



**TRAFFIC CONTROL  
DIVISION - SAP FIELD  
SERVICE MANAGEMENT  
(FSM)  
TRAINING MANUAL**

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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

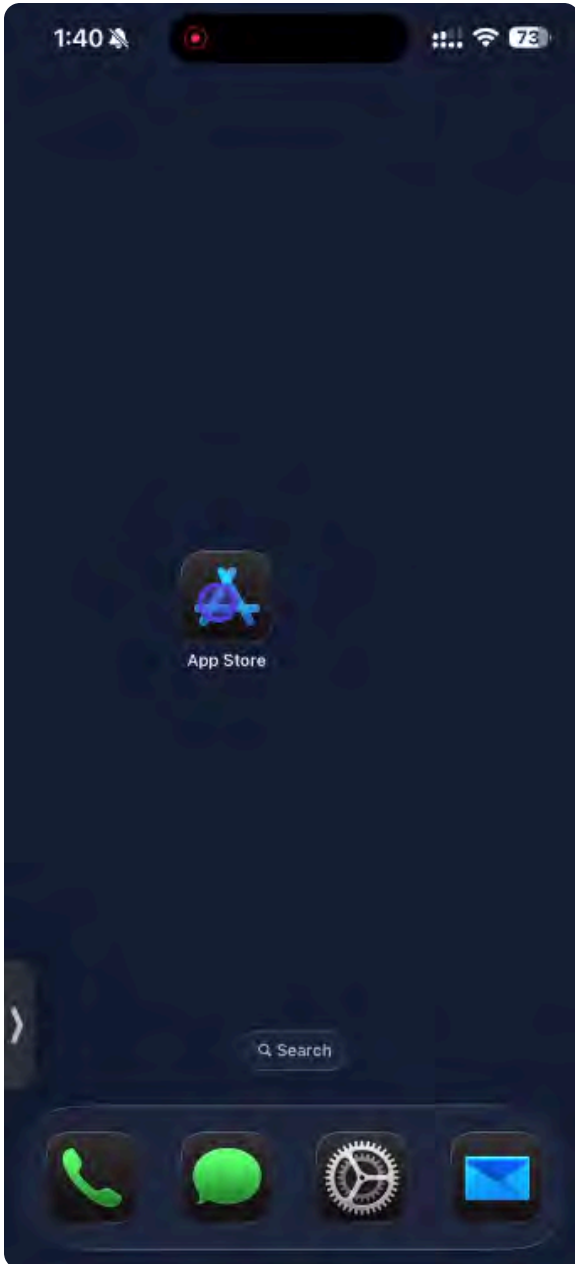
# HOW TO INSTALL SAP FIELD SERVICE MANAGEMENT APP (IOS)

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**TRAFMAN.**  
**SOLUTIONS**

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

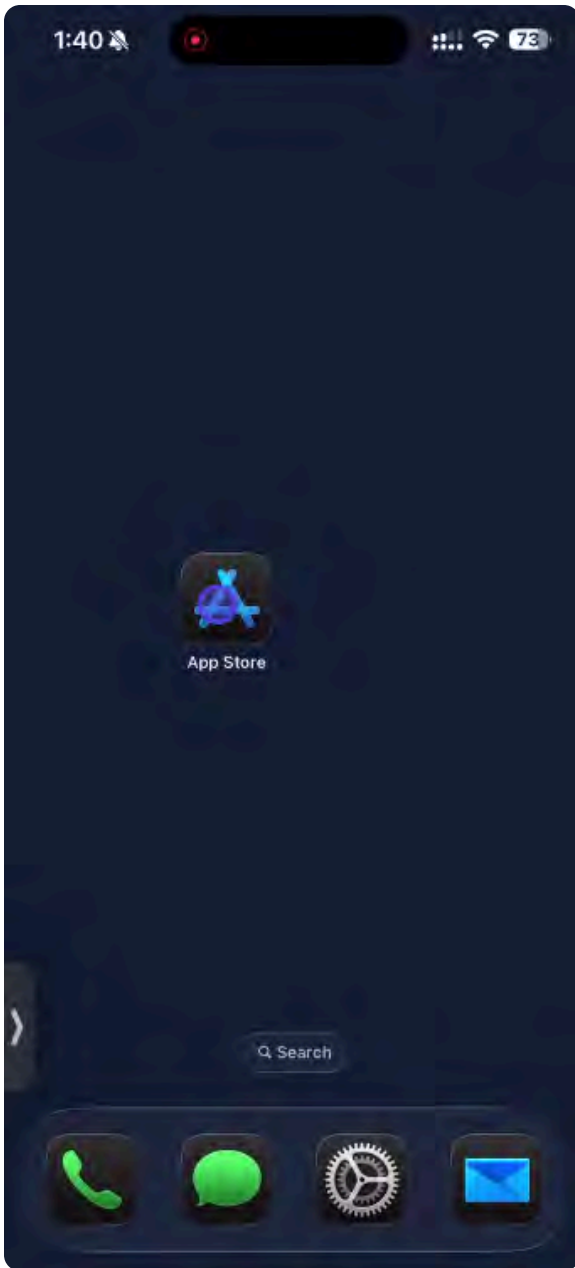
Created on Jan 30, 2026 by Jarred Bester



[WATCH RECORDING →](#)

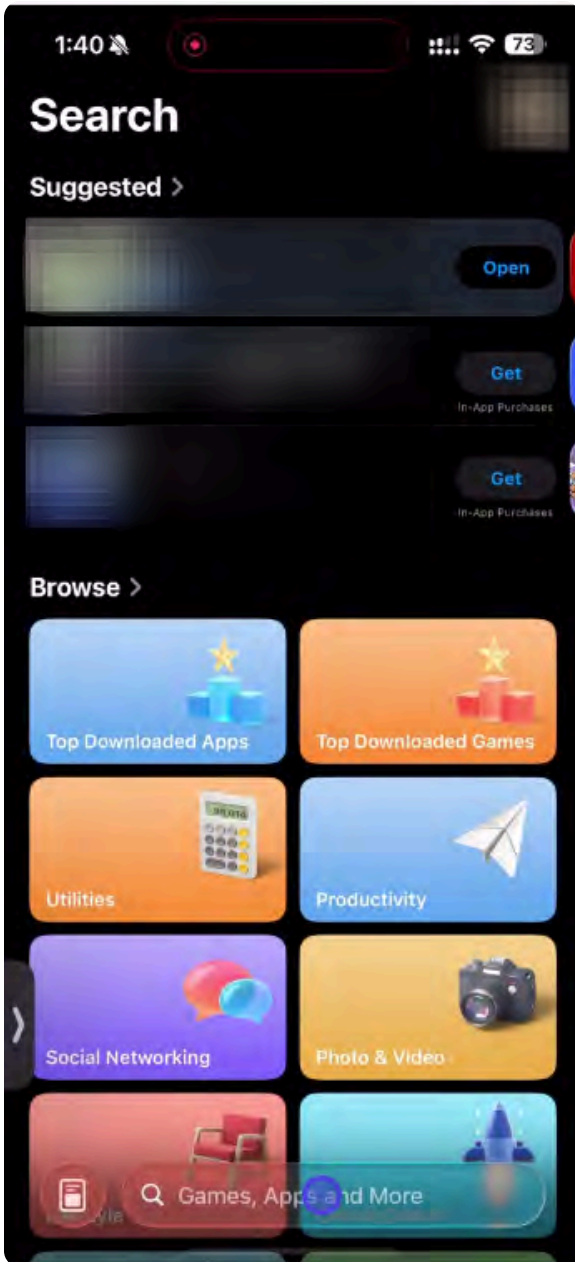
# 1 Open Apple Store App

[VIEW PAGE →](#)



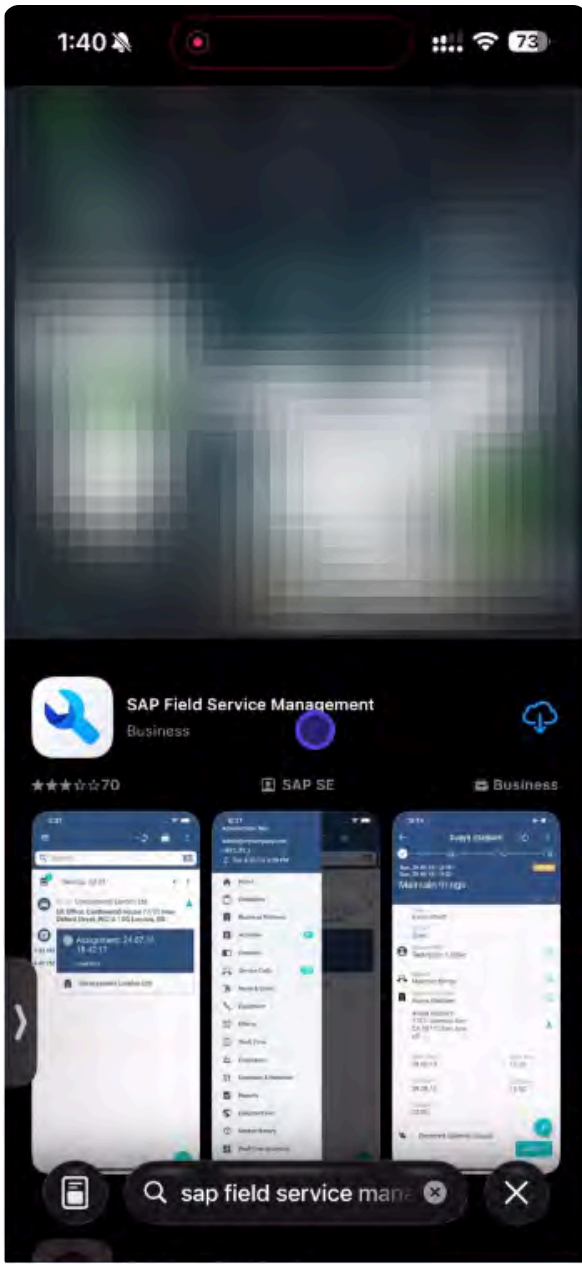
2 Click on Search bar

[VIEW PAGE →](#)



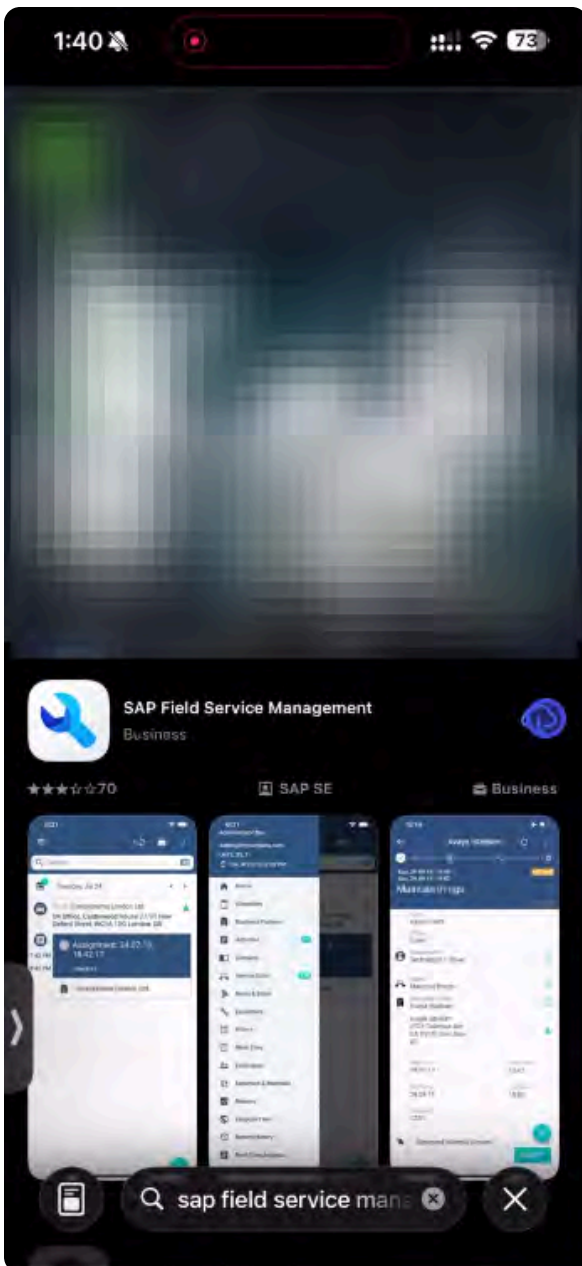
### 3 Type "SAP Field Service Management"

[VIEW PAGE →](#)



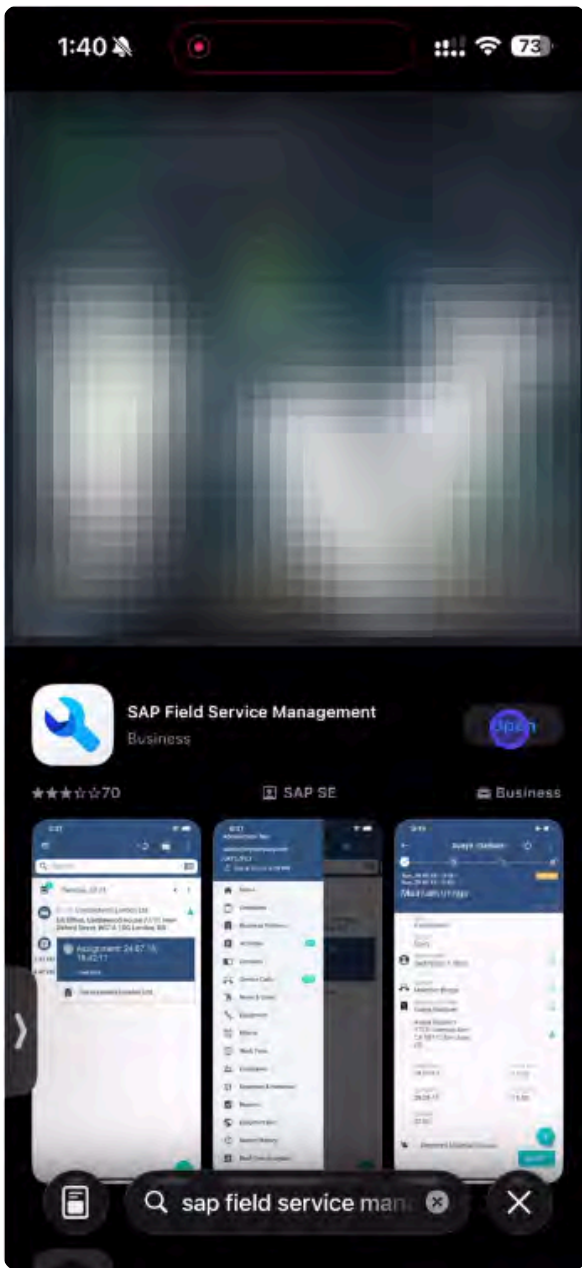
#### 4 Click to Download

[VIEW PAGE →](#)



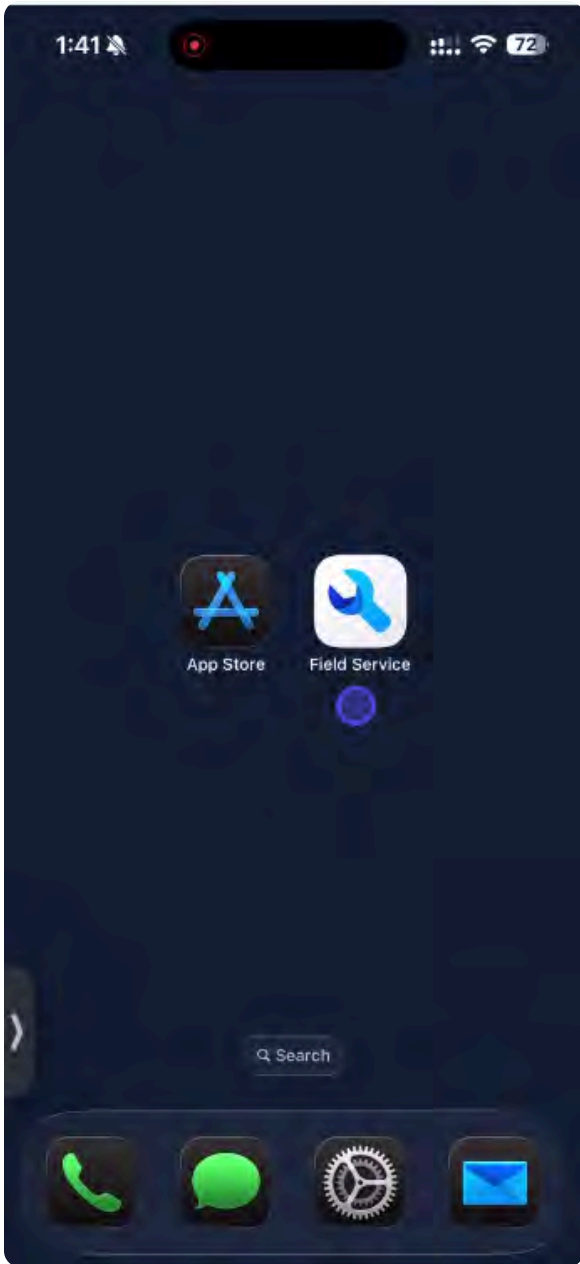
5 Once the button changes to "Open", the install is complete.

[VIEW PAGE →](#)



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

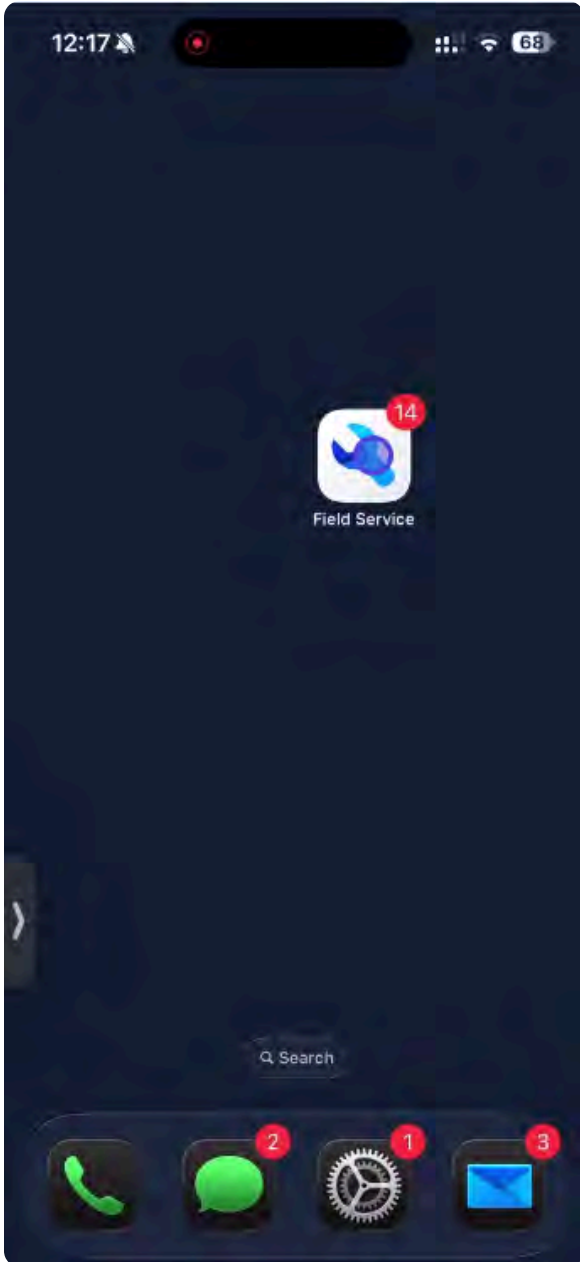
[VIEW PAGE →](#)



**FSM MOBILE  
APP - TC  
- ACTIVITY REVIEW  
(CREW & UTE)**

# FSM Mobile APP - TC - Activity Review (Crew & Ute)

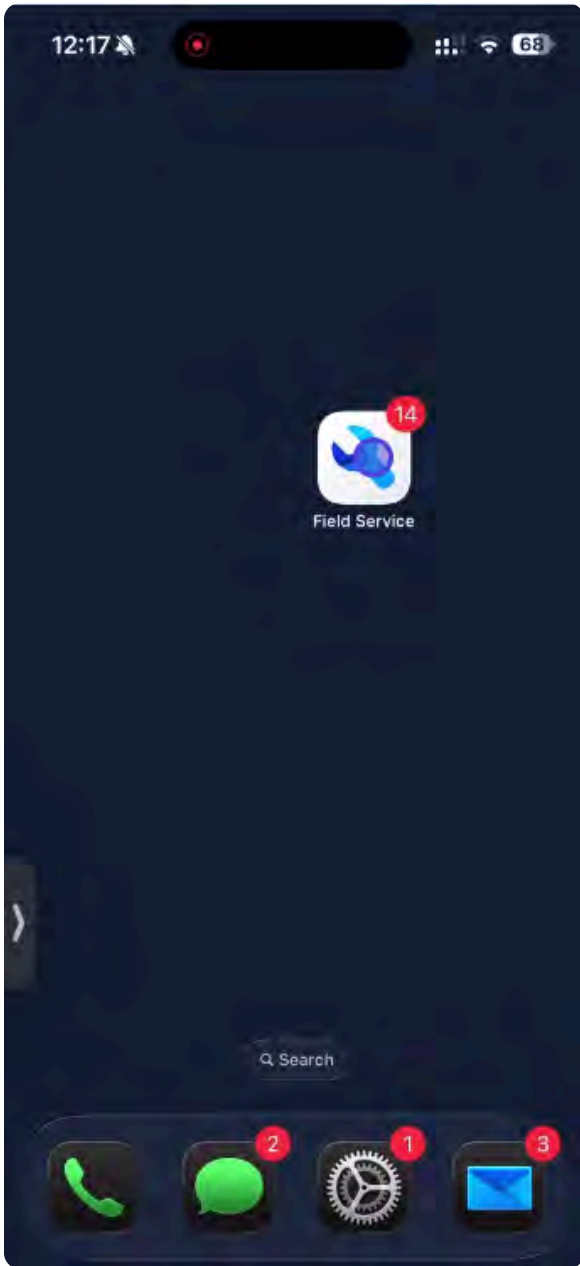
Created on Jan 23, 2026 by Jarred Bester



[WATCH RECORDING →](#)

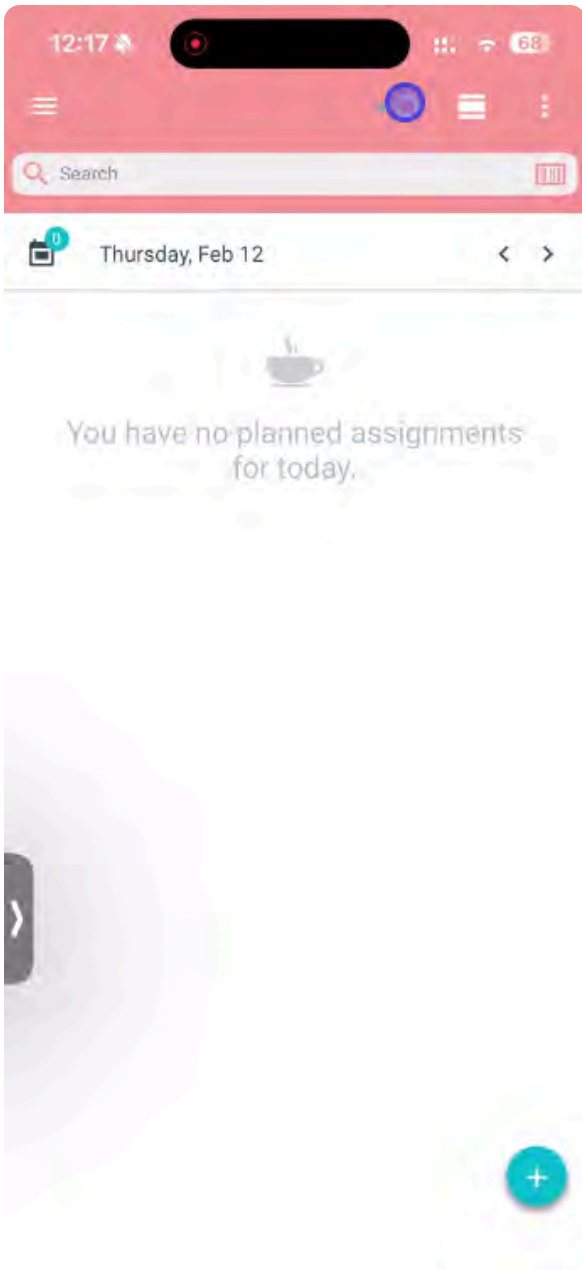
# 1 On Mobile, Navigate to the "Field Service" Application

[VIEW PAGE →](#)



2 Click on the "Sync" button.

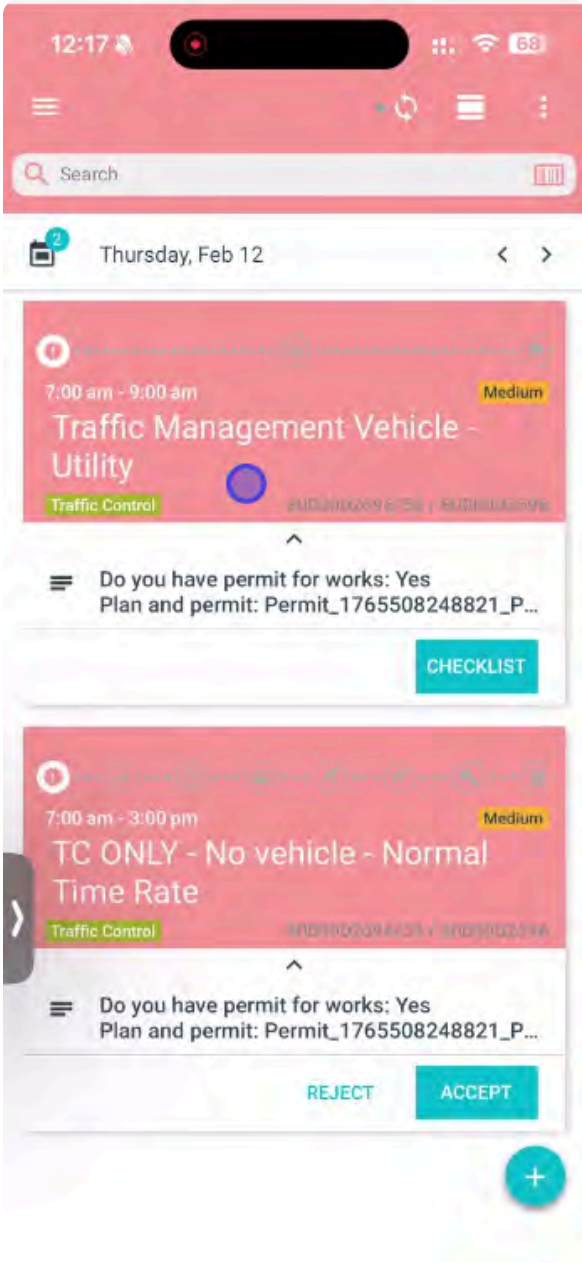
[VIEW PAGE →](#)



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

[VIEW PAGE →](#)

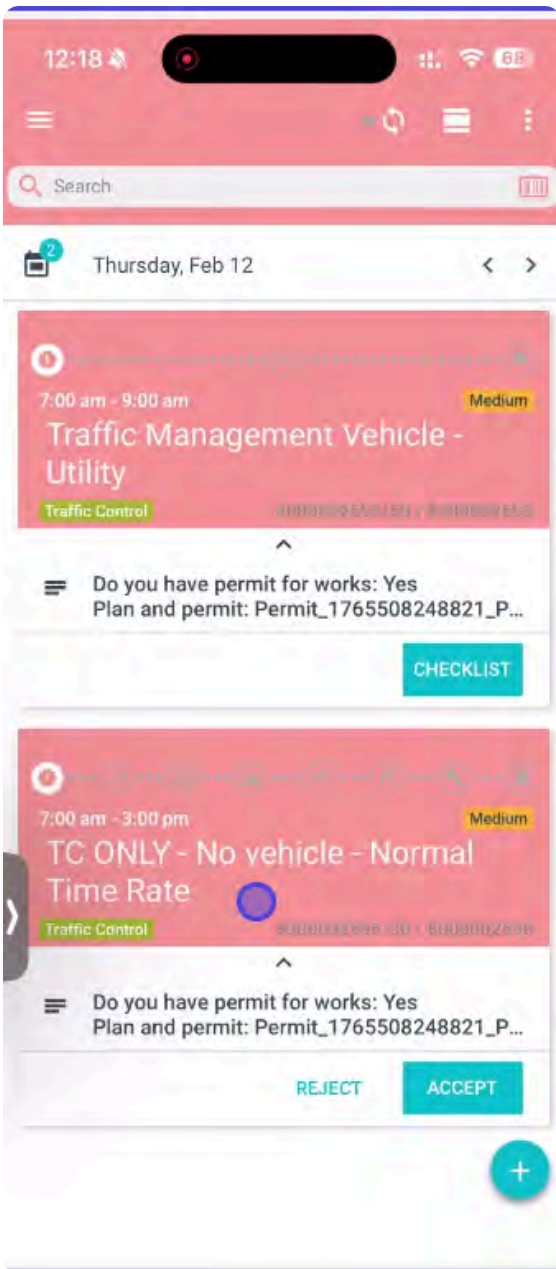
There will be 2 Activity cards, One for the Vehicle and one for the Main Activity



#### 4 Click on the Main Activity Card

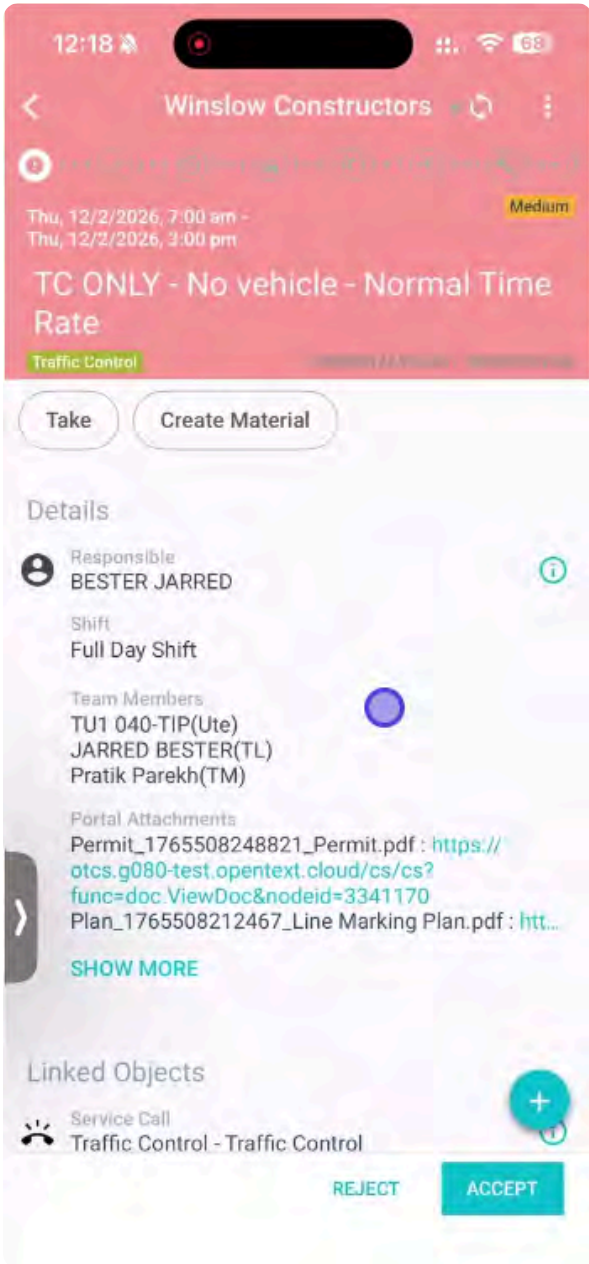
[VIEW PAGE →](#)

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



5 Details will be displayed

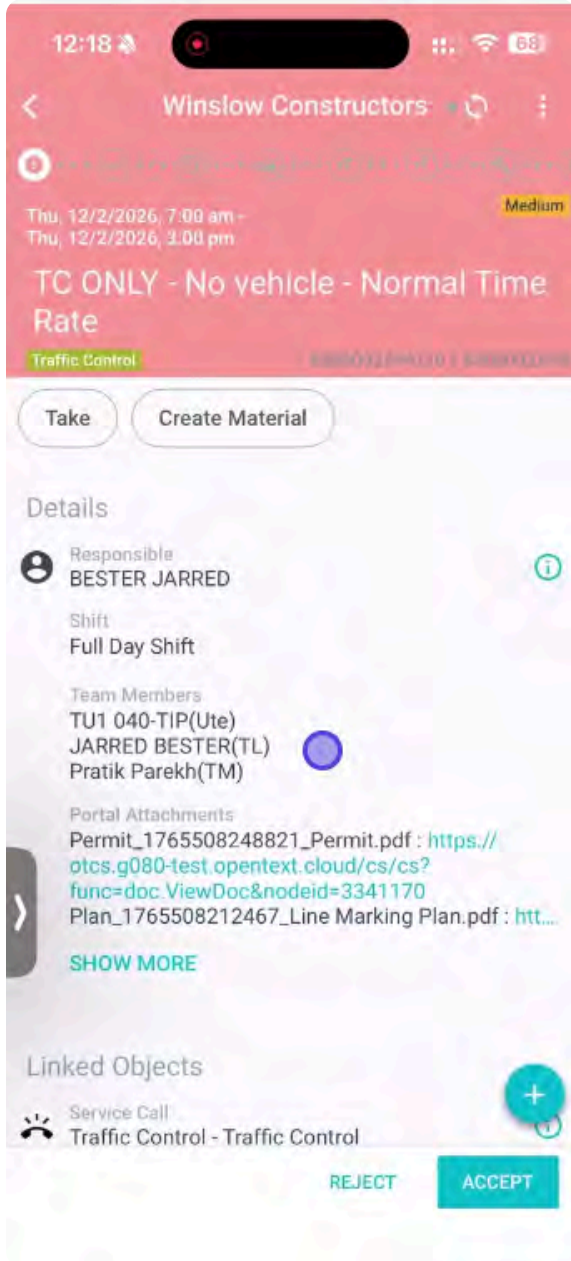
[VIEW PAGE →](#)



## 6 Team Members (i.e. "Pratik Parekh (TM)" & "Jarred Bester (TL)")

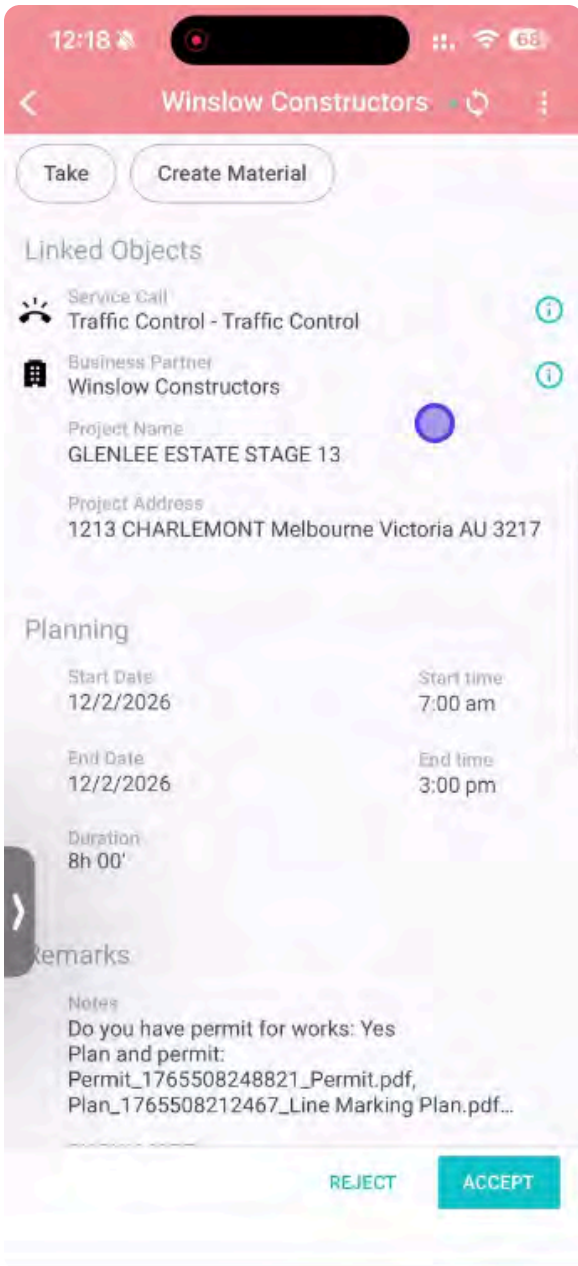
[VIEW PAGE →](#)

TM = Team Member & TL = Team Leader.



7 Site specific details will be under Linked Objects

[VIEW PAGE →](#)



## 8 Planning works date and times

[VIEW PAGE →](#)

The screenshot shows a mobile application interface for 'Winslow Constructors'. At the top, there is a status bar with the time 12:18, signal strength, Wi-Fi, and 66% battery. Below the status bar is a red header with a back arrow, the text 'Winslow Constructors', a refresh icon, and a menu icon. The main content area has a light blue background with a grid pattern. At the top of the content area are two buttons: 'Take' and 'Create Material'. Below these is a section titled 'Linked Objects' with two entries: 'Service Call Traffic Control - Traffic Control' and 'Business Partner Winslow Constructors', each with an information icon. Underneath is the 'Project Name' 'GLENLEE ESTATE STAGE 13' and 'Project Address' '1213 CHARLEMONT Melbourne Victoria AU 3217'. The 'Planning' section shows 'Start Date' as 12/2/2026, 'Start time' as 7:00 am, 'End Date' as 12/2/2026, 'End time' as 3:00 pm, and 'Duration' as 8h 00'. A blue dot is positioned between the end date and end time. Below this is a 'Remarks' section with the text 'Notes Do you have permit for works: Yes Plan and permit: Permit\_1765508248821\_Permit.pdf, Plan\_1765508212467\_Line Marking Plan.pdf...'. At the bottom of the screen are two buttons: 'REJECT' and 'ACCEPT'.

12:18

Winslow Constructors

Take Create Material

Linked Objects

Service Call  
Traffic Control - Traffic Control

Business Partner  
Winslow Constructors

Project Name  
GLENLEE ESTATE STAGE 13

Project Address  
1213 CHARLEMONT Melbourne Victoria AU 3217

Planning

Start Date  
12/2/2026

Start time  
7:00 am

End Date  
12/2/2026

End time  
3:00 pm

Duration  
8h 00'

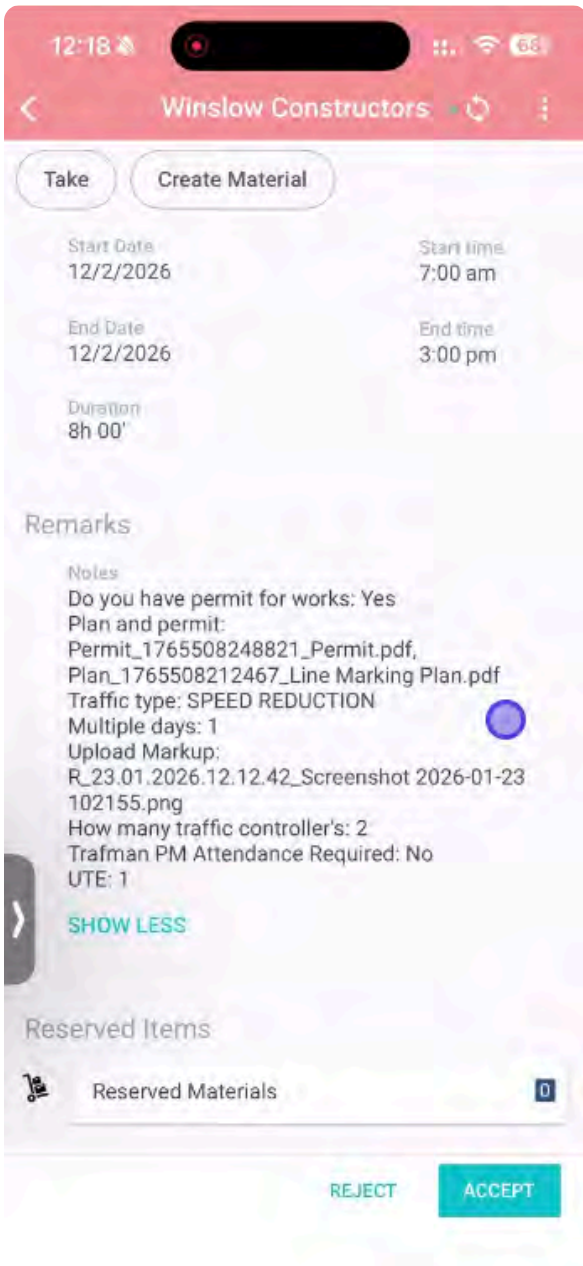
Remarks

Notes  
Do you have permit for works: Yes  
Plan and permit:  
Permit\_1765508248821\_Permit.pdf,  
Plan\_1765508212467\_Line Marking Plan.pdf...

REJECT ACCEPT

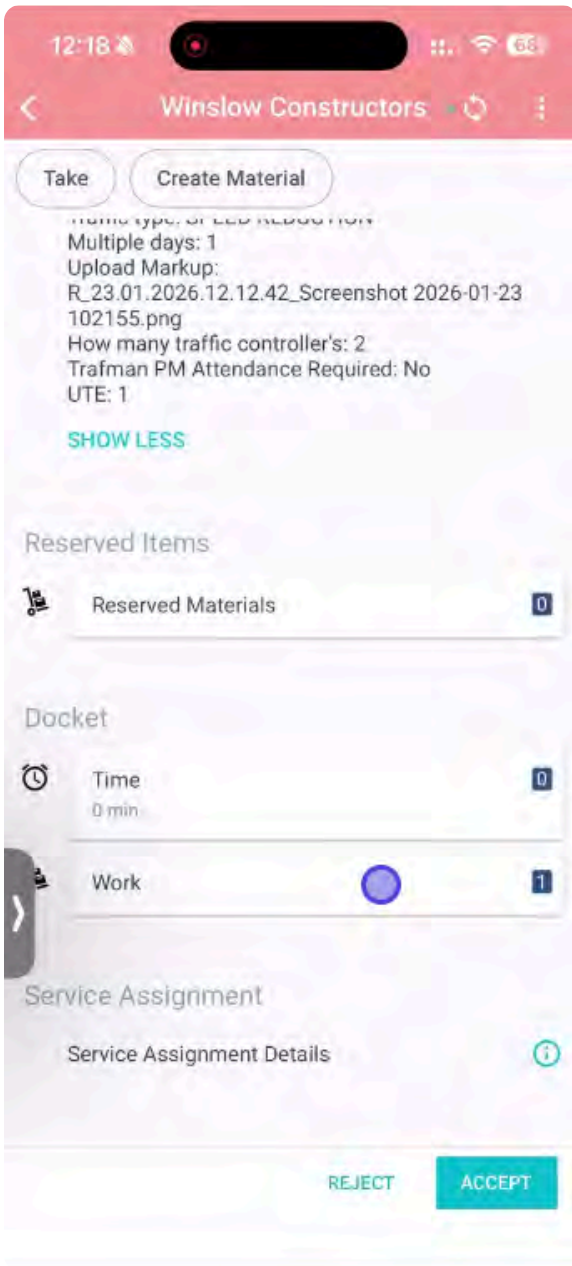
9 Questions answered by the Client in the Customer Portal will be visible under remarks.

