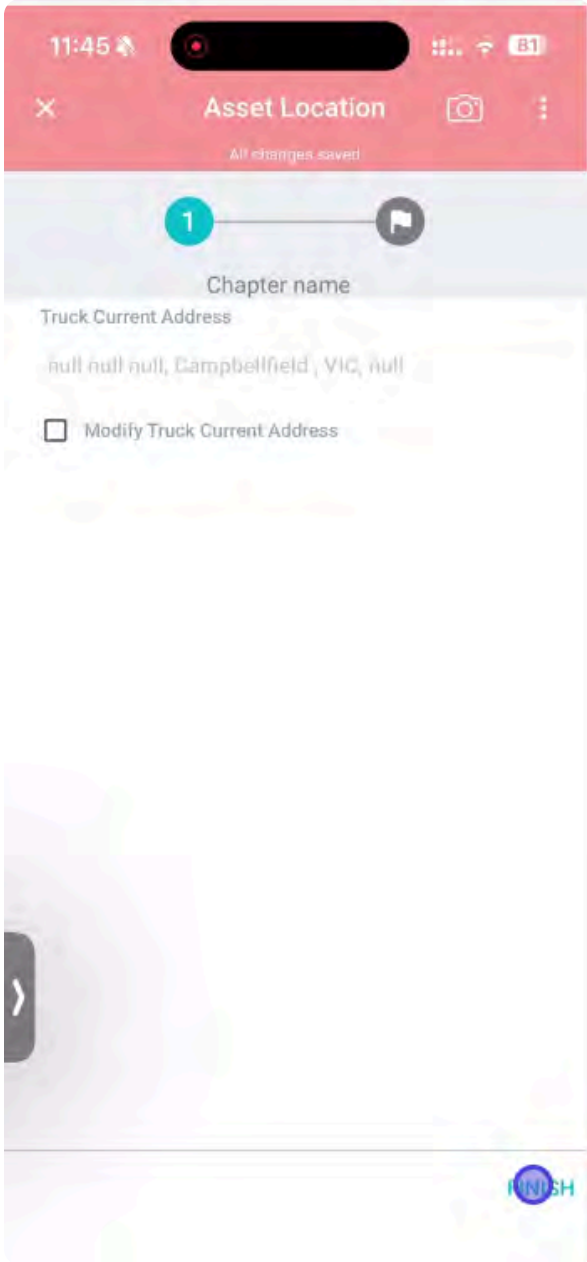
82 Click on Continue

[VIEW PAGE →](#)



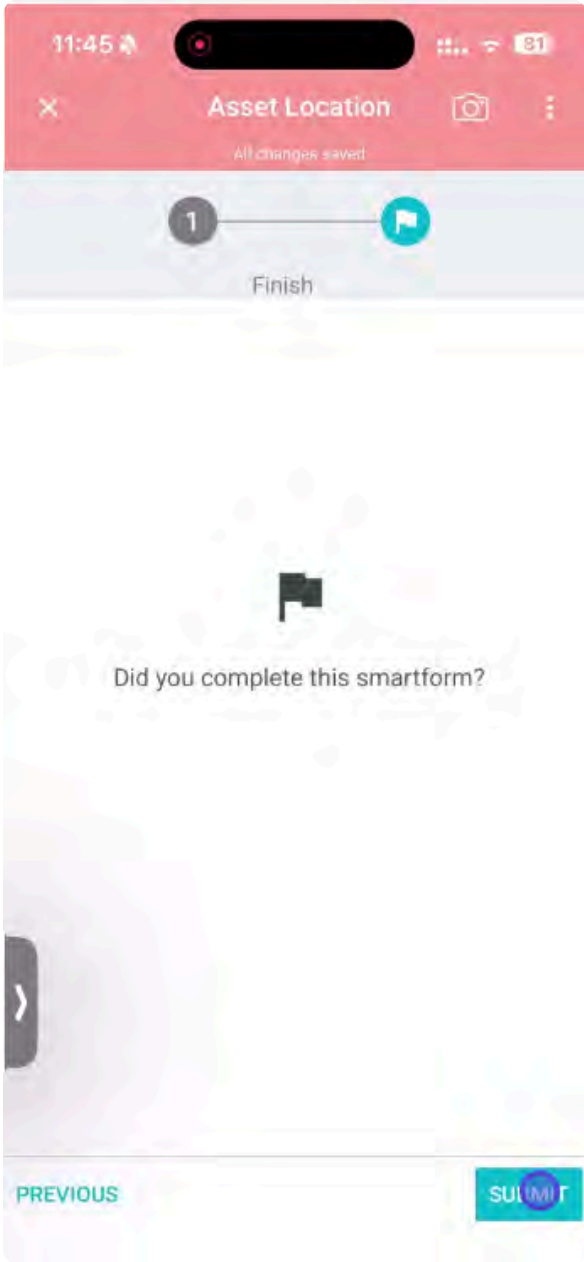
83 Provided the "Truck Current Address" is correct, Click on Finish

[VIEW PAGE →](#)



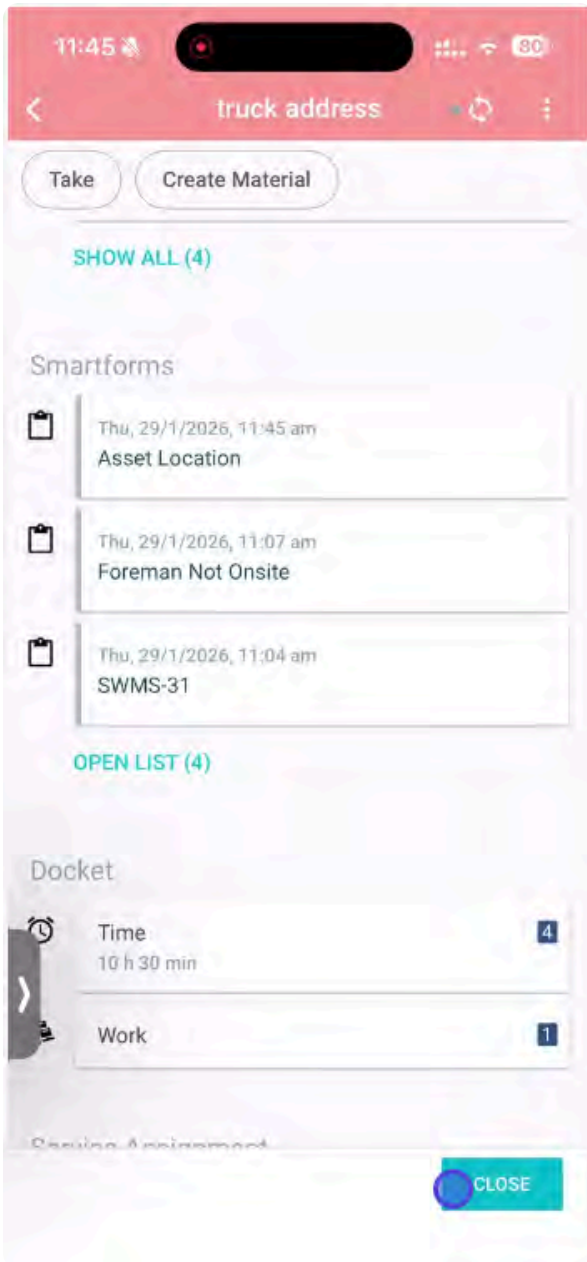
84 Click on Submit

[VIEW PAGE →](#)