[VIEW PAGE →](#)



10 Selecting "Works" will show what supporting items are billable on the booking.

[VIEW PAGE →](#)



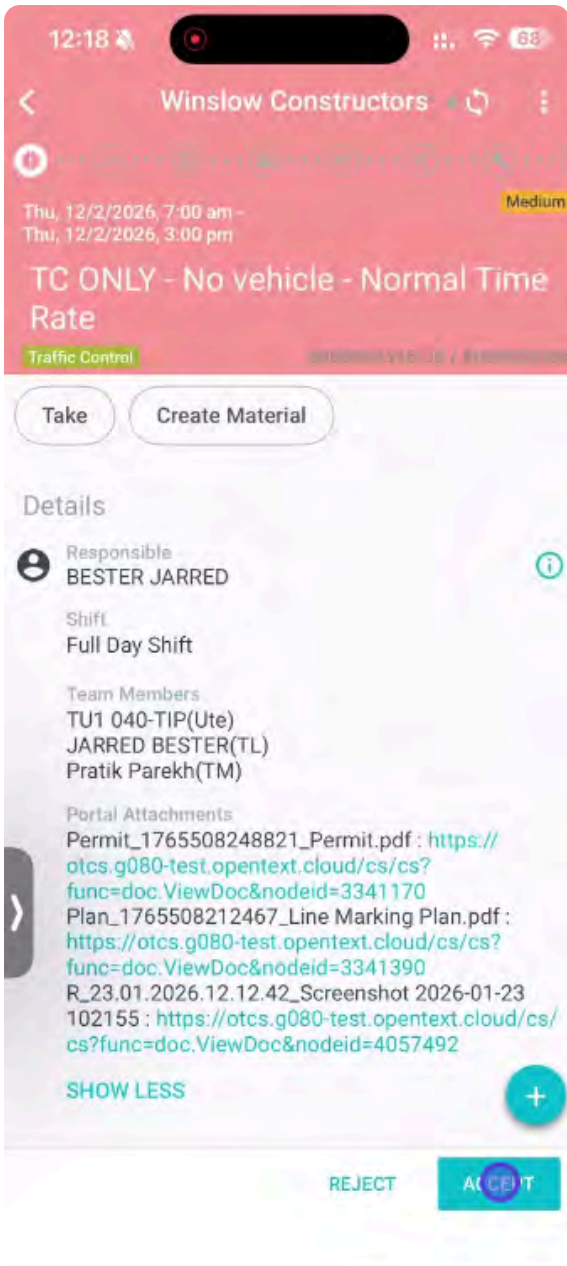
## 11 Review Works

[VIEW PAGE →](#)



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

[VIEW PAGE →](#)

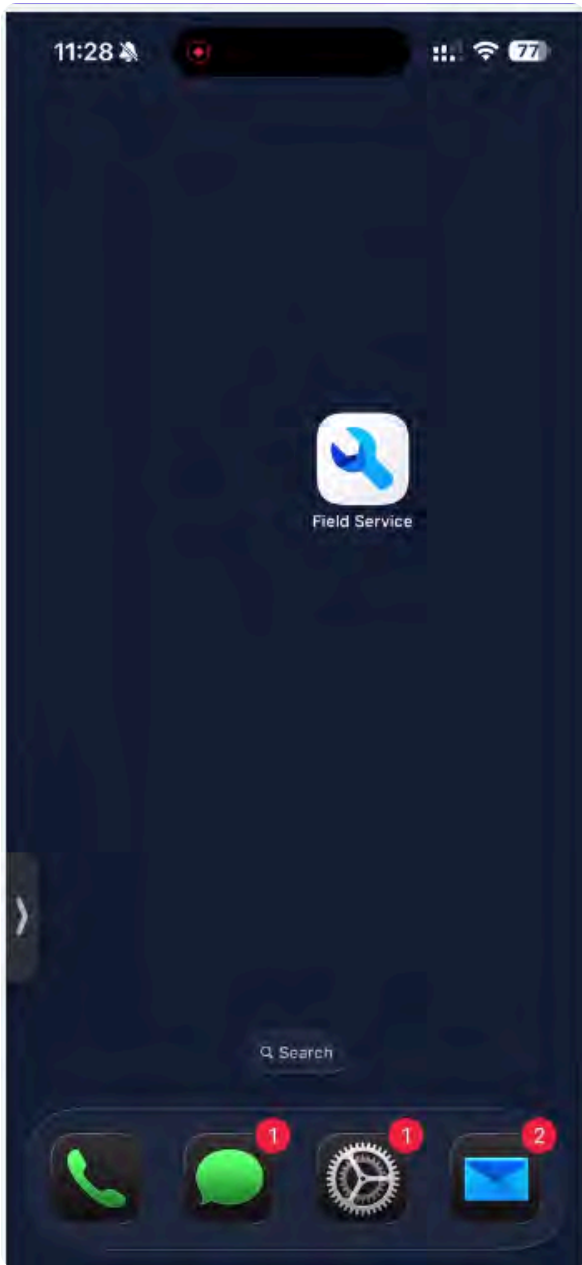


**FSM MOBILE  
APP - TC  
- ACTIVITY REVIEW  
(CREW)**

**TRAFMAN.  
SOLUTIONS**

# FSM Mobile APP - TC - Activity Review (Crew)

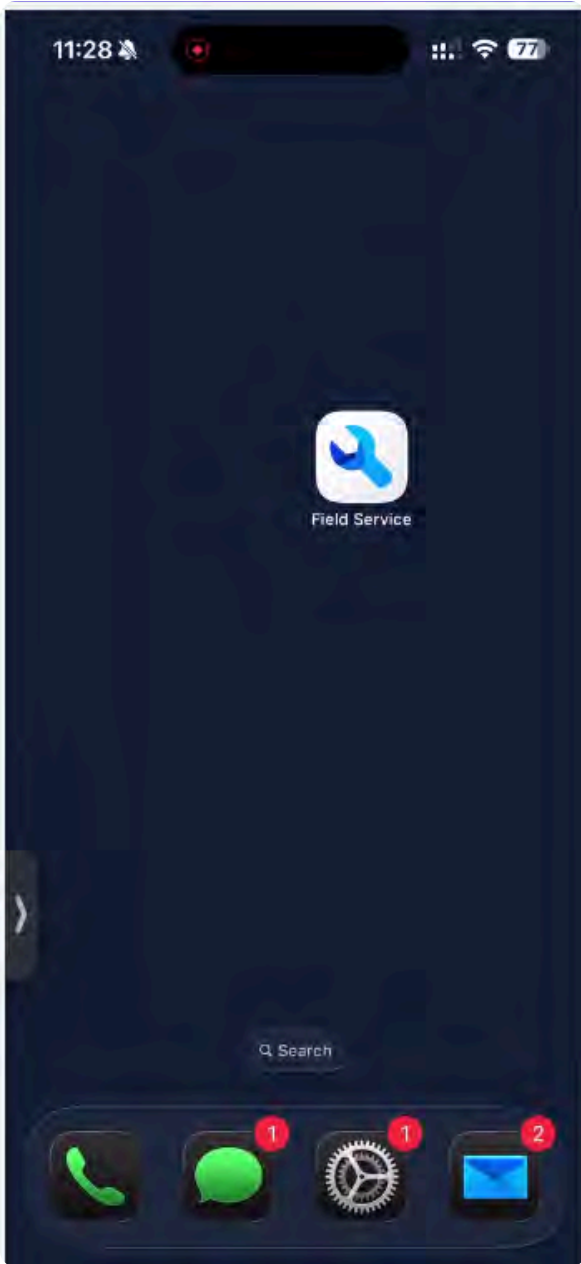
Created on Jan 23, 2026 by Jarred Bester



[WATCH RECORDING →](#)

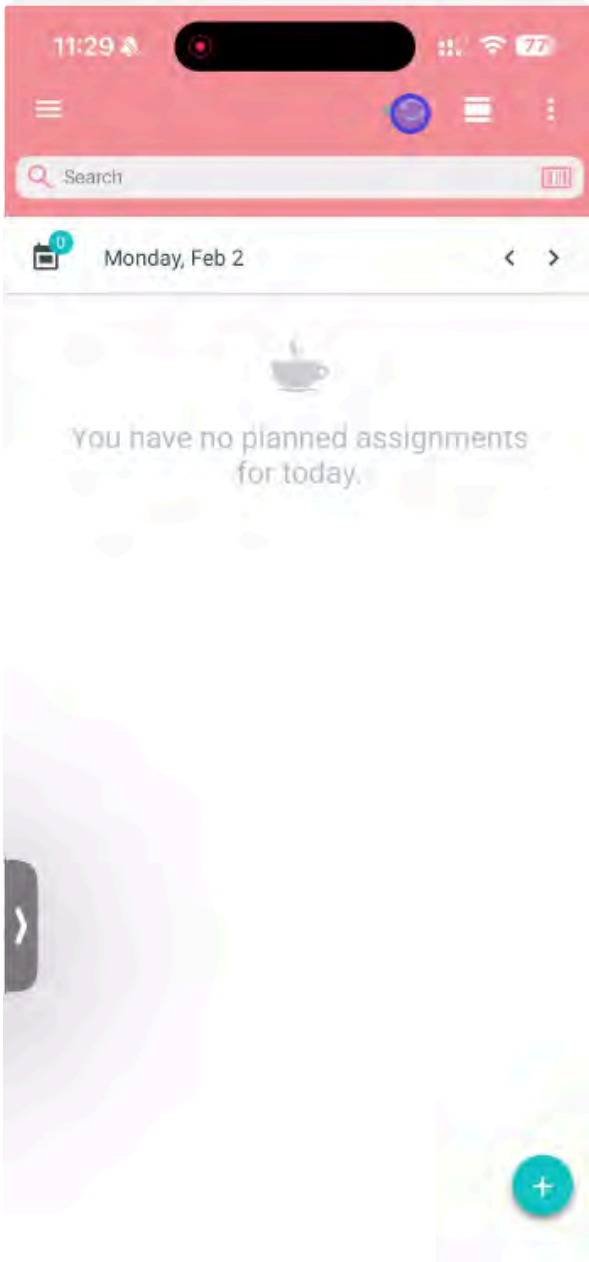
# 1 On Mobile, Navigate to the "Field Service" Application

[VIEW PAGE →](#)



2 Click on the "Sync" button.

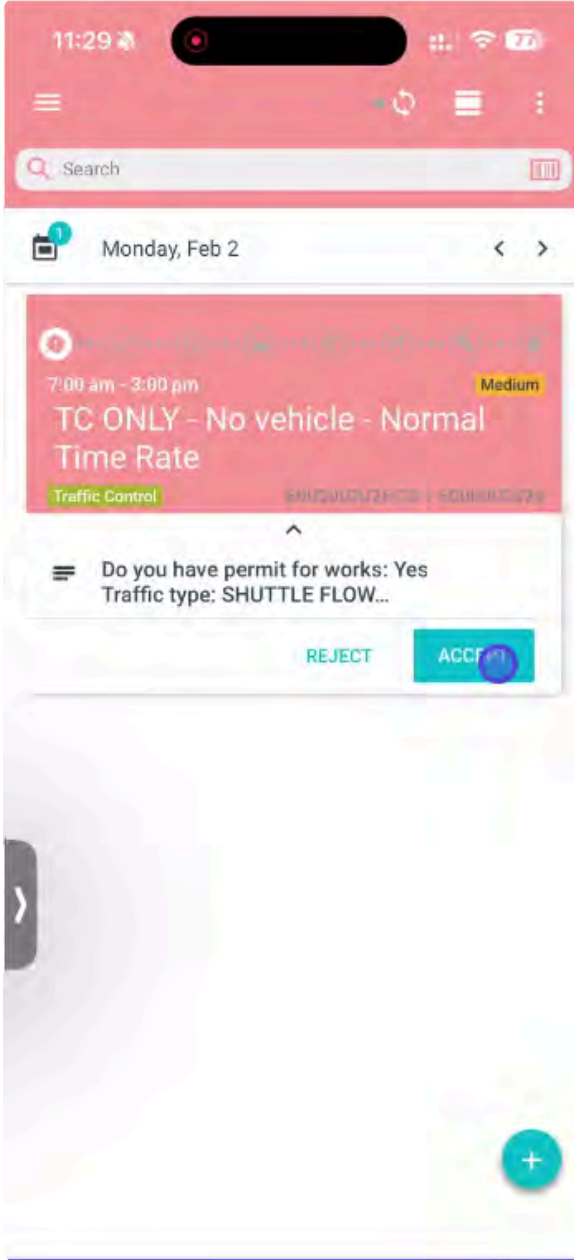
[VIEW PAGE →](#)



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

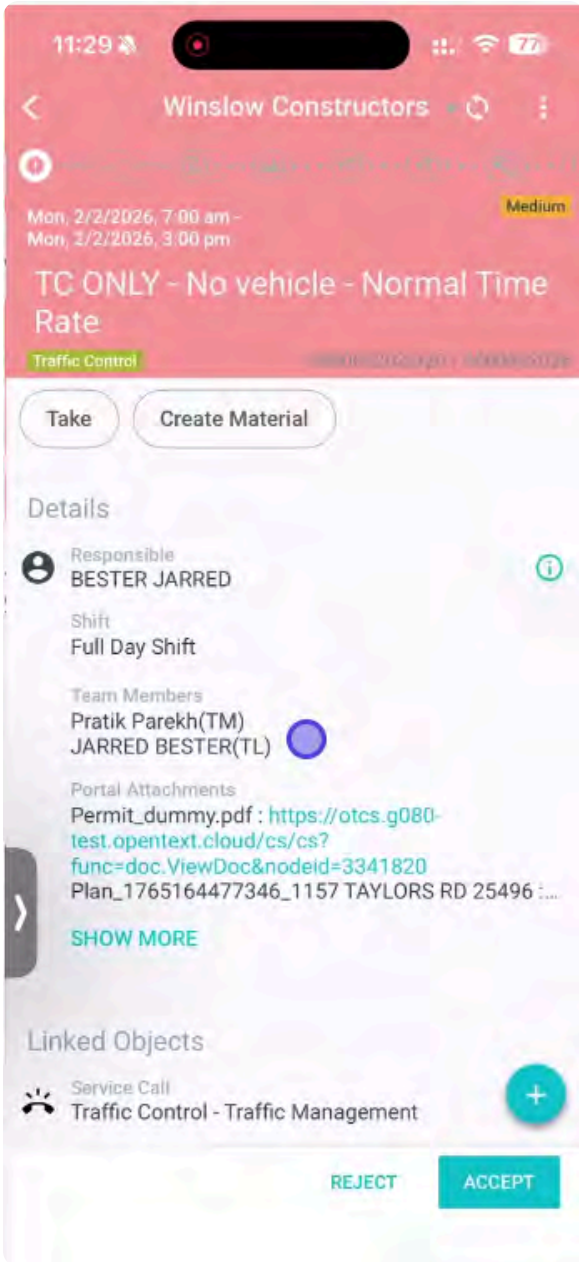
[VIEW PAGE →](#)

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



4 Shift Type is defined (i.e. "Full Day Shift")

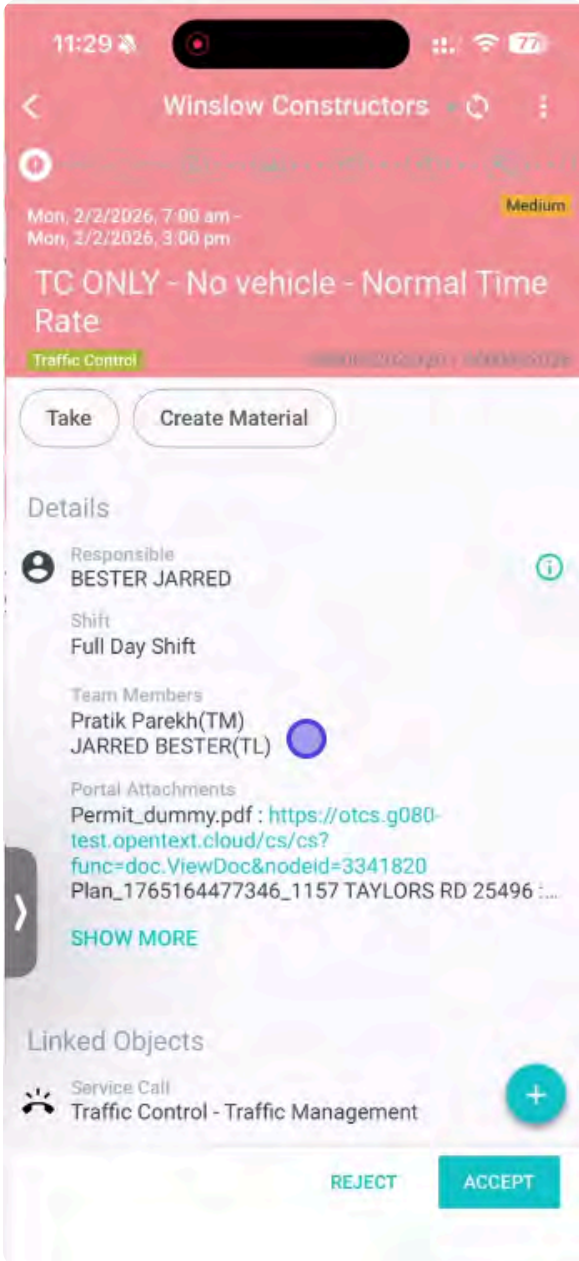
[VIEW PAGE →](#)



## 5 Team Members (i.e. "Pratik Parekh (TM)" & "Jarred Bester (TL)")

[VIEW PAGE →](#)

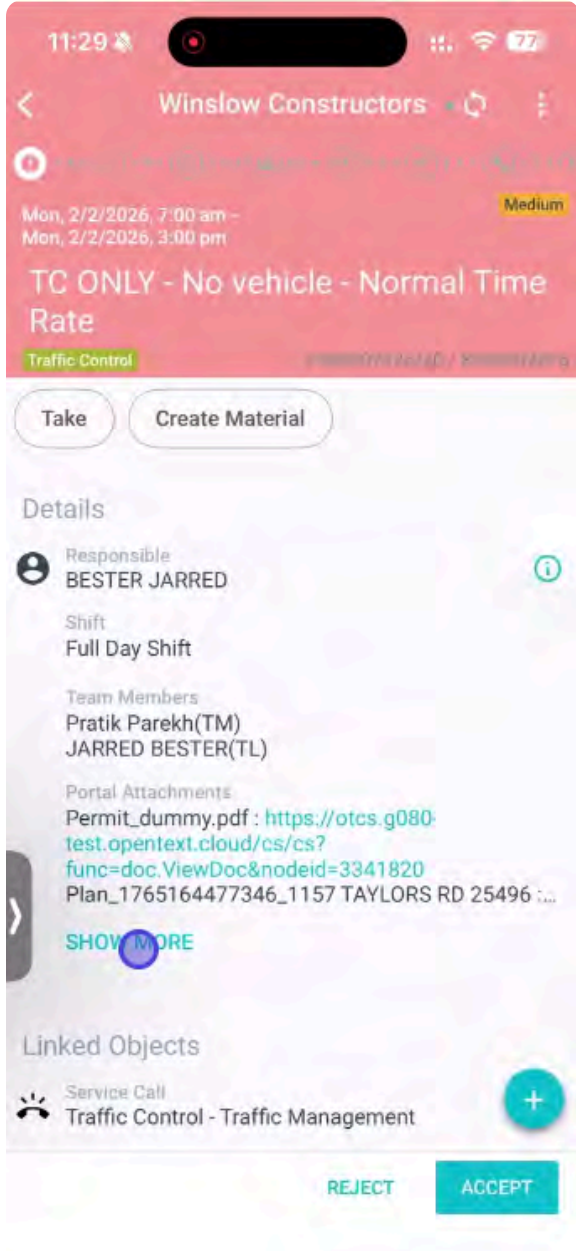
TM = Team Member & TL = Team Leader.



6 In instances where a Plan / Permit is applicable, the files will be available to view.

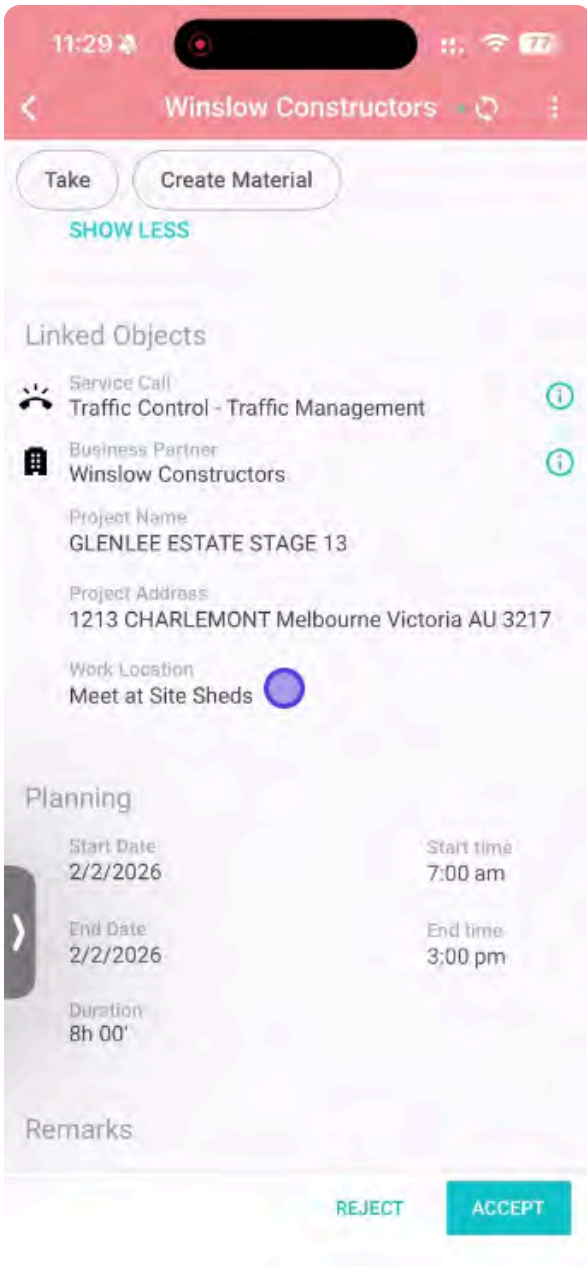
[VIEW PAGE →](#)

Please note: Clicking on the hyperlink will launch browser app and requires sign-in to OpenText Platform.



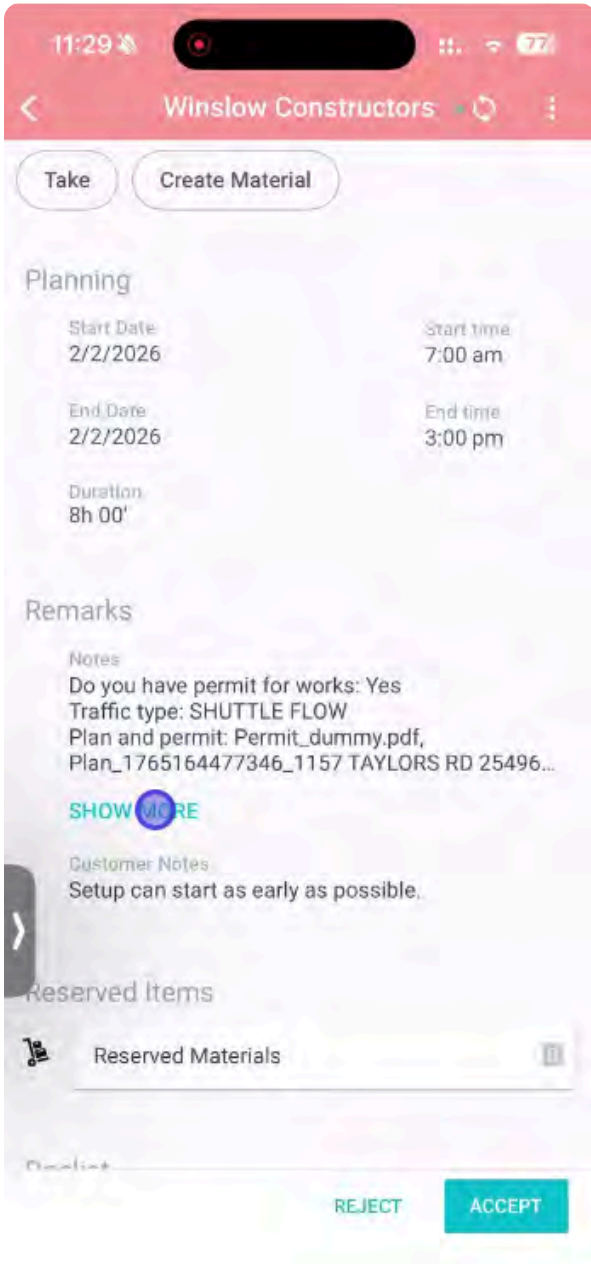
## 7 Site specific details will be under Linked Objects

[VIEW PAGE →](#)



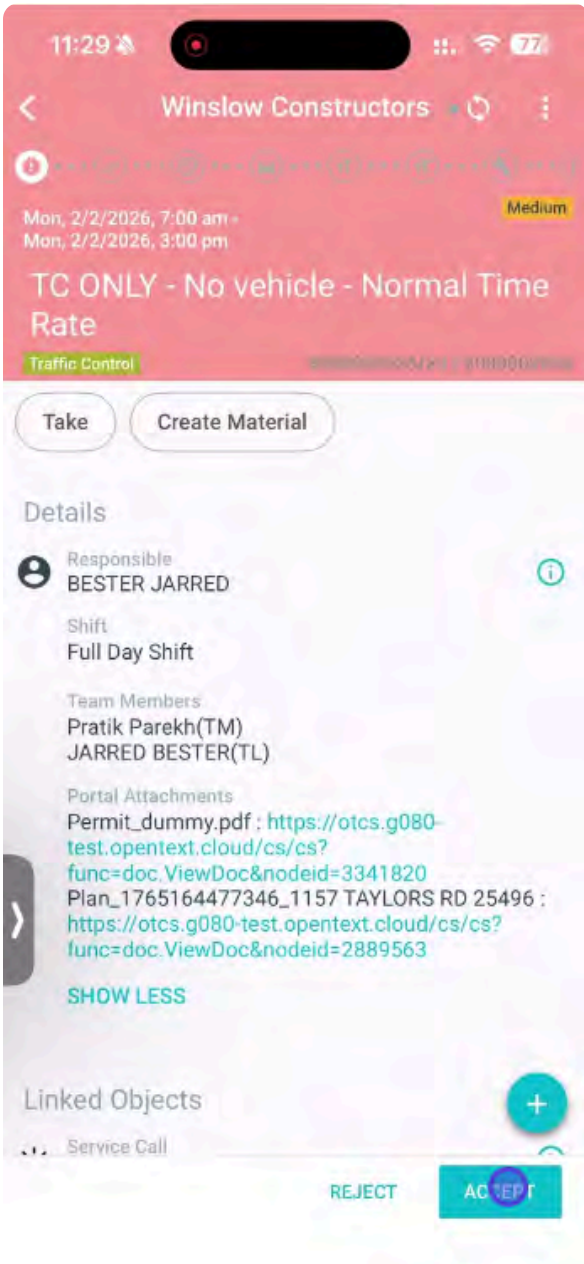
8 Questions answered by the Client in the Customer Portal will be visible under remarks.

[VIEW PAGE →](#)



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

[VIEW PAGE →](#)

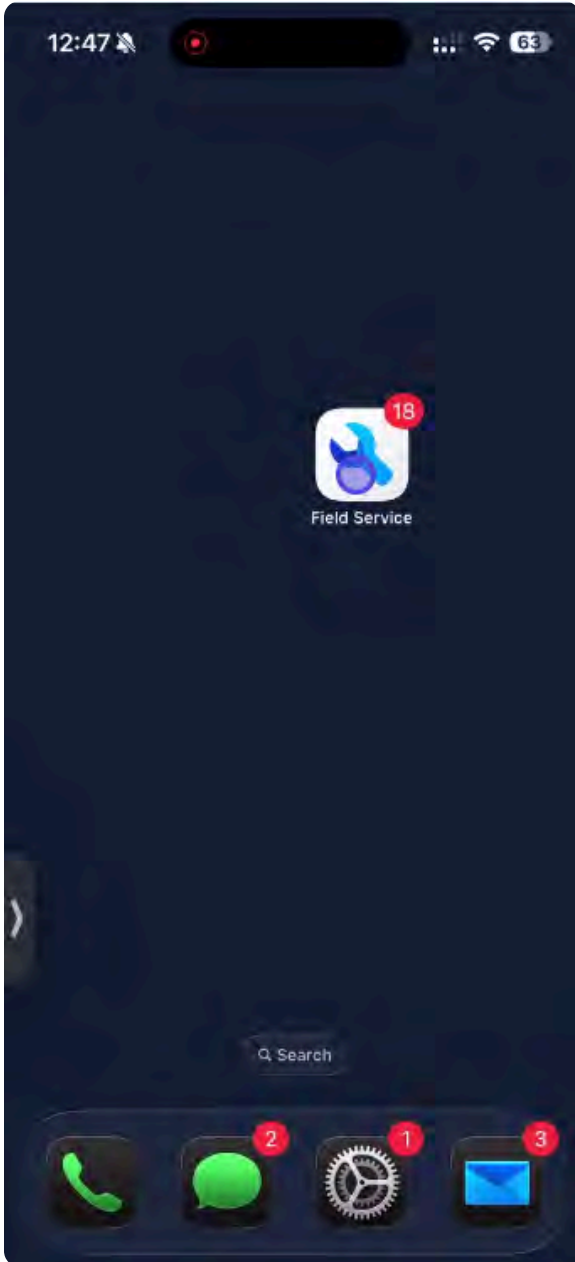


**FSM MOBILE  
APP - TC  
- ACTIVITY REVIEW  
(POD TRUCK & 2 X TC'S)**

**TRAFMAN.  
SOLUTIONS**

# FSM Mobile APP - TC - Activity Review (POD Truck & 2 x TC's)

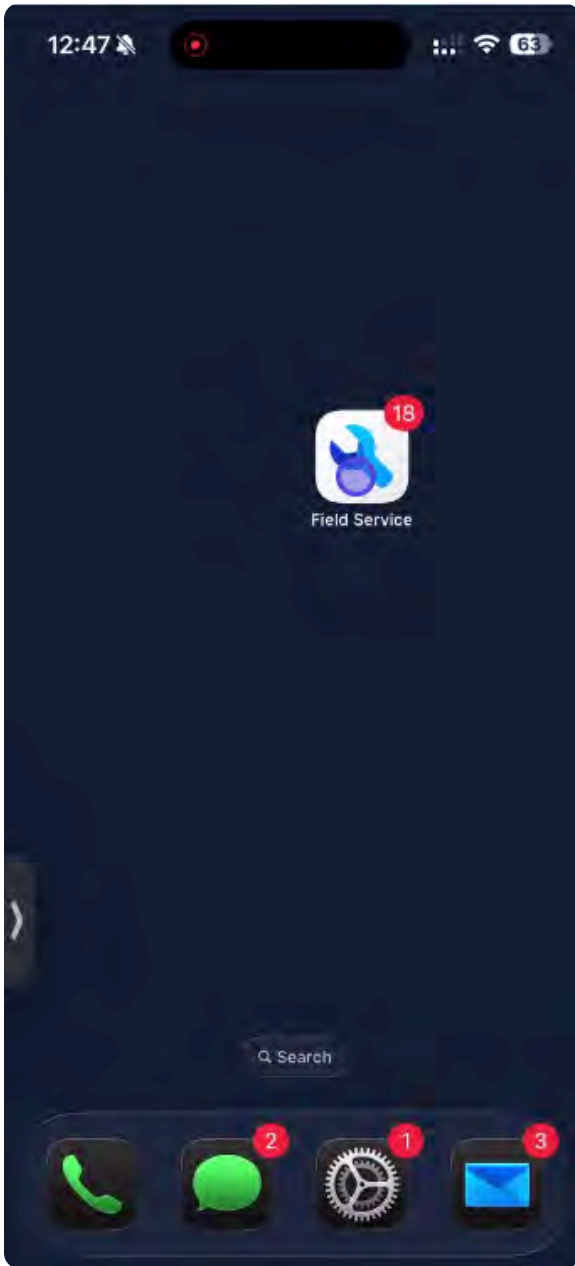
Created on Jan 23, 2026 by Jarred Bester



[WATCH RECORDING →](#)

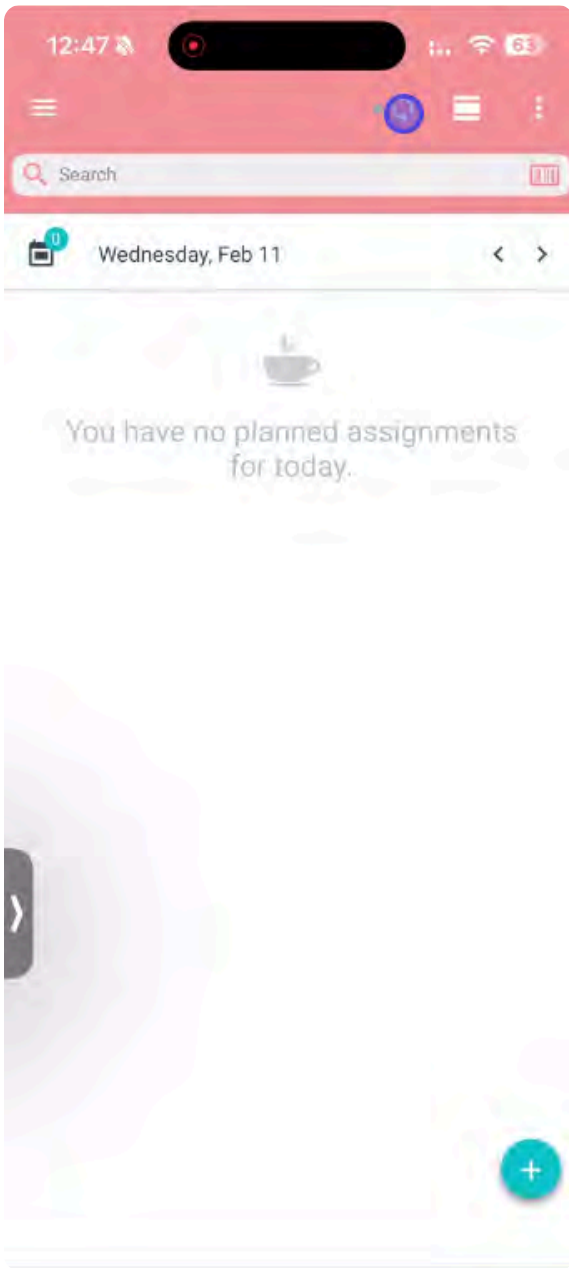
# 1 On Mobile, Navigate to the "Field Service" Application

[VIEW PAGE →](#)



2 Click on the "Sync" button.

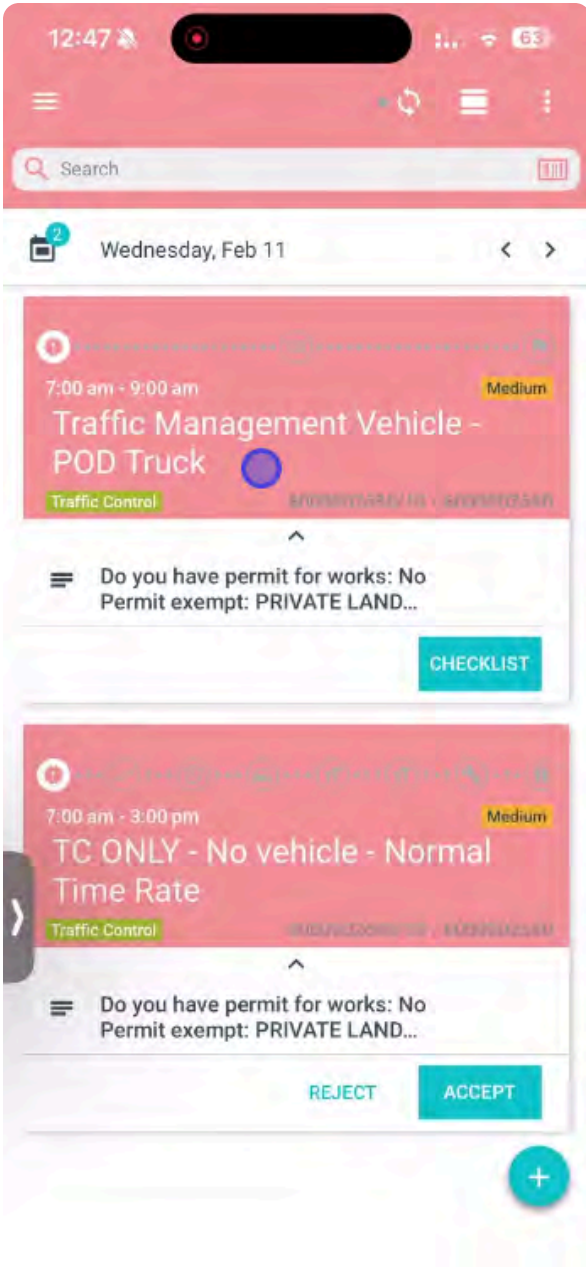
[VIEW PAGE →](#)



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

[VIEW PAGE →](#)

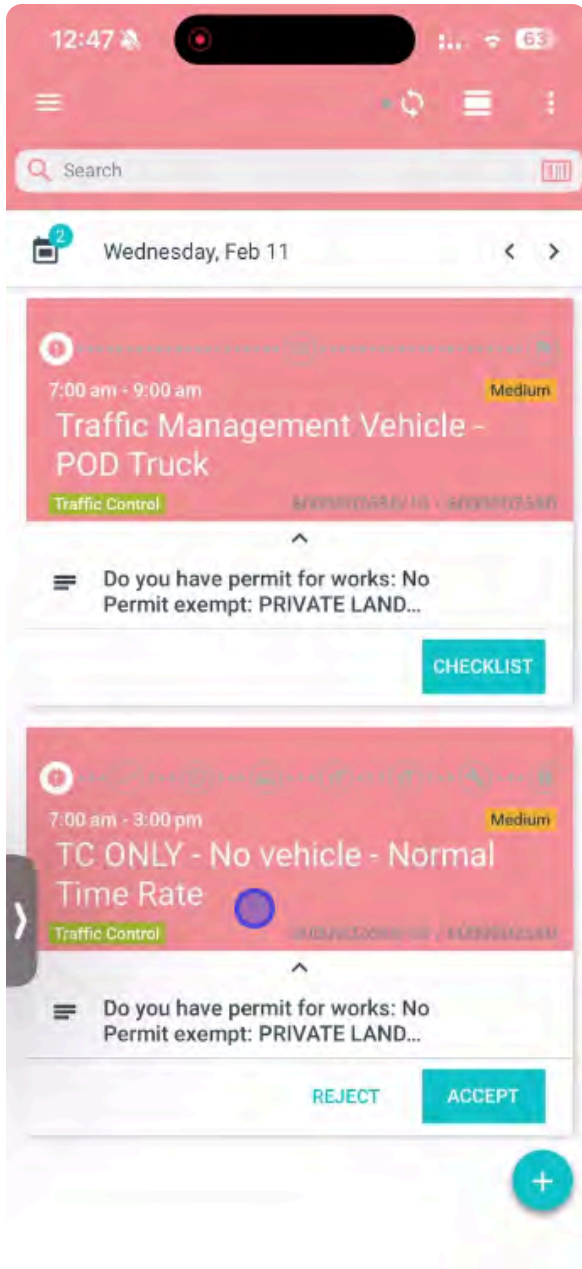
There will be 2 Activity cards, One for the Vehicle and one for the Main Activity



#### 4 Click on the Main Activity Card

[VIEW PAGE →](#)

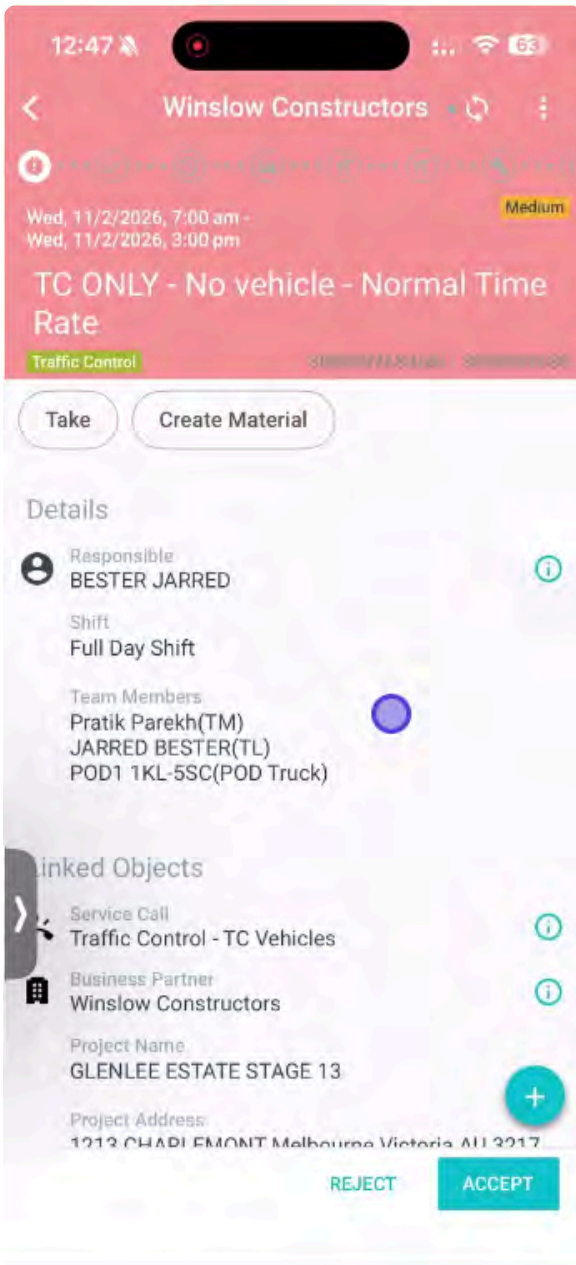
In order to understand the Service Call requirement, clicking onto the card will expose the details.



## 5 Details will be displayed

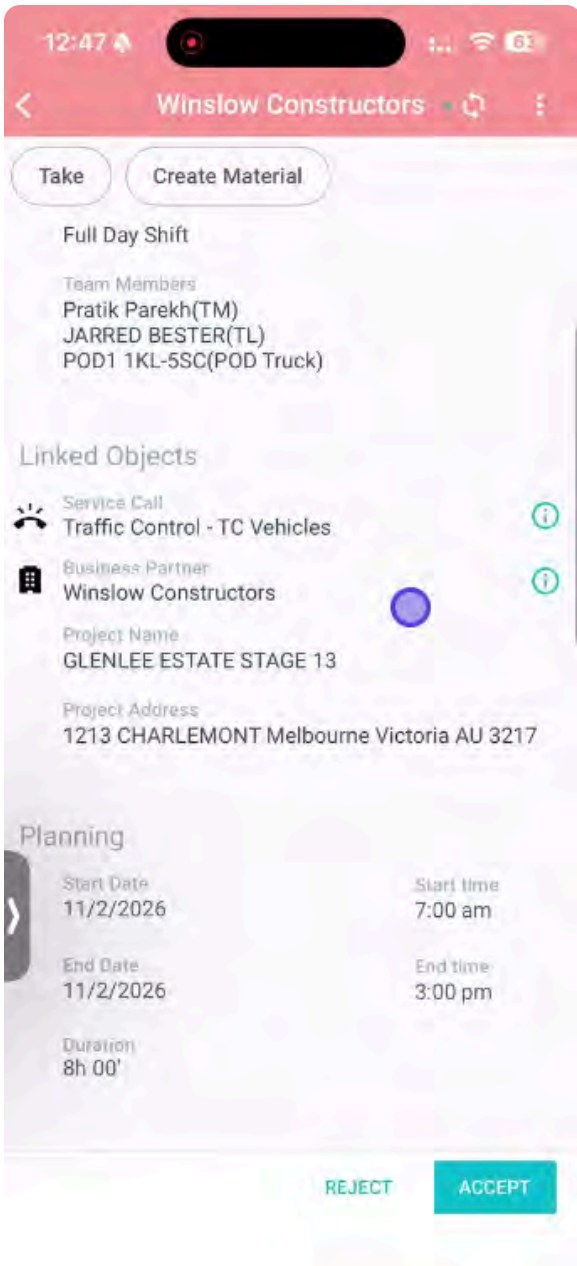
[VIEW PAGE →](#)

Team Members (i.e. "Pratik Parekh (TM)" & "Jarred Bester (TL)") - TM = Team Member & TL = Team Leader.



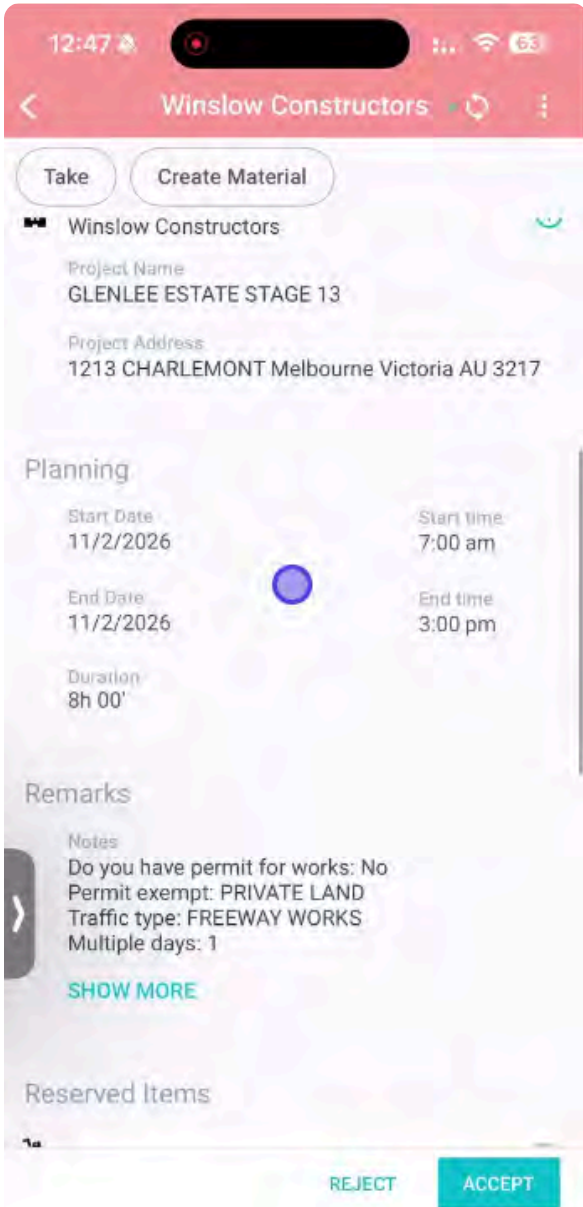
6 Site specific details will be under Linked Objects

[VIEW PAGE →](#)



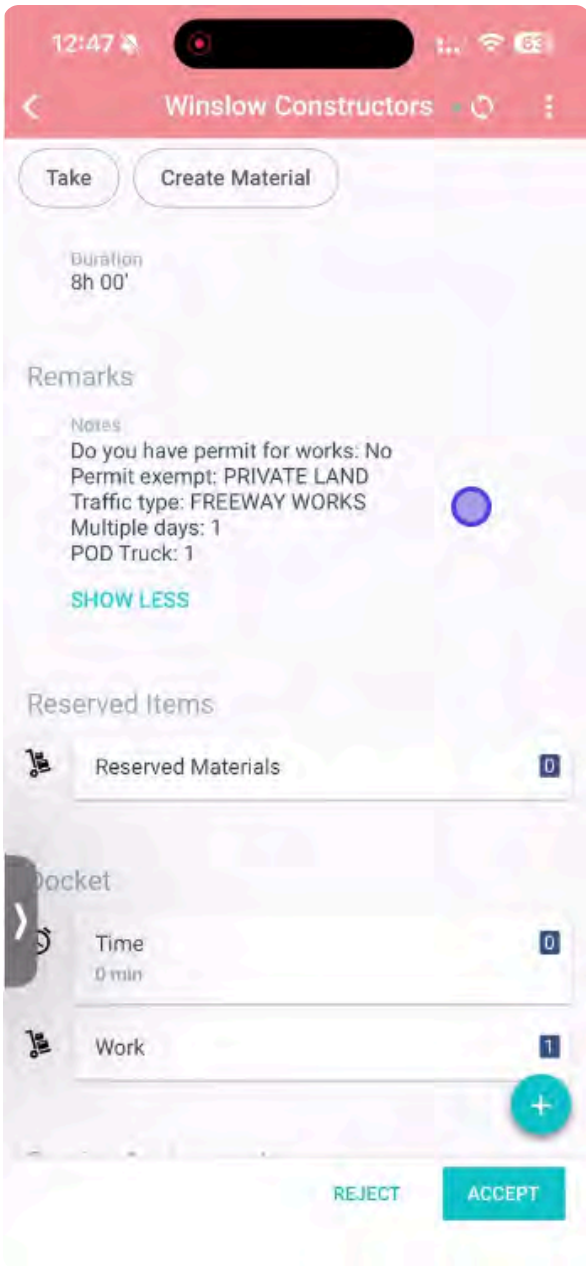
## 7 Planning works date and times

[VIEW PAGE →](#)



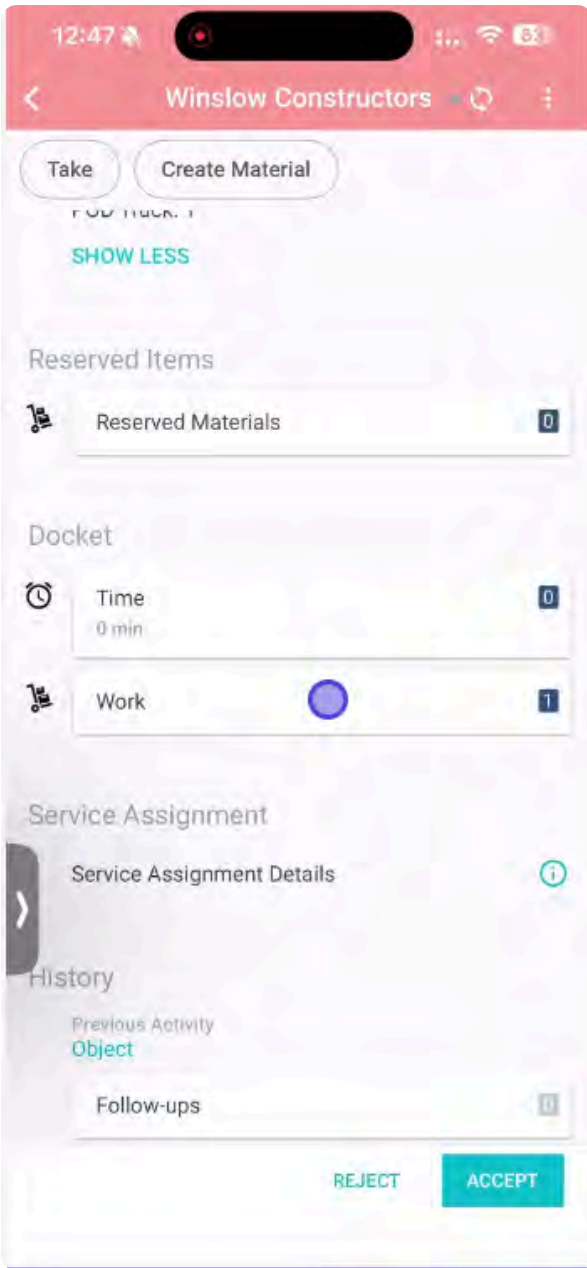
8 Questions answered by the Client in the Customer Portal will be visible under remarks.