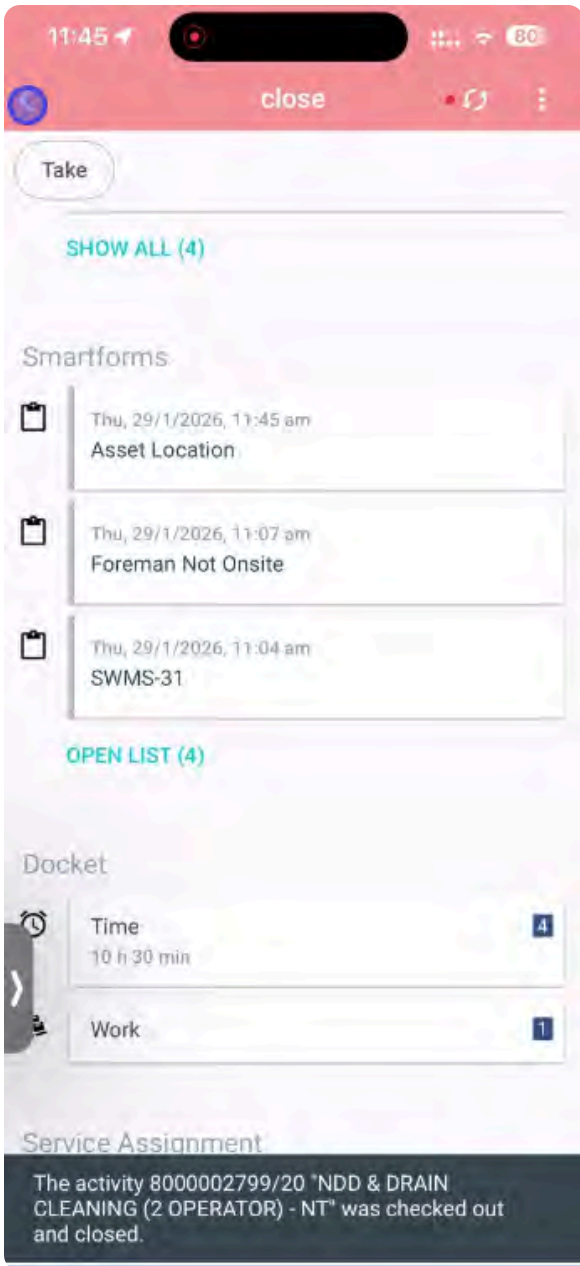
## 85 Click on Close

[VIEW PAGE →](#)



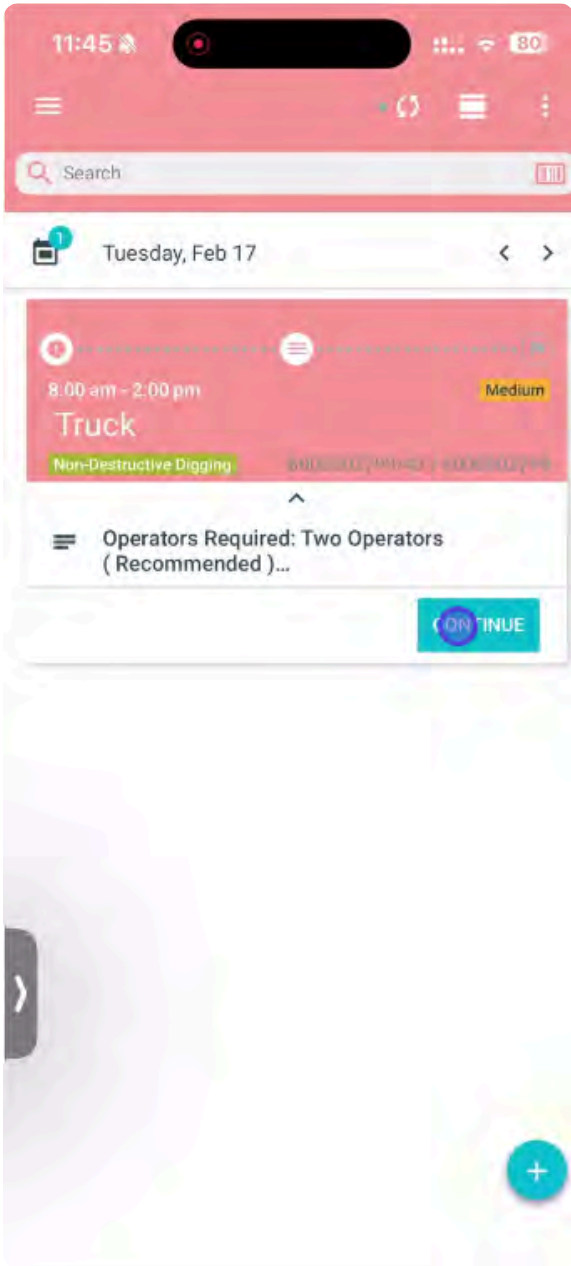
86 Click on "<" to exit

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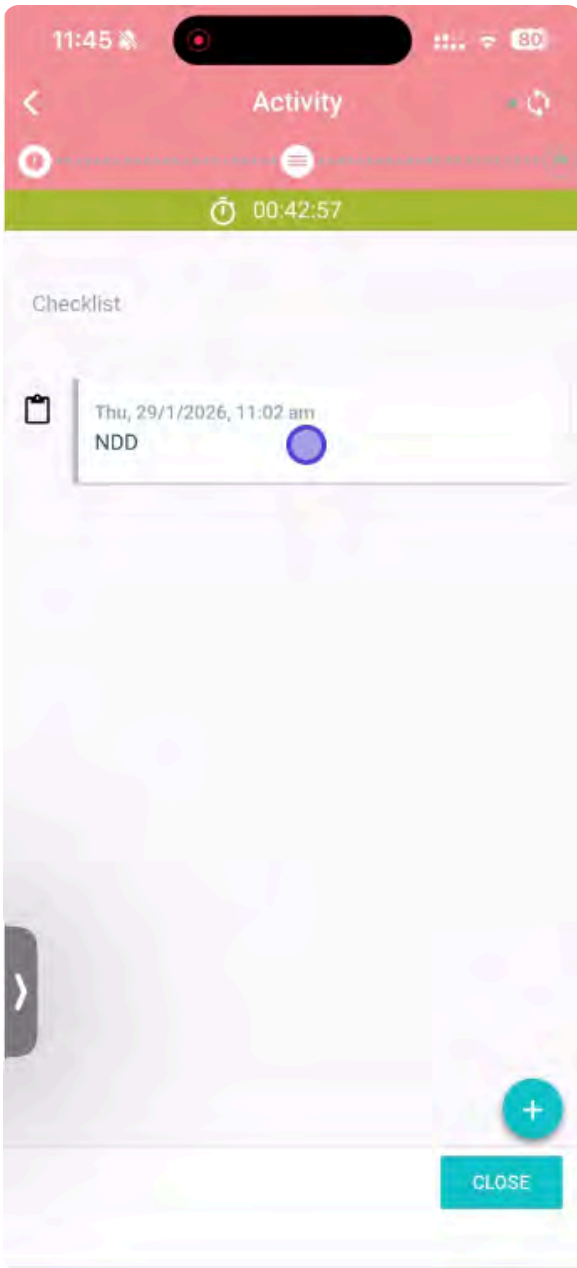
87 To close off the Vehicle activity, click on Continue

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88 Click on the form

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89 Navigate to Step 5, answer the questions and click Next