[VIEW PAGE →](#)



9 Selecting "Works" will show what supporting items are billable on the booking.

[VIEW PAGE →](#)



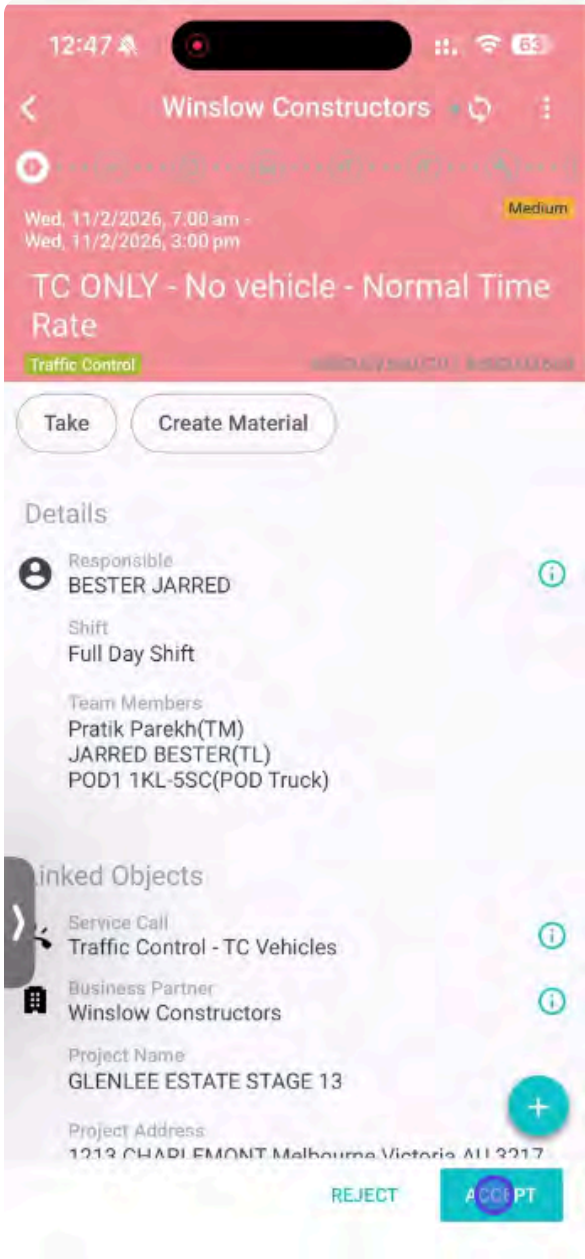
## 10 Review Works

[VIEW PAGE →](#)



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

[VIEW PAGE →](#)

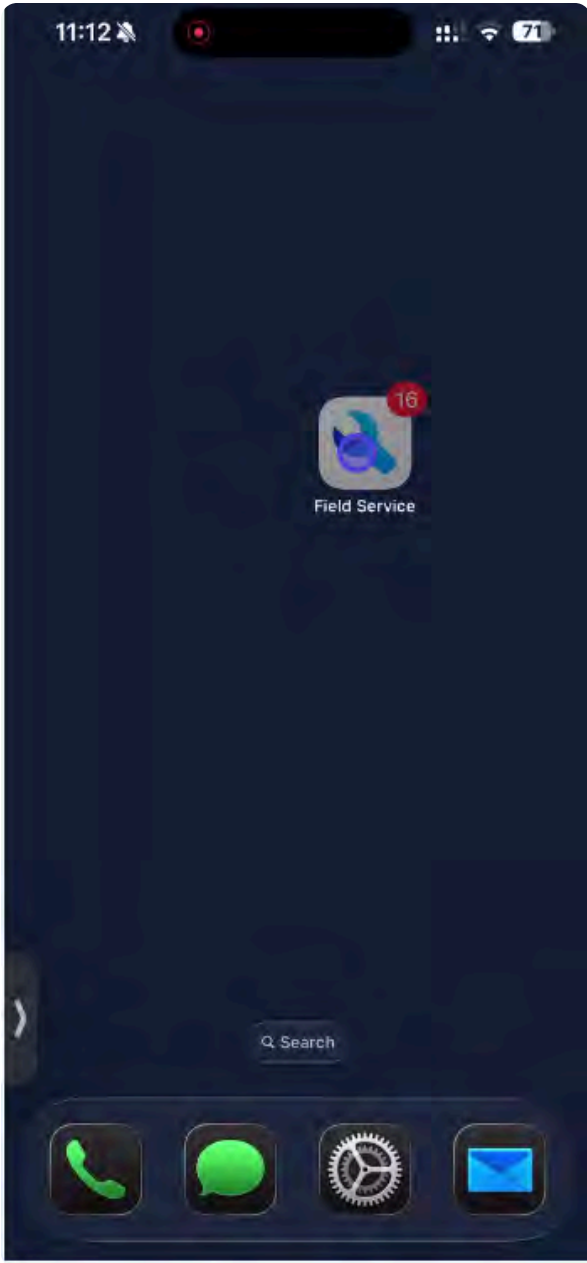


**FSM MOBILE  
APP - TC  
- ACTIVITY REVIEW  
(SINGLE TC)**

**TRAFMAN.  
SOLUTIONS**

# FSM Mobile APP - TC - Activity Review (Single TC)

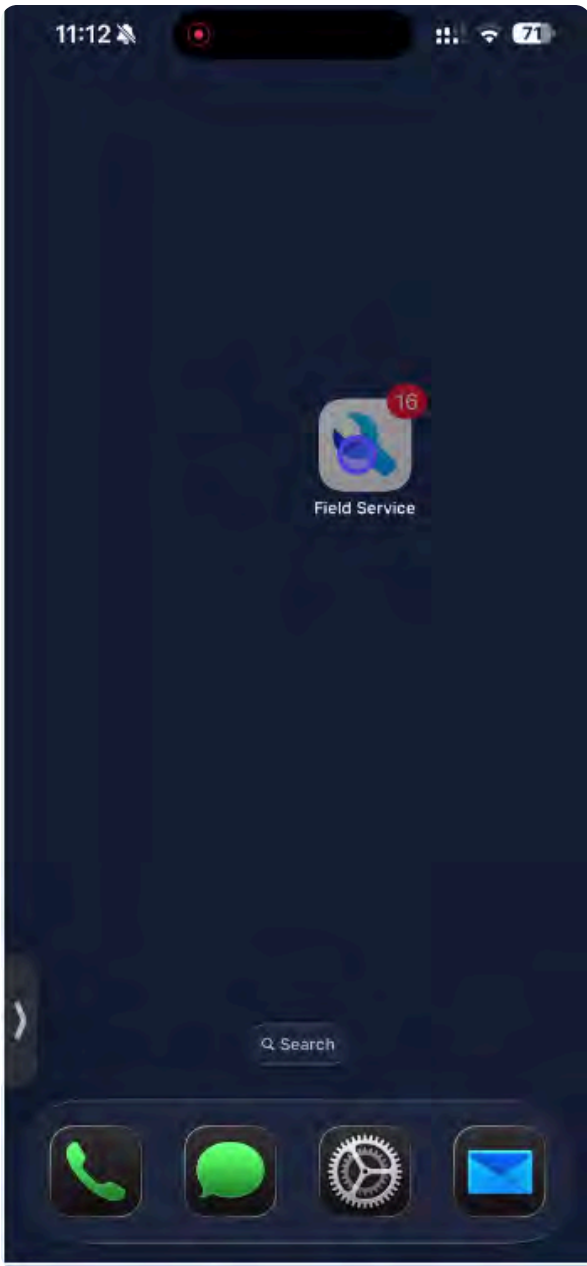
Created on Dec 16, 2025 by Jarred Bester



[WATCH RECORDING →](#)

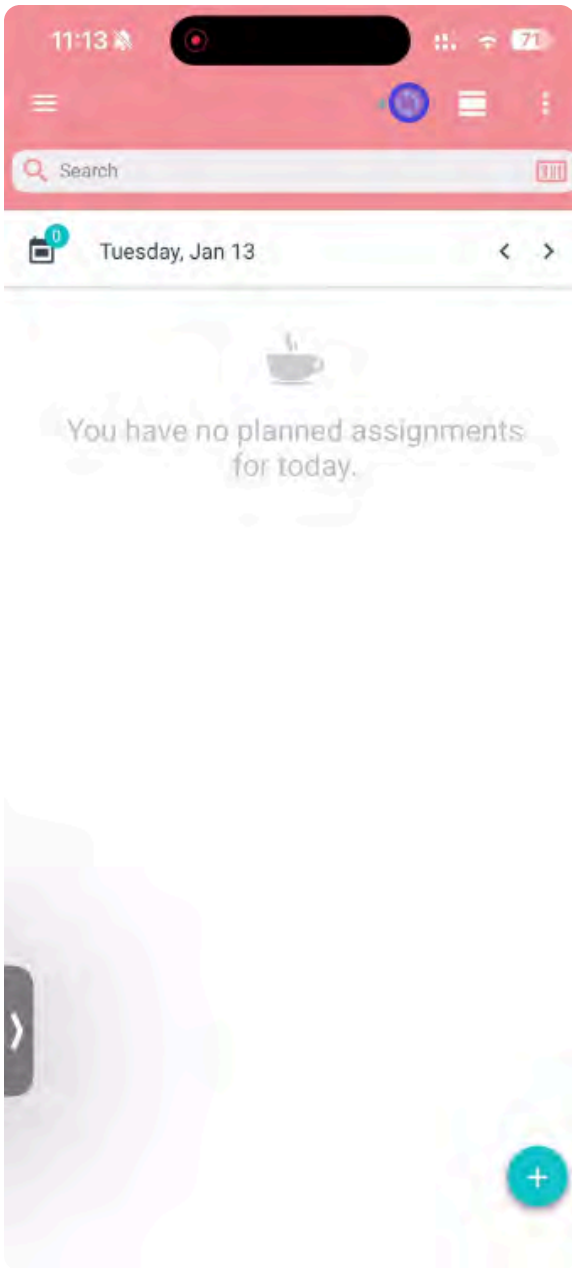
# 1 On Mobile, Navigate to the "Field Service" Application

[VIEW PAGE →](#)



2 Click on the "Sync" button.

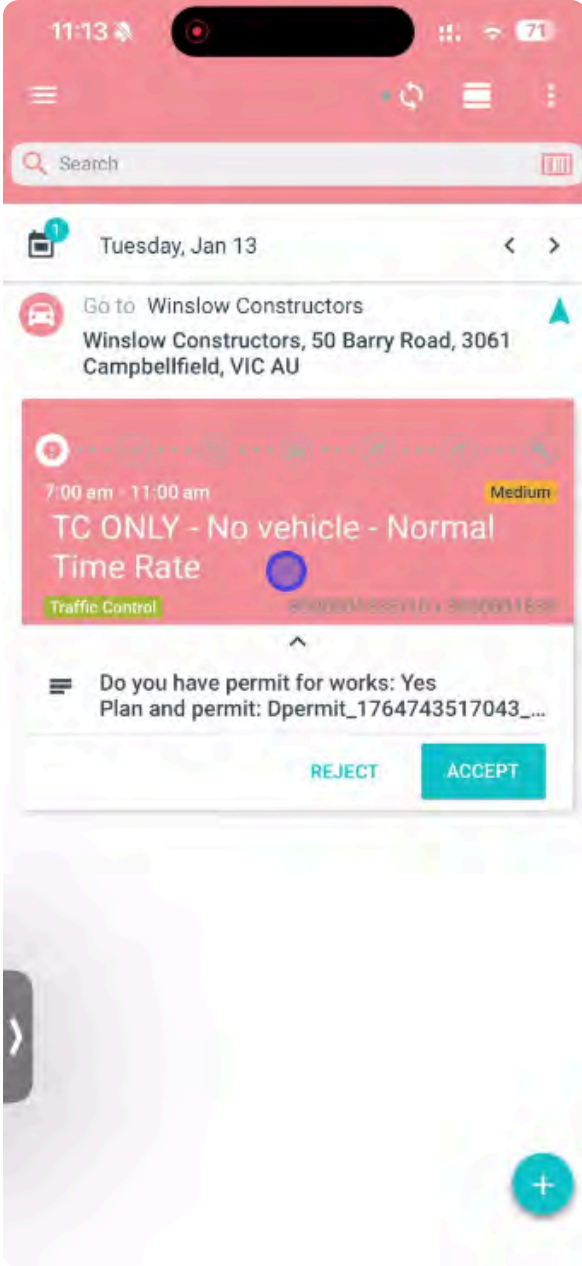
[VIEW PAGE →](#)



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

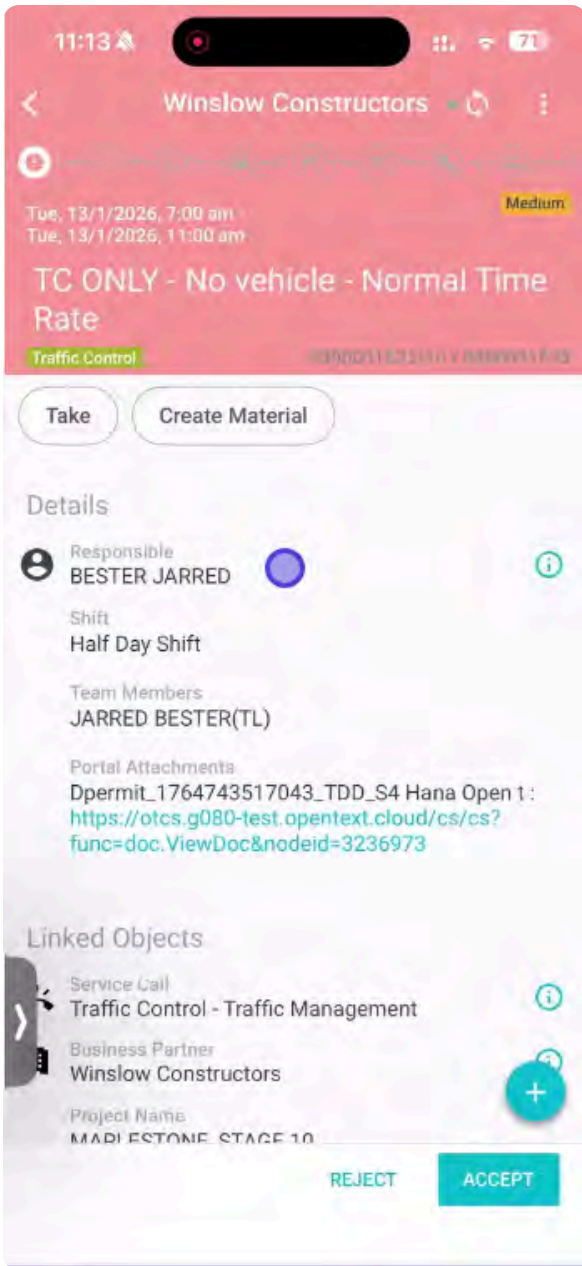
[VIEW PAGE →](#)

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



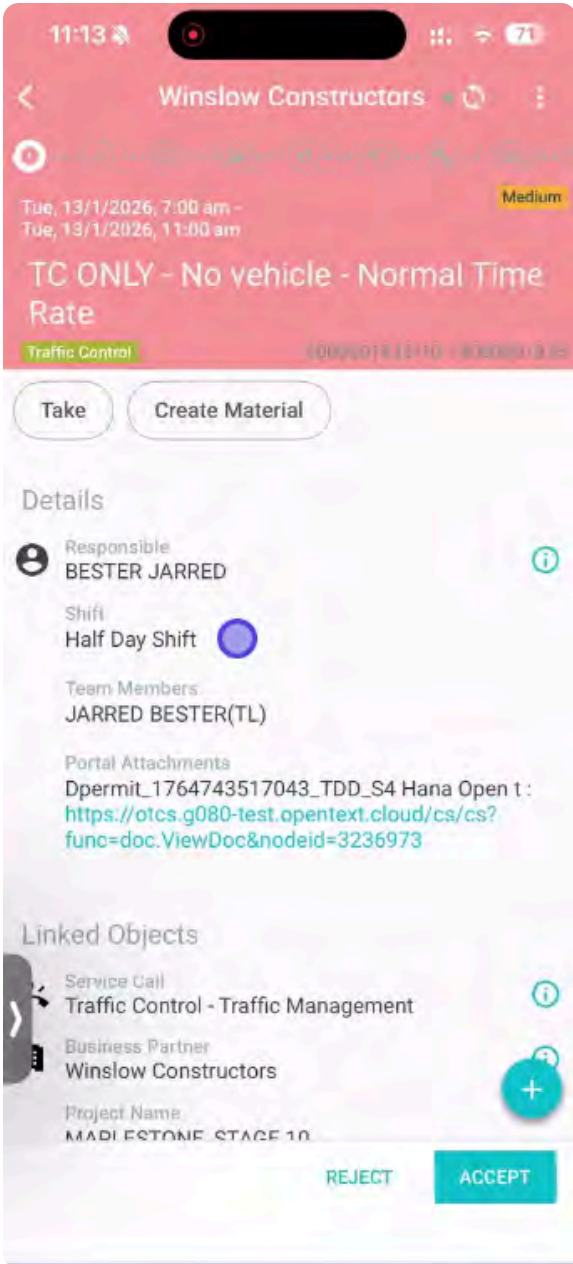
4 Responsible = The resource the Service Call is allocated to.

[VIEW PAGE →](#)



5 Shift Type is defined (i.e. "Half Day Shift")

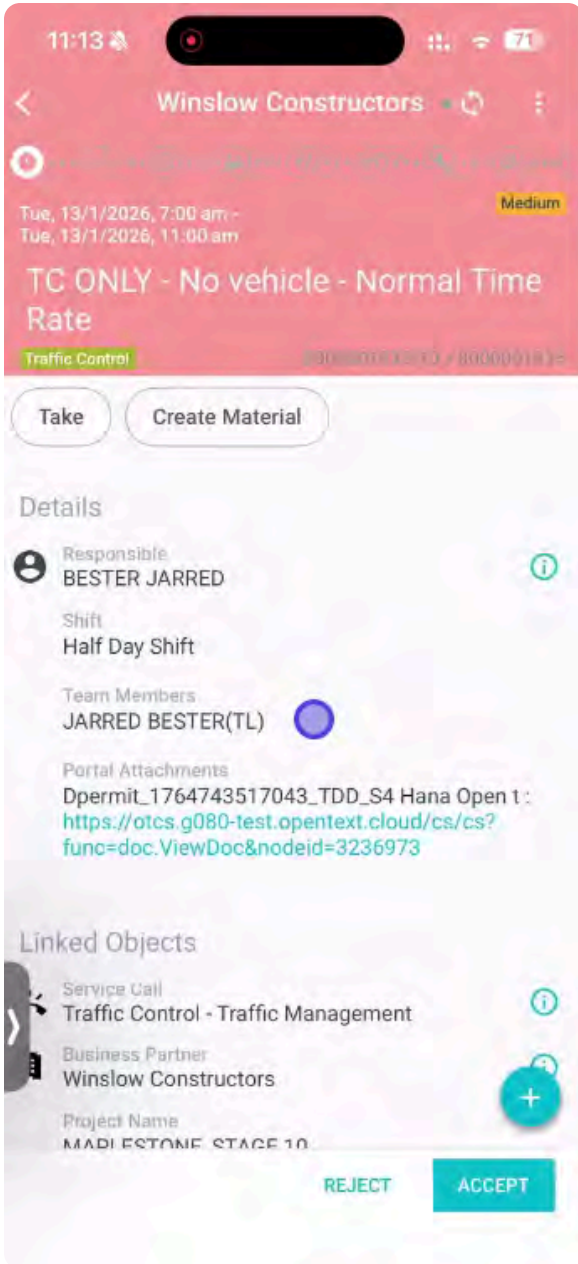
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6

Where one resource is allocated, that resource is designated as the Team Leader (TL)

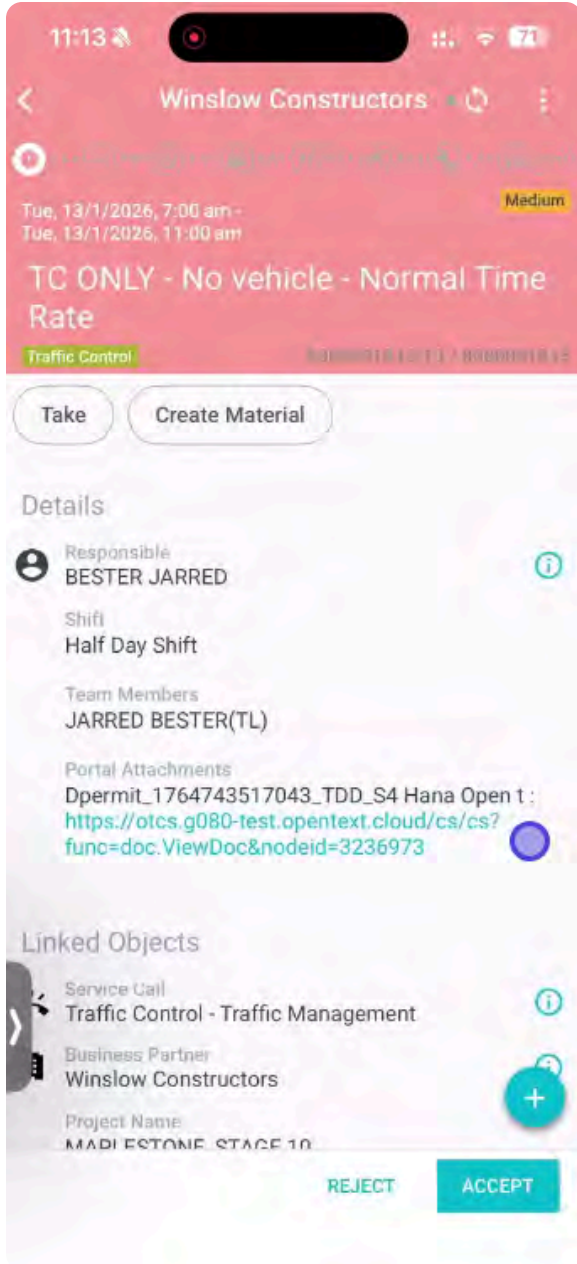
[VIEW PAGE →](#)



7 In instances where a Plan / Permit is applicable, the files will be available to view.

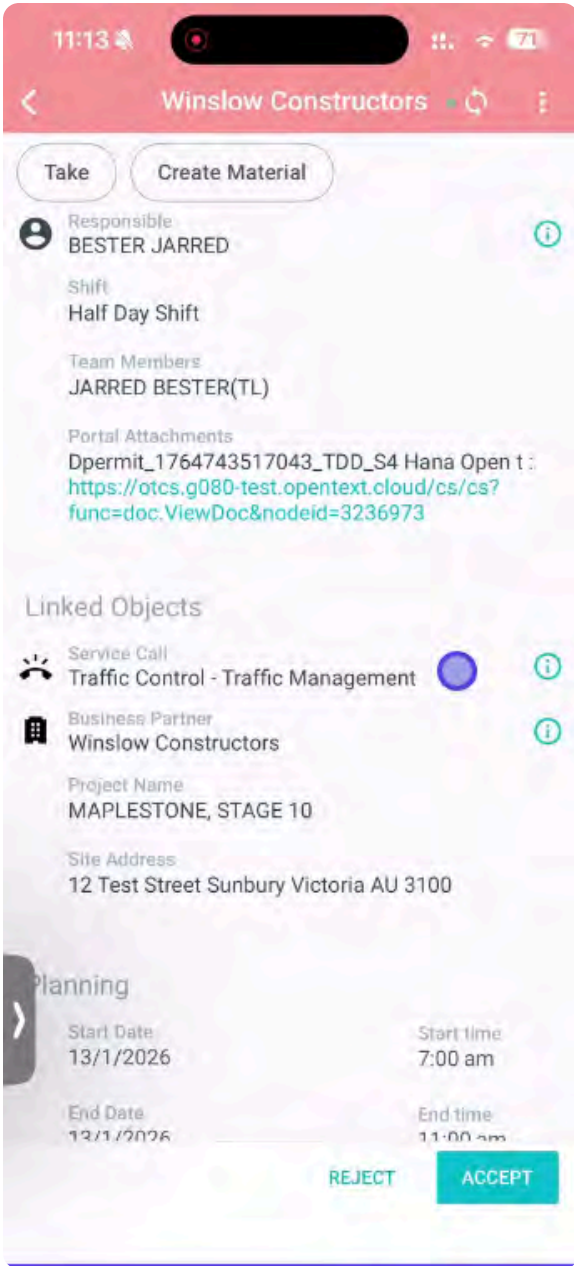
[VIEW PAGE →](#)

Please note: Clicking on the hyperlink will launch browser app and requires sign-in to OpenText Platform.



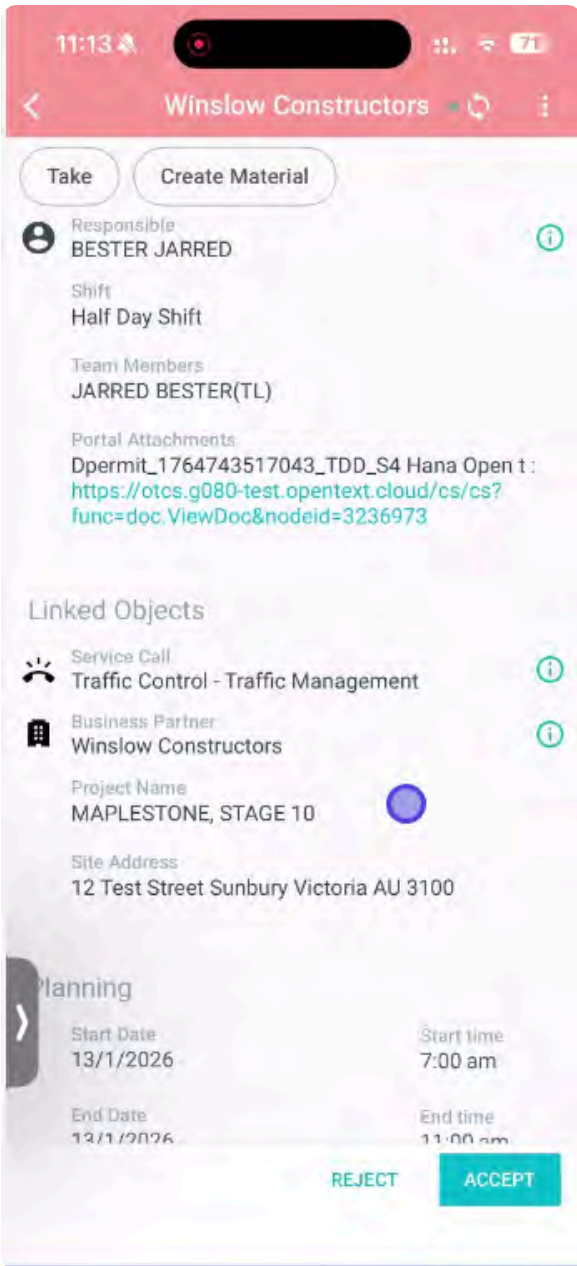
8 Service Type is defined (i.e. "Traffic Control - Traffic Management")

[VIEW PAGE →](#)



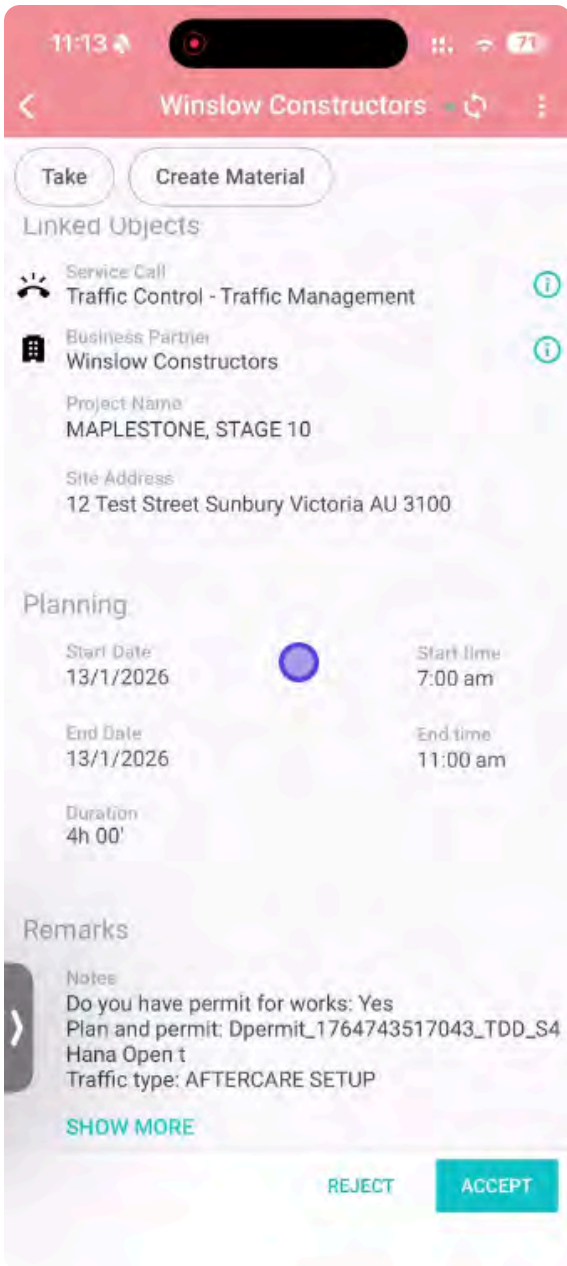
9 Client & Project related details are defined

[VIEW PAGE →](#)



10 Planned date and time is defined (i.e. "13/01/2026 - 7:00am")

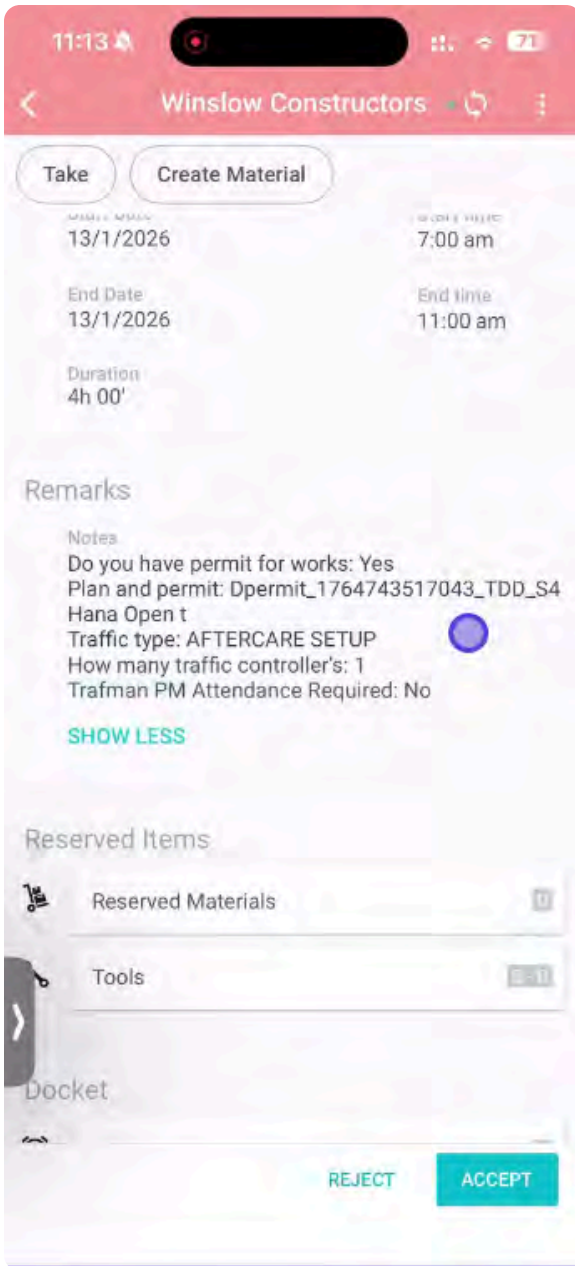
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11

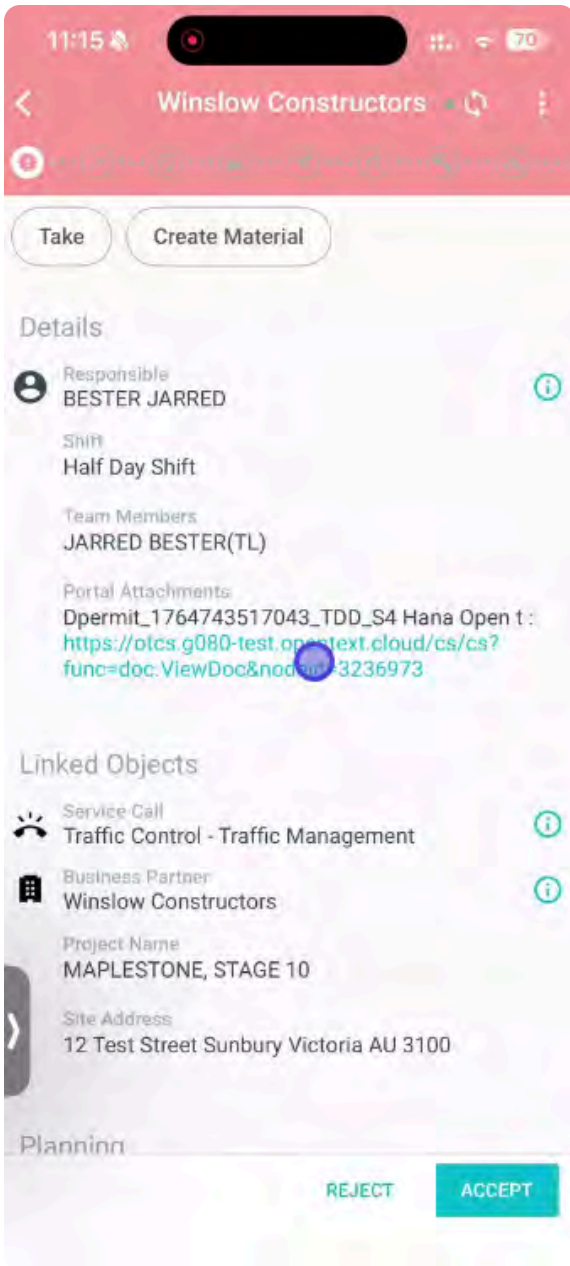
Questions answered by the Client in the Customer Portal will be visible under remarks.

[VIEW PAGE →](#)



12 To view the attachments, Click on the hyperlink

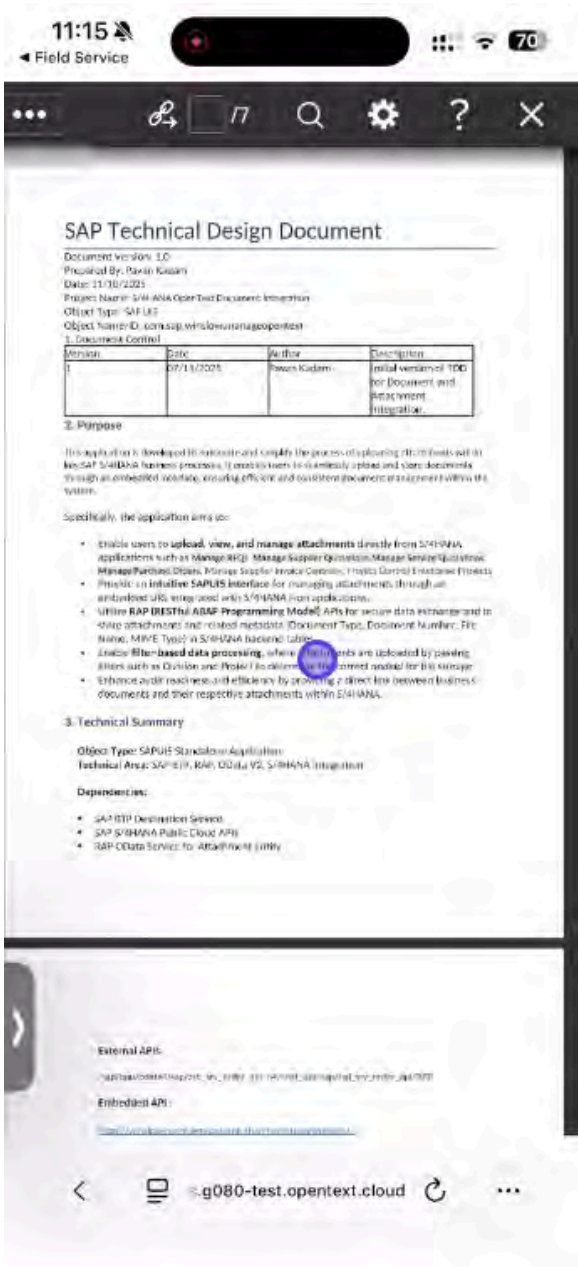
[VIEW PAGE →](#)



## 13 A browser app window will open and requires sign-in to OpenText Platform.

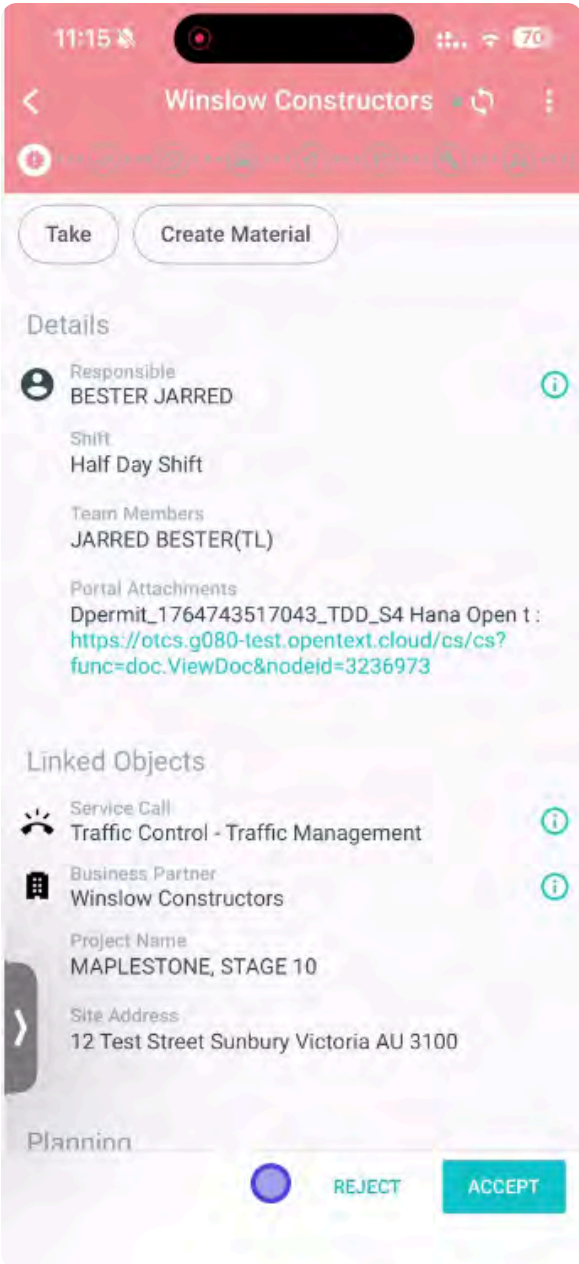
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The document pictured is for illustration purposes only.



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

VIEW PAGE →



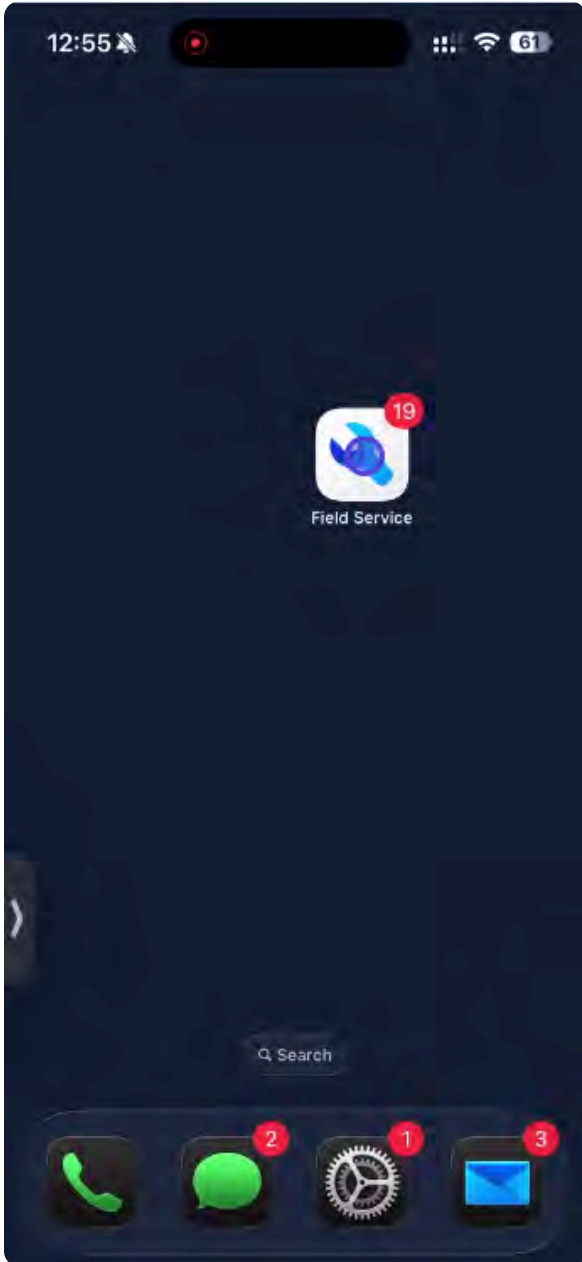


**FSM MOBILE  
APP - TC  
- ACTIVITY REVIEW  
(SITE CHECKS)**

**TRAFMAN.  
SOLUTIONS**

# FSM Mobile APP - TC - Activity Review (Site Checks)

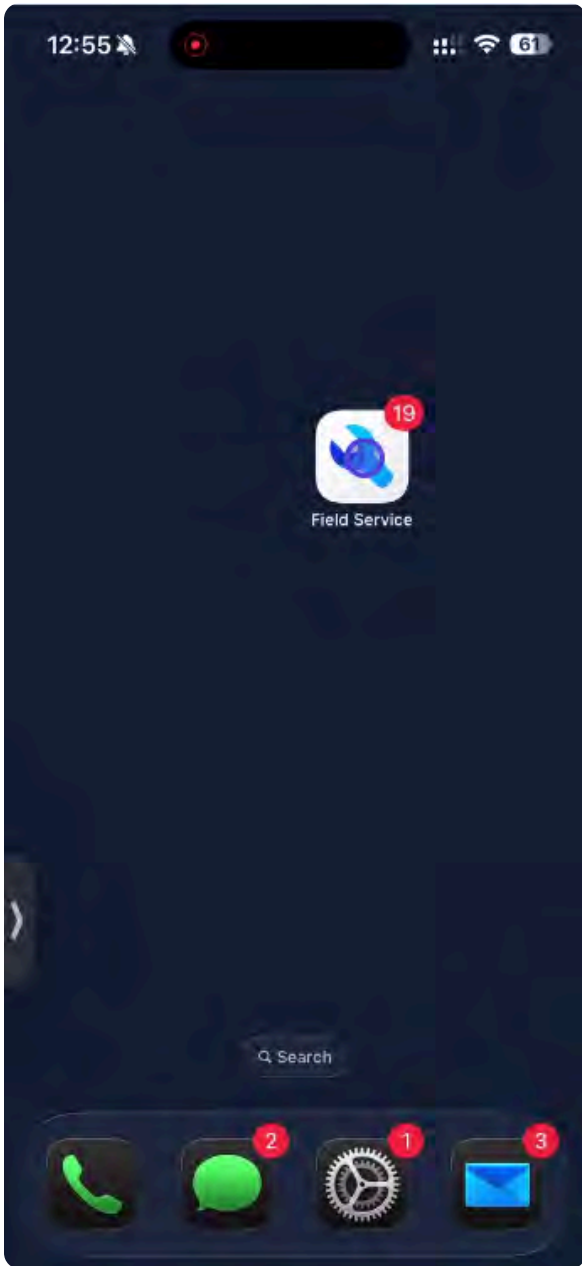
Created on Jan 23, 2026 by Jarred Bester



[WATCH RECORDING →](#)

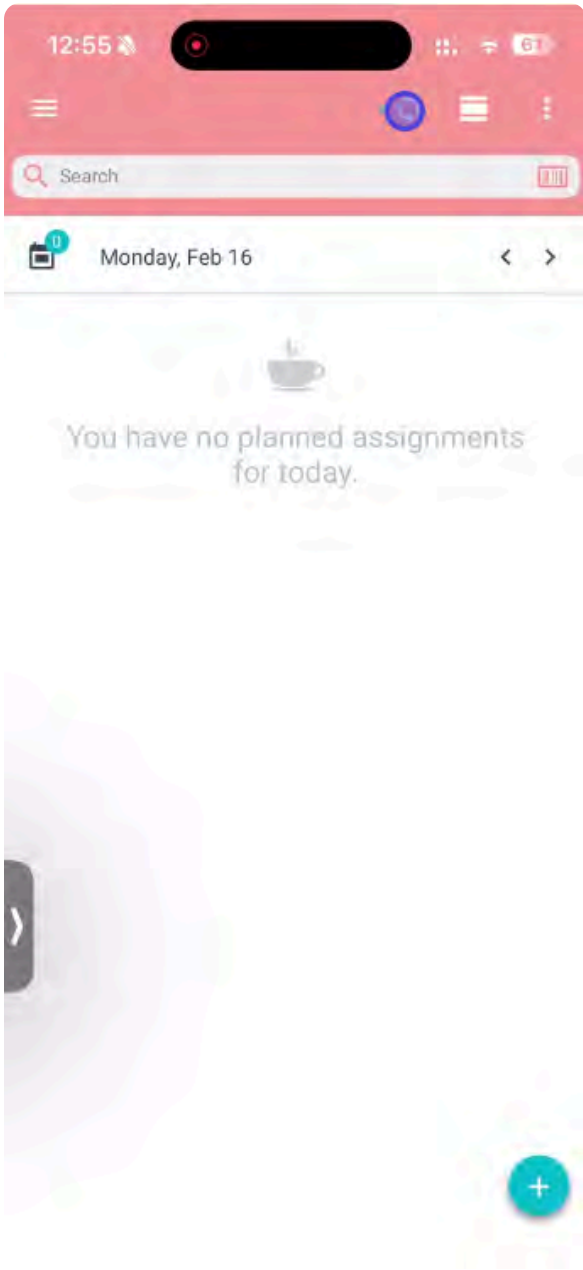
# 1 On Mobile, Navigate to the "Field Service" Application