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11:46 80

NDD, Non-Destructive Digging

Smartform is finished

2 3 4 5 6

END OF SHIFT CHECK

UNIT HOURS  
Enter text

TRUCK ODOMETER  
Enter text

WATER FILTER CLEANED \*

VAC FILTER HOUSING CLEANED \*

ALL TOOLS IN PLACE & SECURE \*

Fuel Level (MIN, ):  
Enter text

Clean Water Level  
Enter text

Slurry Level  
Enter text

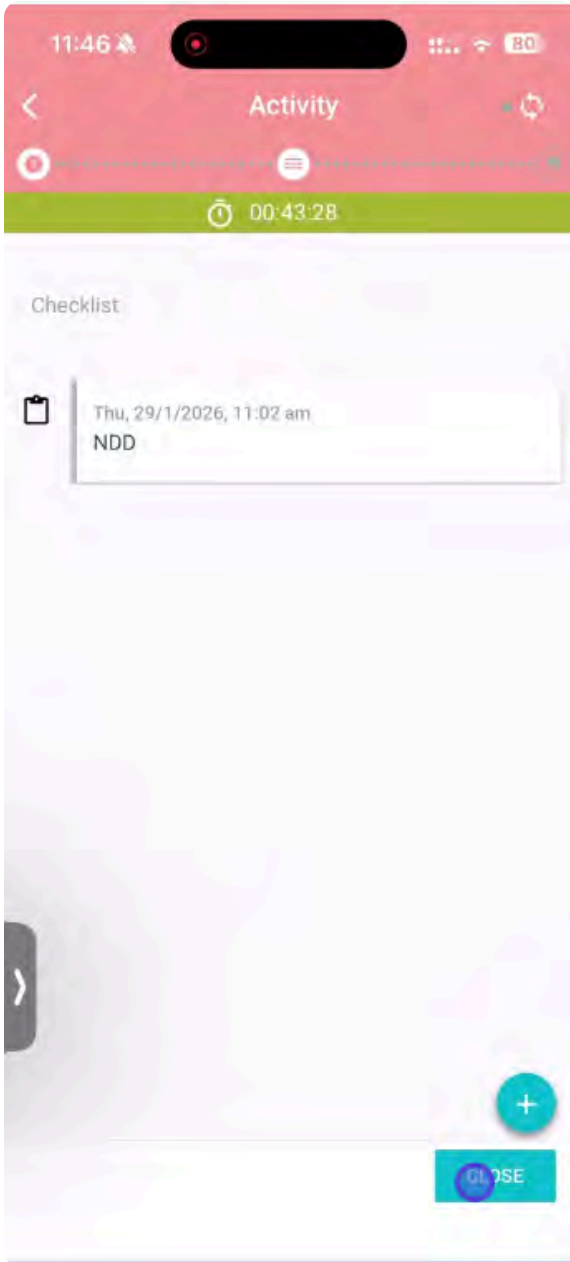
DAMAGE TO TRUCK OR UNIT? \*  
Select option \*

NOTES:

PREVIOUS NEXT

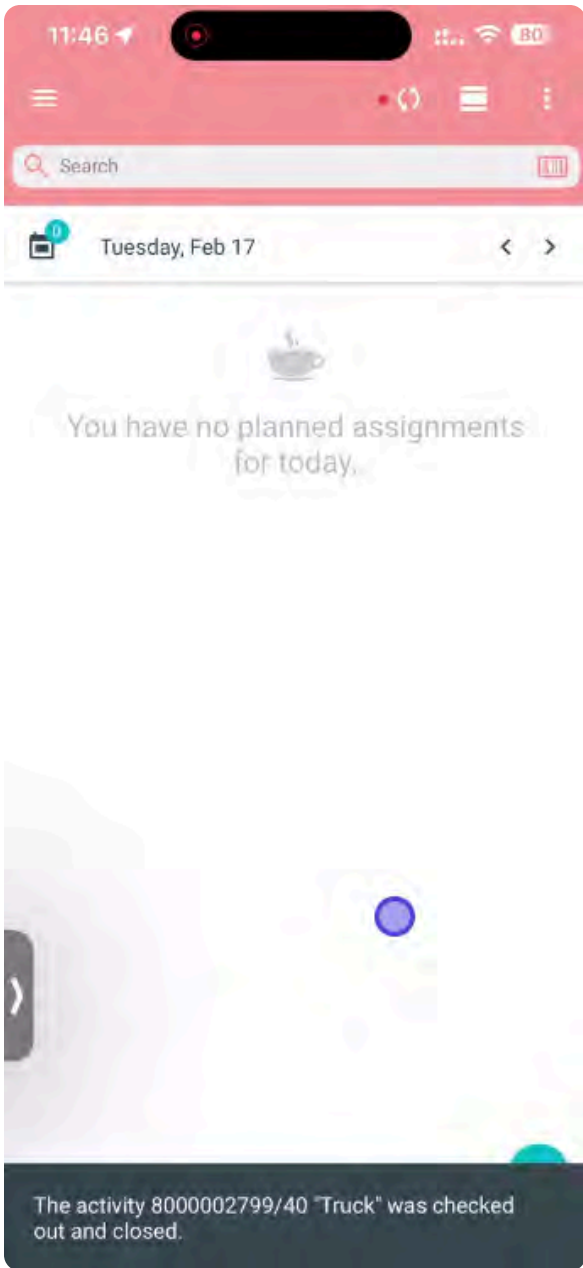
90 Click on Close

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## 91 Job Done

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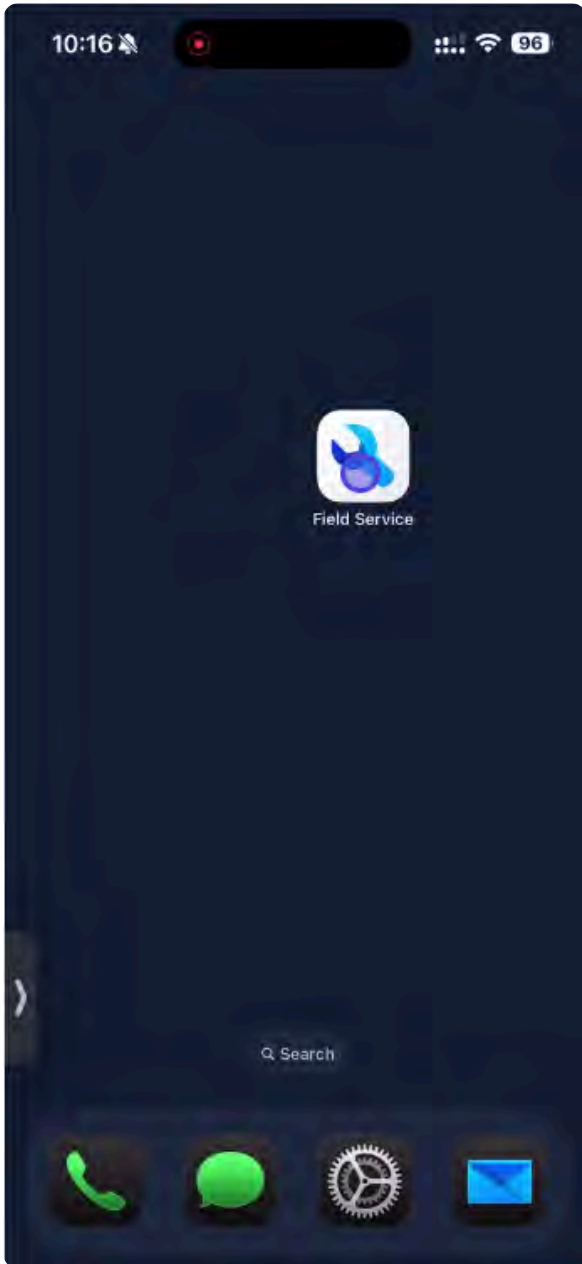


**FSM MOBILE  
APP - NDD  
- ACTIVITY COMPLETION  
OFFSIDER (CREW)**

**TRAFMAN.  
SOLUTIONS**

# FSM Mobile APP - NDD - Activity Completion for Offsider (Crew)

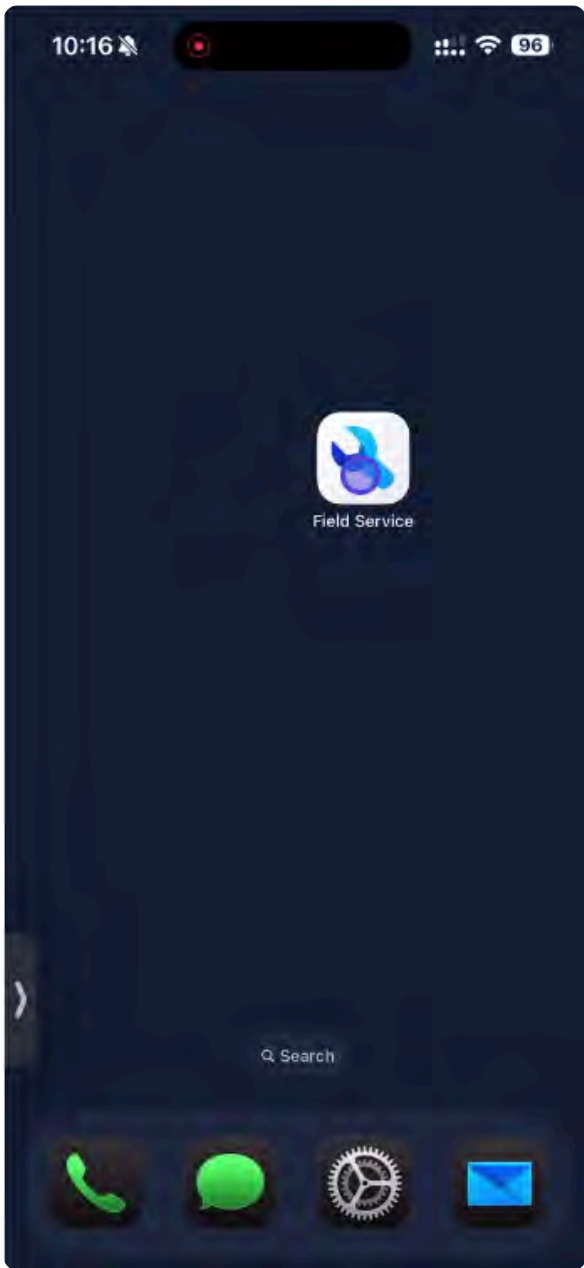
Created on Jan 28, 2026 by Jarred Bester



[WATCH RECORDING →](#)

# 1 Open FSM Mobile App

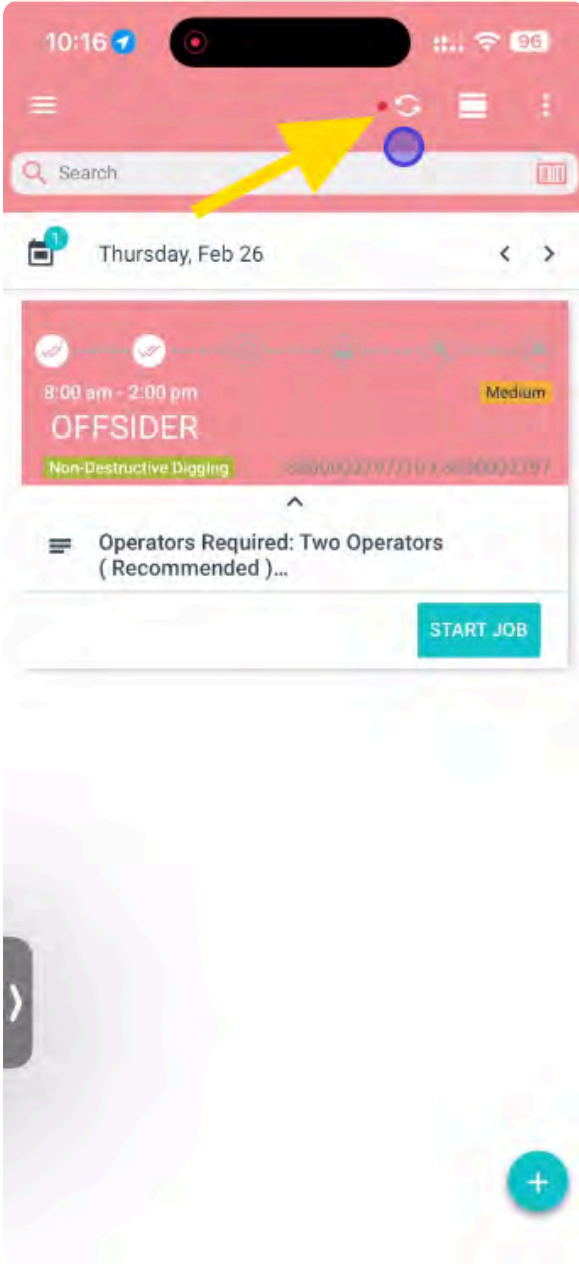
[VIEW PAGE →](#)



2

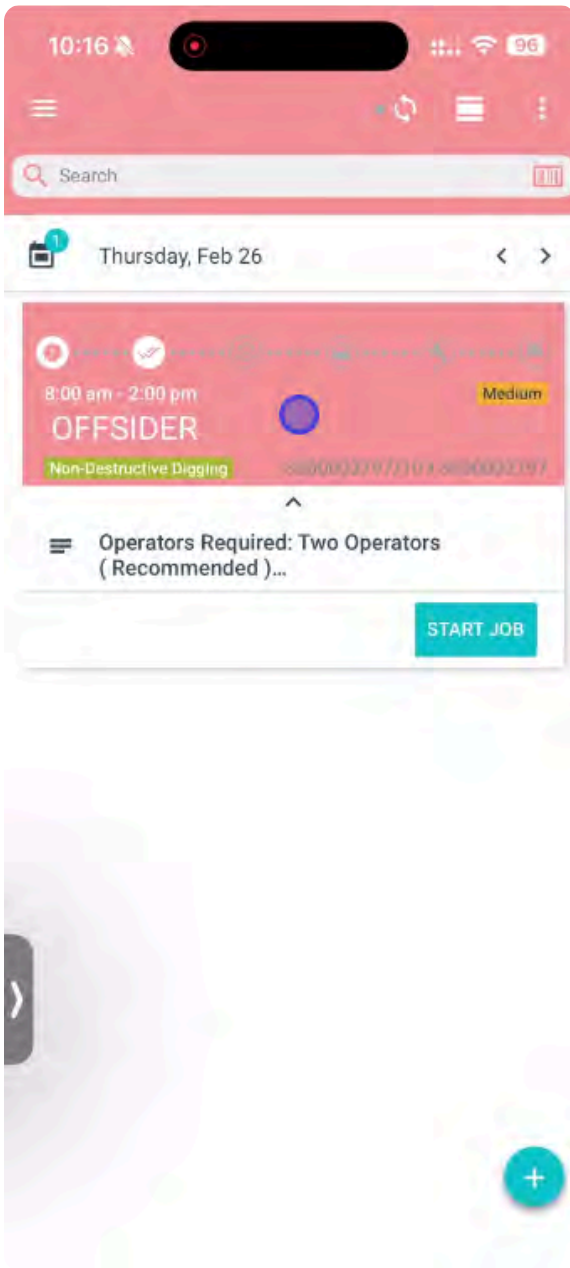
**VERY IMPORTANT:** Please note that each time a button is clicked the App will sync with the cloud to ensure that all data is updated in real time, please allow the spinning icon to stop before clicking the next button.

[VIEW PAGE →](#)