[VIEW PAGE →](#)



2 Click on the "Sync" button.

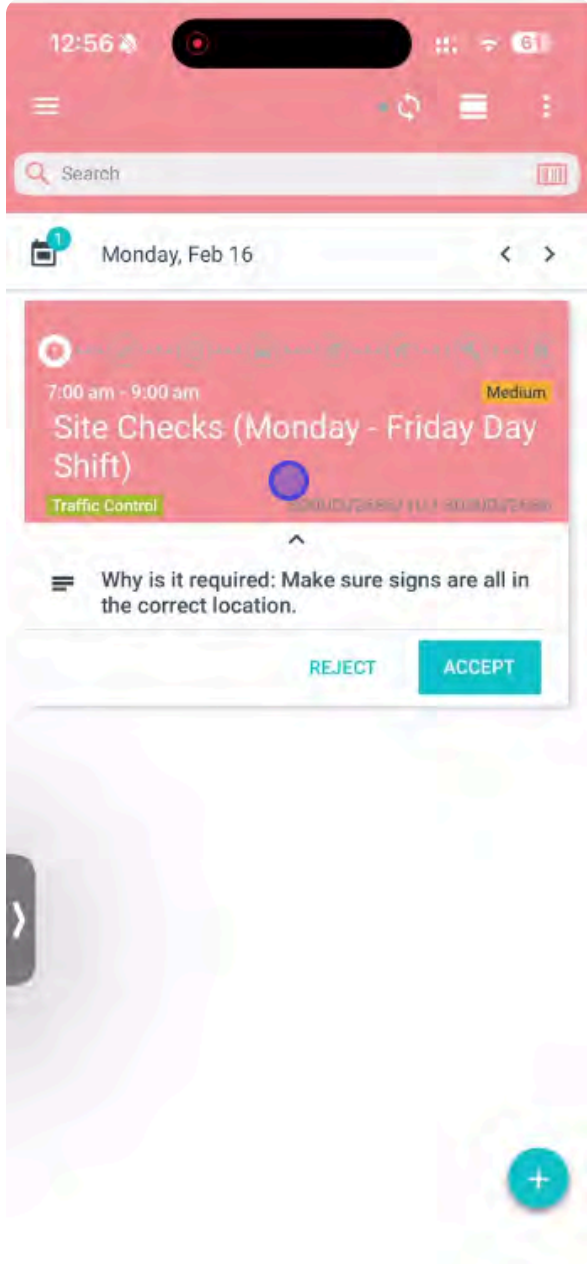
[VIEW PAGE →](#)



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

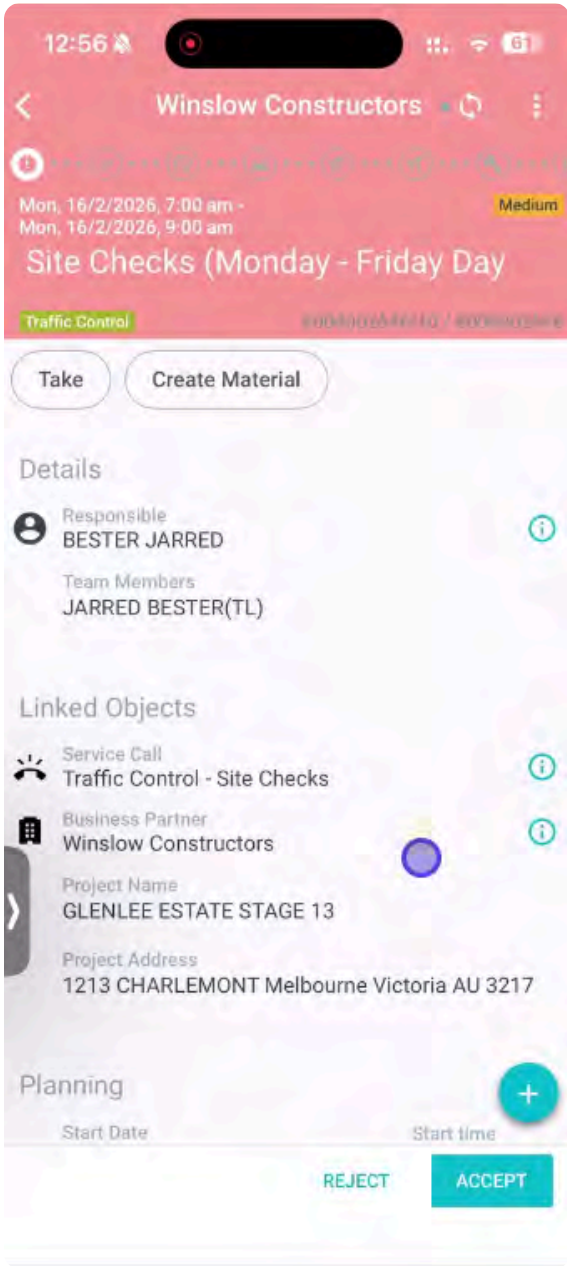
[VIEW PAGE →](#)

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



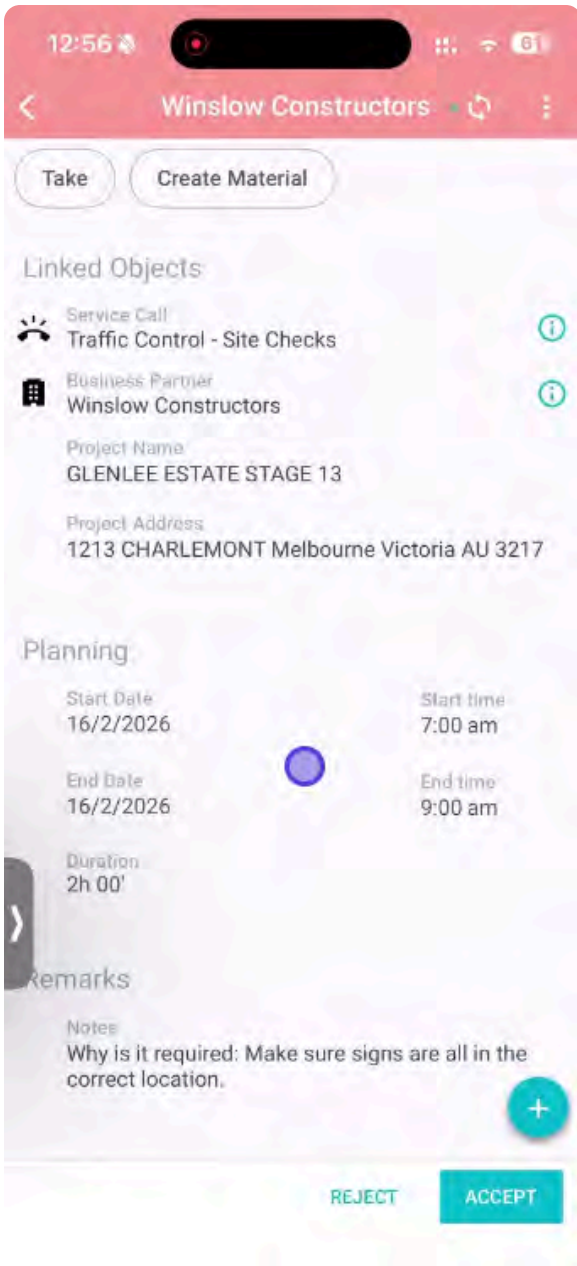
## 4 Site specific details will be under Linked Objects

[VIEW PAGE →](#)



## 5 Planning works date and times

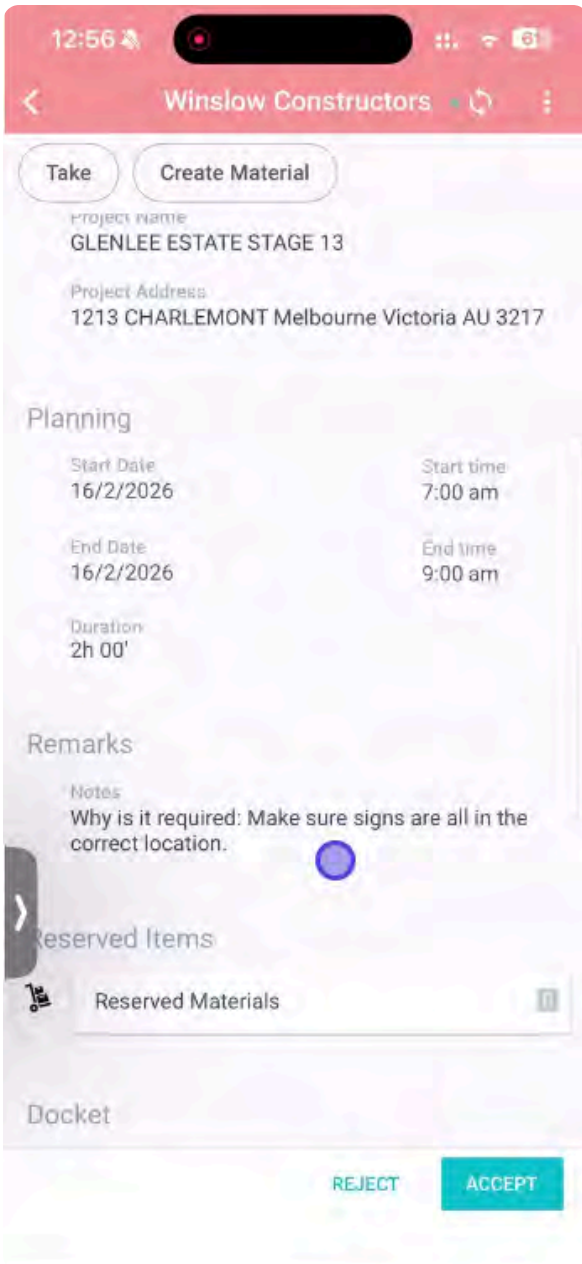
[VIEW PAGE →](#)



6

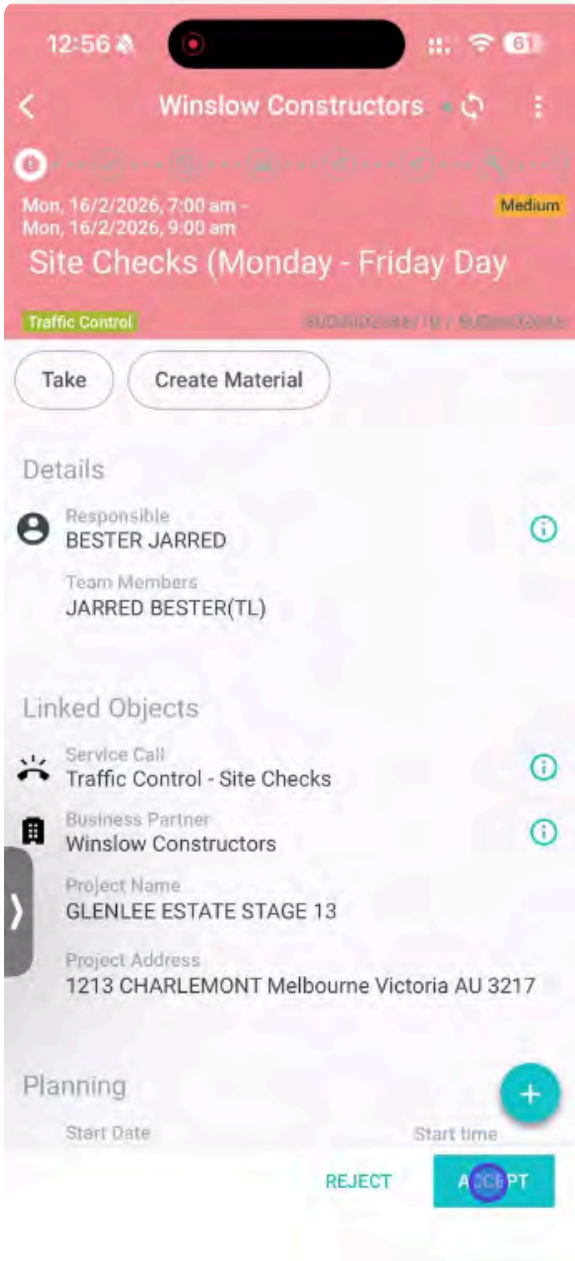
Questions answered by the Client in the Customer Portal will be visible under remarks.

[VIEW PAGE →](#)



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

[VIEW PAGE →](#)

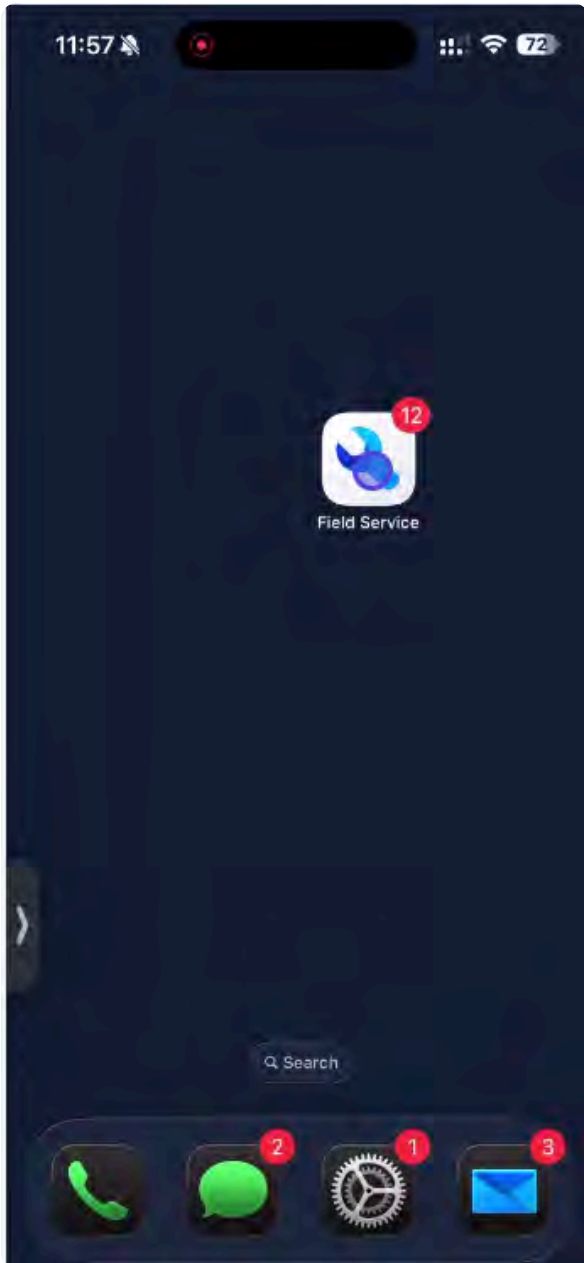


**FSM MOBILE  
APP - TC  
- ACTIVITY REVIEW  
(TC & UTE)**

**TRAFMAN.  
SOLUTIONS**

# FSM Mobile APP - TC - Activity Review (TC & Ute)

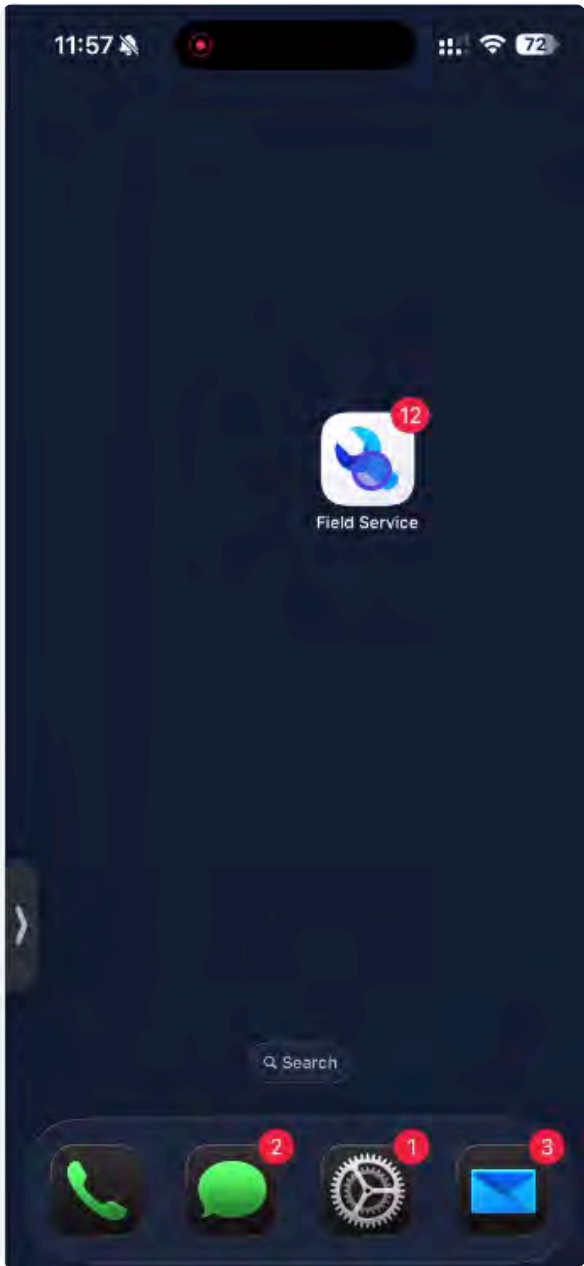
Created on Jan 23, 2026 by Jarred Bester



[WATCH RECORDING →](#)

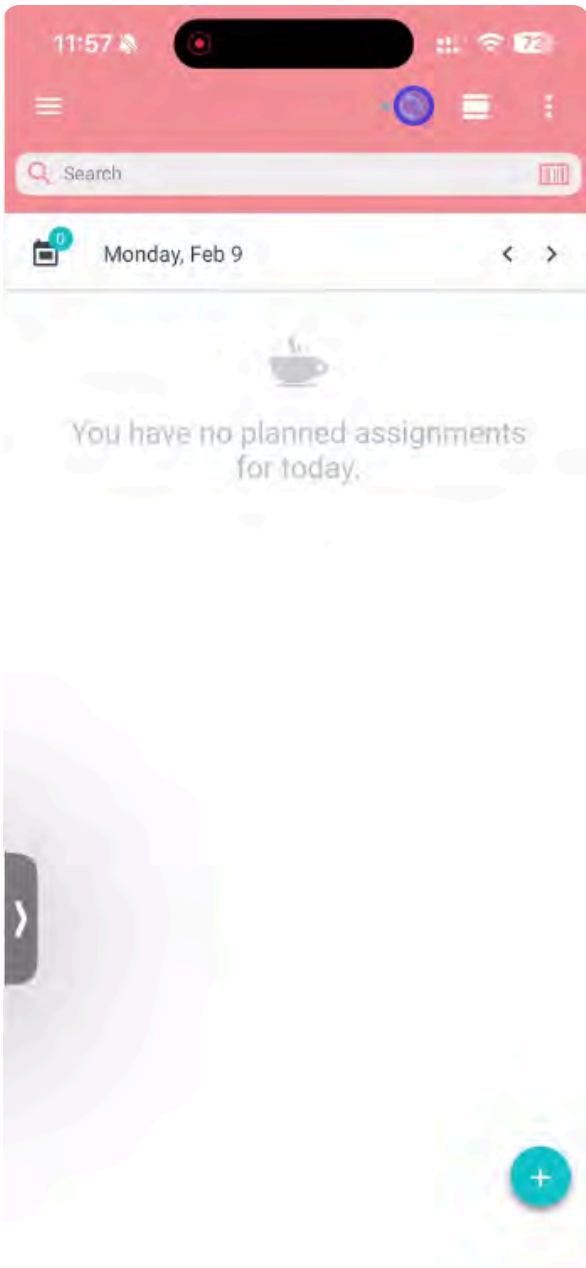
# 1 On Mobile, Navigate to the "Field Service" Application

[VIEW PAGE →](#)



2 Click on the "Sync" button.

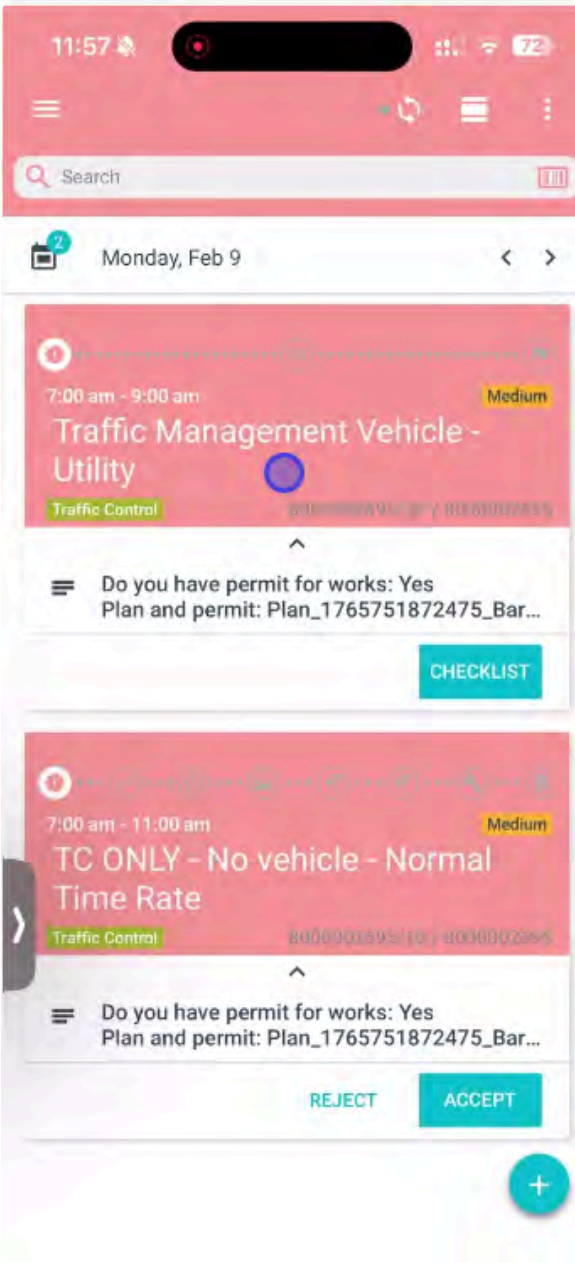
[VIEW PAGE →](#)



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

[VIEW PAGE →](#)

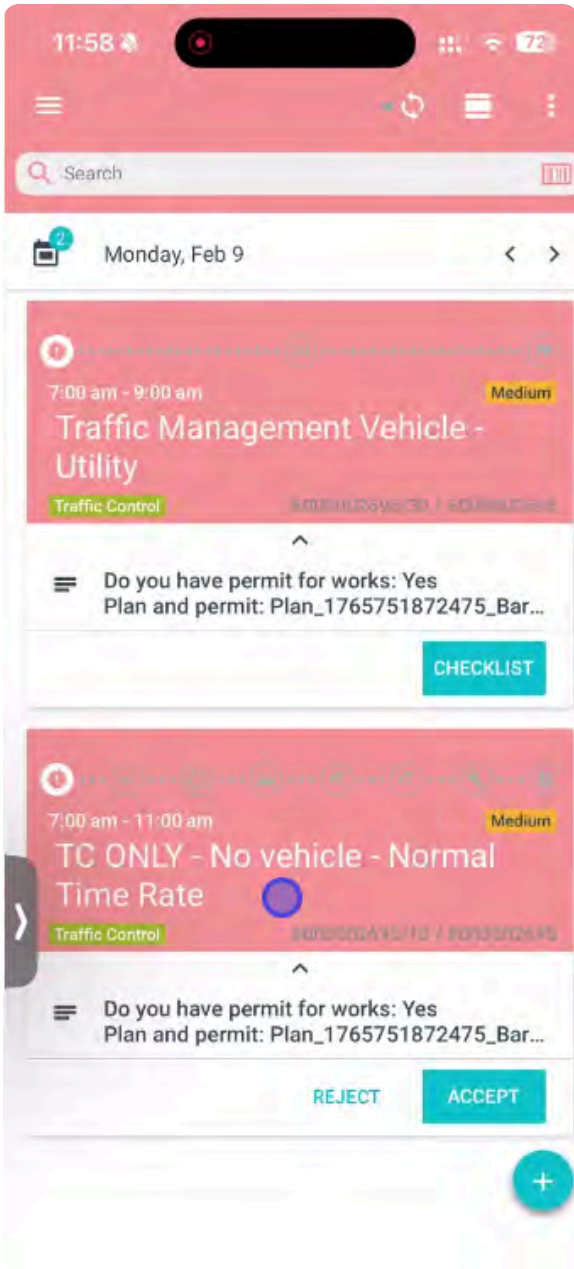
There will be 2 Activity cards, One for the Vehicle and one for the Main Activity



#### 4 Click on the Main Activity Card

[VIEW PAGE →](#)

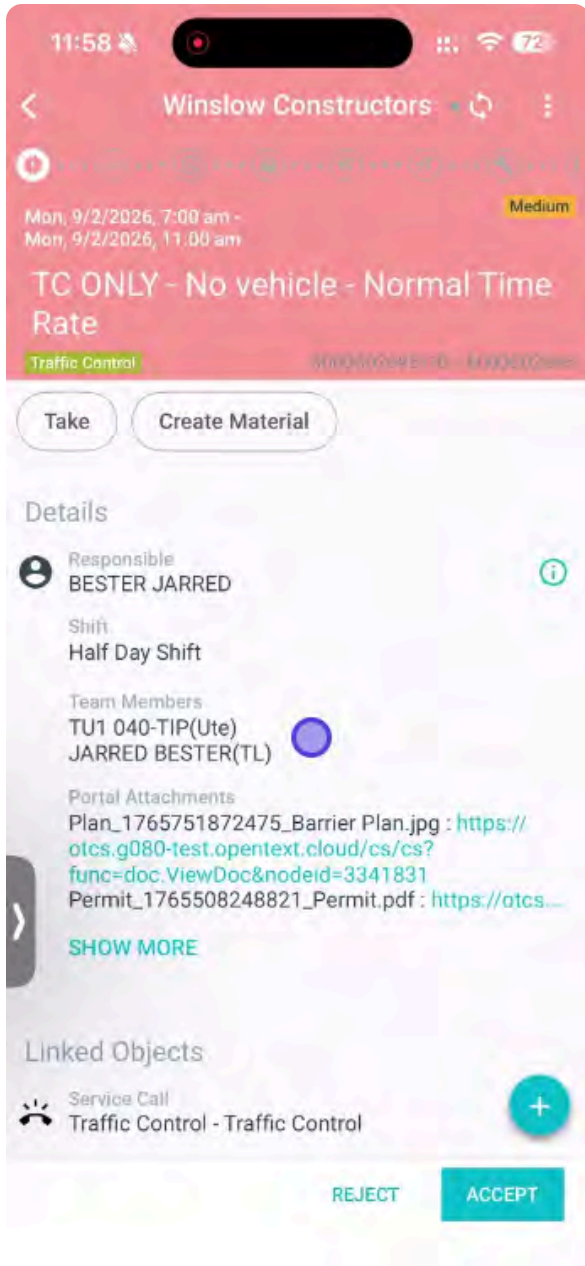
In order to understand the Service Call requirement, clicking onto the card will expose the details.



## 5 Details will be displayed

[VIEW PAGE →](#)

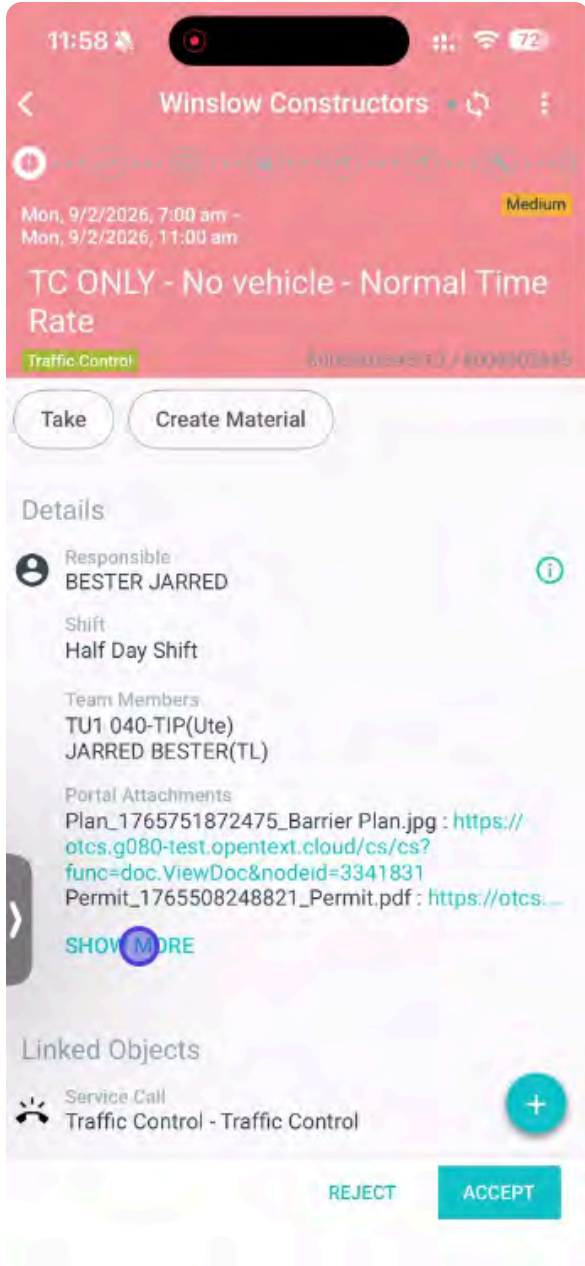
Where one resource is allocated, that resource is designated as the Team Leader (TL)



6 In instances where a Plan / Permit is applicable, the files will be available to view.

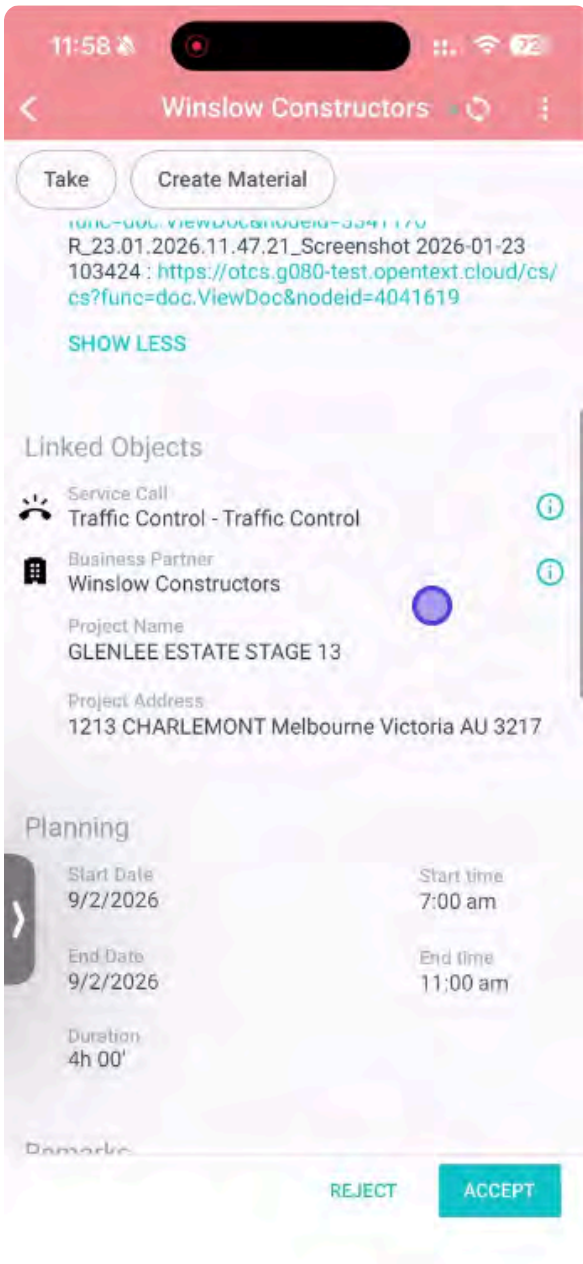
[VIEW PAGE →](#)

Please note: Clicking on the hyperlink will launch browser app and requires sign-in to OpenText Platform.



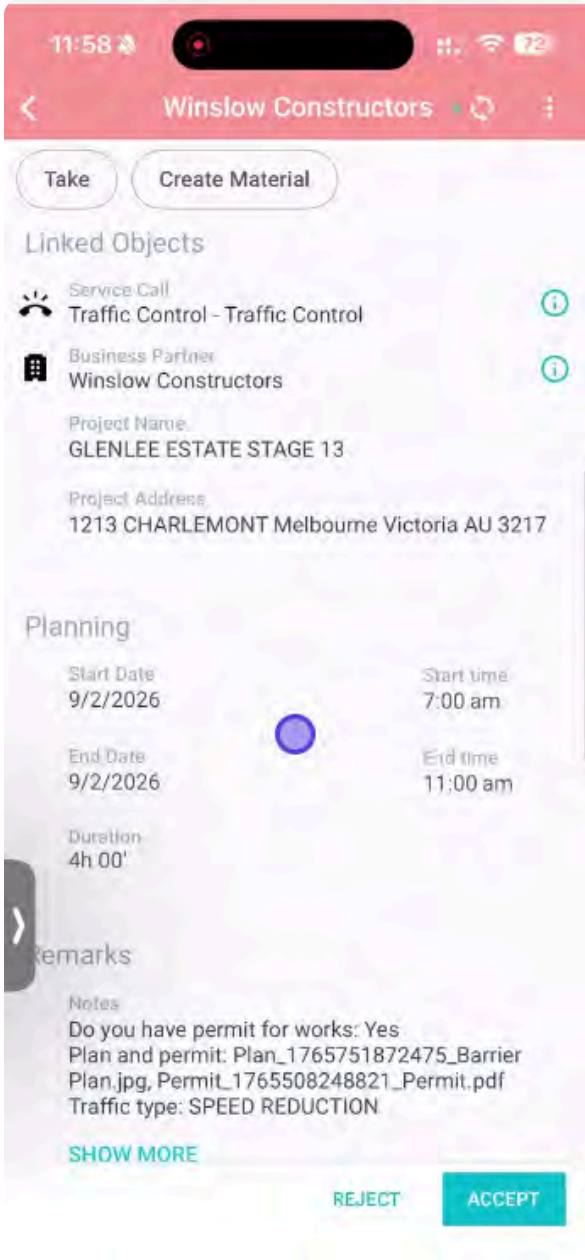
## 7 Client & Project related details are defined

[VIEW PAGE →](#)



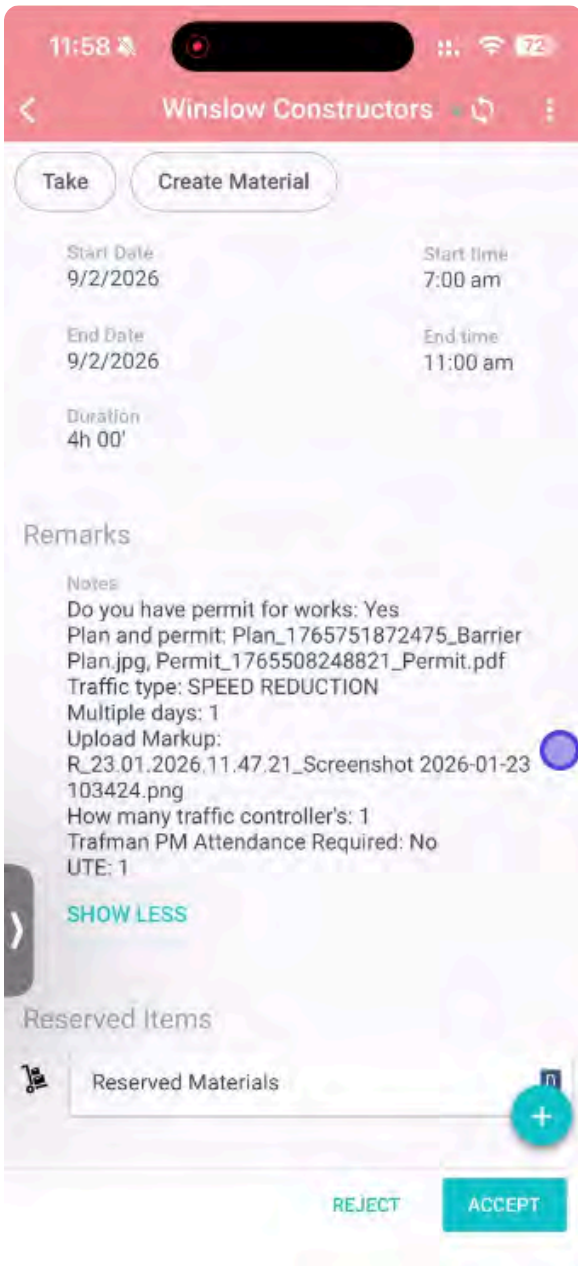
## 8 Planned date and time are defined

[VIEW PAGE →](#)



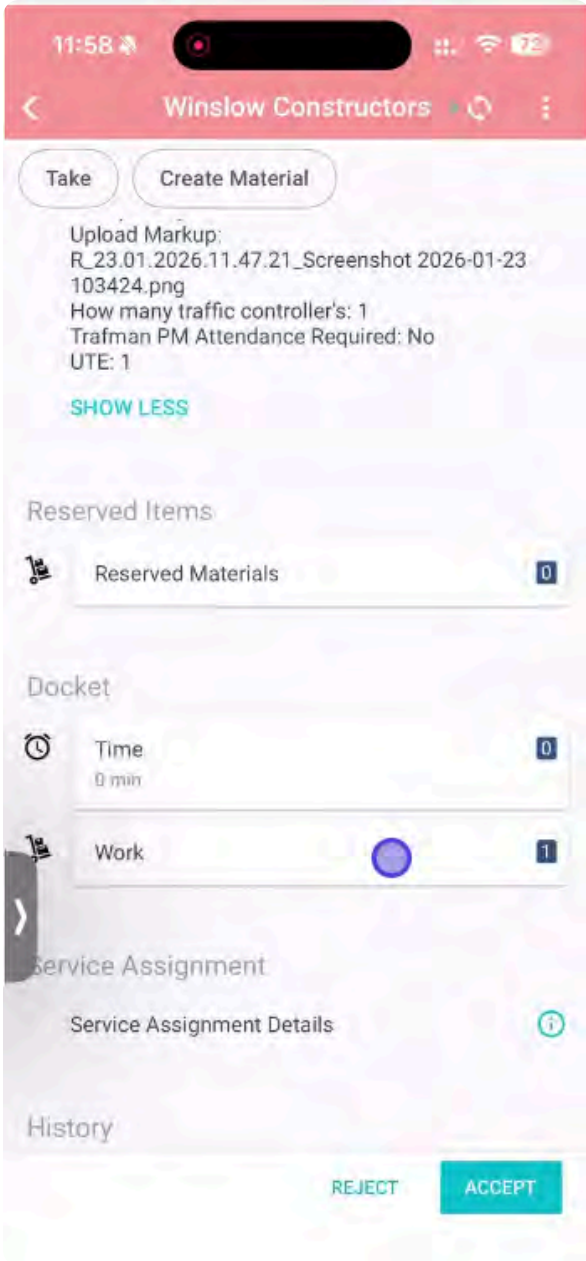
9 Questions answered by the Client in the Customer Portal will be visible under remarks.

[VIEW PAGE →](#)



10 Selecting "Works" will show what supporting items are billable on the booking.

[VIEW PAGE →](#)



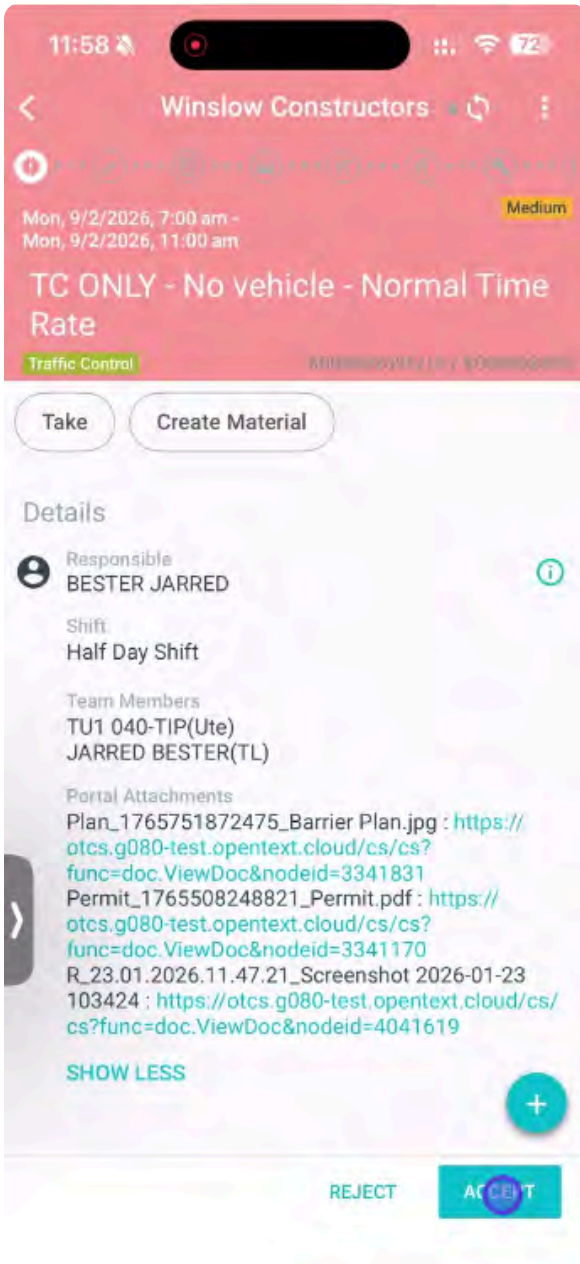
## 11 Review Works

[VIEW PAGE →](#)



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

[VIEW PAGE →](#)



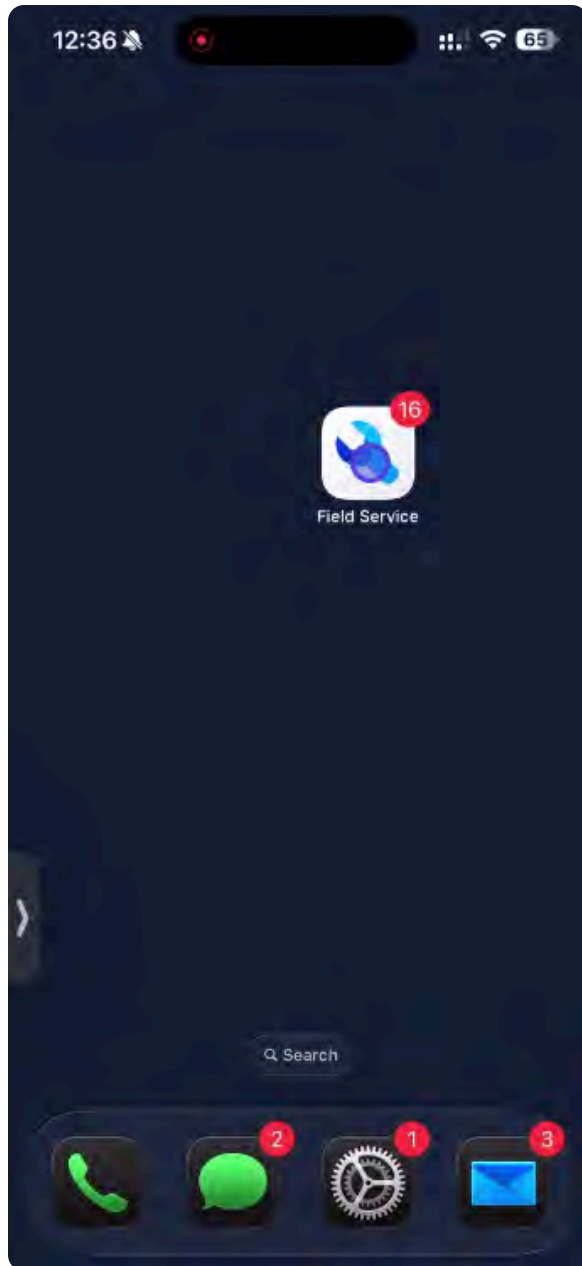


**FSM MOBILE  
APP - TC  
- ACTIVITY REVIEW  
(TMA & DRIVER)**

**TRAFMAN.  
SOLUTIONS**

# FSM Mobile APP - TC - Activity Review (TMA & Driver)

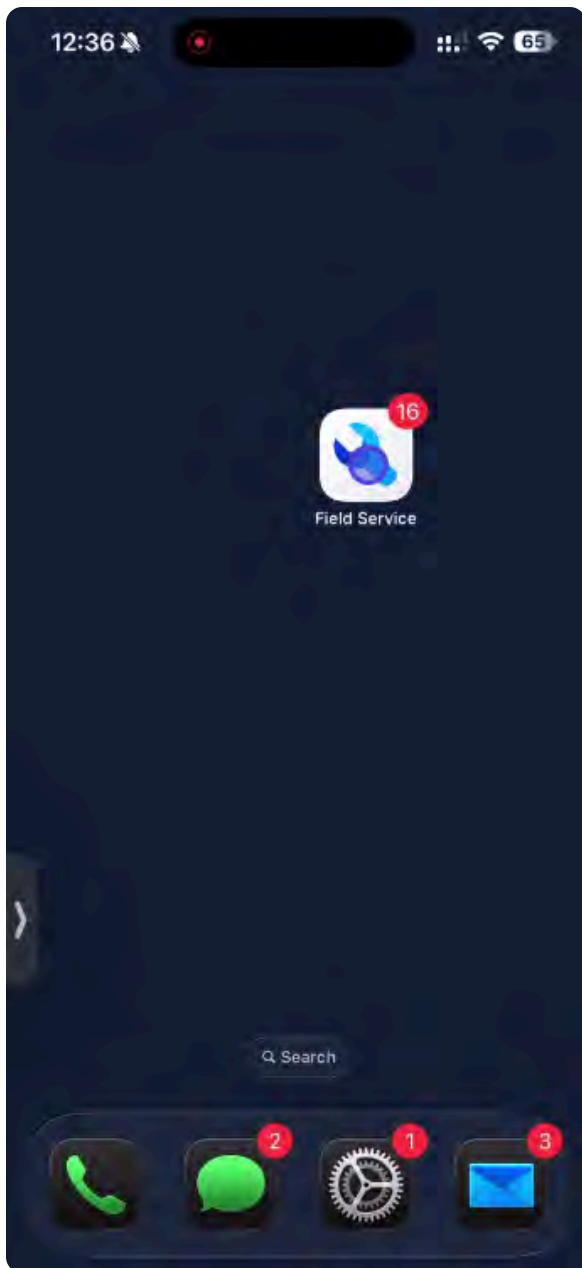
Created on Jan 23, 2026 by Jarred Bester



[WATCH RECORDING →](#)

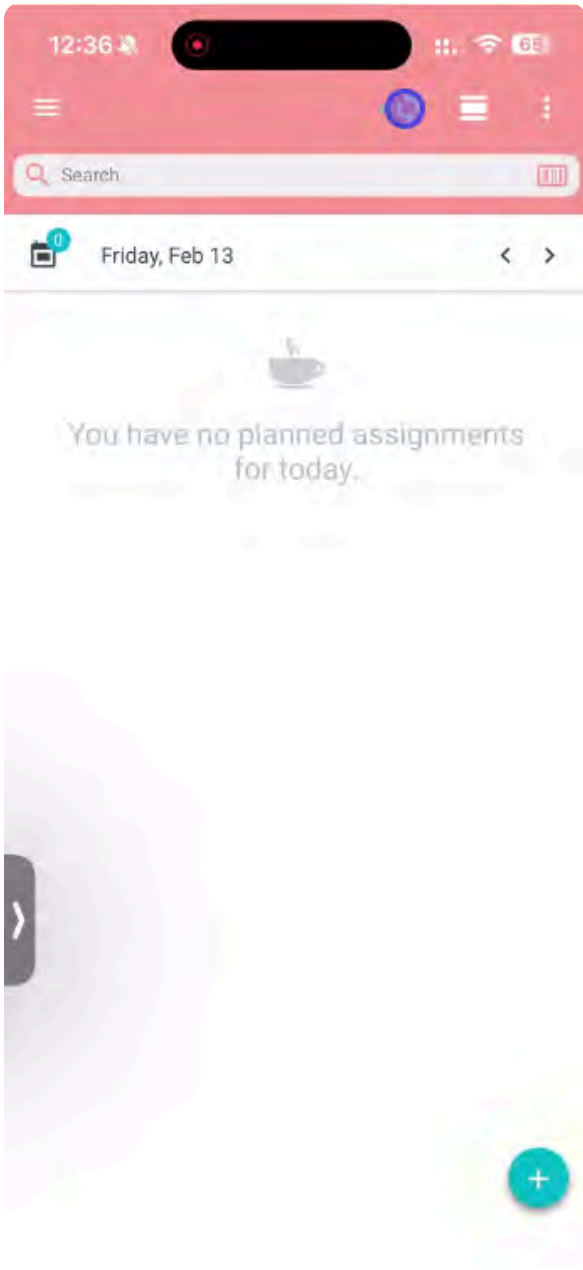
# 1 On Mobile, Navigate to the "Field Service" Application

[VIEW PAGE →](#)



2 Click on the "Sync" button.

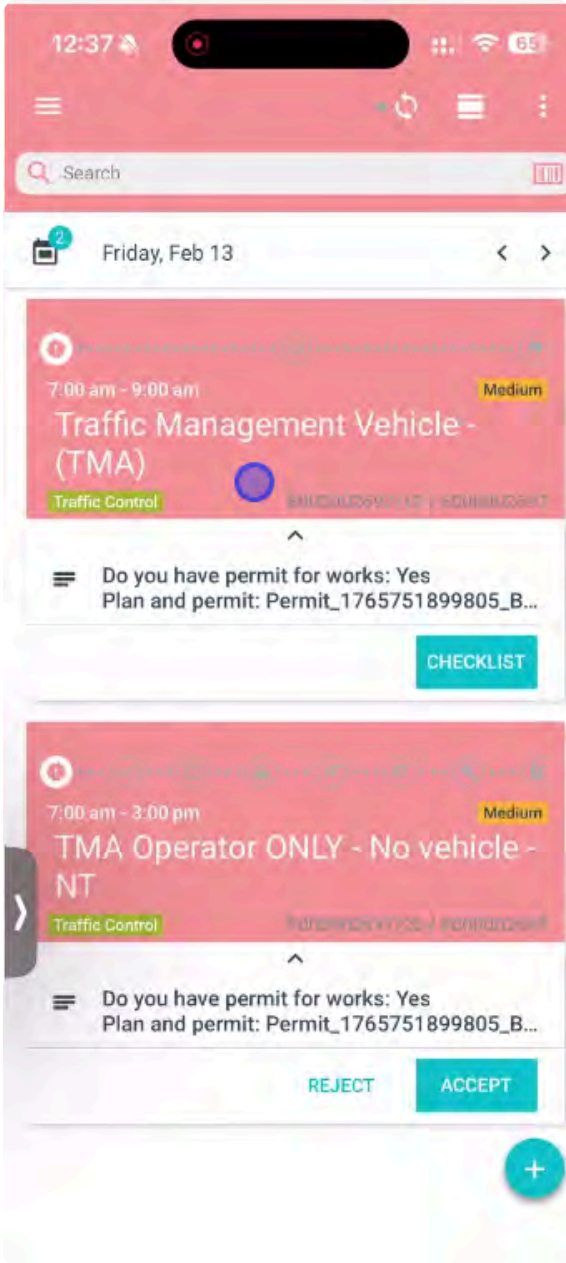
[VIEW PAGE →](#)



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

[VIEW PAGE →](#)

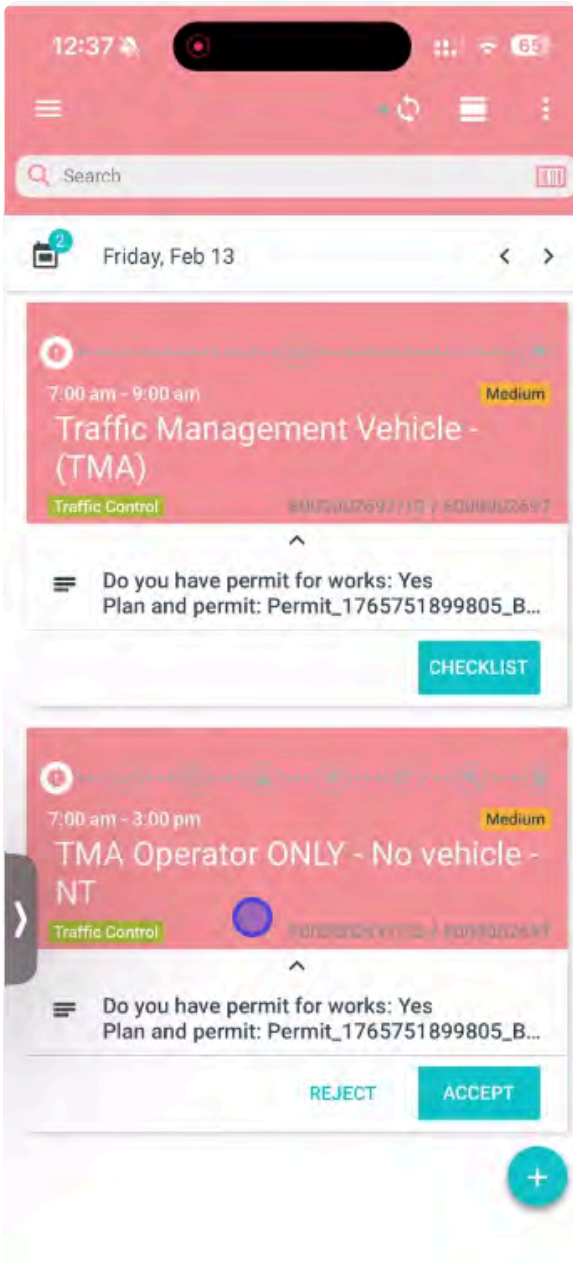
There will be 2 Activity cards, One for the Vehicle and one for the Main Activity



#### 4 Click on the Main Activity Card

[VIEW PAGE →](#)

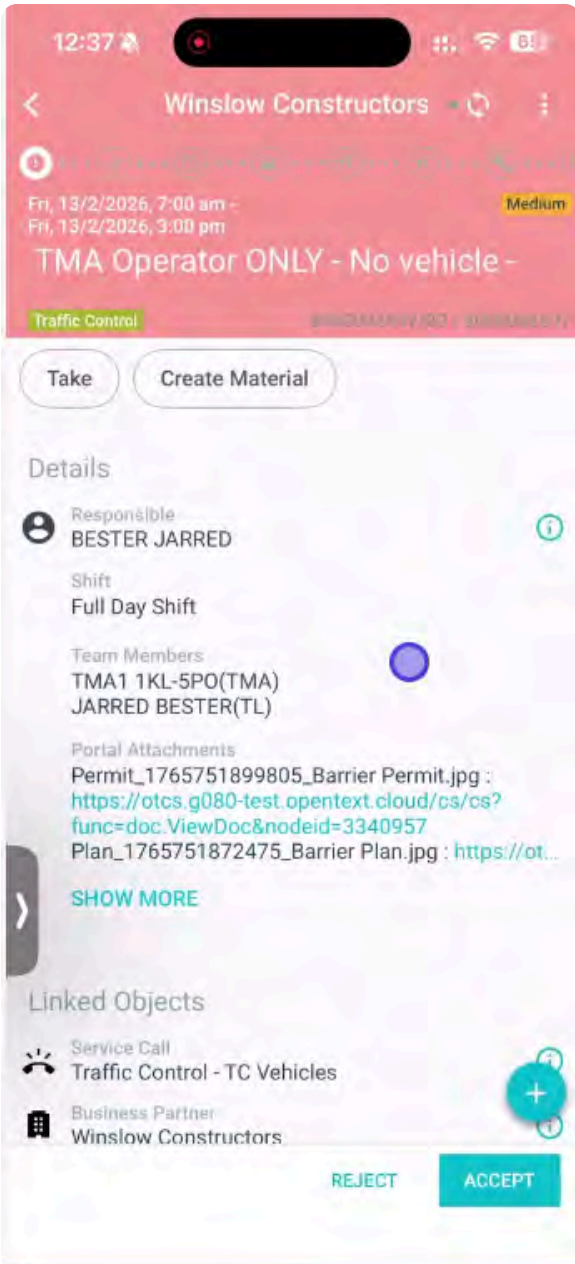
In order to understand the Service Call requirement, clicking onto the card will expose the details.



## 5 Details will be displayed

VIEW PAGE →

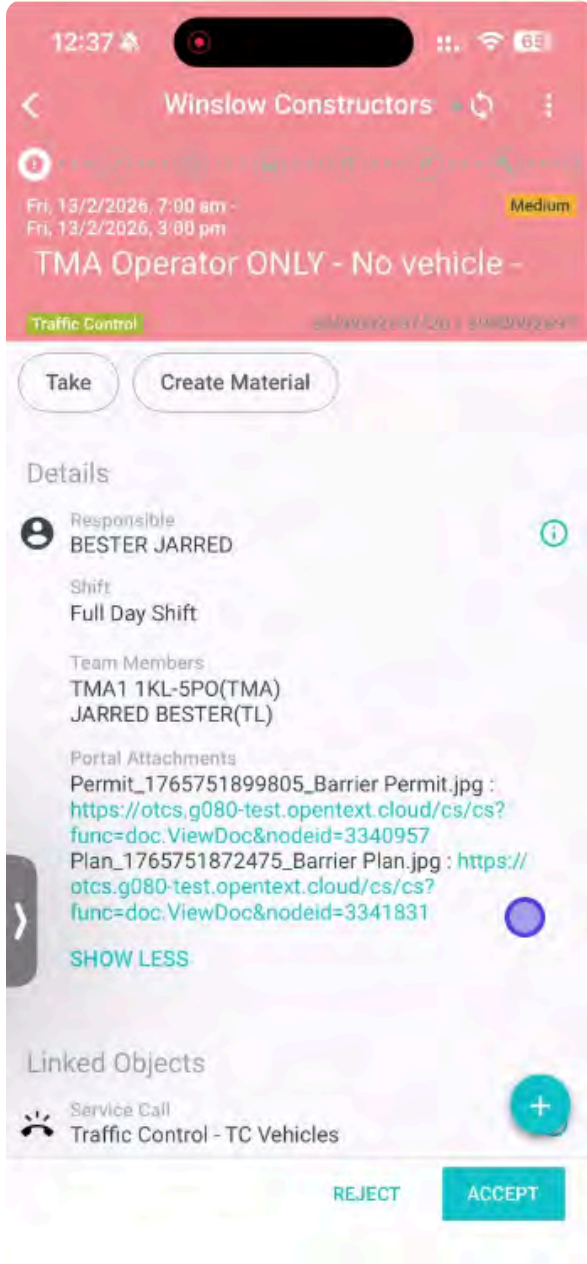
Where one resource is allocated, that resource is designated as the Team Leader (TL)



6 In instances where a Plan / Permit is applicable, the files will be available to view.

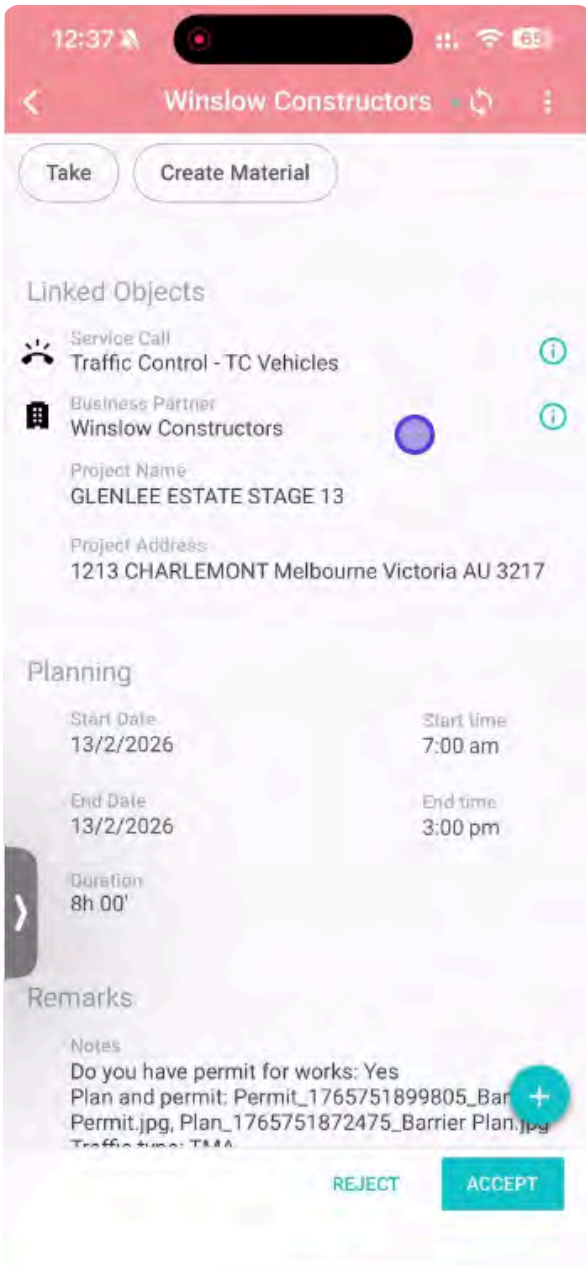
[VIEW PAGE →](#)

Please note: Clicking on the hyperlink will launch browser app and requires sign-in to OpenText Platform.



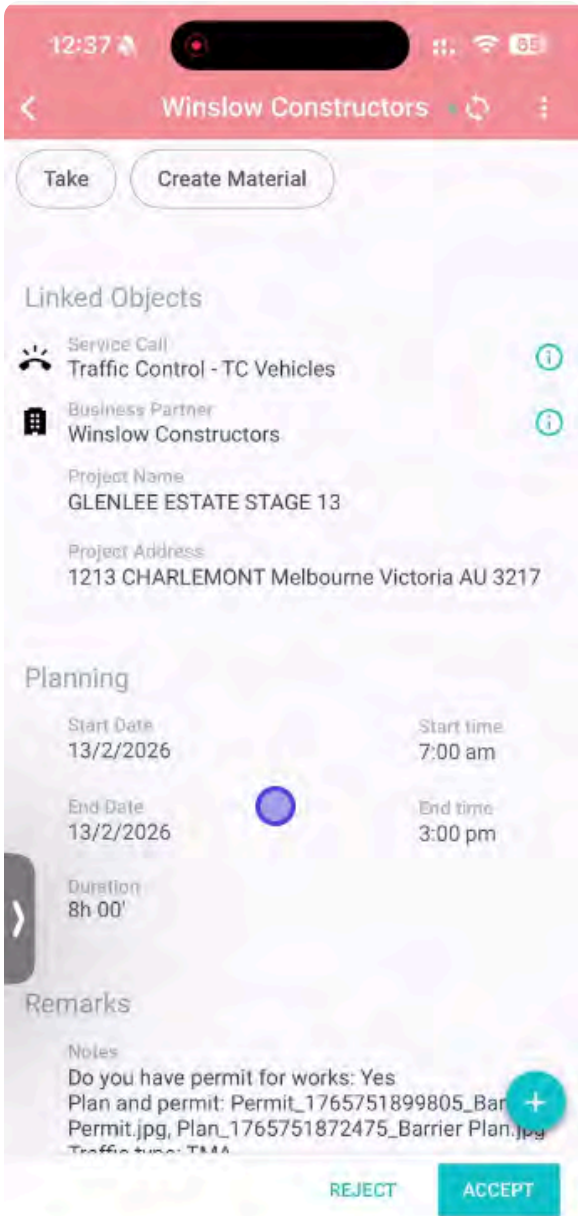
7 Client & Project related details are defined

[VIEW PAGE →](#)



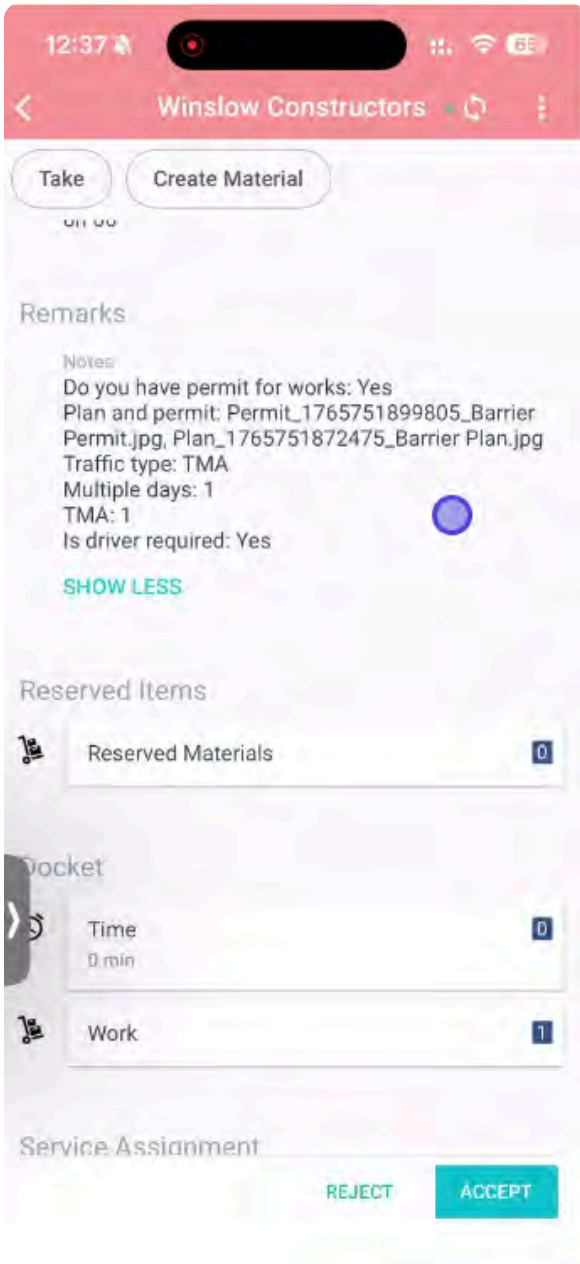
8 Planned date and time are defined

[VIEW PAGE →](#)



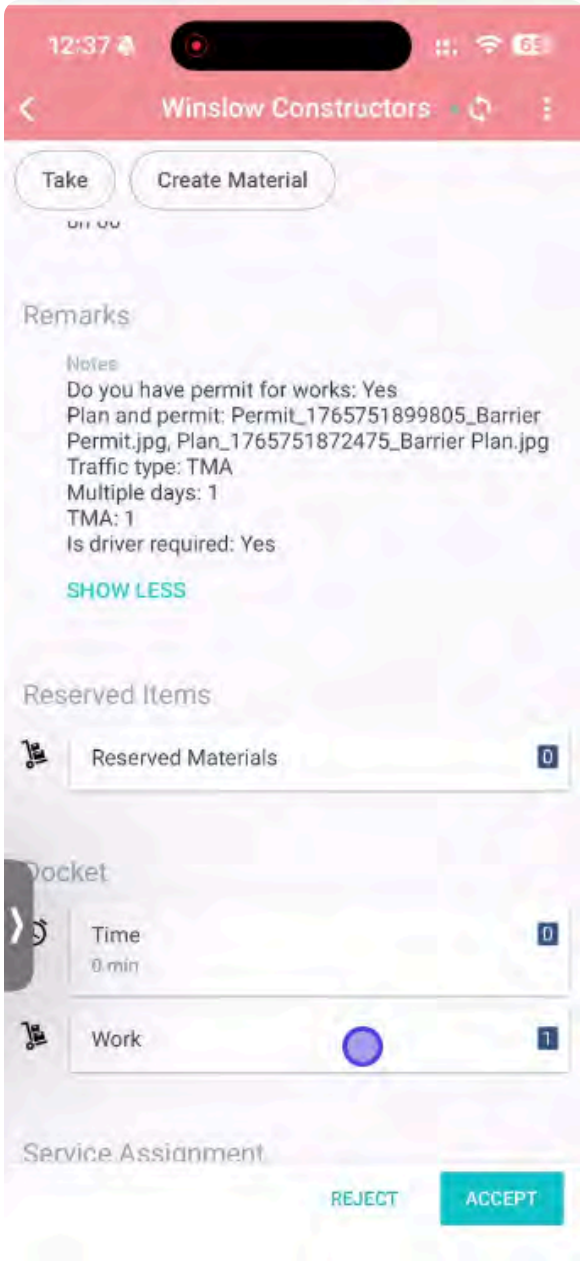
9 Questions answered by the Client in the Customer Portal will be visible under remarks.

[VIEW PAGE →](#)



10 Selecting "Works" will show what supporting items are billable on the booking.

[VIEW PAGE →](#)



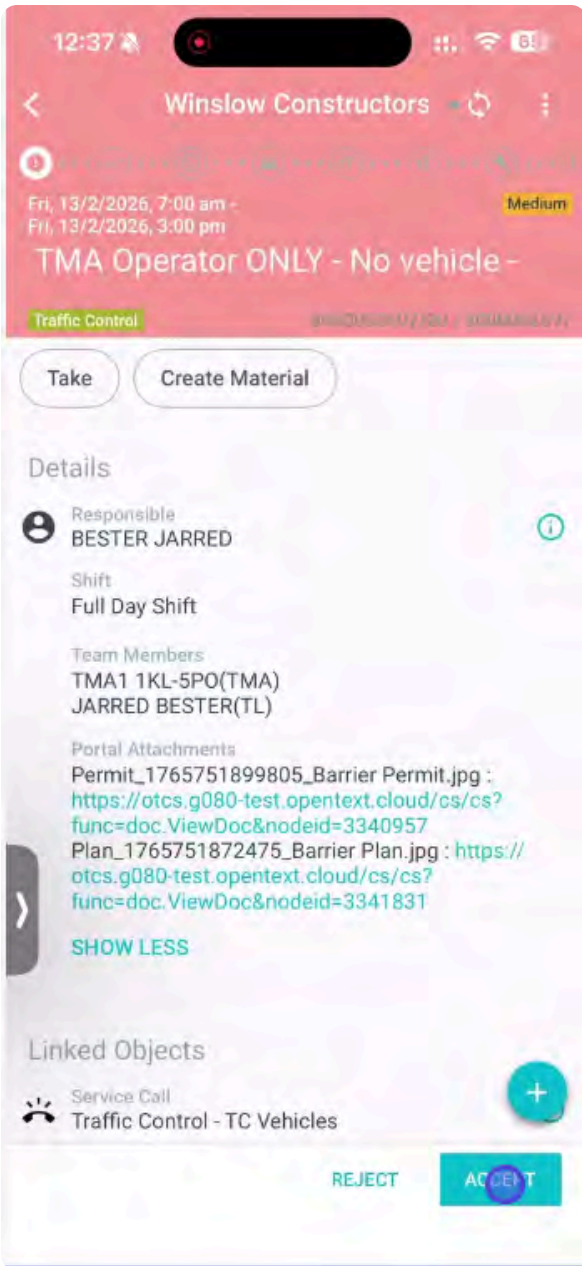
## 11 Review Works

[VIEW PAGE →](#)



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

[VIEW PAGE →](#)

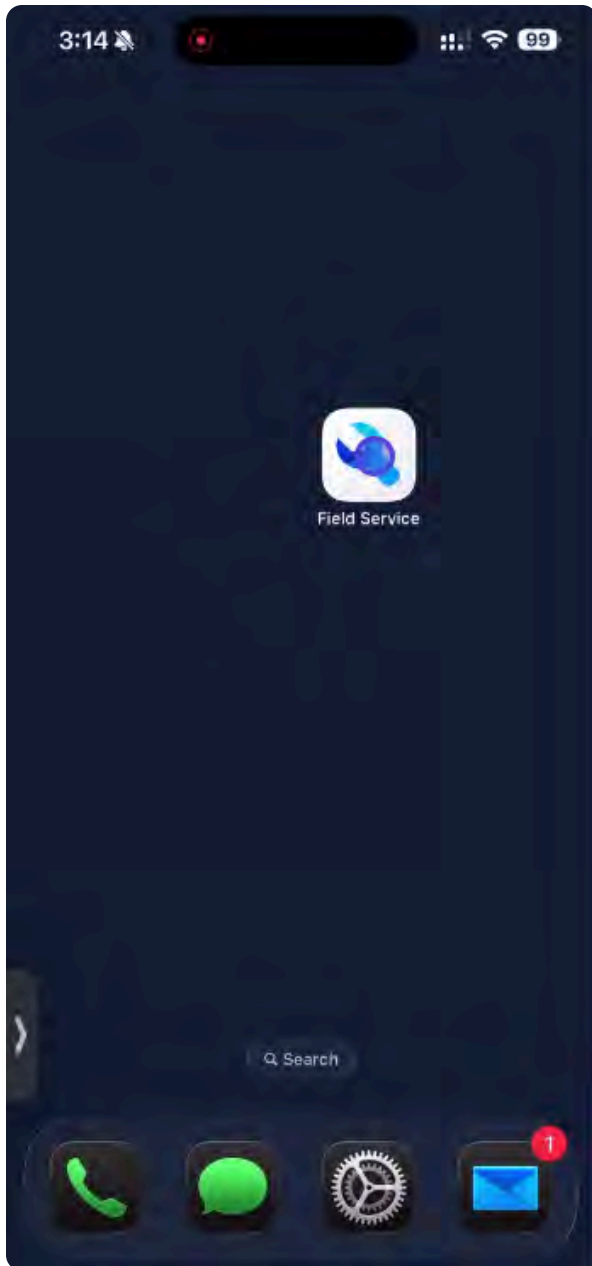


**FSM MOBILE  
APP - TC  
- ACTIVITY COMPLETION  
(TC ONLY)**

**TRAFMAN..  
SOLUTIONS**

# FSM Mobile APP - TC - Activity Completion (TC Only)

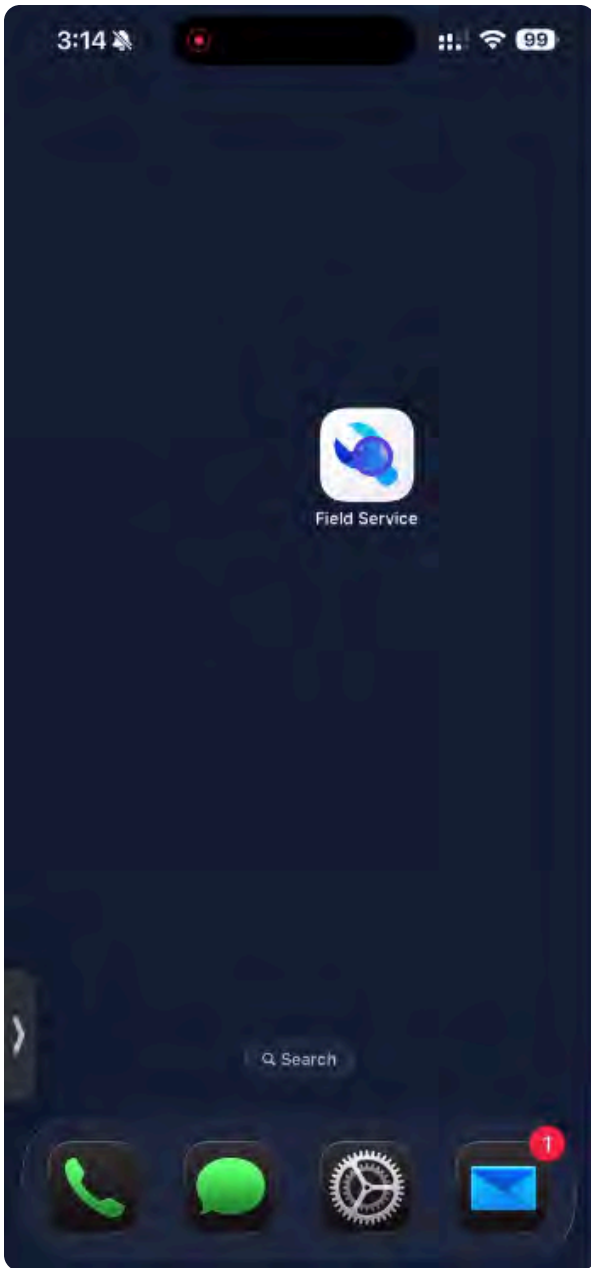
Created on Jan 27, 2026 by Jarred Bester



[WATCH RECORDING →](#)

# 1 Open FSM Mobile App

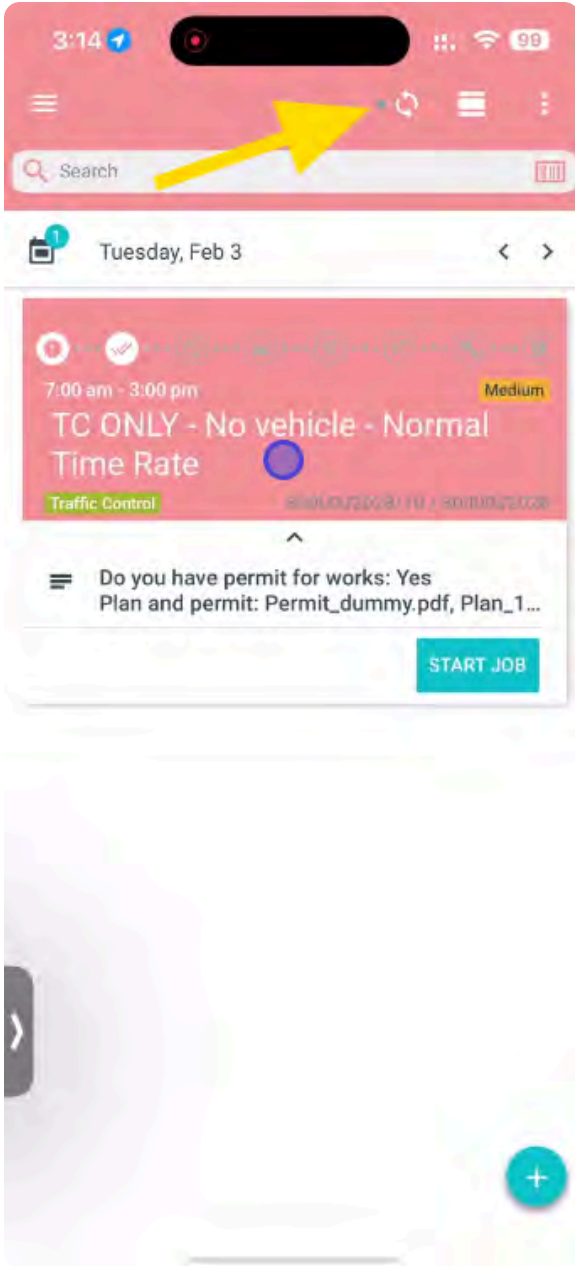
[VIEW PAGE →](#)



2

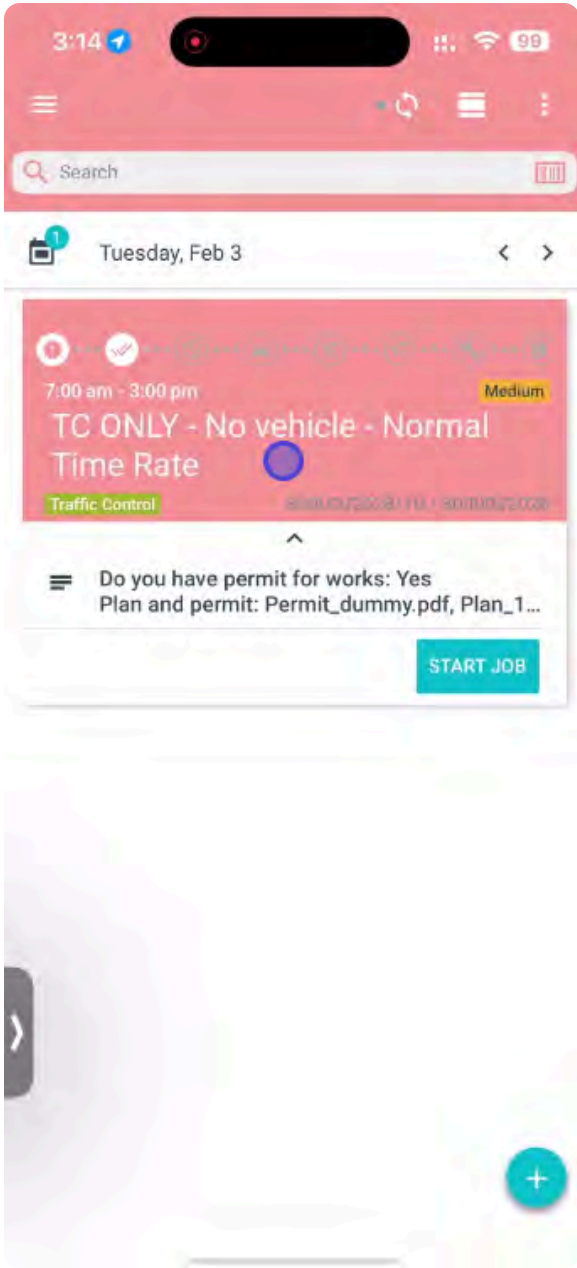
**VERY IMPORTANT:** Please note that each time a button is clicked the App will sync with the cloud to ensure that all data is updated in real time, please allow the spinning icon to stop before clicking the next button.

[VIEW PAGE →](#)



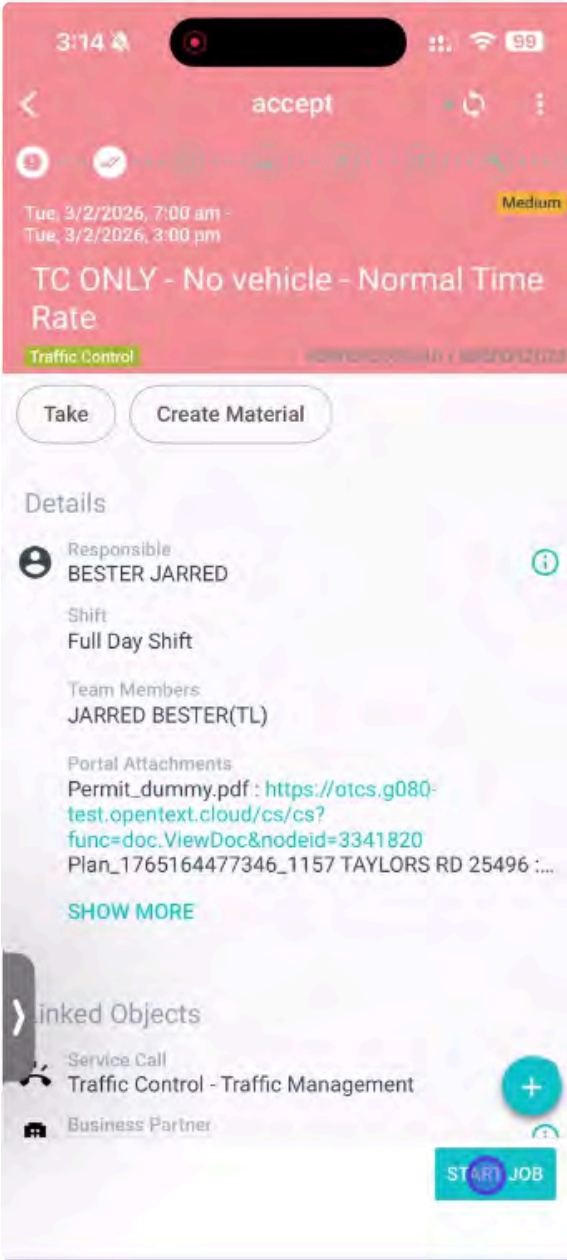
### 3 Click into the Main Activity

[VIEW PAGE →](#)



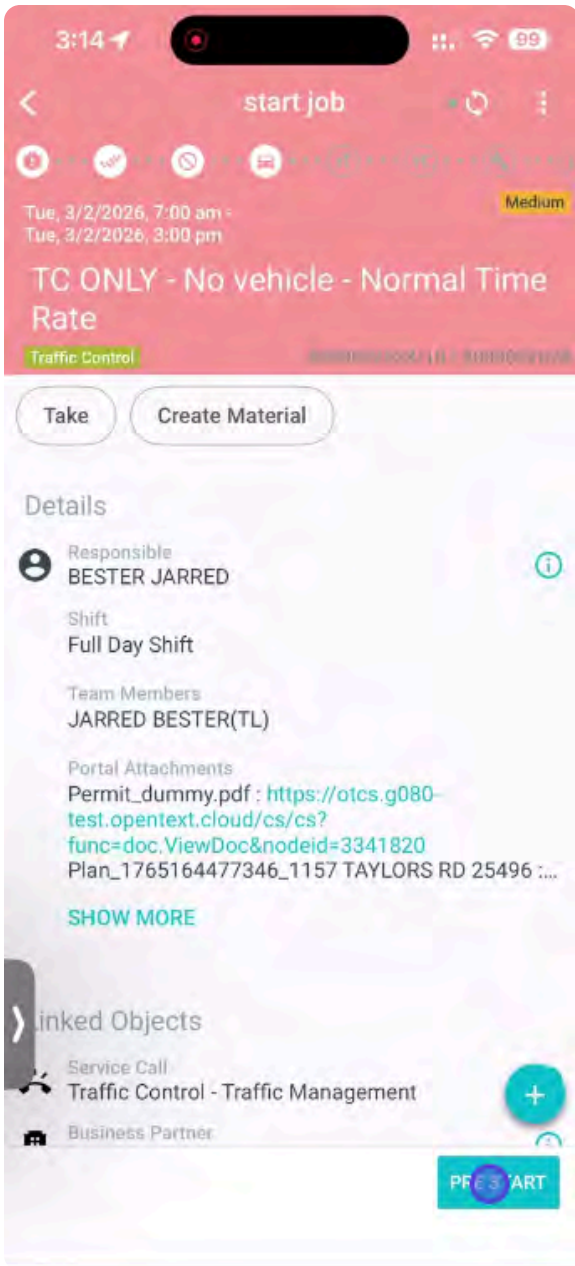
4 To confirm your onsite, Click Start Job

[VIEW PAGE →](#)



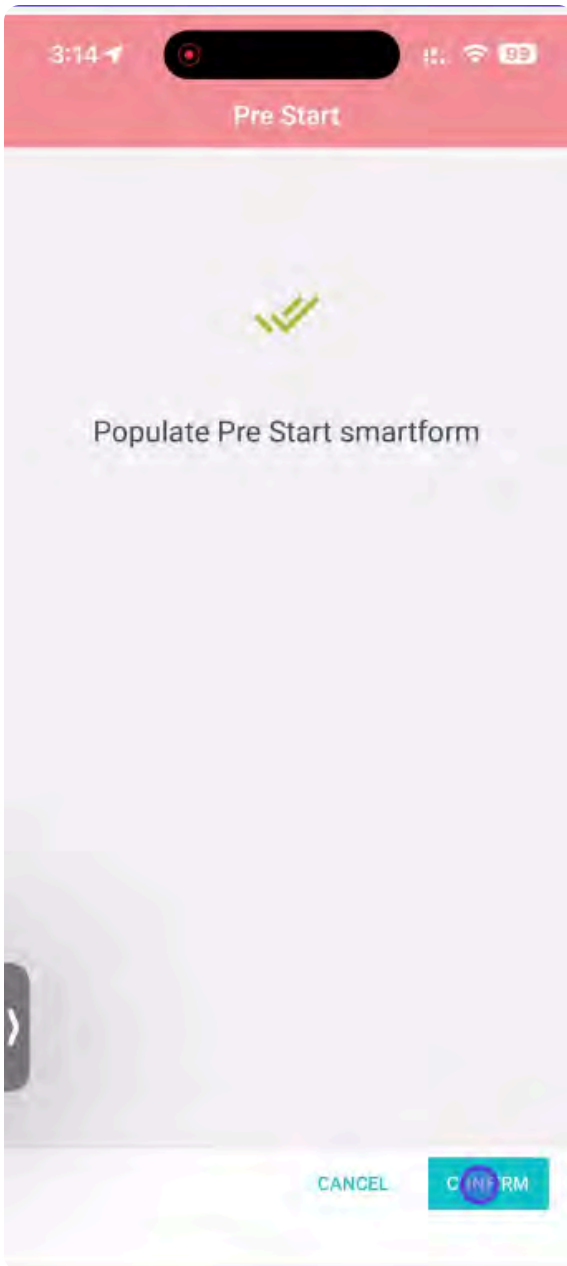
5 To commence the safety paperwork, Click on Pre-Start

[VIEW PAGE →](#)



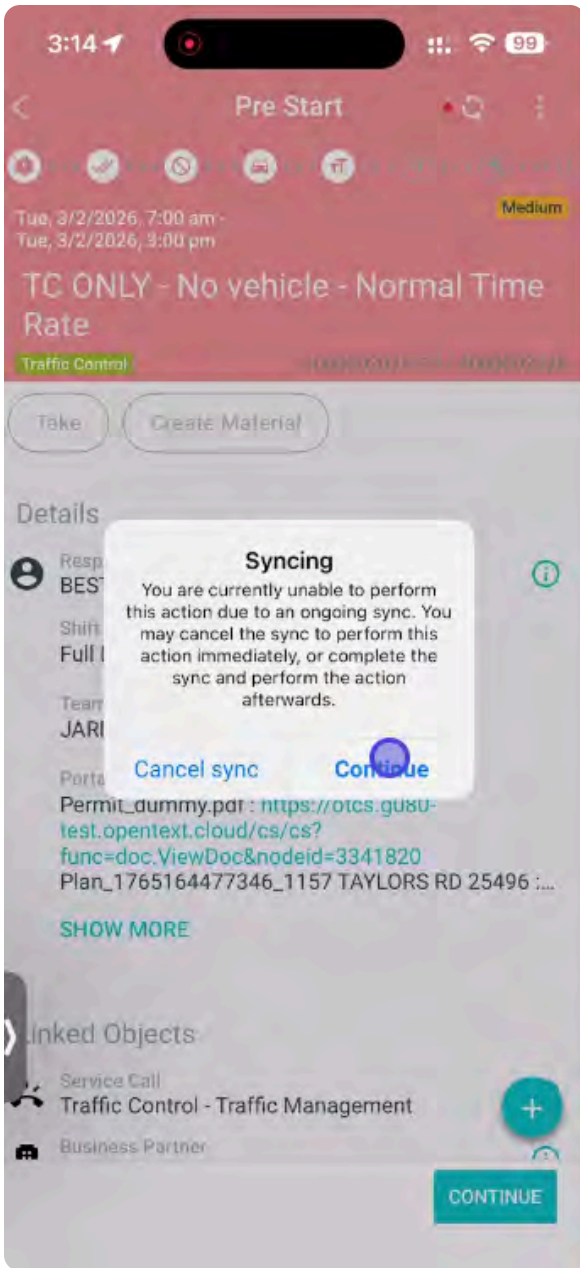
## 6 Click Confirm

[VIEW PAGE →](#)



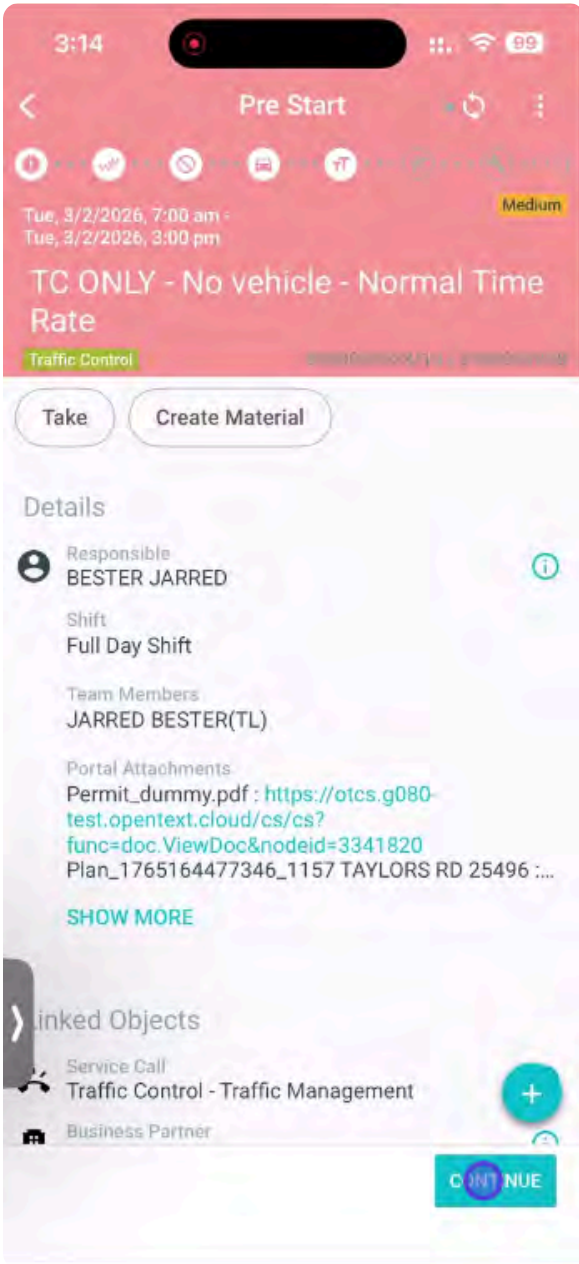
- 7 If you do click while the sync is still in progress, a prompt will appear, Click on Continue and wait for the sync to complete.