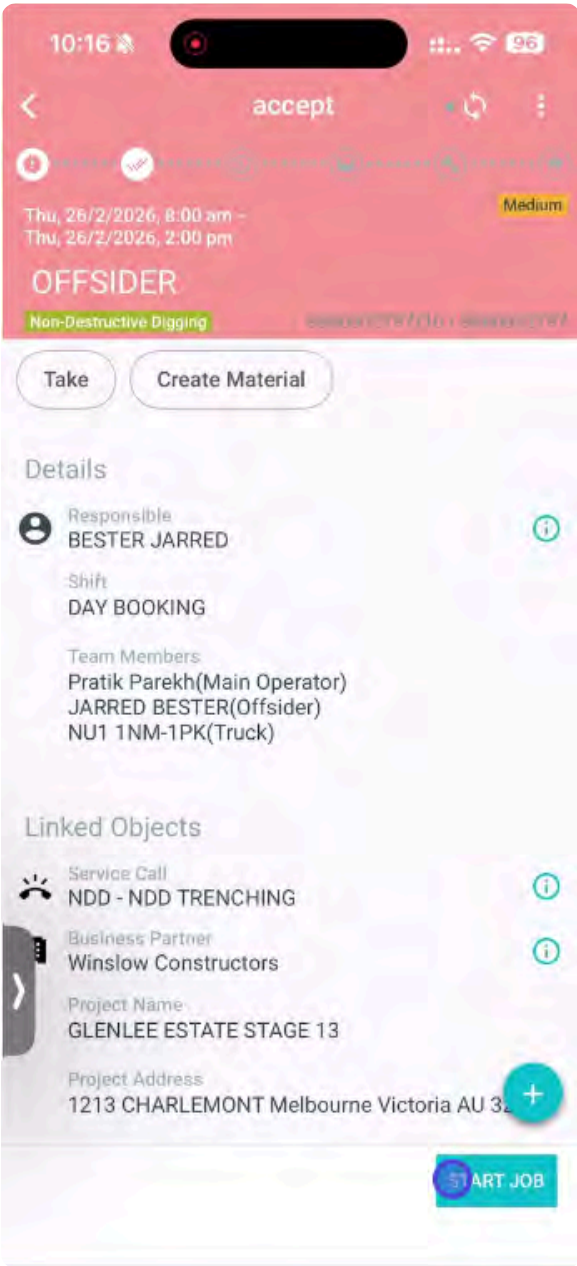
### 3 Click into the Activity

[VIEW PAGE →](#)



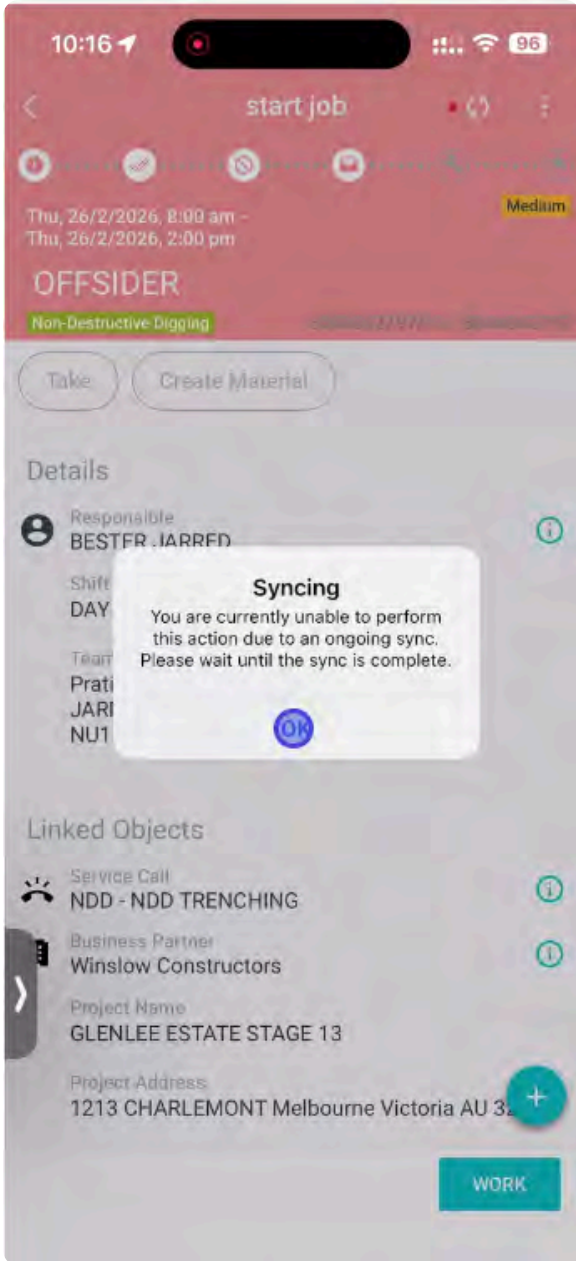
4 To confirm your onsite, Click Start Job

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- 5 If you do click while the sync is still in progress, a prompt will appear, Click on Continue and wait for the sync to complete.

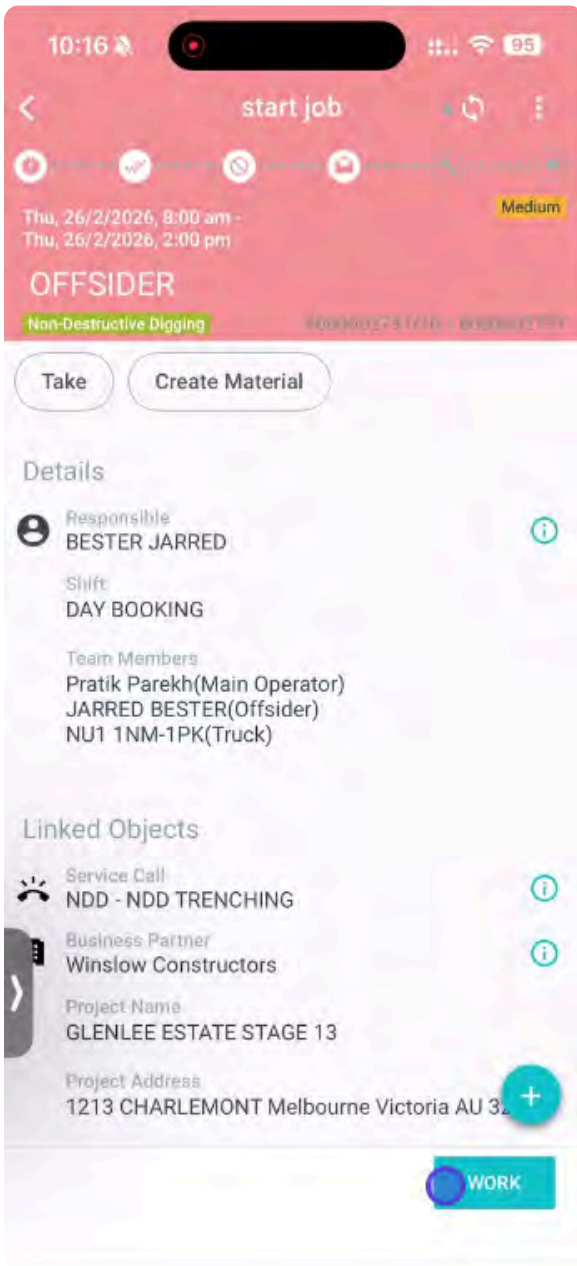
[VIEW PAGE →](#)



6

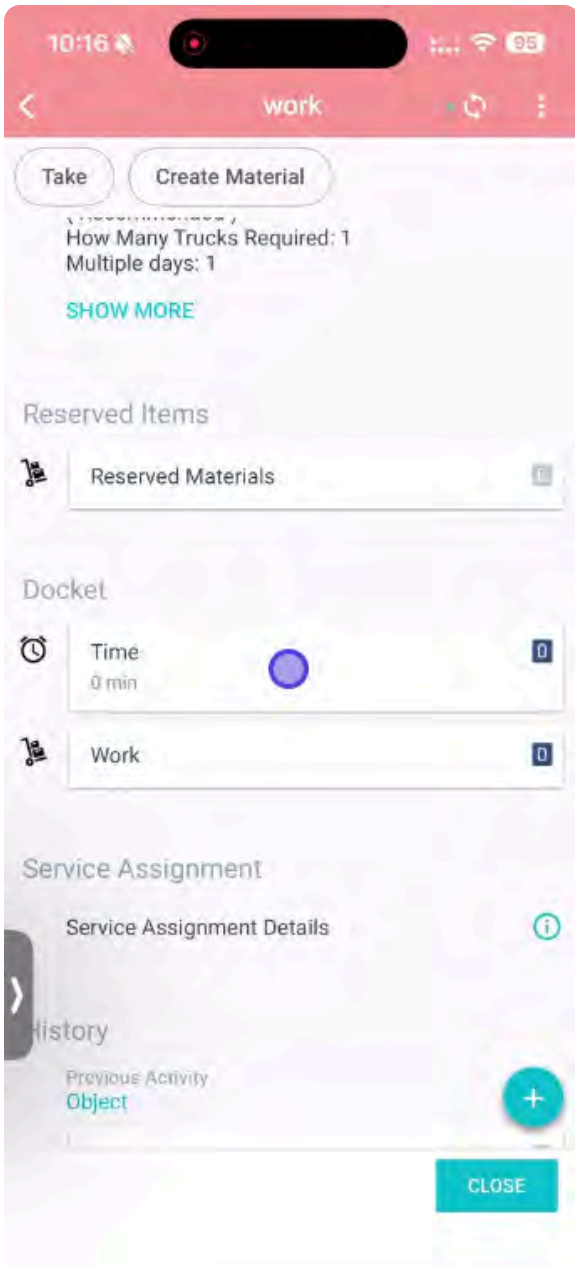
Once the safety documents have been completed by the Main Operator and Offsider has signed on, click on Work