[VIEW PAGE →](#)



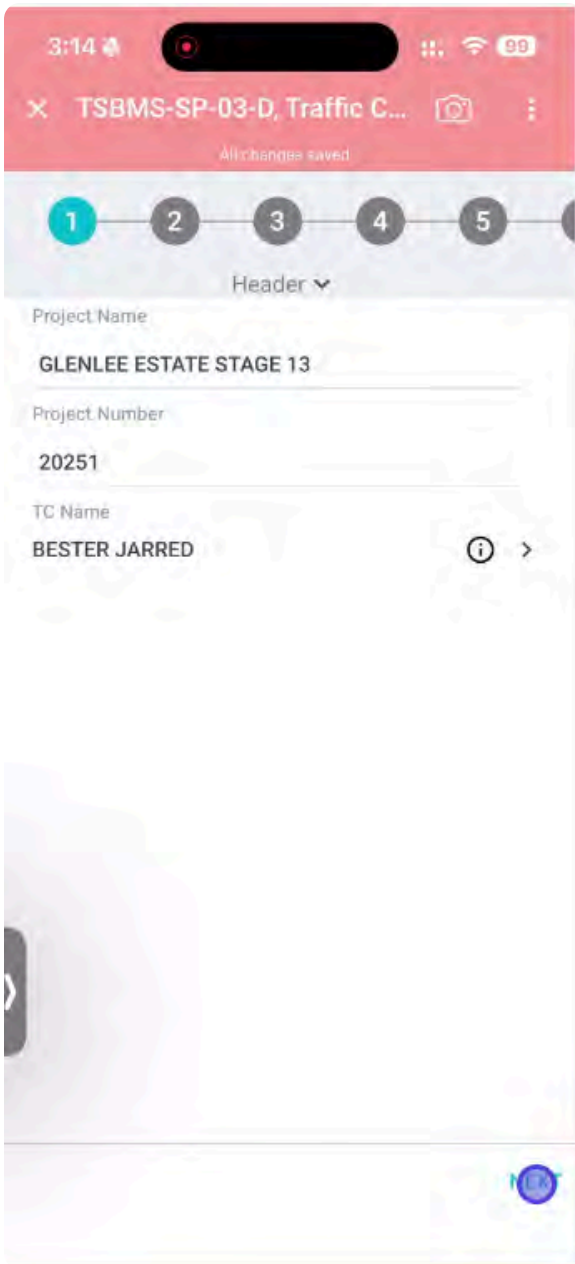
8 Once ready, Click on Continue

[VIEW PAGE →](#)



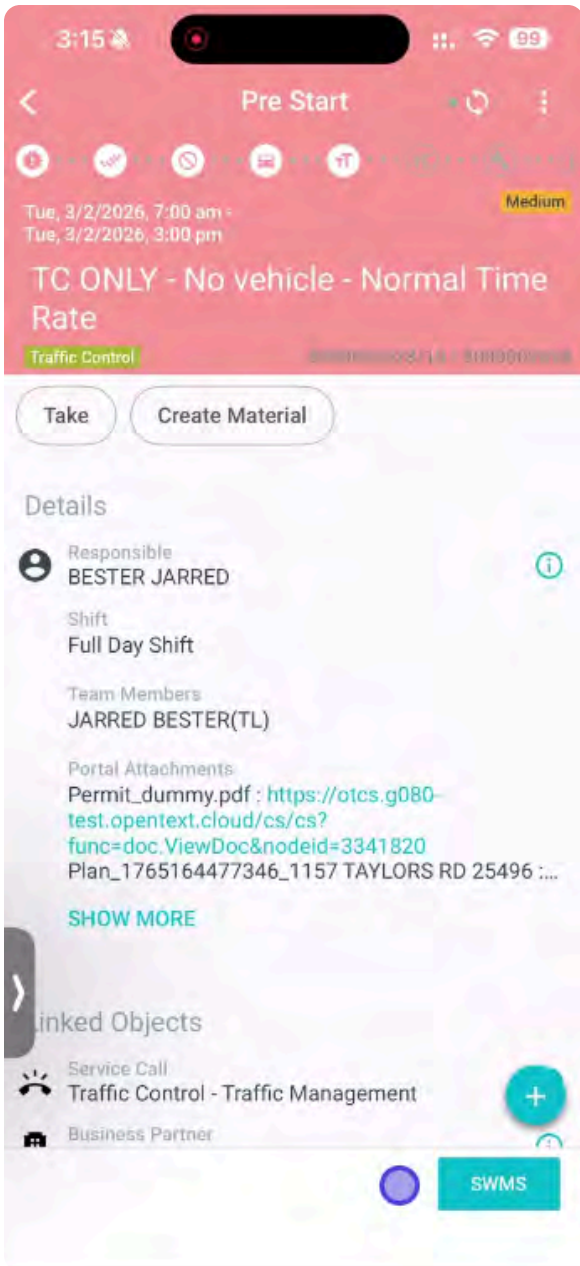
- 9 Once the form loads, Answer the questions to complete the form and click Next

[VIEW PAGE →](#)



10 Click on SWMS

[VIEW PAGE →](#)



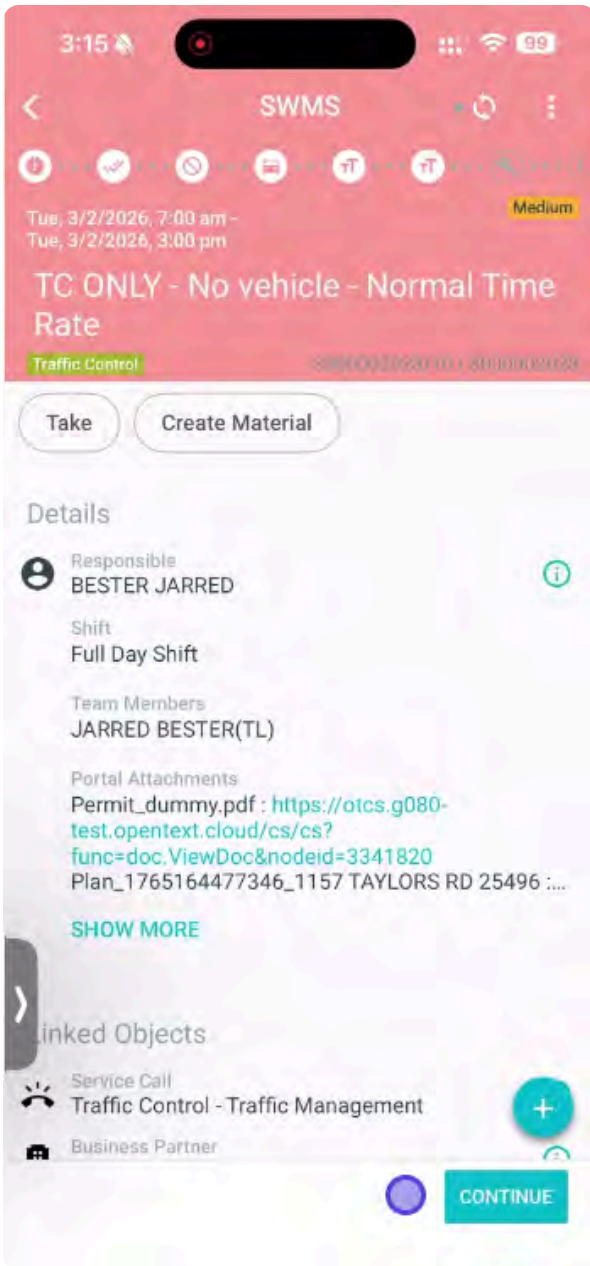
## 11 Click Confirm

[VIEW PAGE →](#)



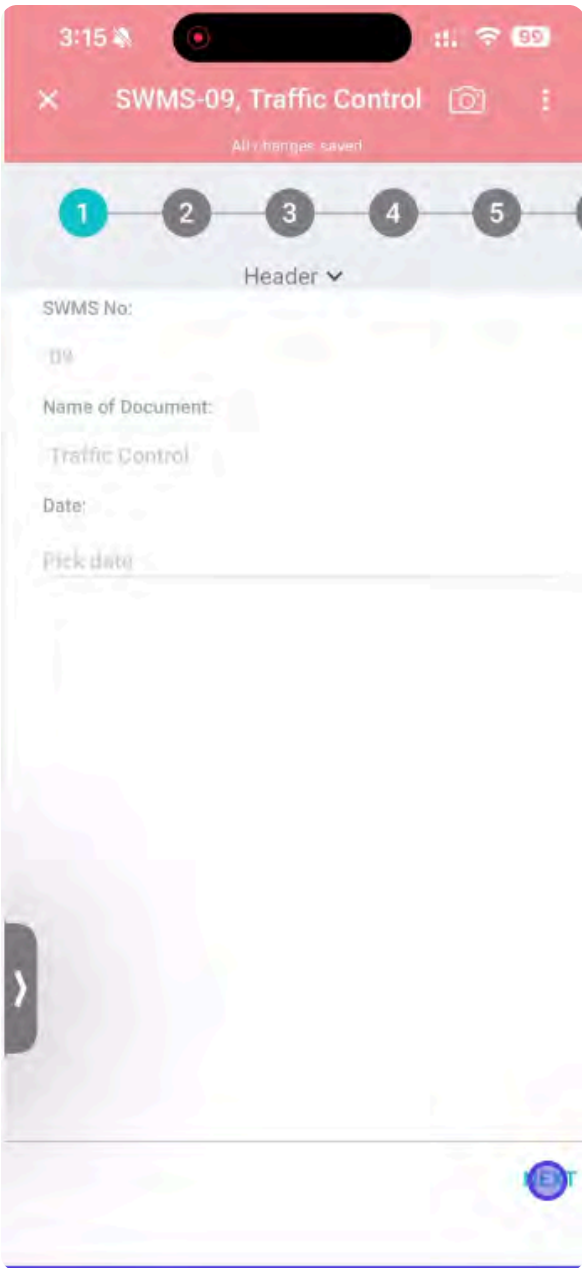
12 Click on Continue

[VIEW PAGE →](#)



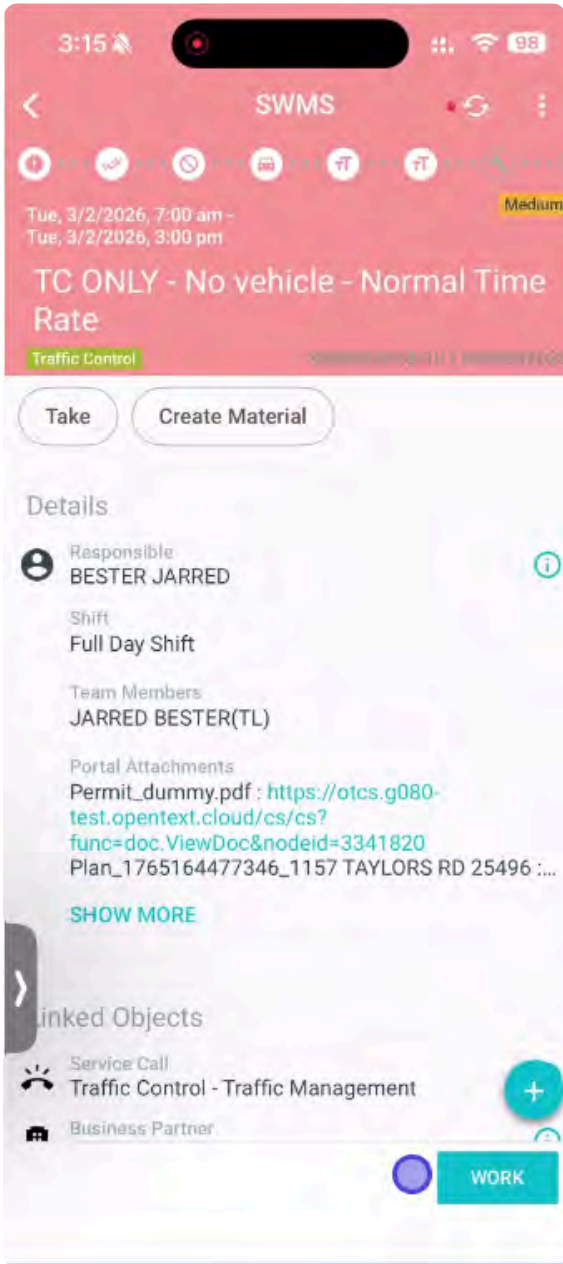
13 Once the form loads, Answer the questions to complete the form and click Next

[VIEW PAGE →](#)



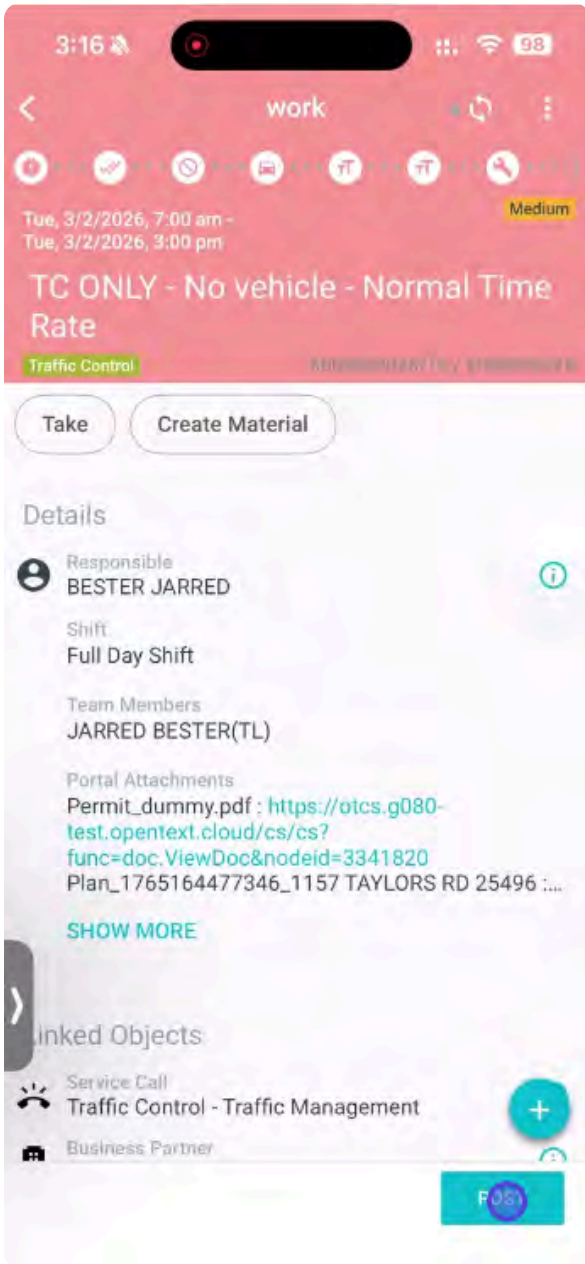
14 To start working, Click on Work

[VIEW PAGE →](#)



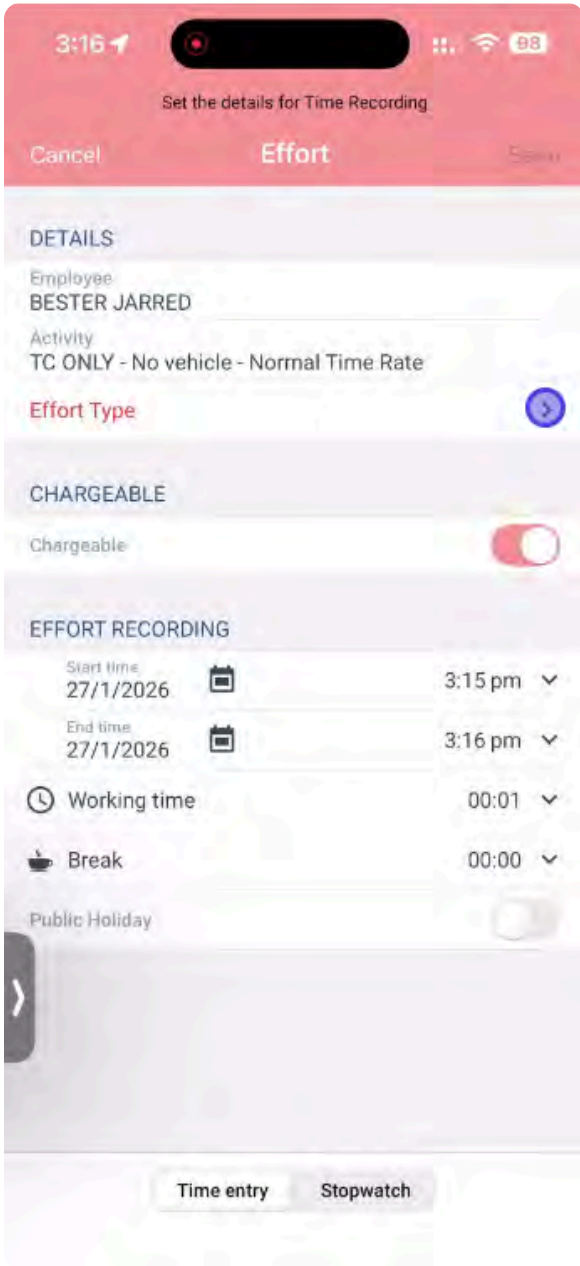
15 Once works are completed, Click Post

[VIEW PAGE →](#)



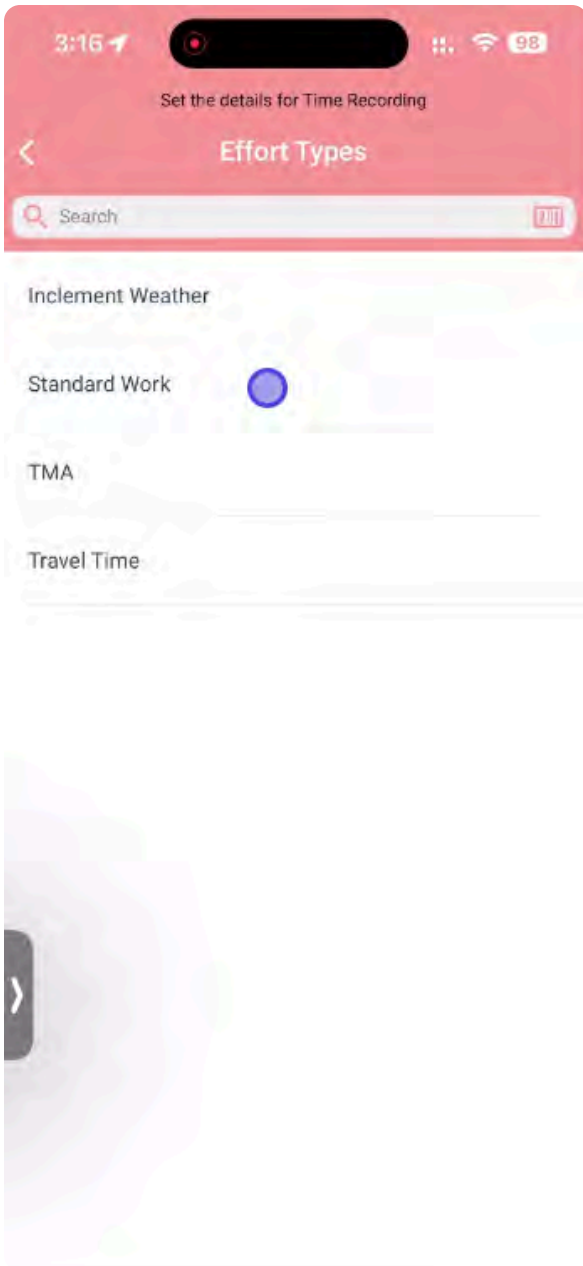
## 16 Click on Effort Type

[VIEW PAGE →](#)



## 17 Select Standard Work

[VIEW PAGE →](#)



## 18 Click Start Time

[VIEW PAGE →](#)

Start Time = Time works commenced

The screenshot shows a mobile application interface for setting time recording details. At the top, the status bar shows the time 3:16, signal strength, Wi-Fi, and battery at 98%. Below the status bar, the title "Set the details for Time Recording" is displayed. 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 (TC ONLY - No vehicle - Normal Time Rate), and Effort Type (Standard Work); "CHARGEABLE" with a toggle switch; and "EFFORT RECORDING" with fields for Start time (27/1/2026 3:15 pm), End time (27/1/2026 3:16 pm), Working time (00:01), and Break (00:00). A "Public Holiday" toggle is also present. At the bottom, there are two buttons: "Time entry" and "Stopwatch".

3:16

Set the details for Time Recording

Cancel Effort Save

DETAILS

Employee  
BESTER JARRED

Activity  
TC ONLY - No vehicle - Normal Time Rate

Effort Type  
Standard Work

CHARGEABLE

Chargeable

EFFORT RECORDING

Start time  
27/1/2026 3:15 pm

End time  
27/1/2026 3:16 pm

Working time  
00:01

Break  
00:00

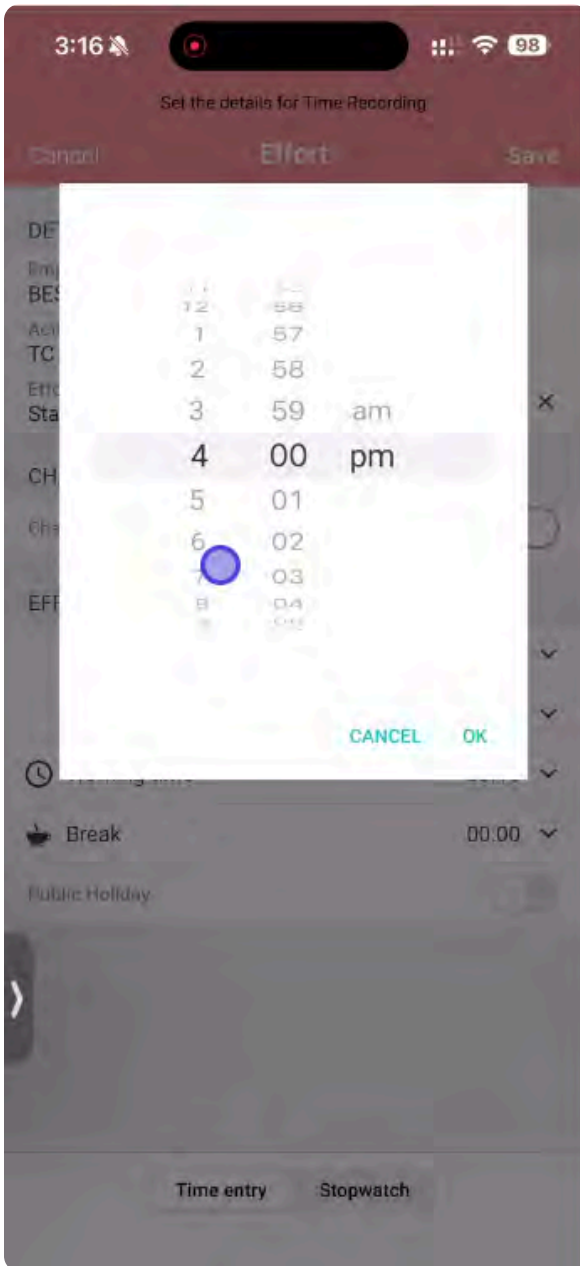
Public Holiday

Time entry Stopwatch

## 19 Use the rotating clock to select End

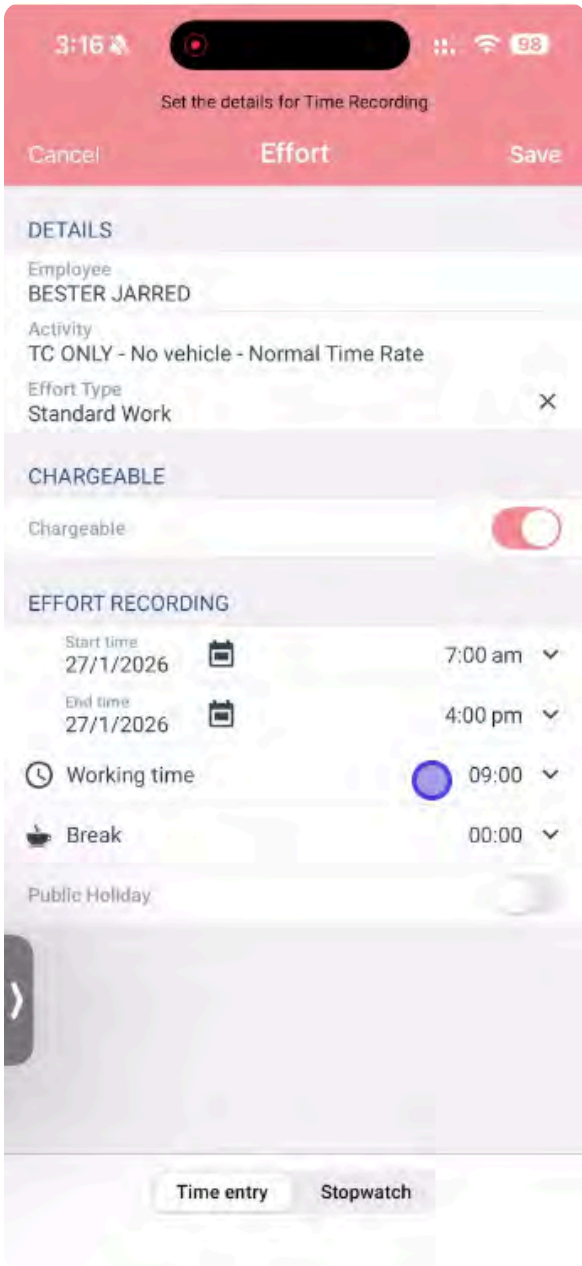
[VIEW PAGE →](#)

End Time = Time works concluded



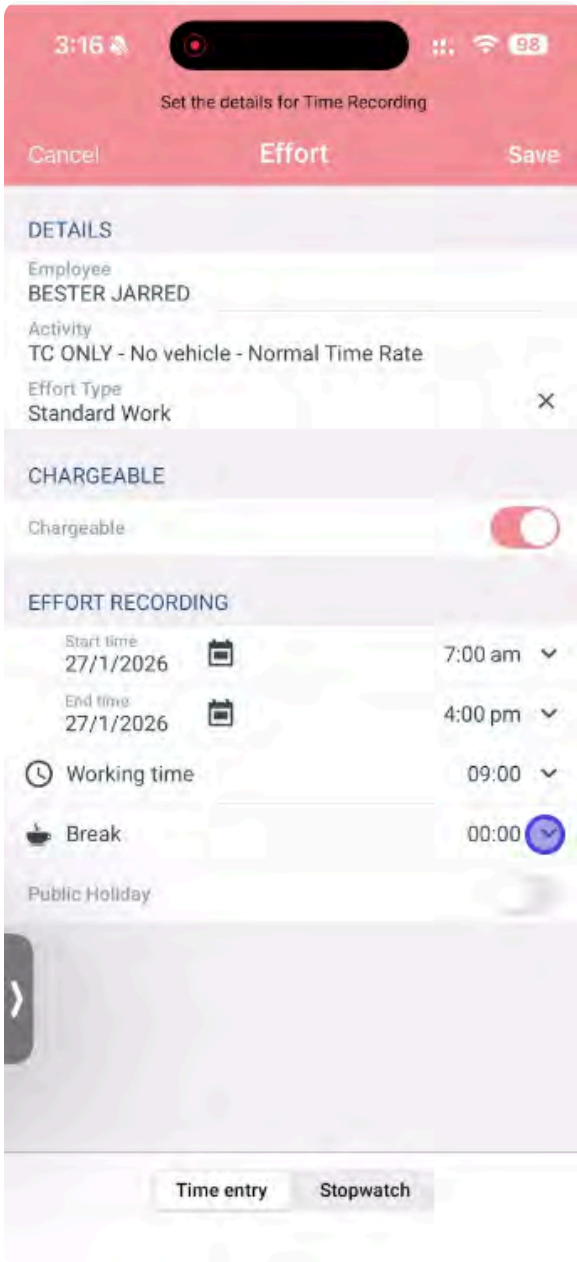
20 Ensure the Working Time Hour count is correct.

[VIEW PAGE →](#)



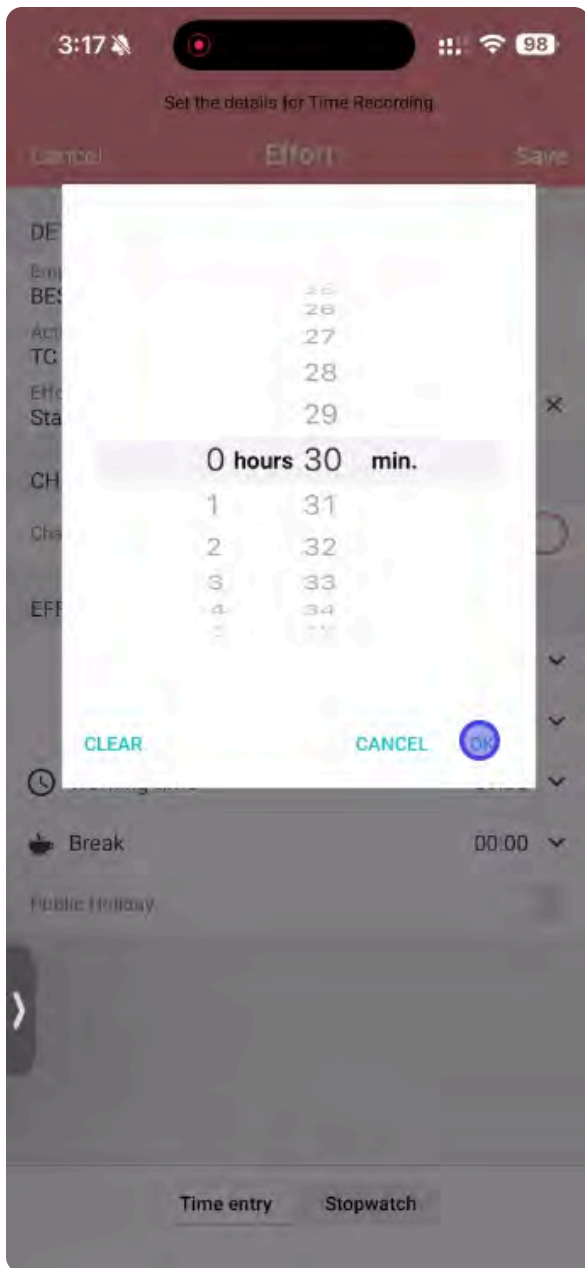
## 21 In order to record daily break, Select Break

[VIEW PAGE →](#)



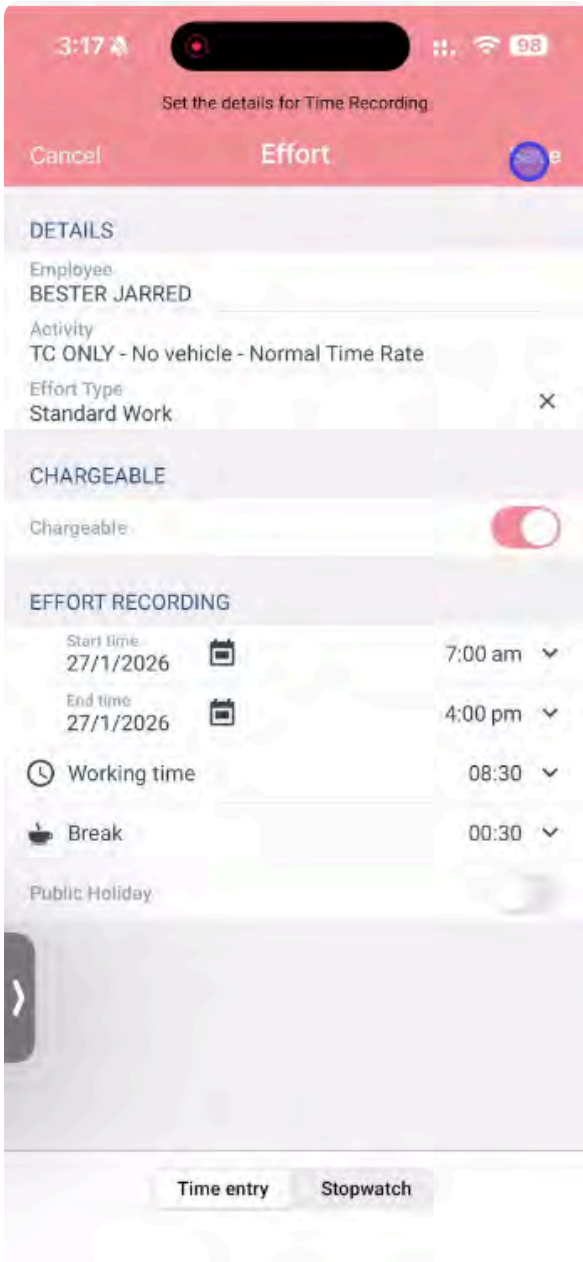
## 22 Select 30 mins

[VIEW PAGE →](#)



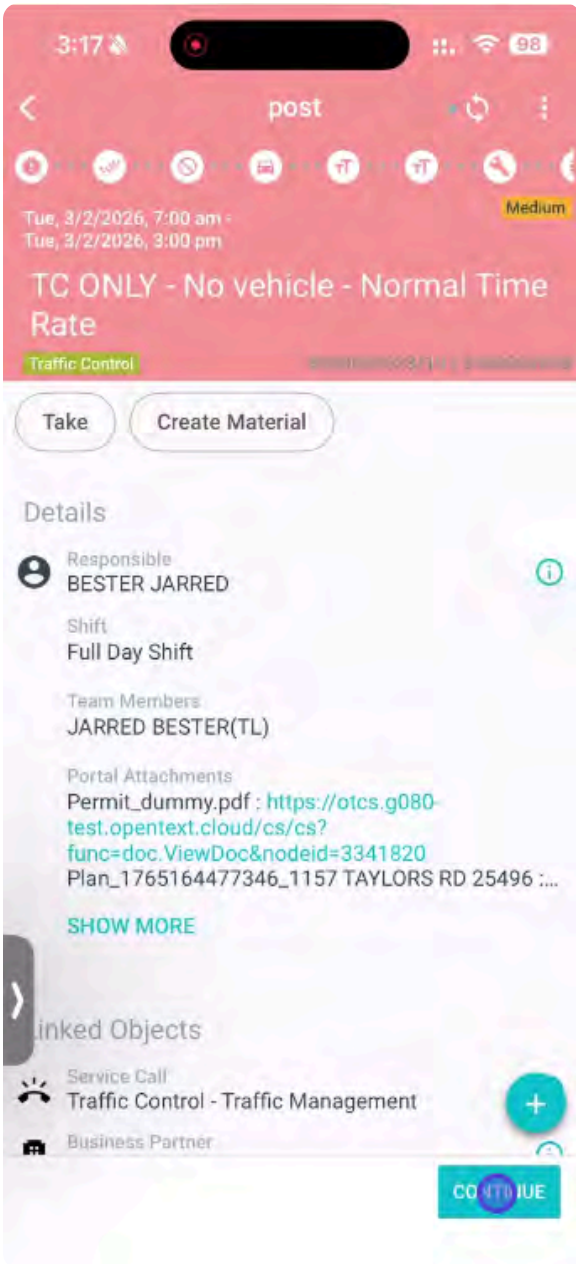
23 Review and ensure all the details are correct, click Save

[VIEW PAGE →](#)



24 Click on Continue

VIEW PAGE →



## 25 Post works checklist will launch

[VIEW PAGE →](#)

Once the form loads, Answer the questions to complete the form and click Finish

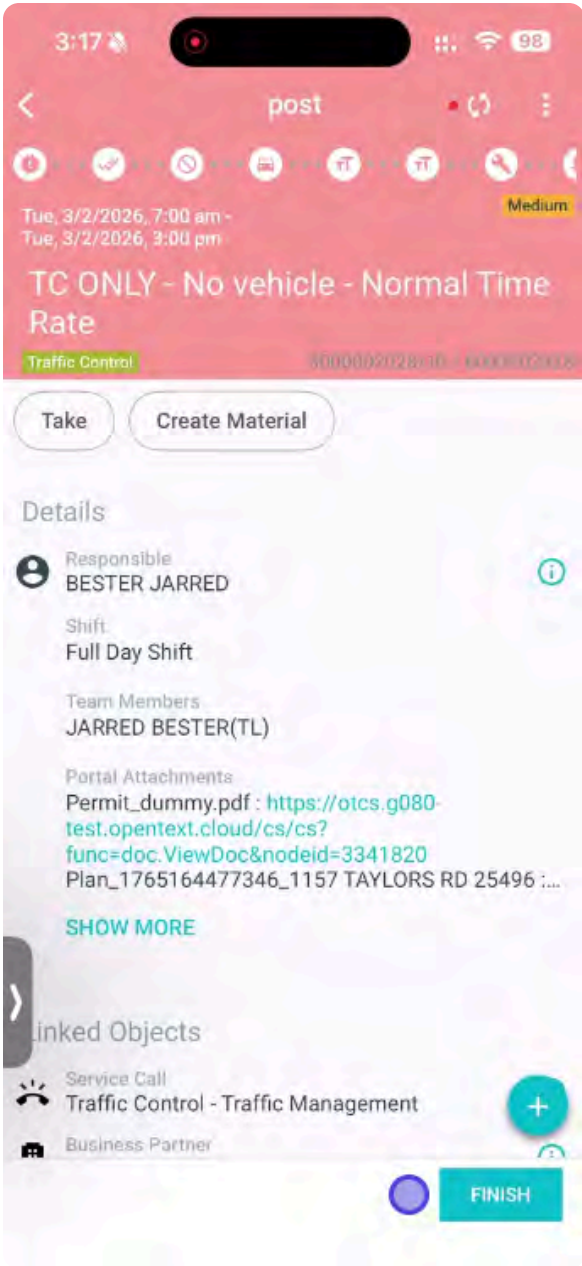
The screenshot shows a mobile application interface for a 'PRE-START - POST WORK FORM'. At the top, there is a red header bar with the time '3:17', signal strength, Wi-Fi, and battery icons (98%). Below the header, the title 'TSBMS-SP-03-D-01, Traf...' is visible, along with a camera icon and a menu icon. A progress indicator shows '1' in a green circle, followed by a flag icon. The text 'All changes saved' is displayed below the progress bar. The main form area is titled 'PRE-START - POST WORK FORM' and contains several sections:

- Header**
  - Project Name: GLENLEE ESTATE STAGE 13
  - Project Number: 20251
  - TC Name: RESTER, JARRED (with an information icon)
- Administration**
  - MOA Deactivated
  - Comment: Enter text
- Warning and Speed Reduction Signs**
  - Time advanced warning removed
  - Pick time
  - Time reduced speed removed
  - Pick time
  - Time advanced warning removed

At the bottom right of the form, there is a blue circular button labeled 'FINISH'.

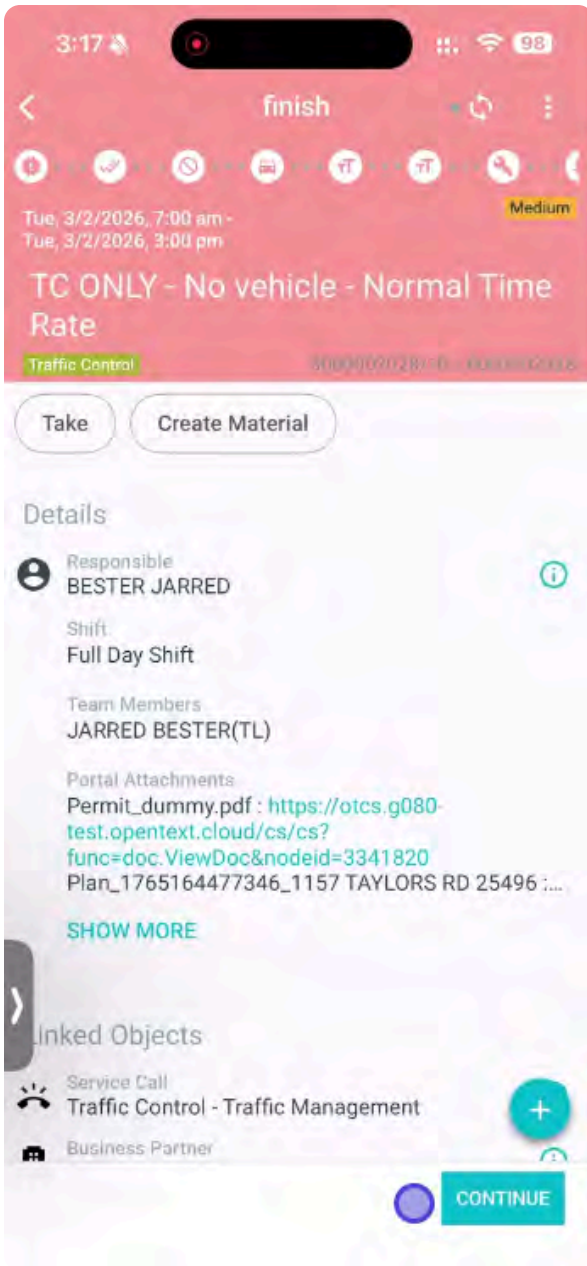
26 Click on Finish

[VIEW PAGE →](#)



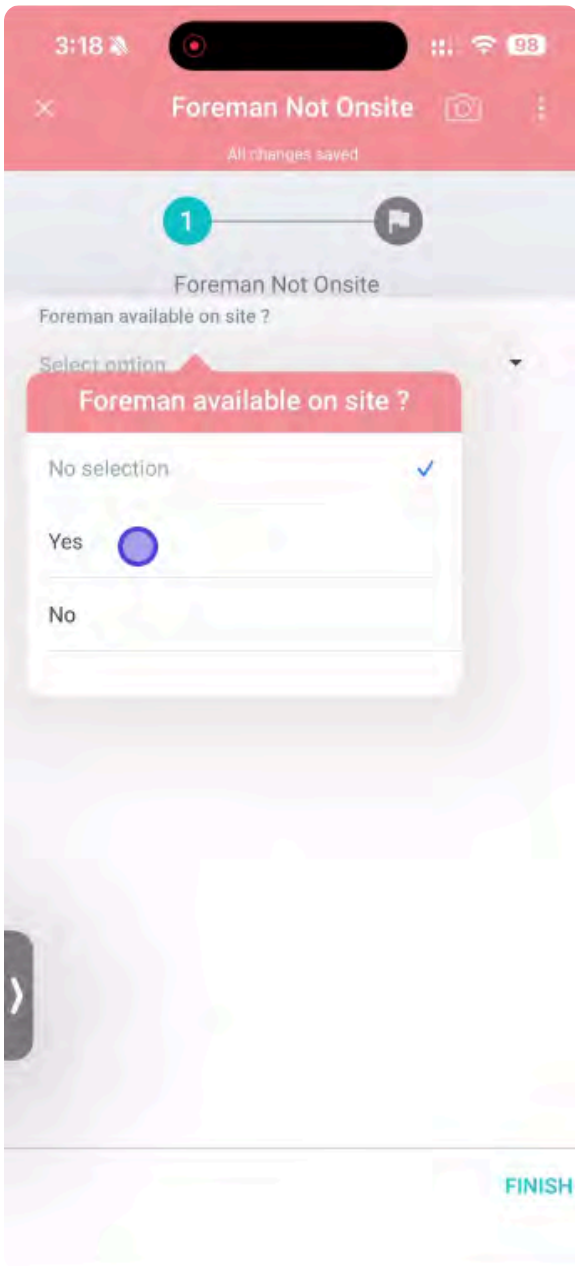
27 Click on Continue

[VIEW PAGE →](#)



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

[VIEW PAGE →](#)



29 Click on Finish

[VIEW PAGE →](#)



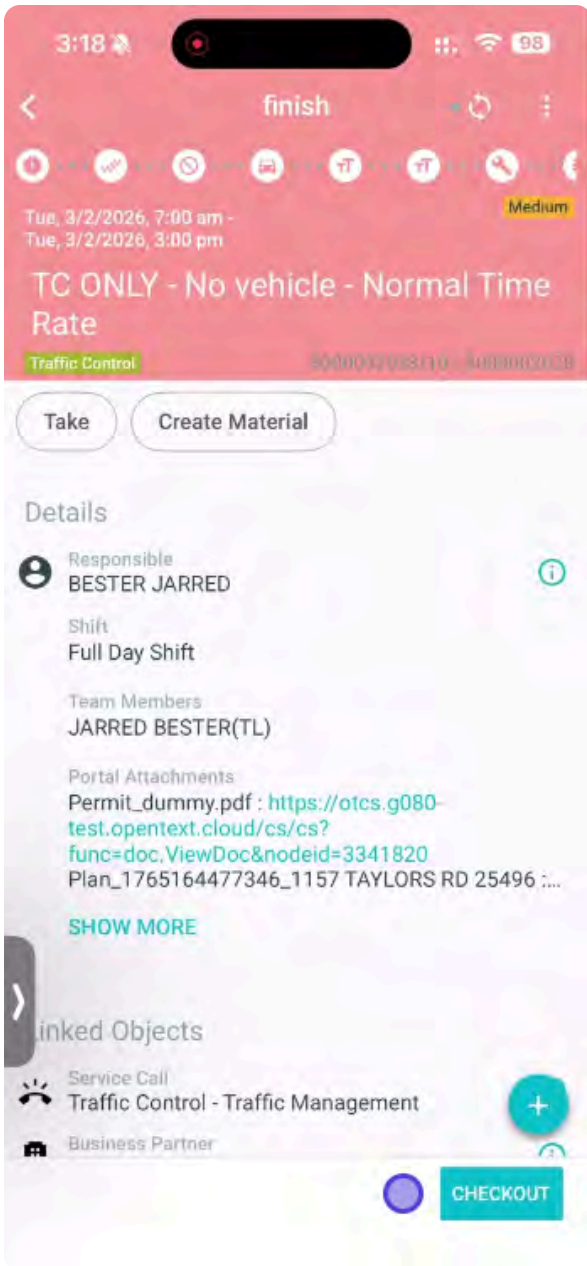
30 Click on Submit

[VIEW PAGE →](#)



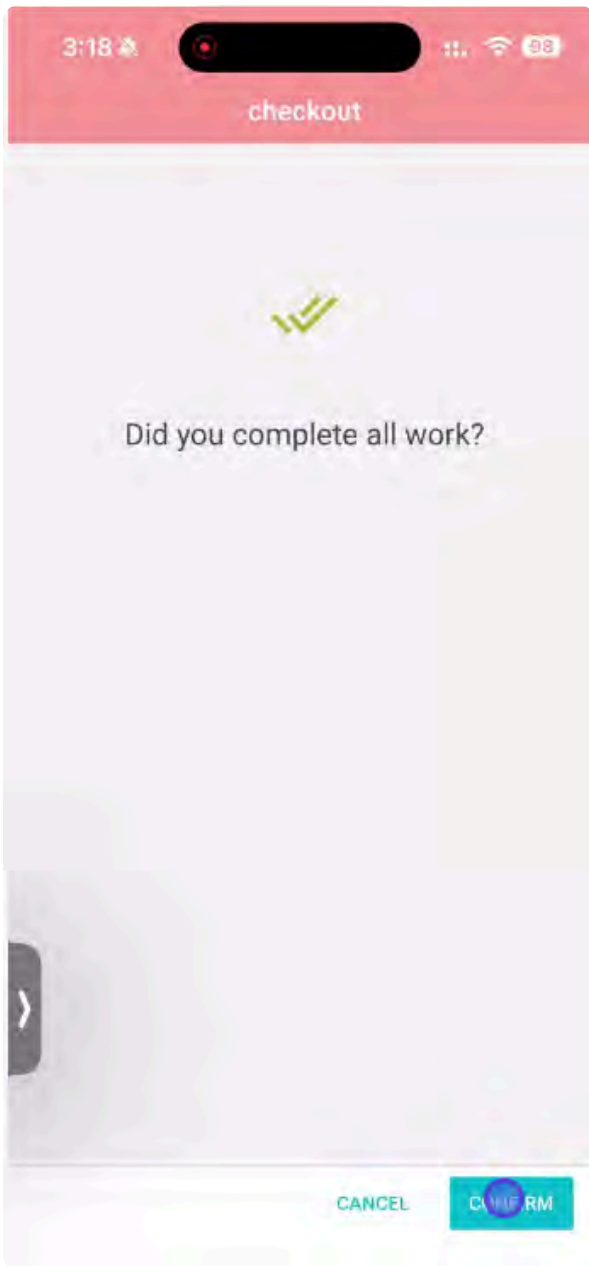
### 31 Click on Checkout

[VIEW PAGE →](#)



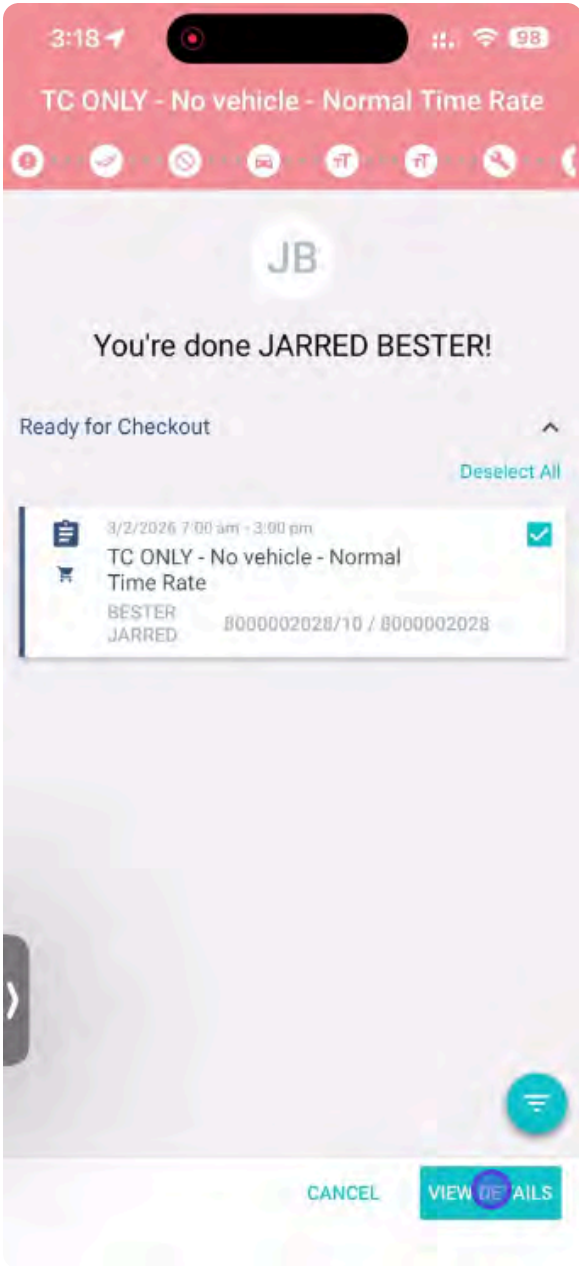
32 Click on Confirm

[VIEW PAGE →](#)



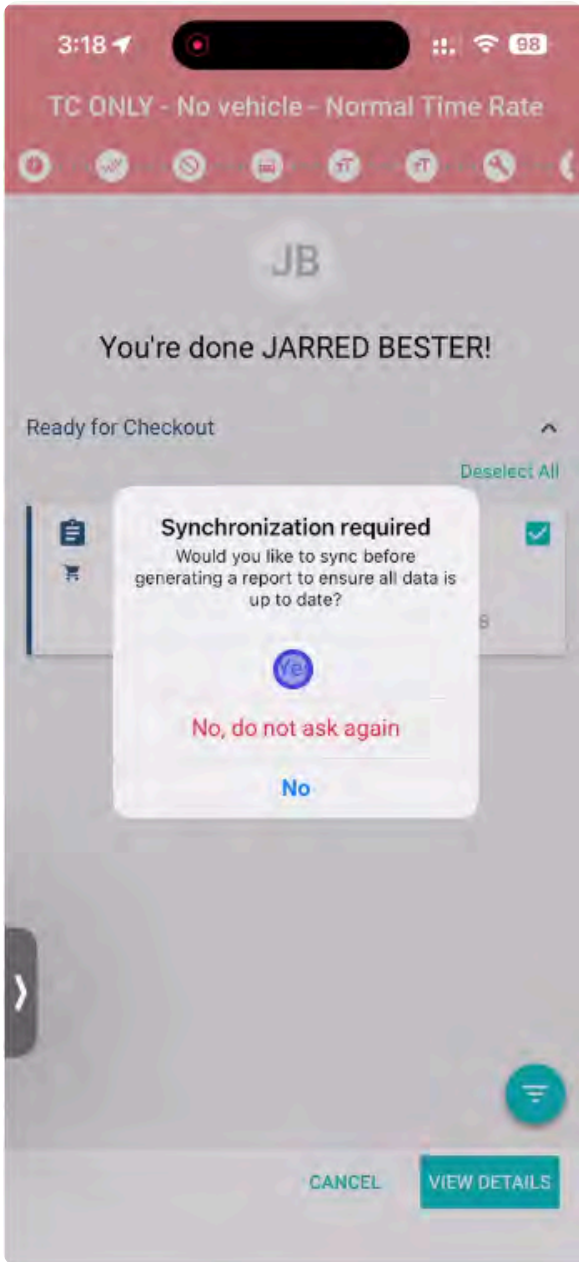
33 Click on View Details

[VIEW PAGE →](#)



34 Click on Yes

[VIEW PAGE →](#)



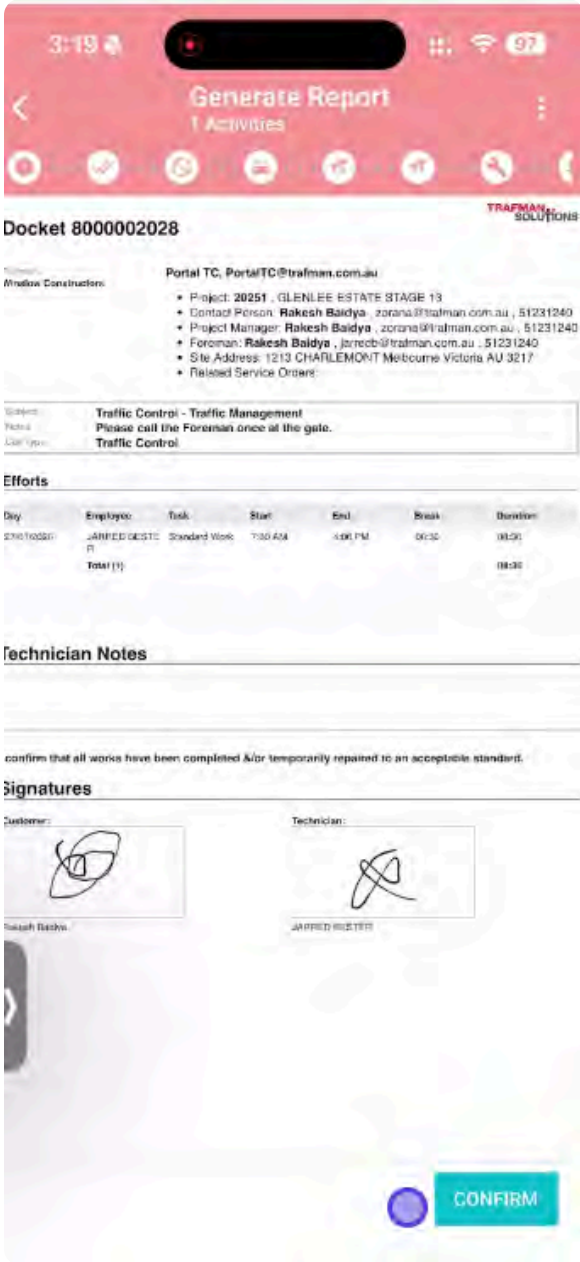
35 Confirm the times are correct

VIEW PAGE →



### 36 Obtain signature from Foreman and click Confirm

[VIEW PAGE →](#)



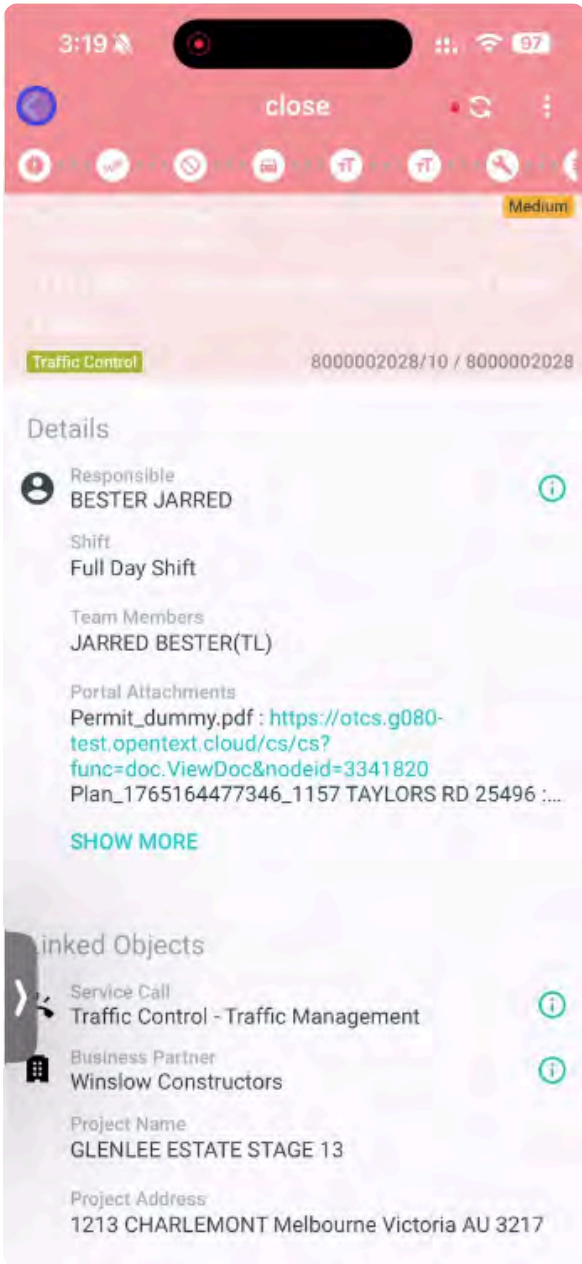
37 Click on Done

[VIEW PAGE →](#)



38 Click on "<" to exit

[VIEW PAGE →](#)

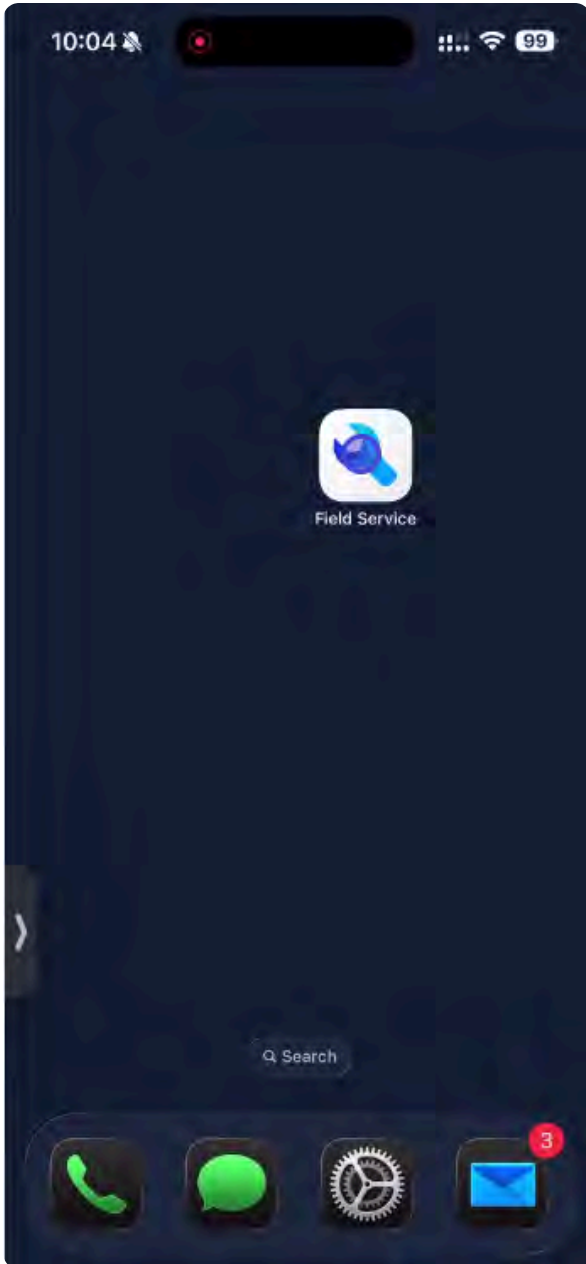


**FSM MOBILE  
APP - TC  
- ACTIVITY  
COMPLETION FOR TL  
(TC & UTE)**

**TRAFMAN.  
SOLUTIONS**

# FSM Mobile APP - TC - Activity Completion (TC & Ute)

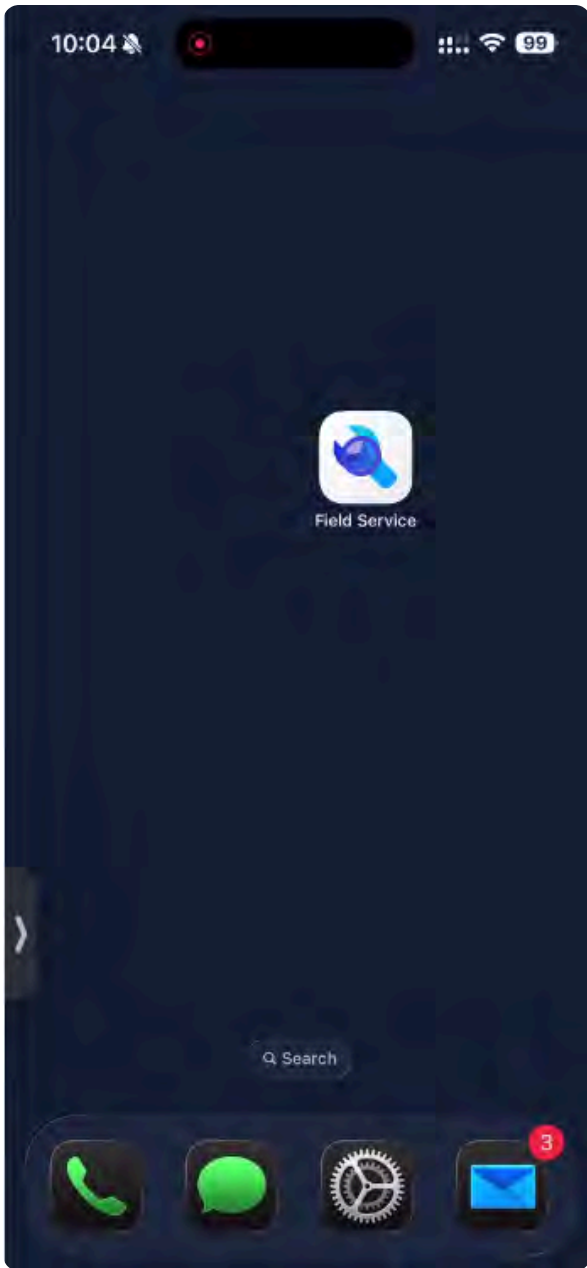
Created on Jan 27, 2026 by Jarred Bester



[WATCH RECORDING →](#)

# 1 Open FSM Mobile App

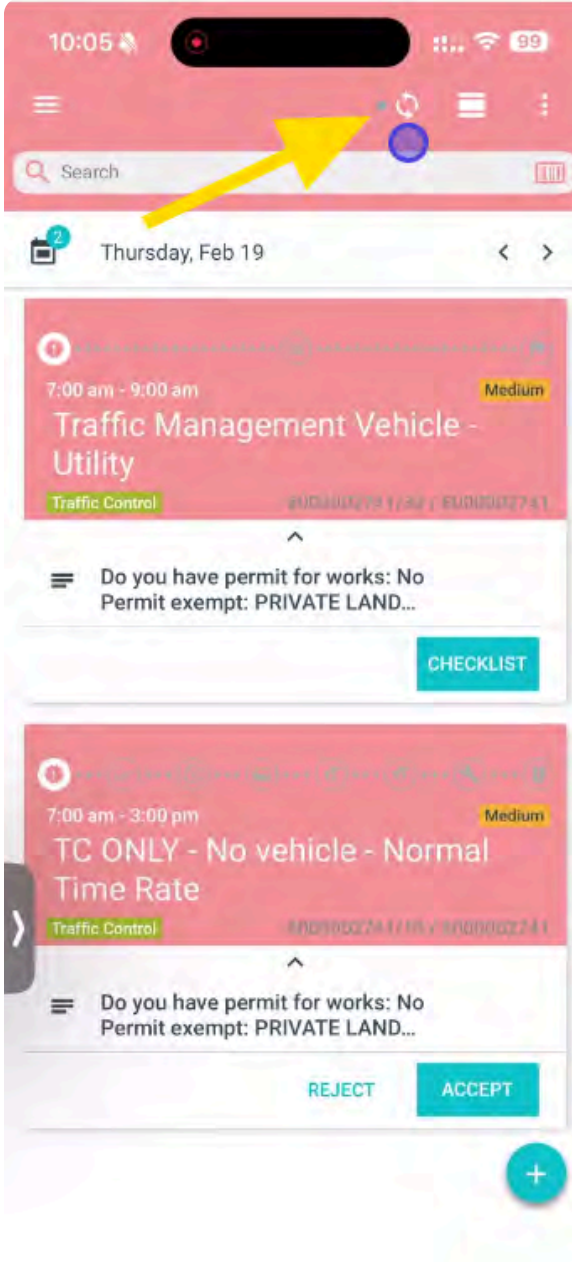
[VIEW PAGE →](#)



2

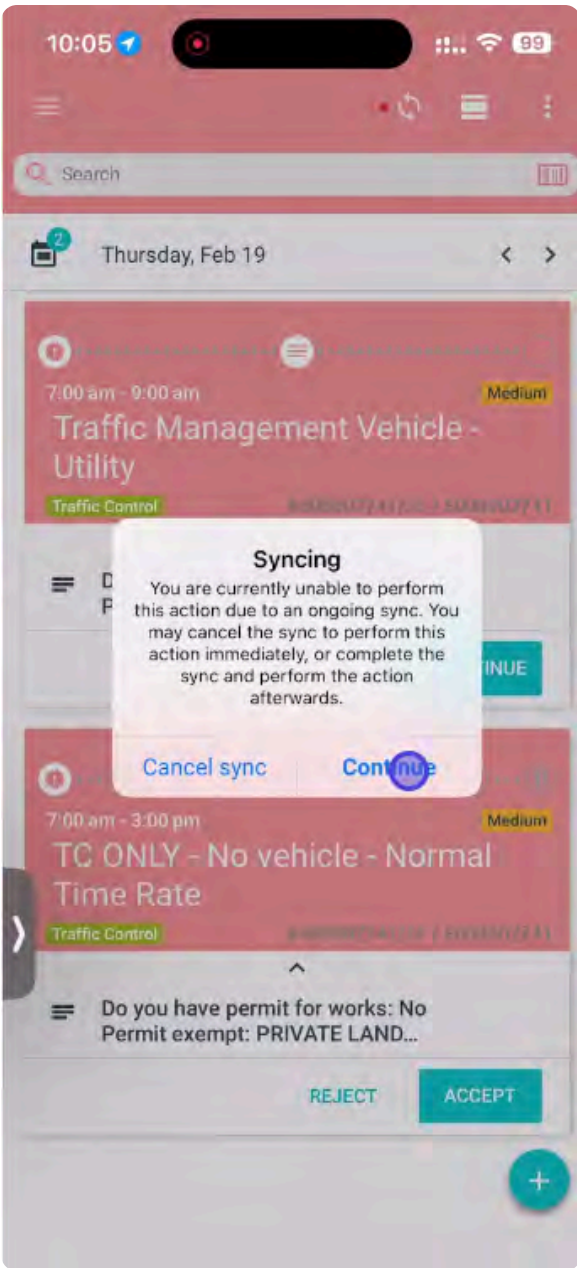
**VERY IMPORTANT:** Please note that each time a button is clicked the App will sync with the cloud to ensure that all data is updated in real time, please allow the spinning icon to stop before clicking the next button.

[VIEW PAGE →](#)



- 3 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.

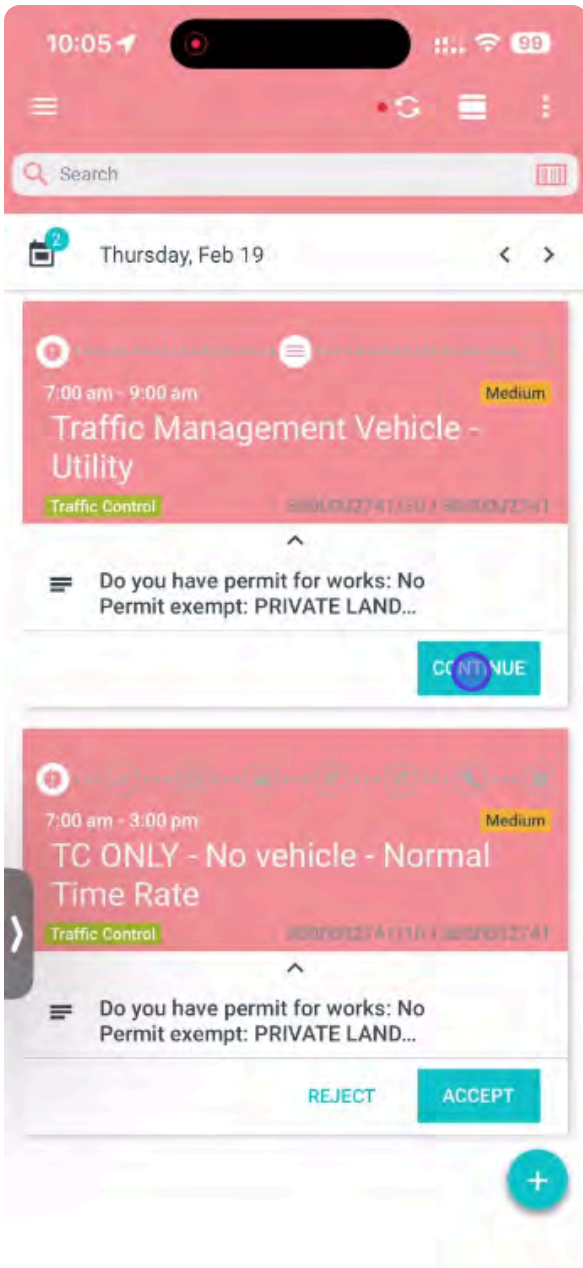
[VIEW PAGE →](#)



4

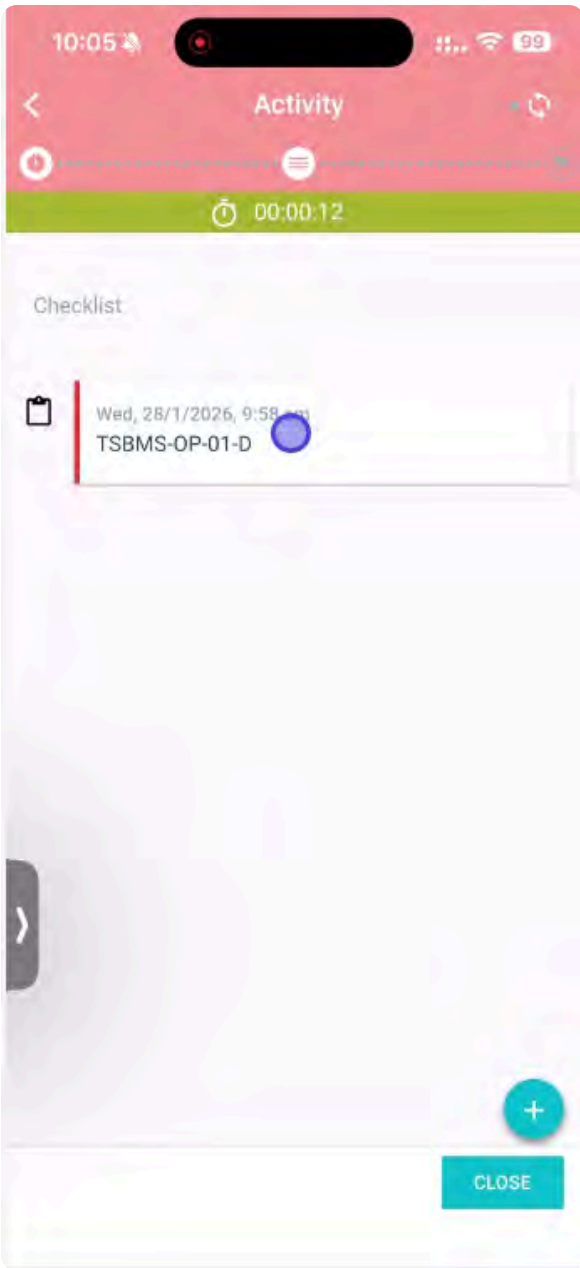
Click the button on the Vehicle activity to complete the Vehicle Checklist

[VIEW PAGE →](#)



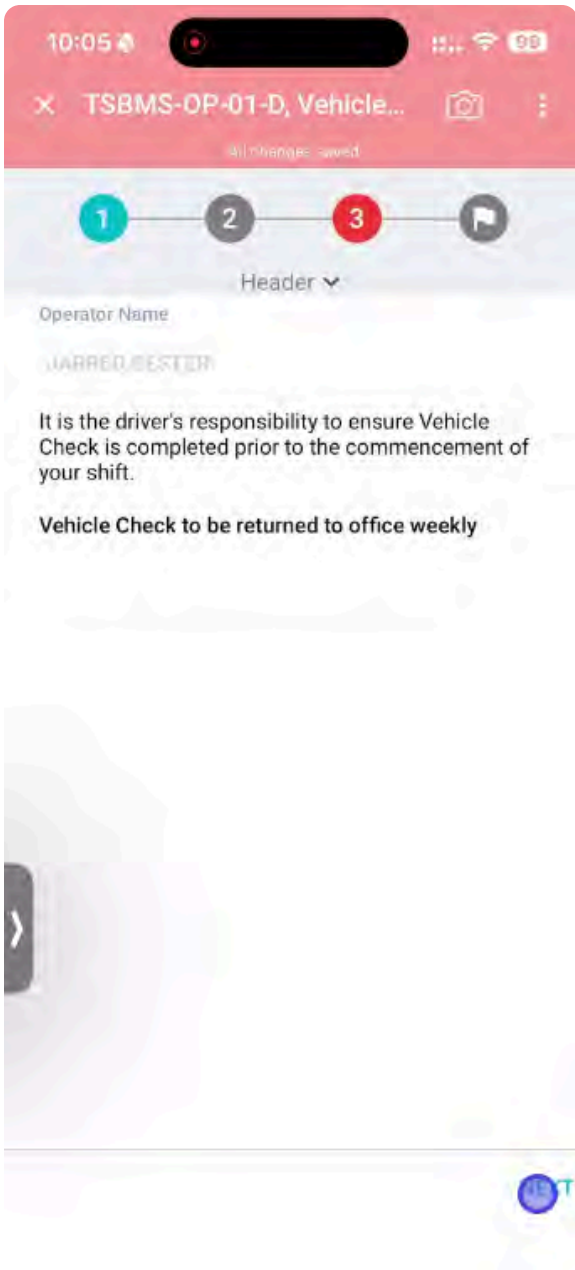
5 Click on the form

[VIEW PAGE →](#)



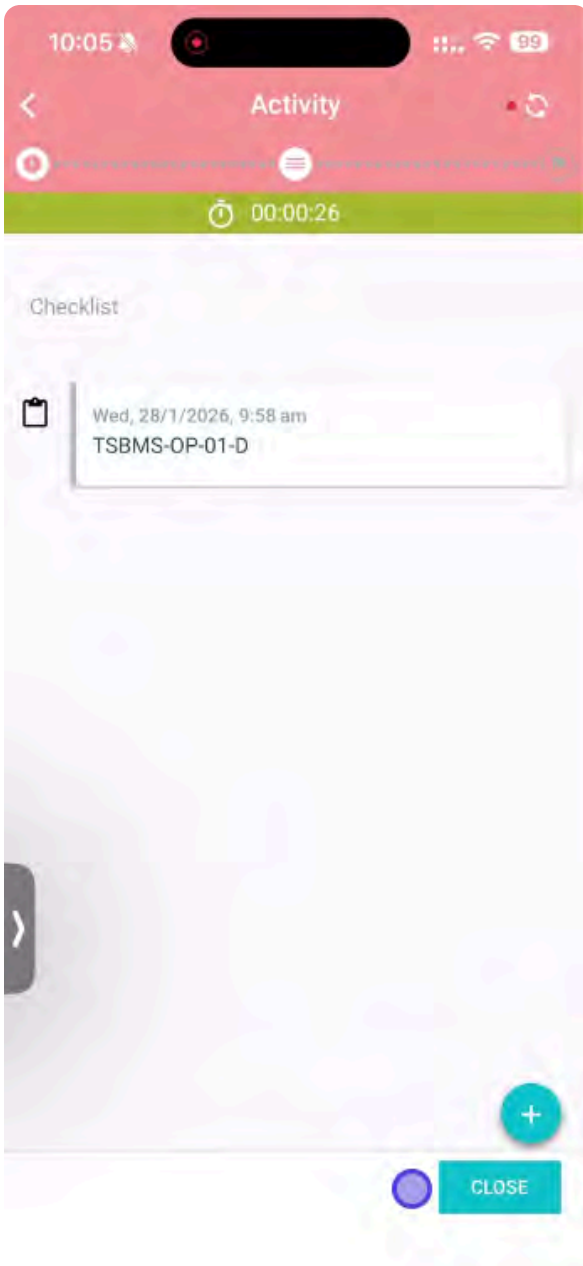
6 Once the form loads, Answer the questions to complete the form and click Next

[VIEW PAGE →](#)



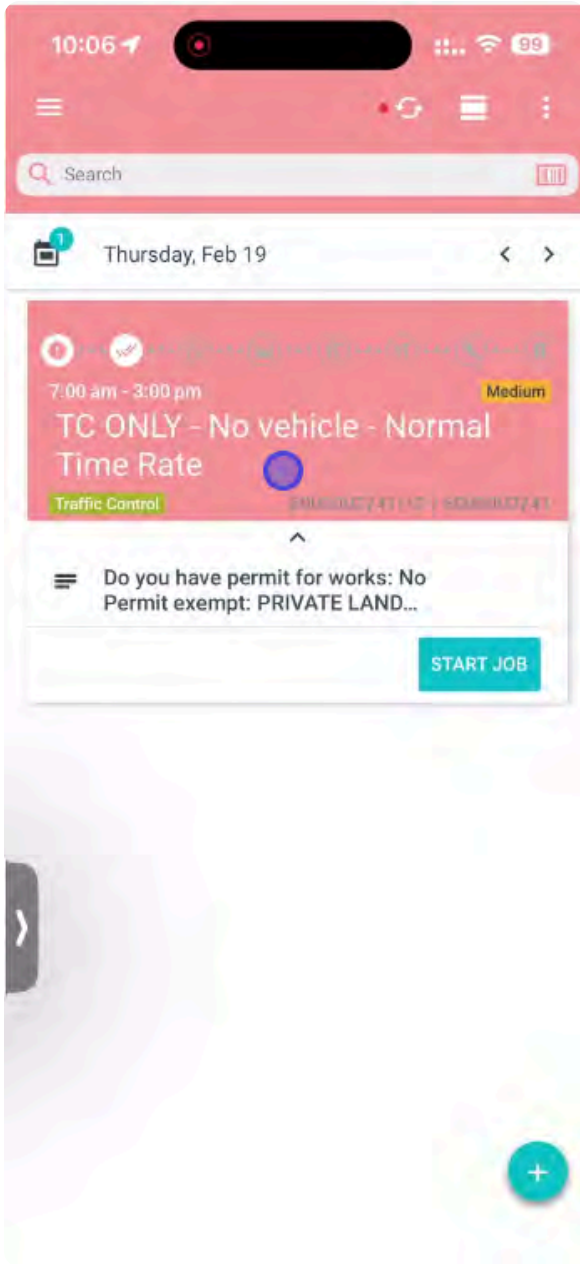
## 7 Click on Close

[VIEW PAGE →](#)



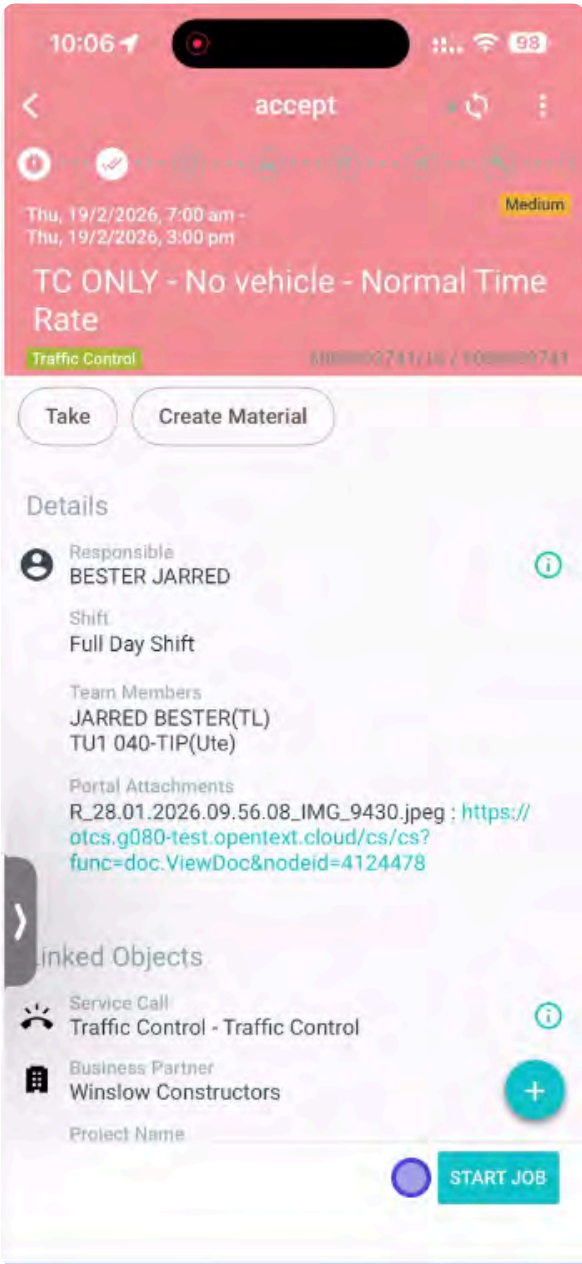
## 8 Click into the Main Activity

[VIEW PAGE →](#)



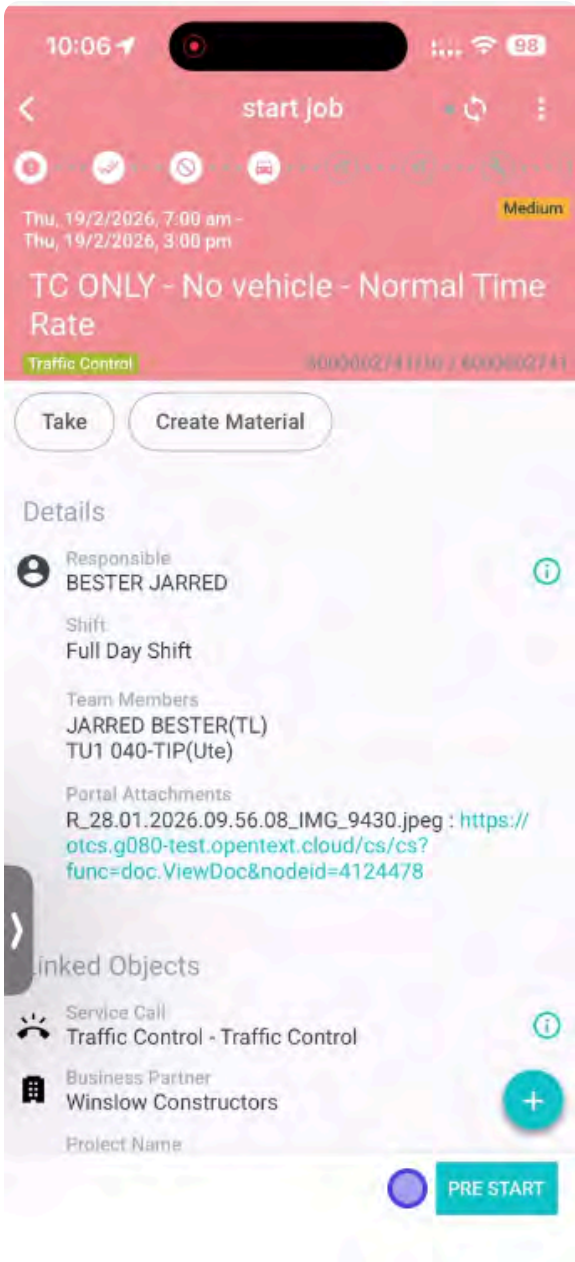
9 To confirm your onsite, Click Start Job

[VIEW PAGE →](#)



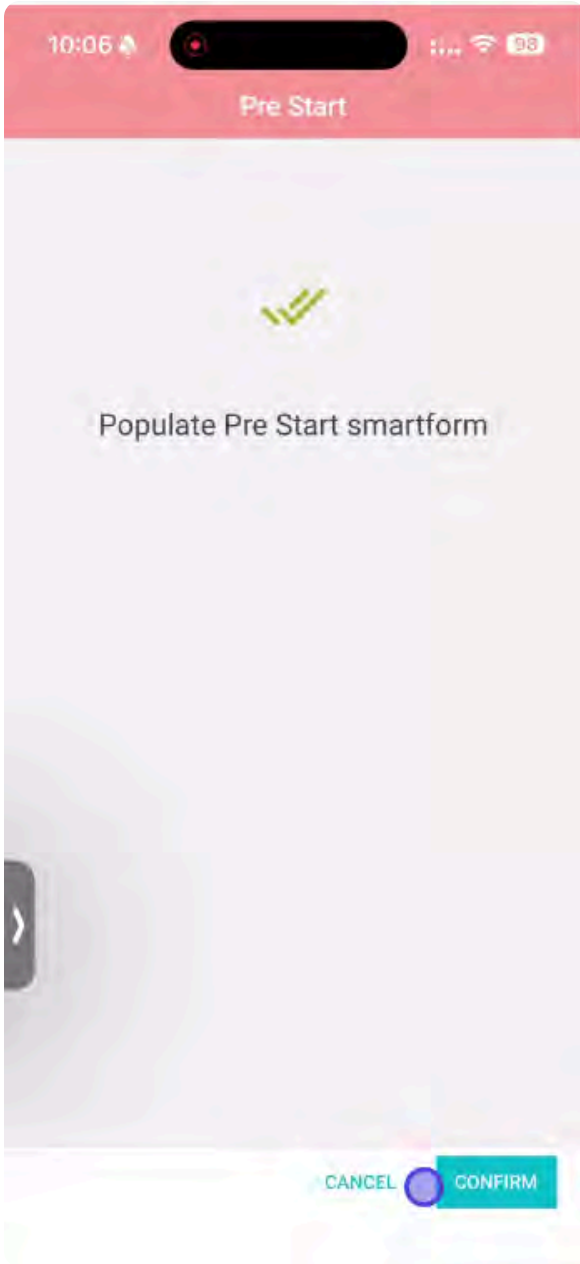
10 To commence the safety paperwork, Click on Pre-Start

[VIEW PAGE →](#)



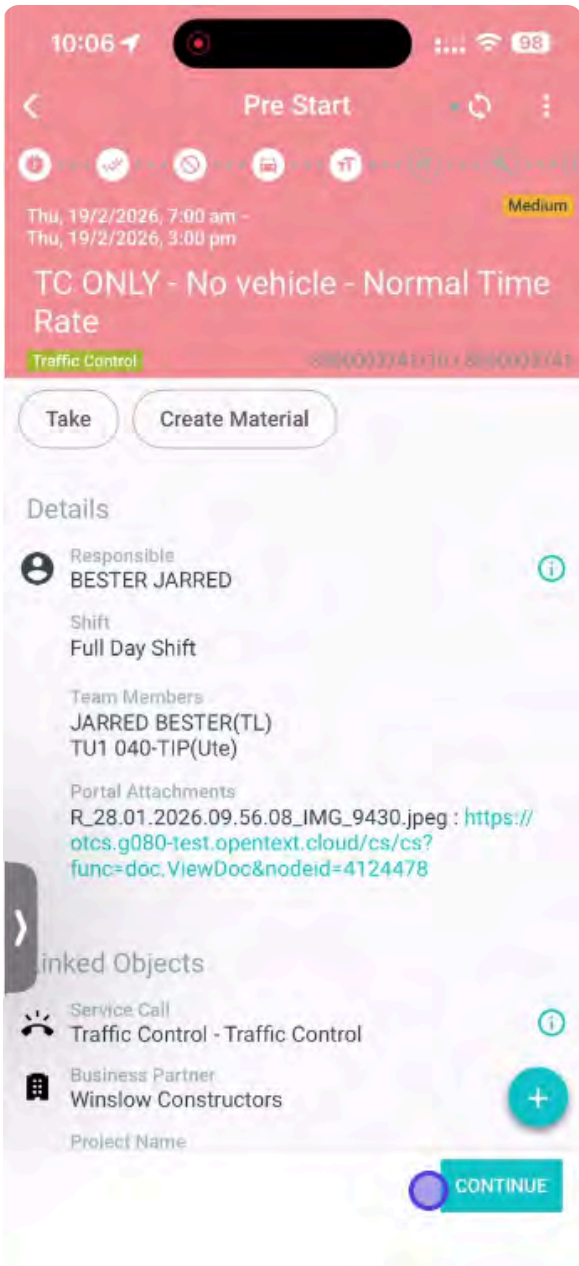
11 Click on Confirm

[VIEW PAGE →](#)



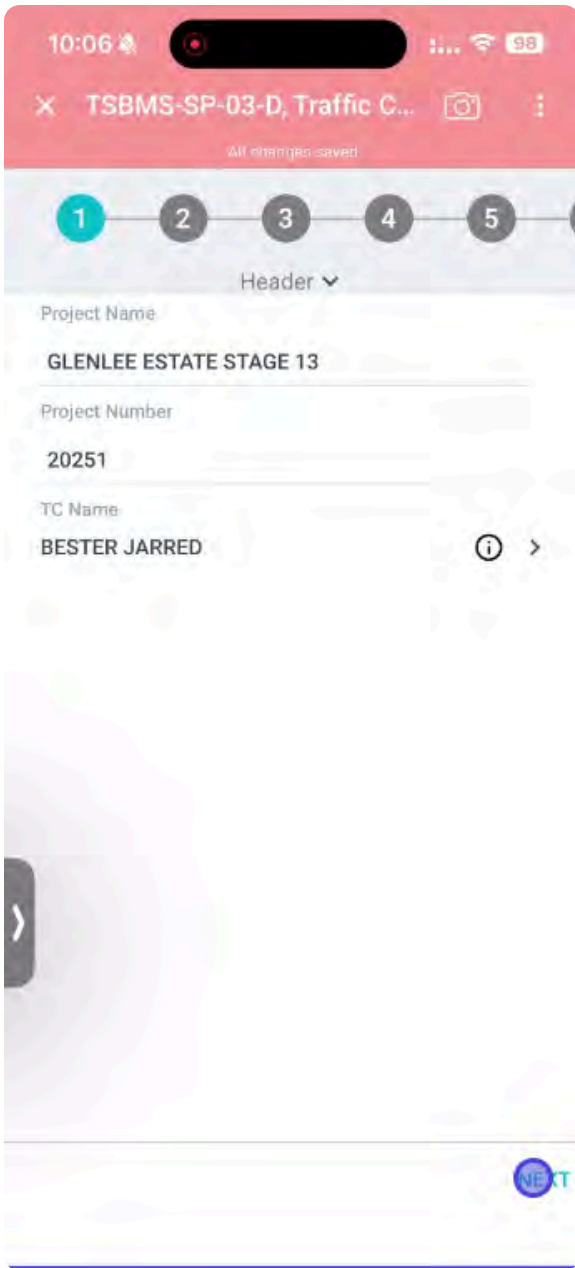
## 12 Click on Continue

[VIEW PAGE →](#)



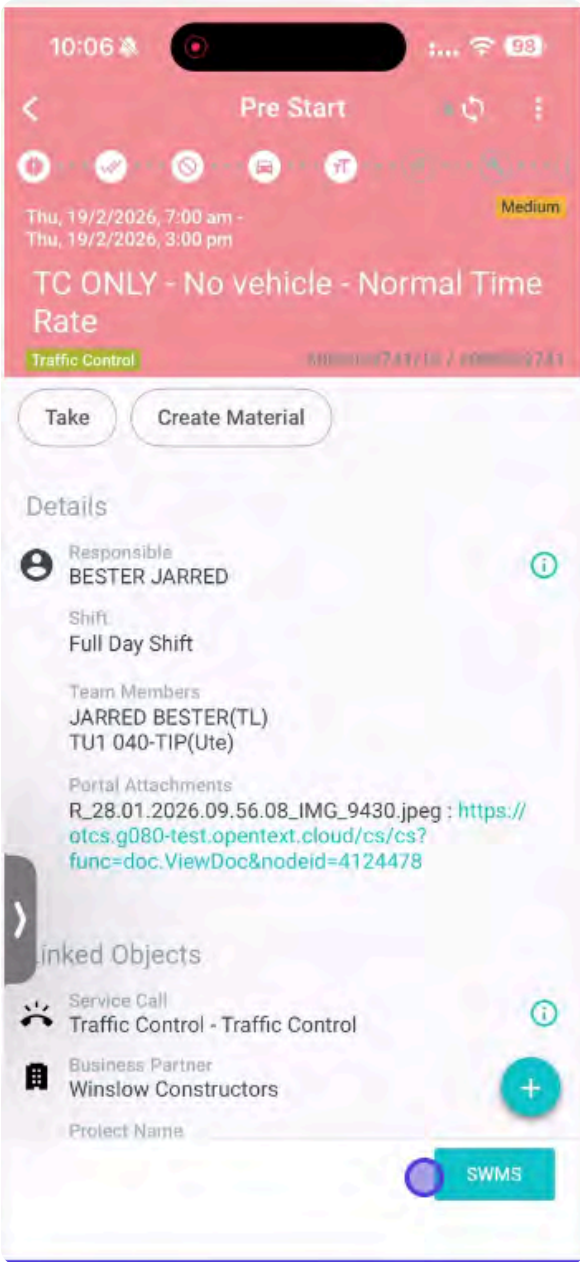
13 Once the form loads, Answer the questions to complete the form and click Next

[VIEW PAGE →](#)