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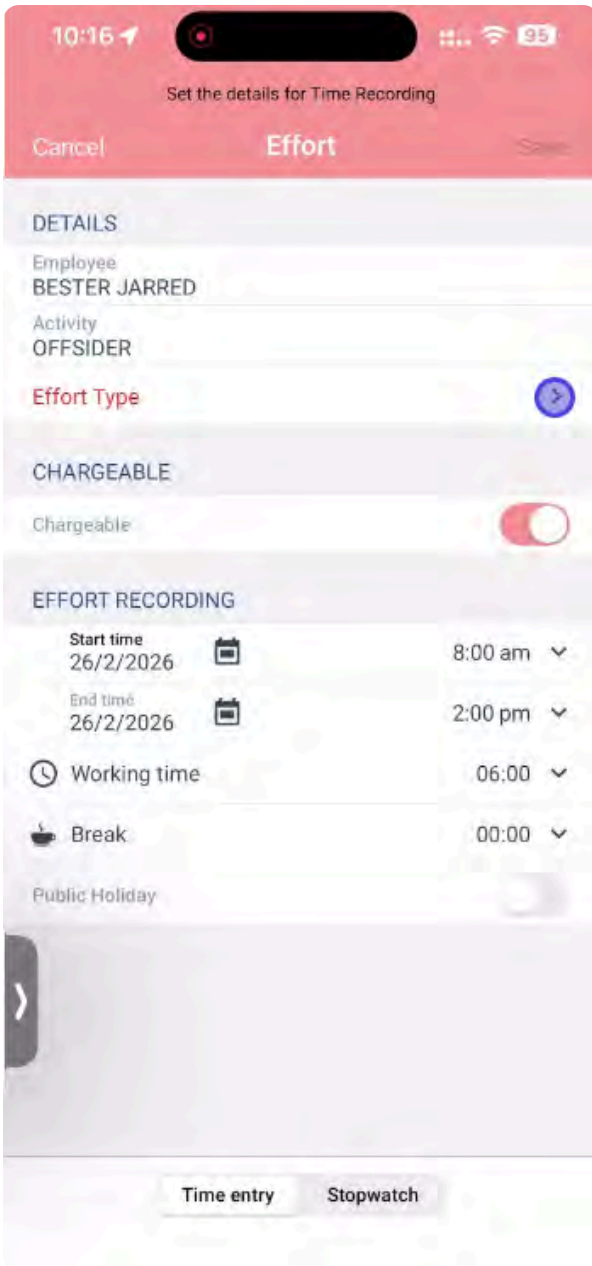
7 Once works are complete, scroll down to Docket section and click on Time

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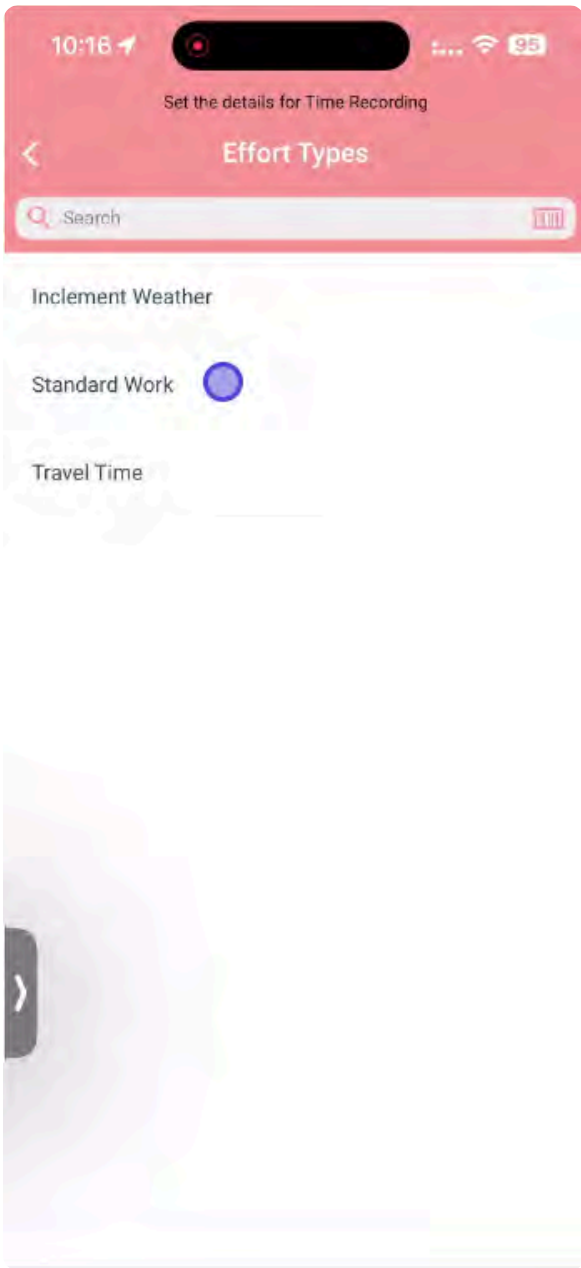
## 8 Click on Effort Type

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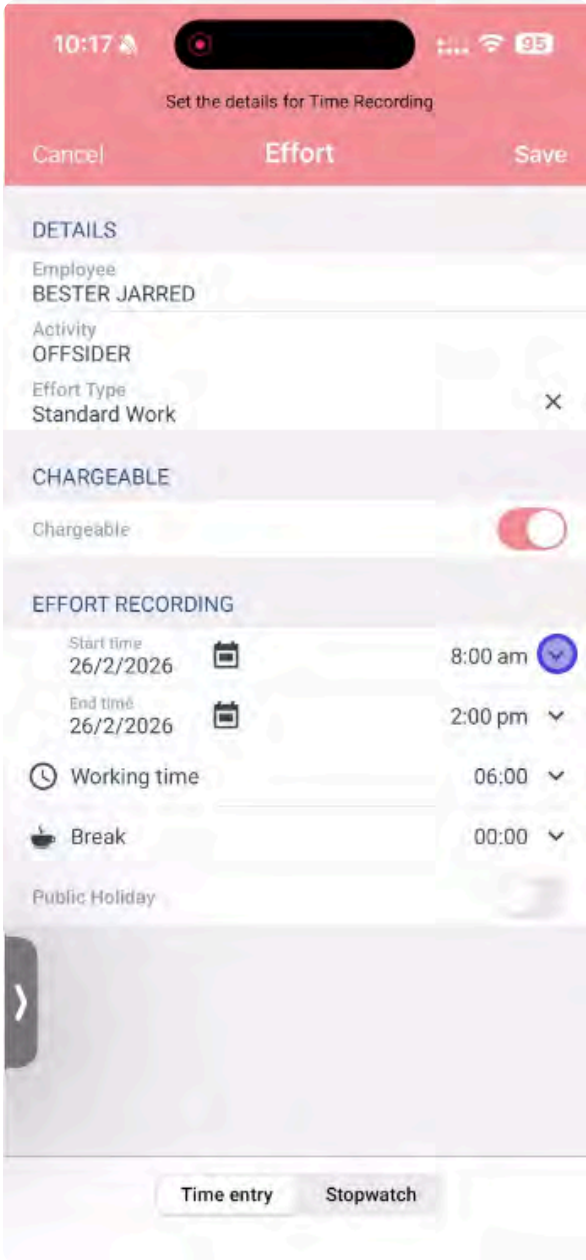
## 9 Select Standard Work

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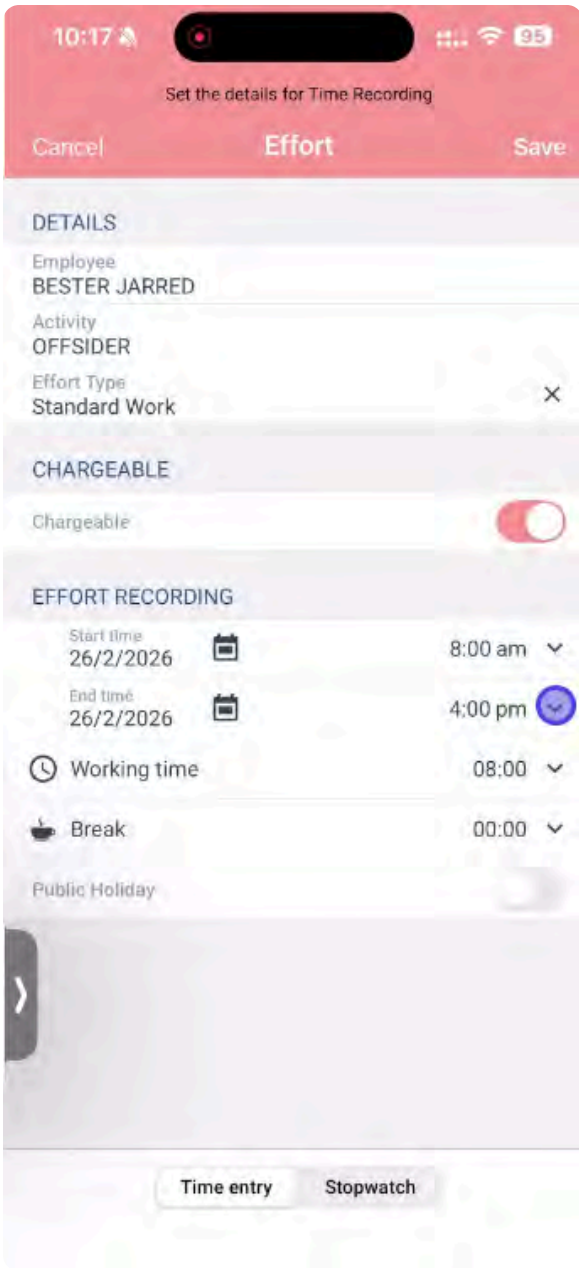
## 10 Select Start Time

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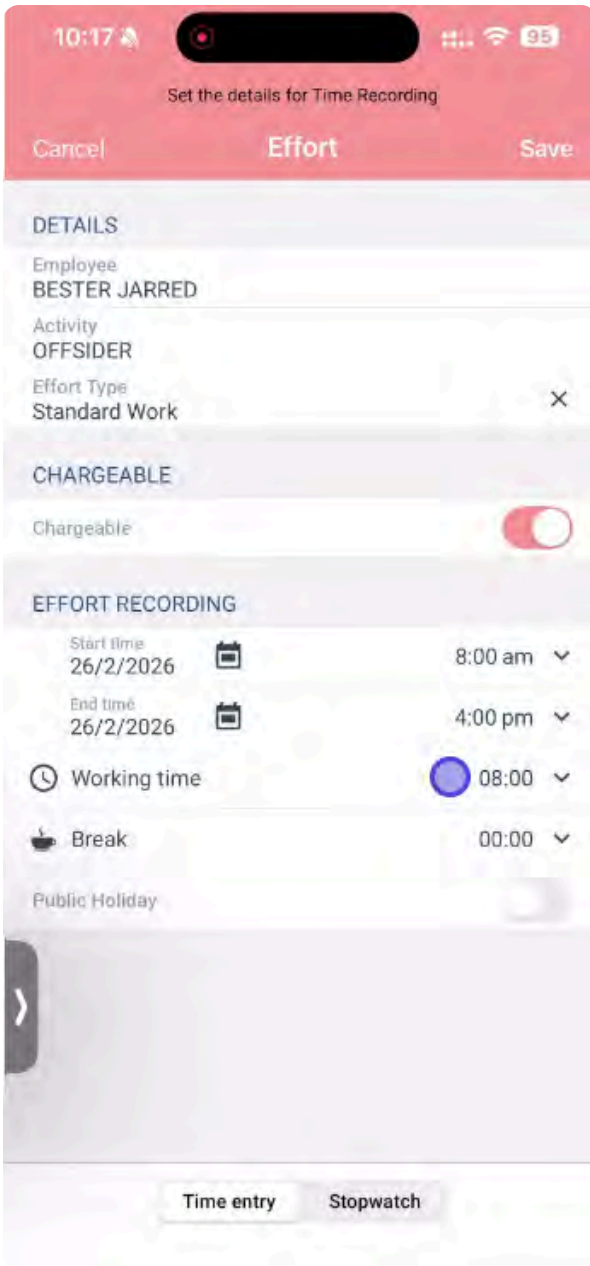
## 11 Select End Time

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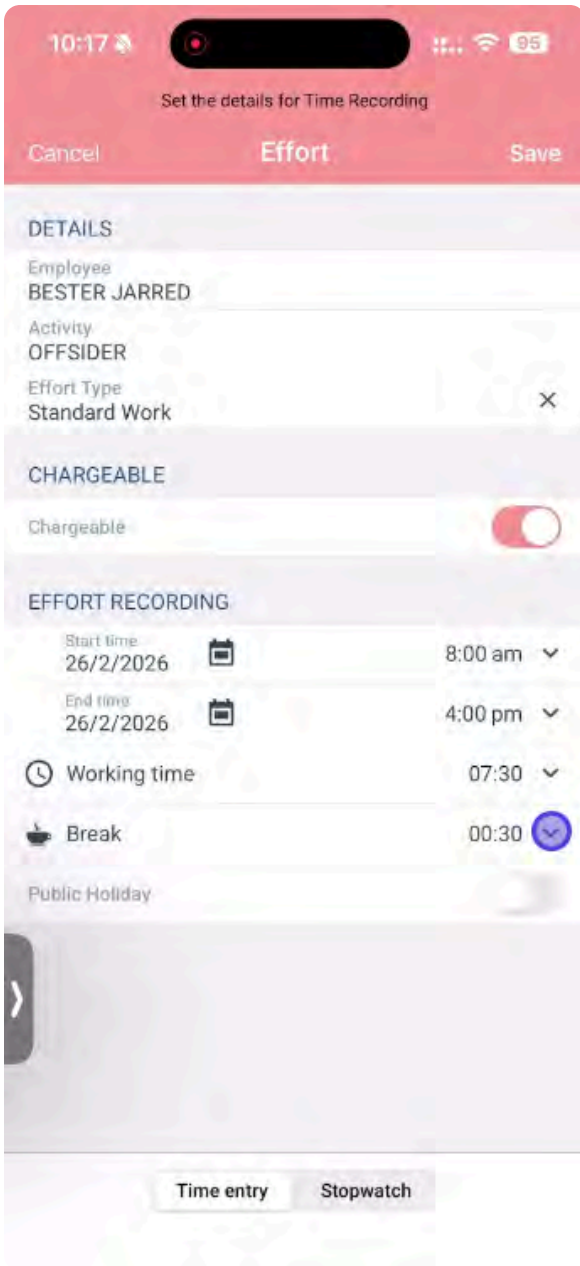
12 Ensure the Working Time Hour count is correct.

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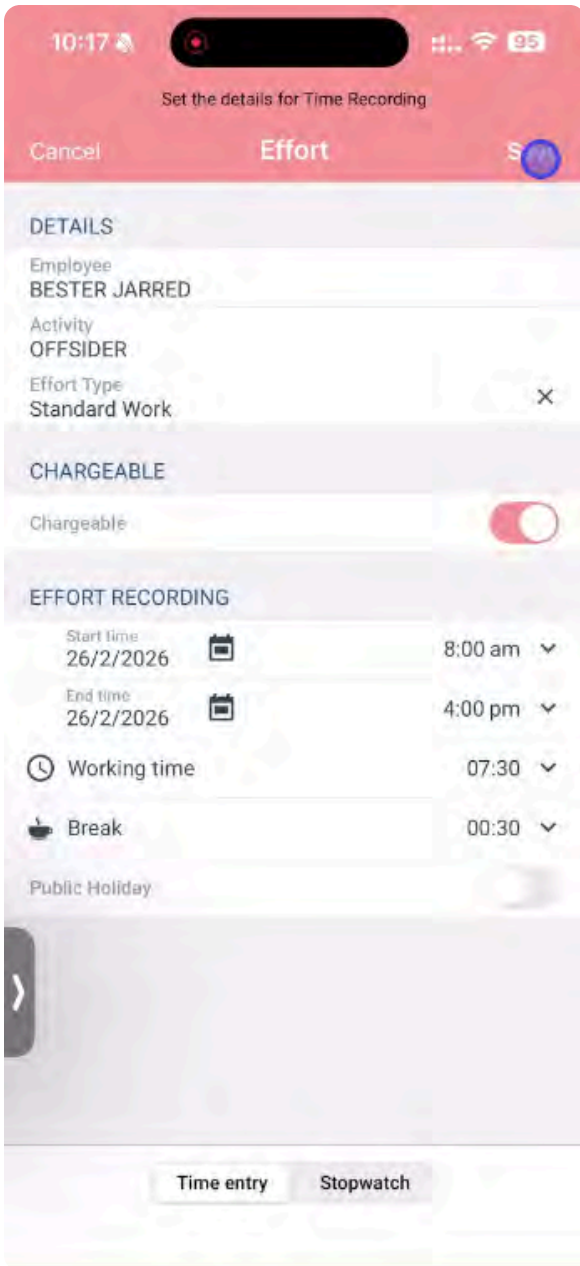
13 In order to record daily break, Select Break

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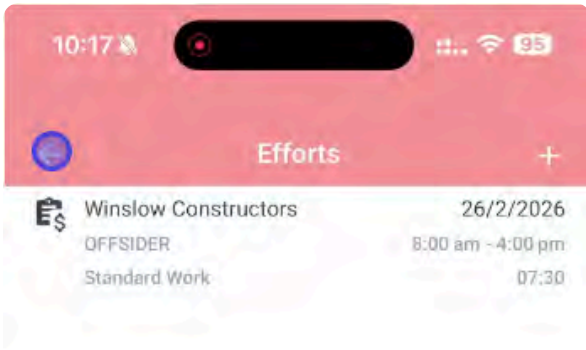
14 Click on Save

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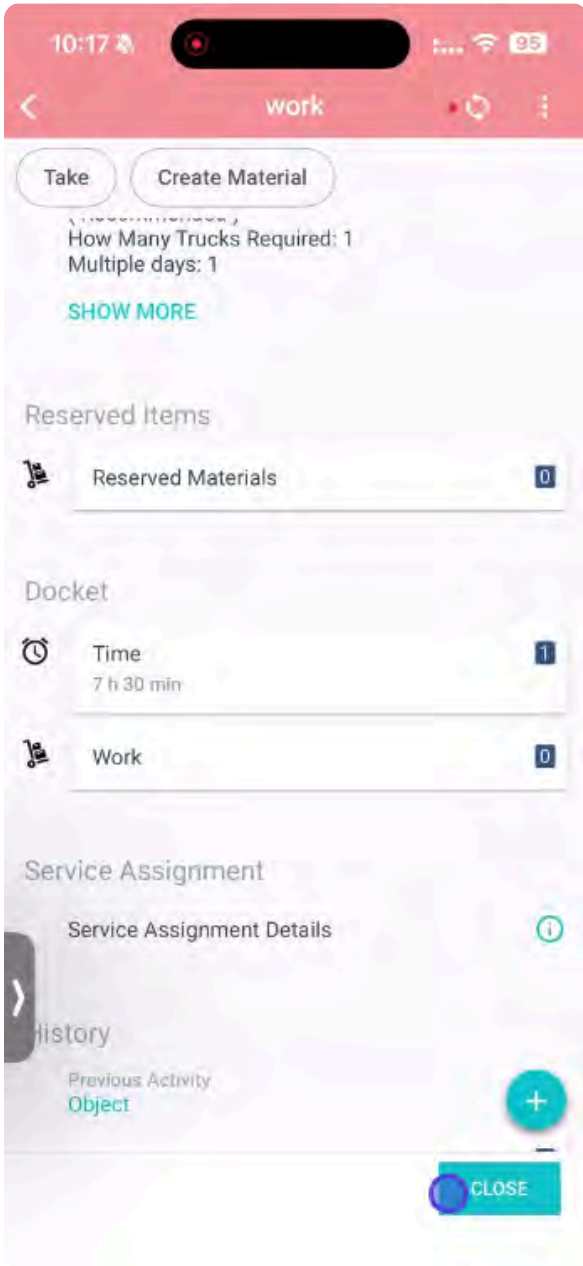
15 Click on "<" to exit

[VIEW PAGE →](#)



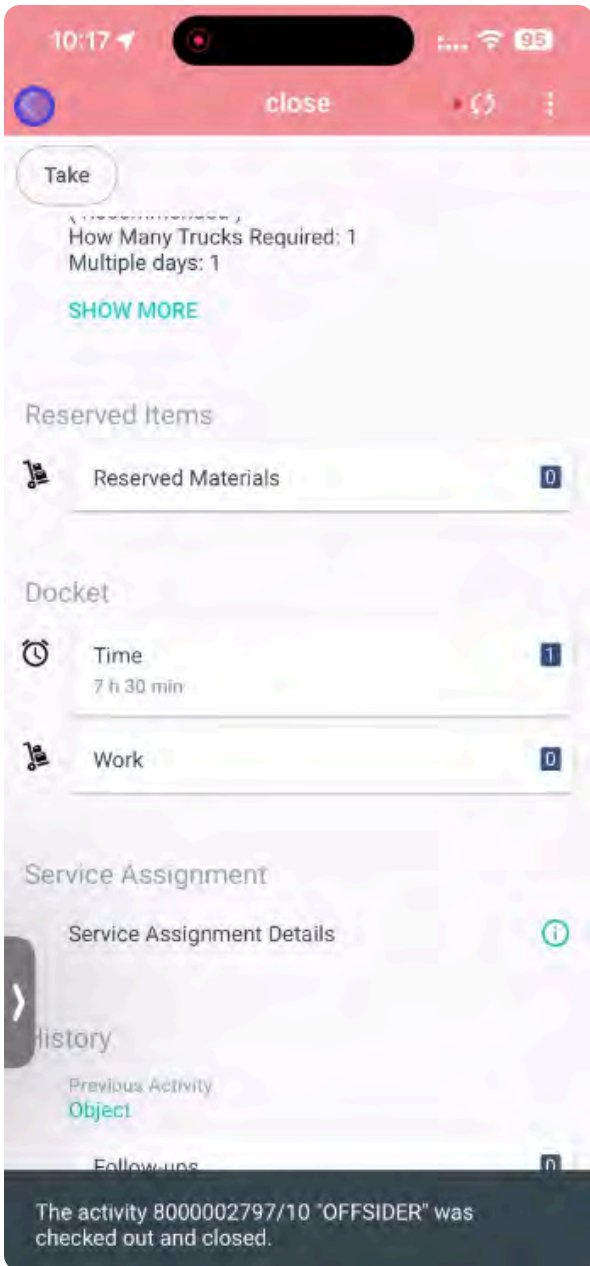
## 16 Click on Close

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17 Job done, click on "<" to exit

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# TRAFMAN. SOLUTIONS