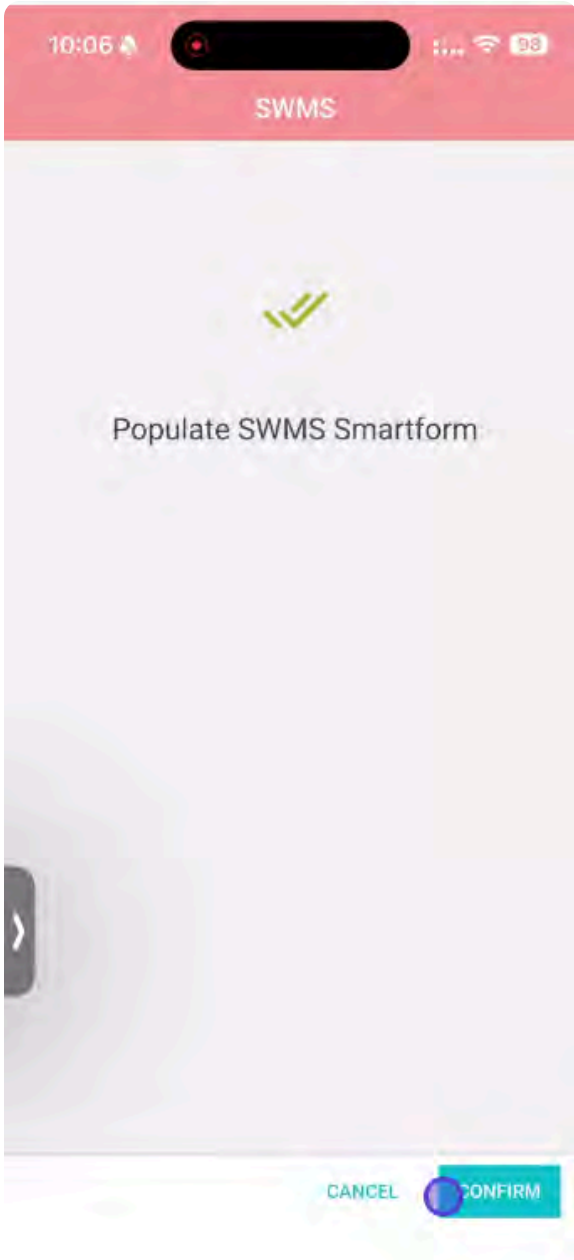
14 Click on SWMS

[VIEW PAGE →](#)



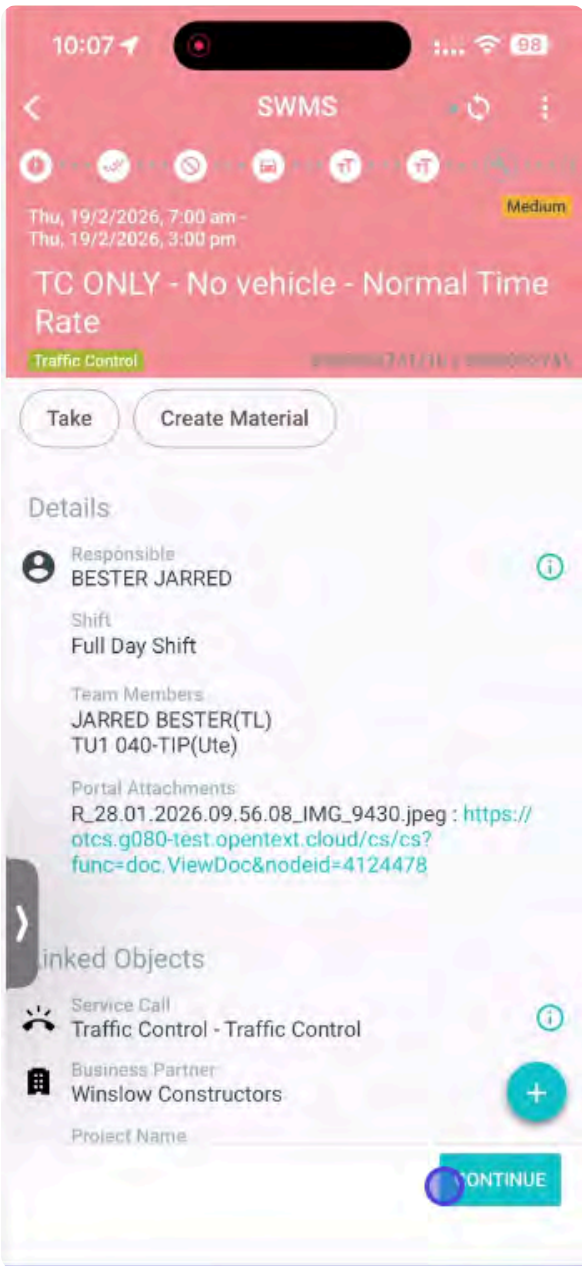
15 Click on Confirm

[VIEW PAGE →](#)



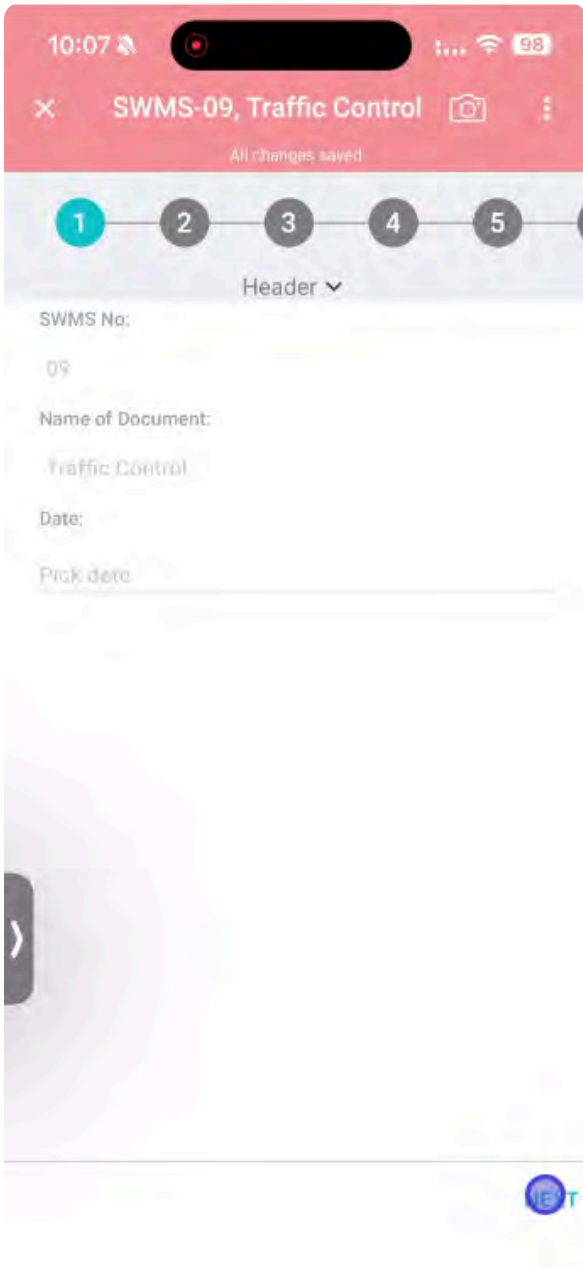
16 Click on Continue

[VIEW PAGE →](#)



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

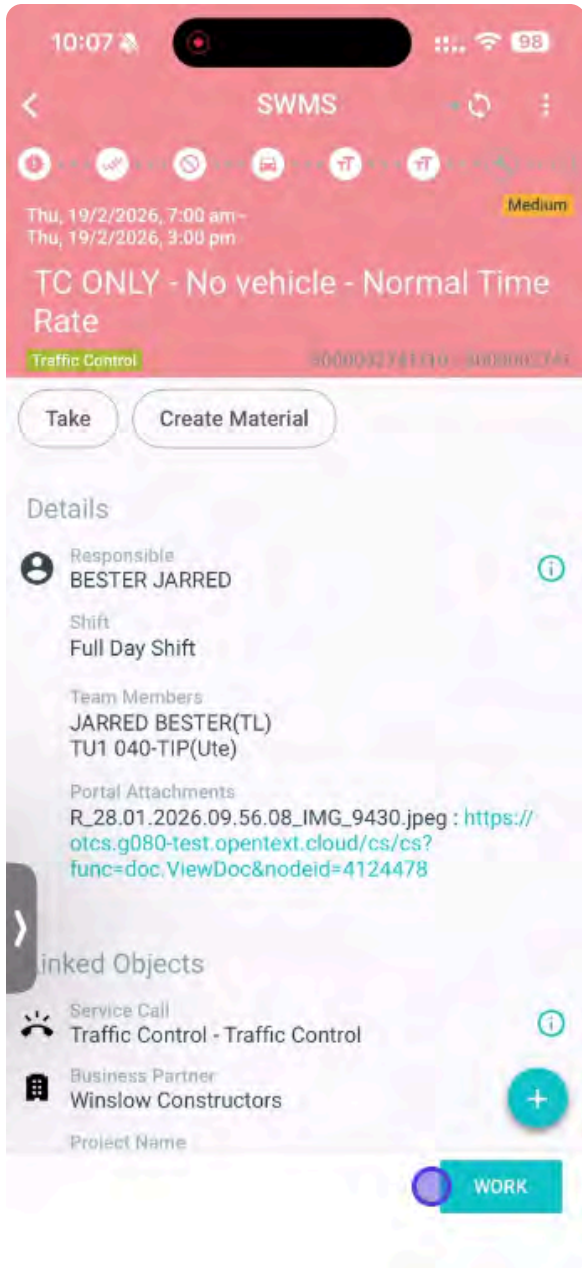
[VIEW PAGE →](#)



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

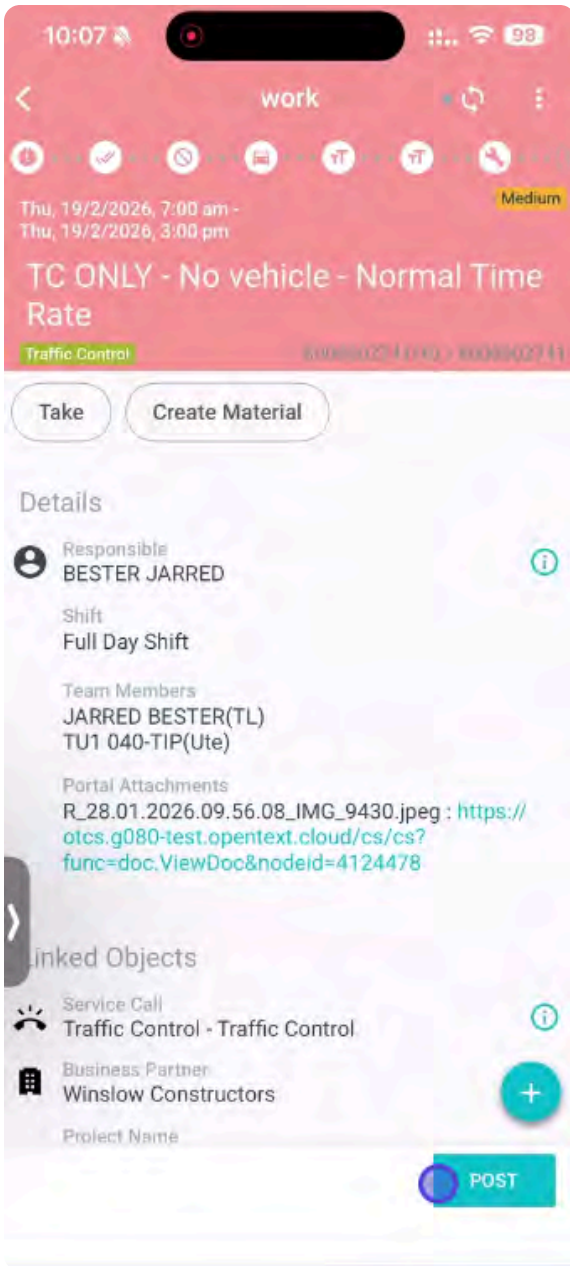
[VIEW PAGE →](#)

At this stage works can now commence.



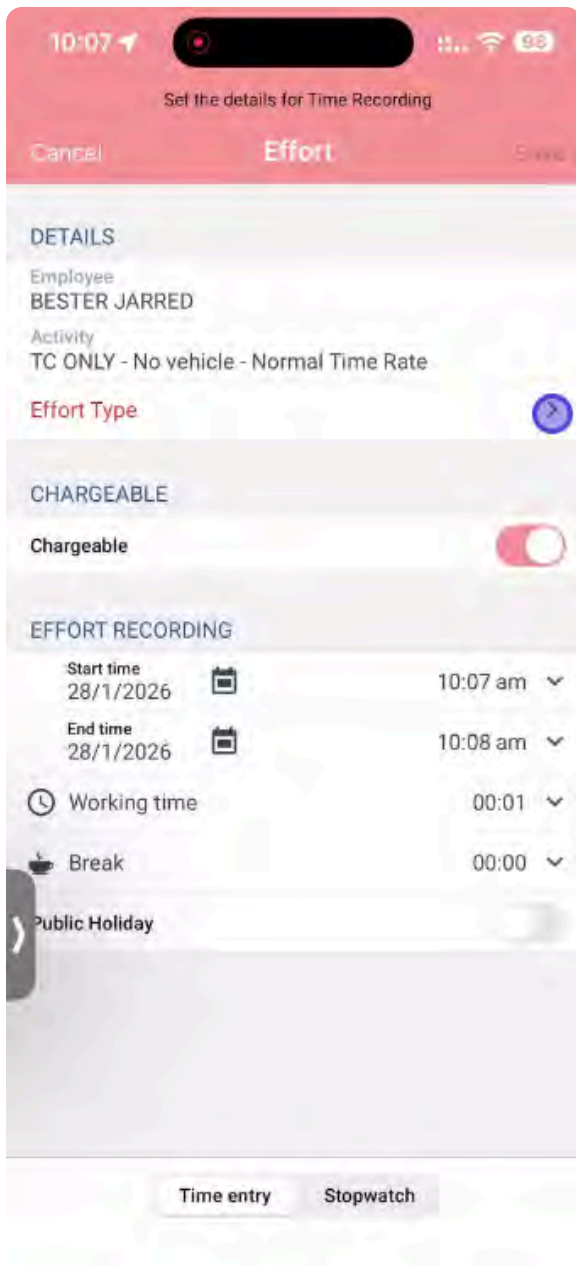
19 Once works are completed, click on Post

[VIEW PAGE →](#)



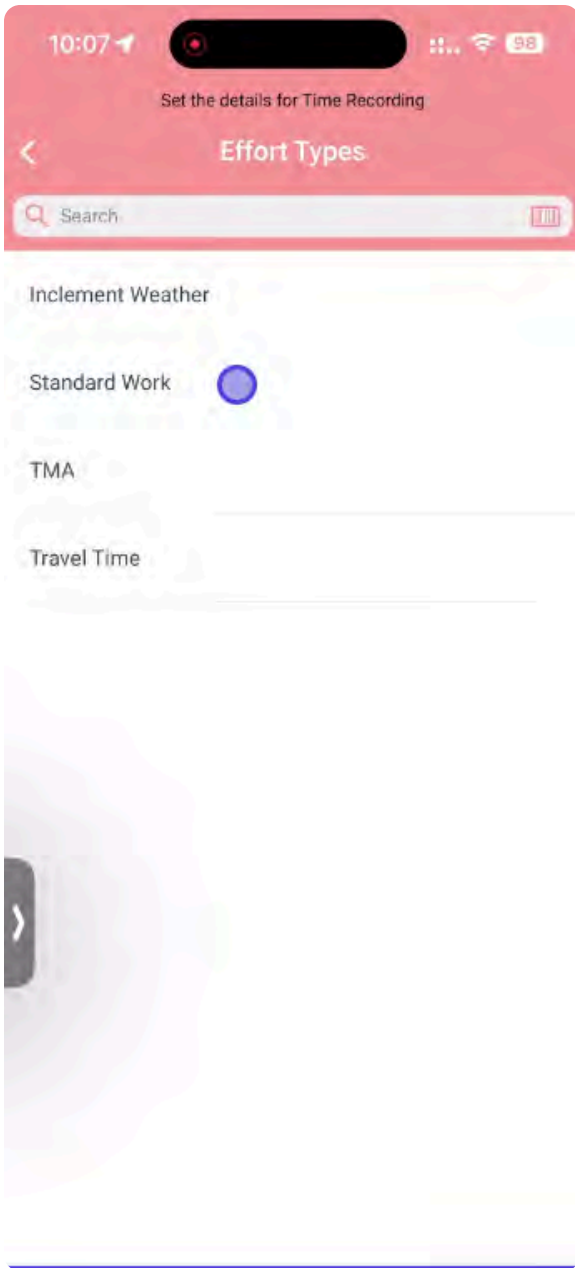
## 20 Click on Effort Type

[VIEW PAGE →](#)



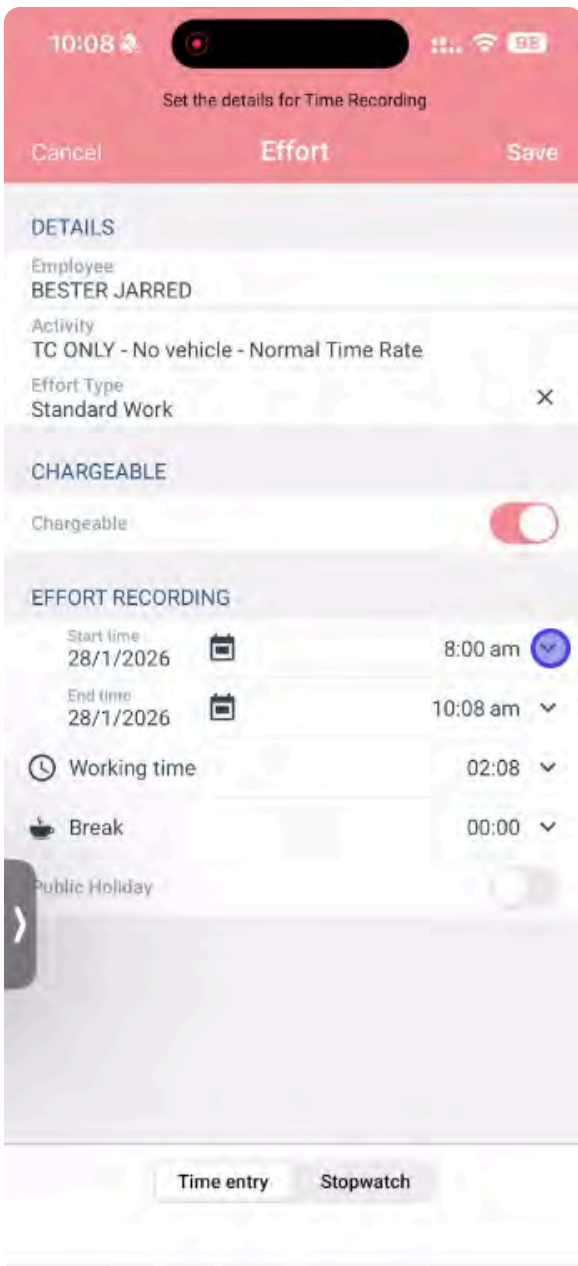
## 21 Select Standard Work

[VIEW PAGE →](#)



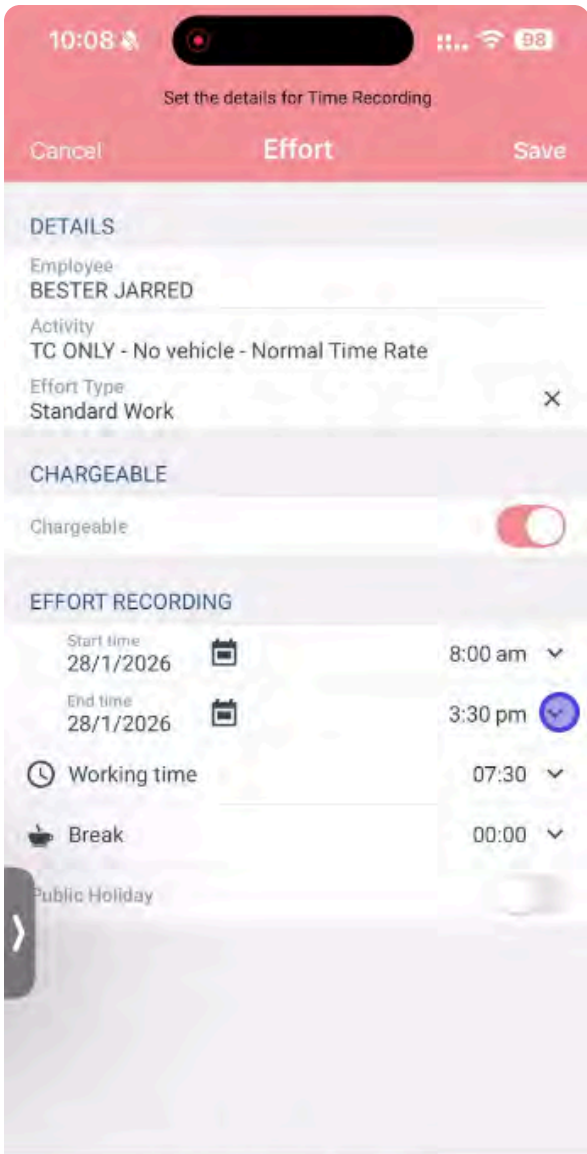
## 22 Select Start Time

[VIEW PAGE →](#)



## 23 Select End Time

[VIEW PAGE →](#)

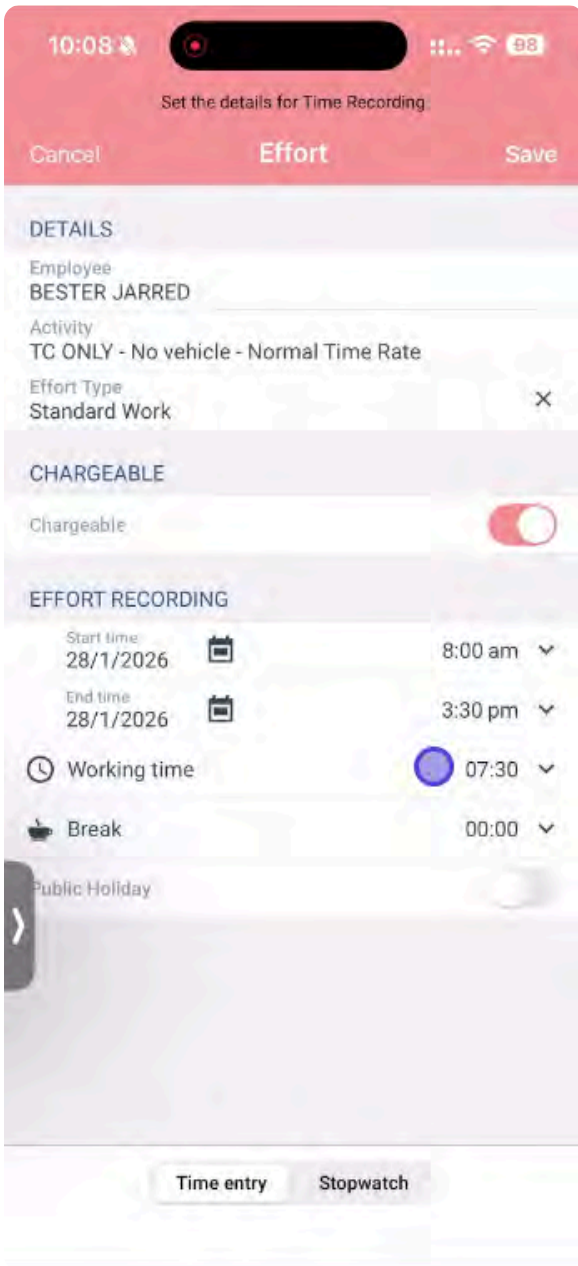


Time entry

Stopwatch

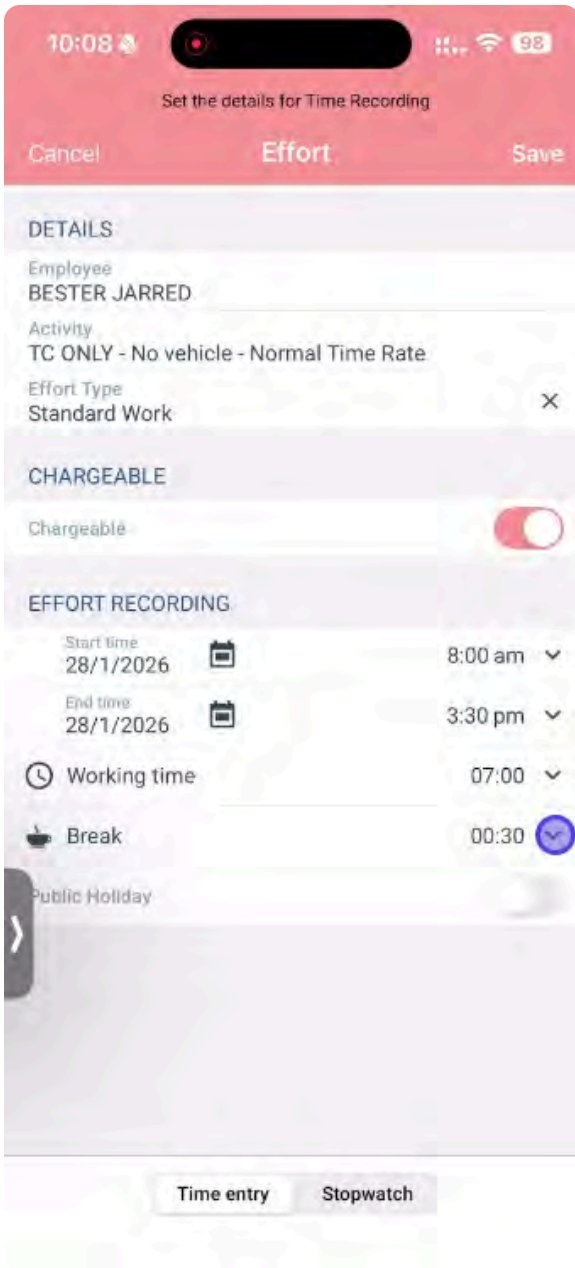
24 Ensure the Working Time Hour count is correct.

[VIEW PAGE →](#)



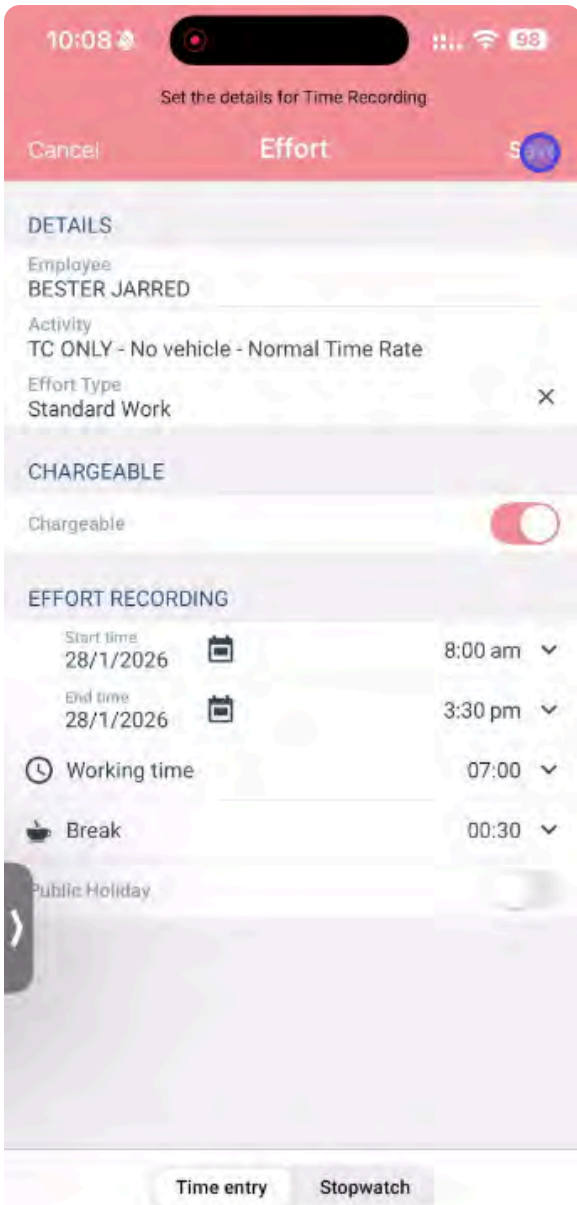
25 In order to record daily break, Select Break

[VIEW PAGE →](#)



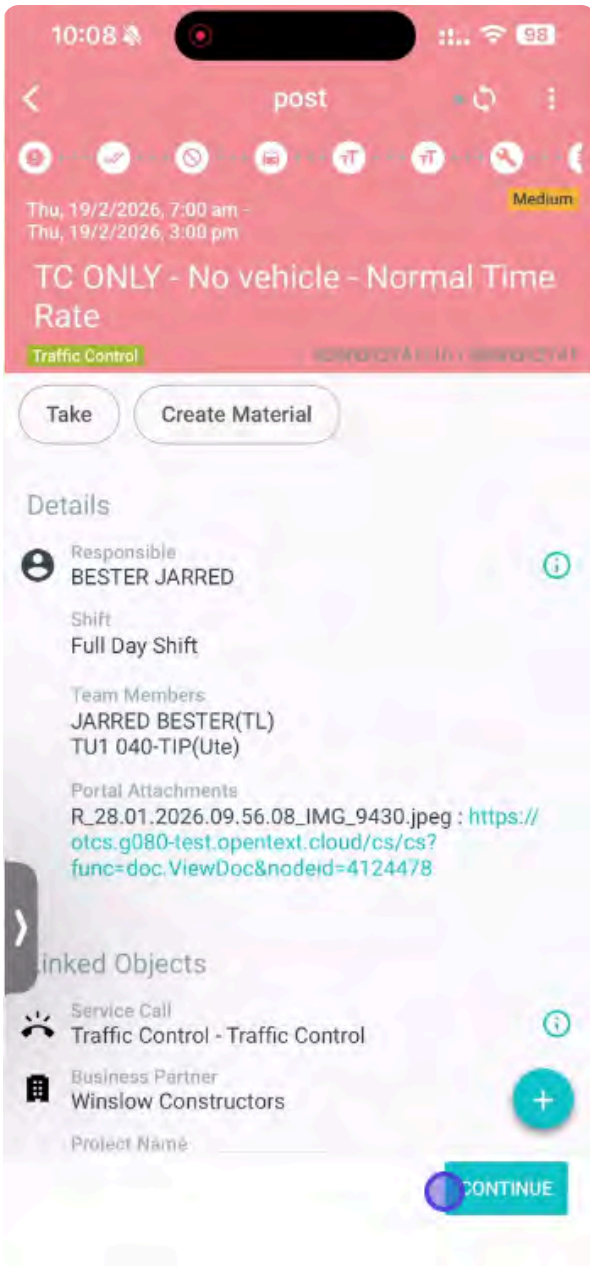
26 Review and ensure all the details are correct, click Save

[VIEW PAGE →](#)



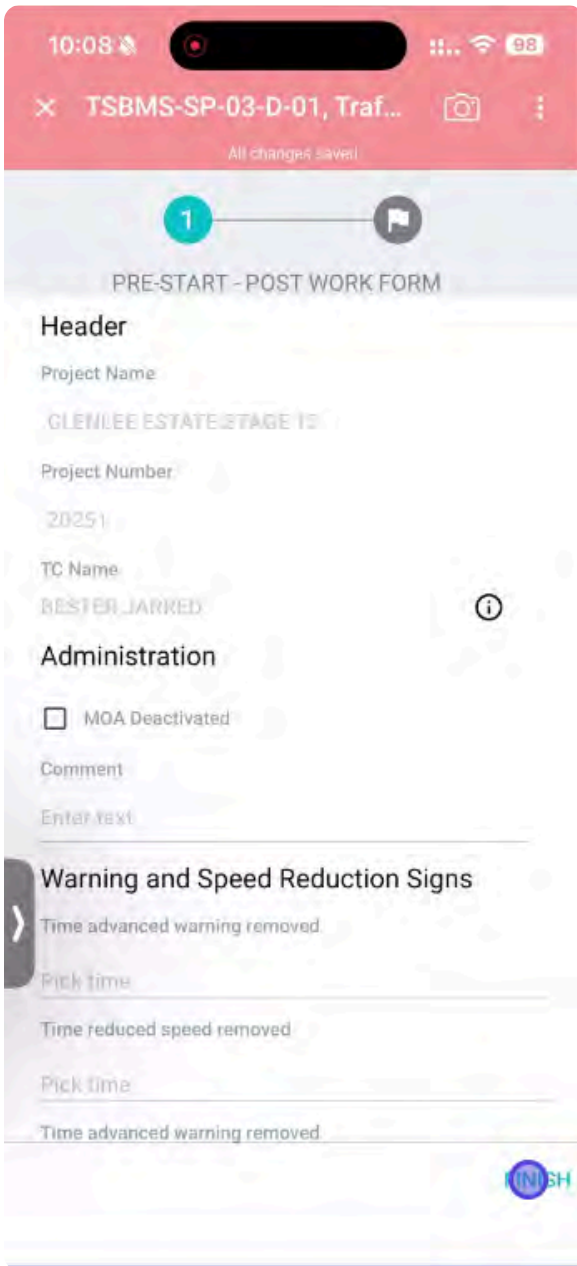
27 Click on Continue

[VIEW PAGE →](#)



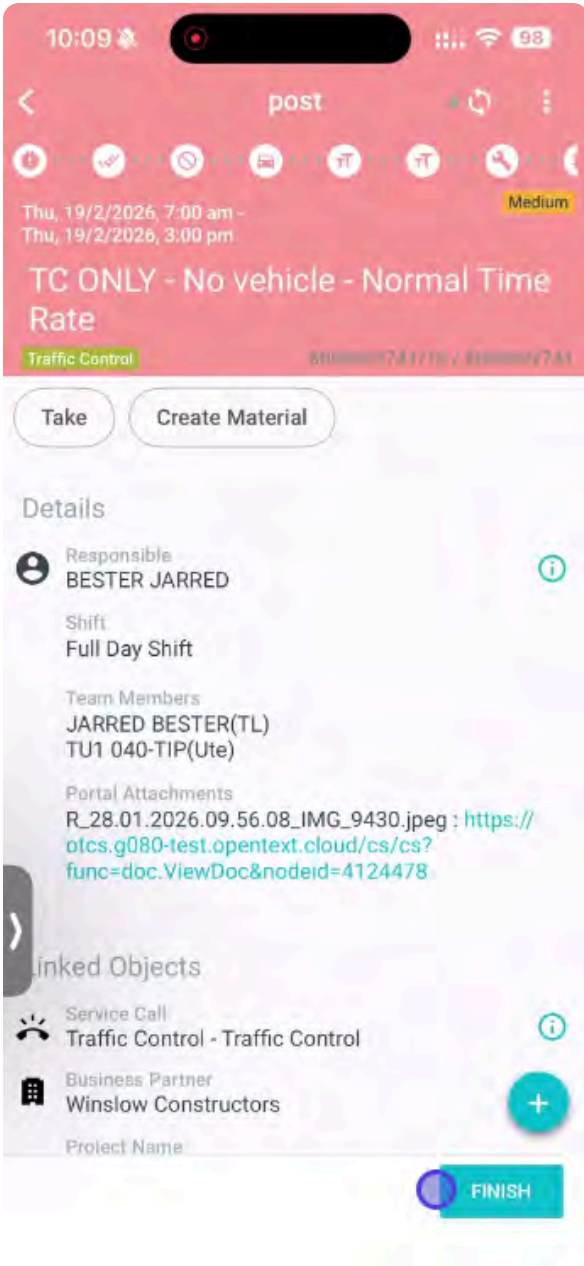
28 Once the form loads, Answer the questions to complete the form and click Finish

[VIEW PAGE →](#)



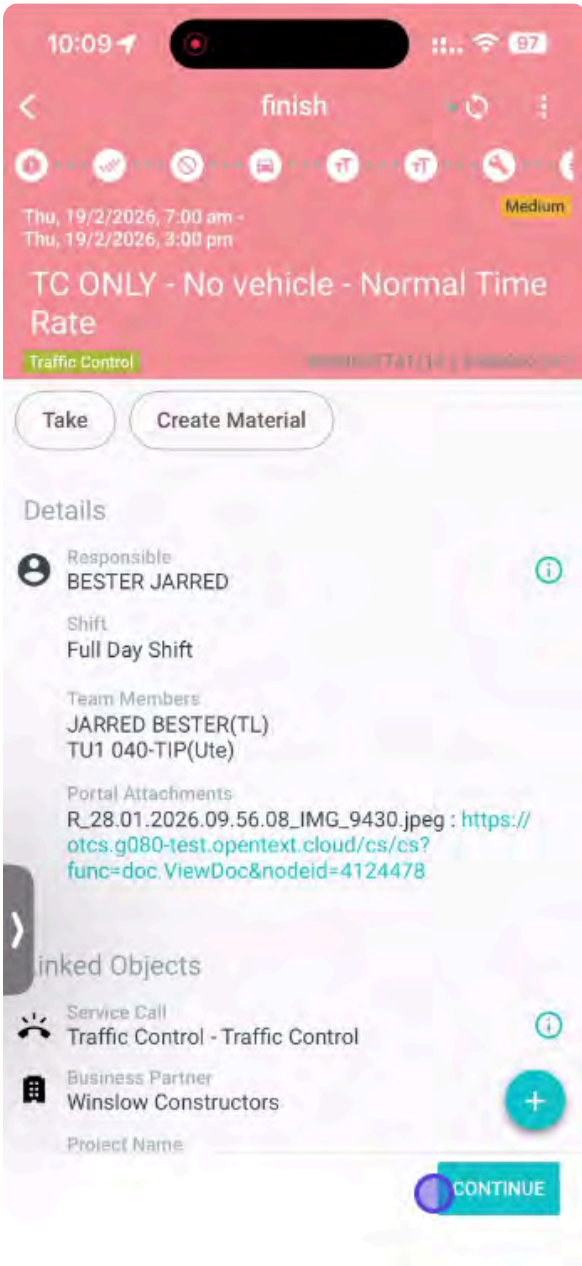
## 29 Click on Finish

[VIEW PAGE →](#)



30 Click on Continue

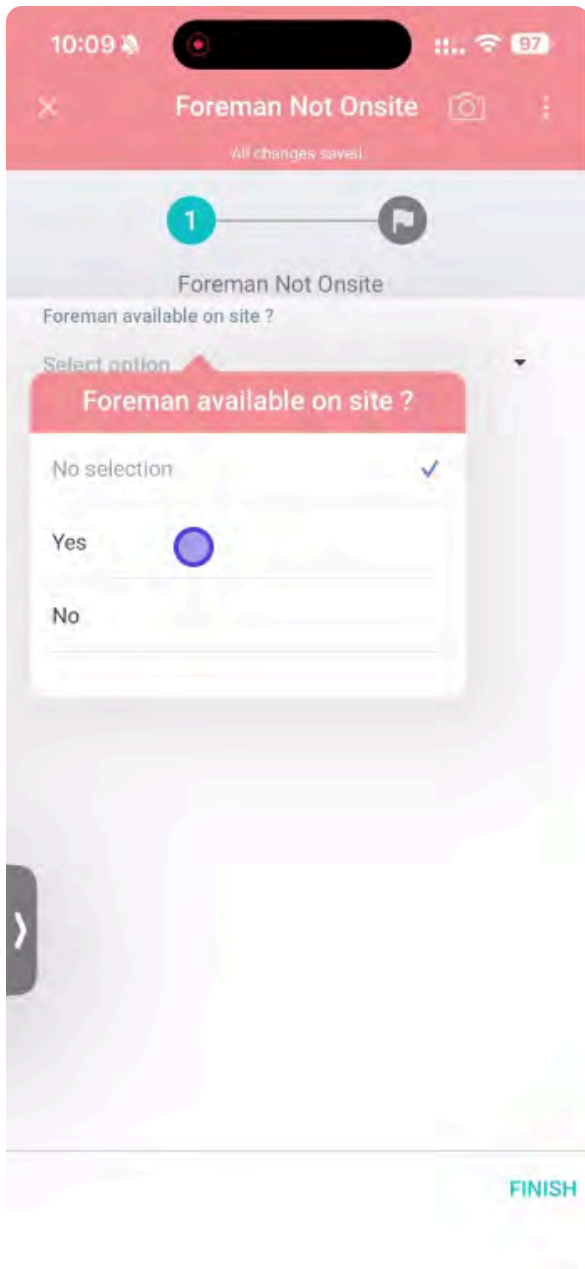
[VIEW PAGE →](#)



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

[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.



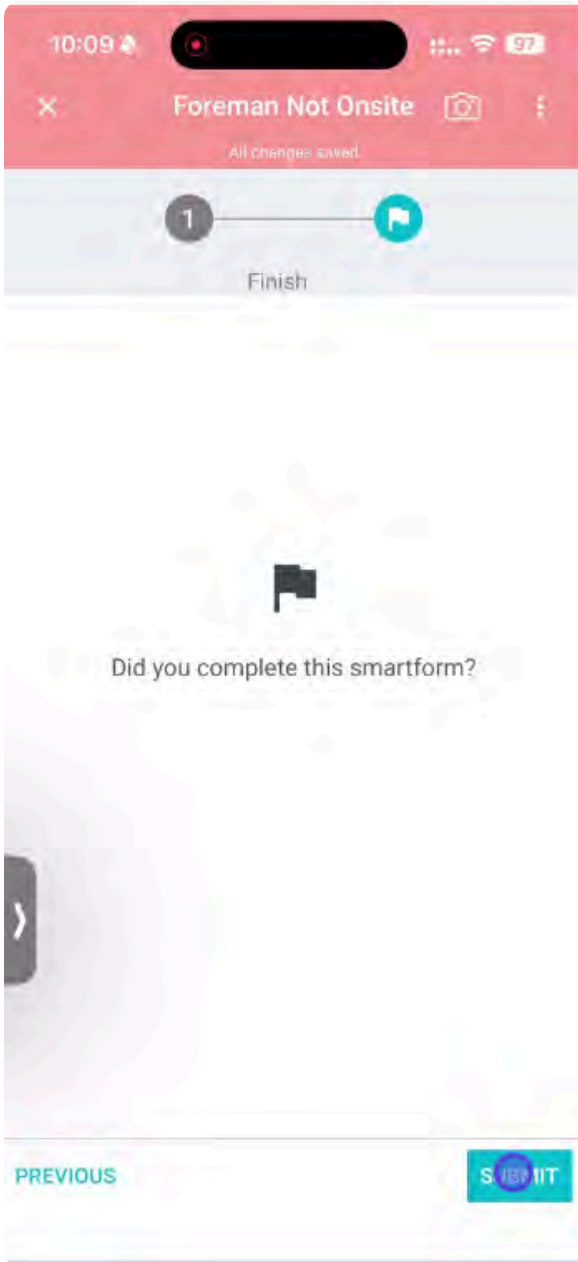
## 32 Click on Finish

[VIEW PAGE →](#)



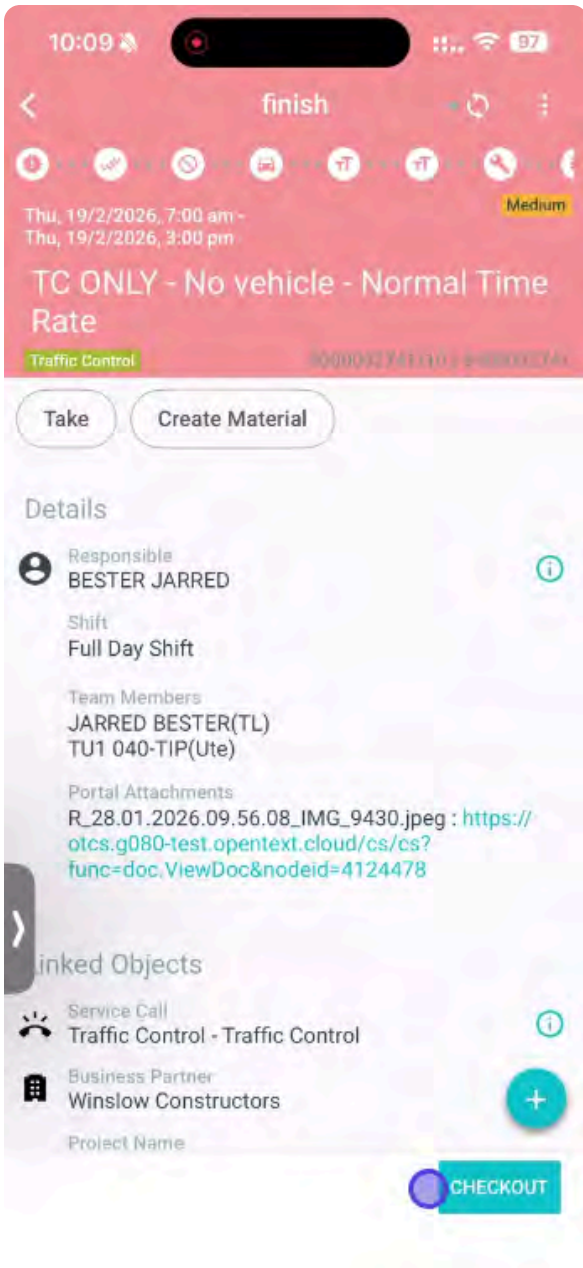
### 33 Click on Submit

[VIEW PAGE →](#)



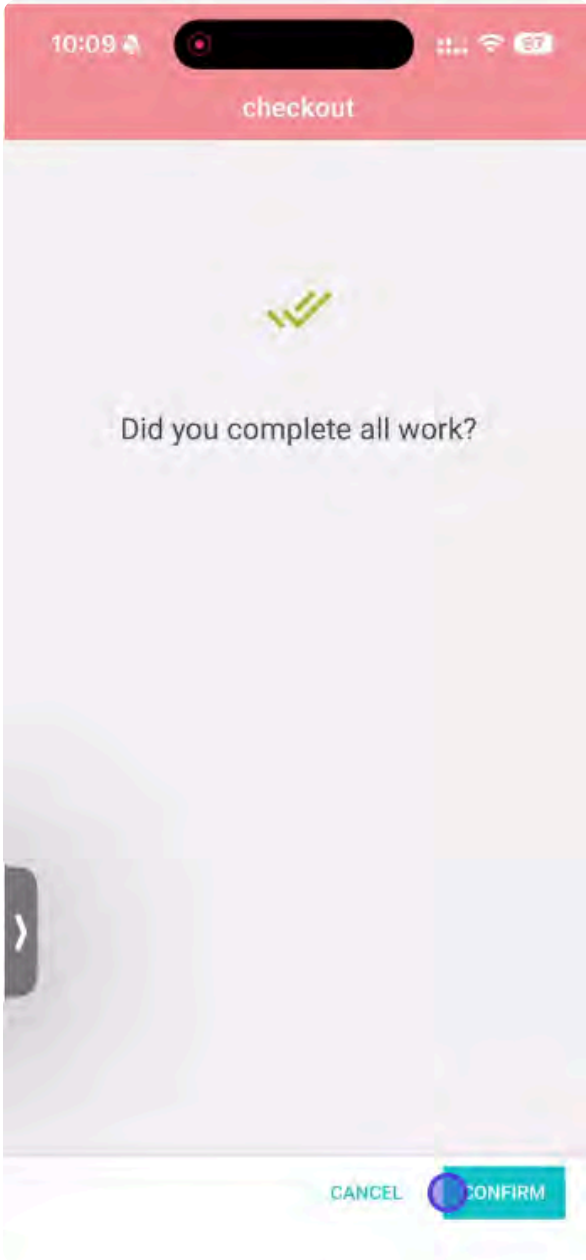
### 34 Click on Checkout

[VIEW PAGE →](#)



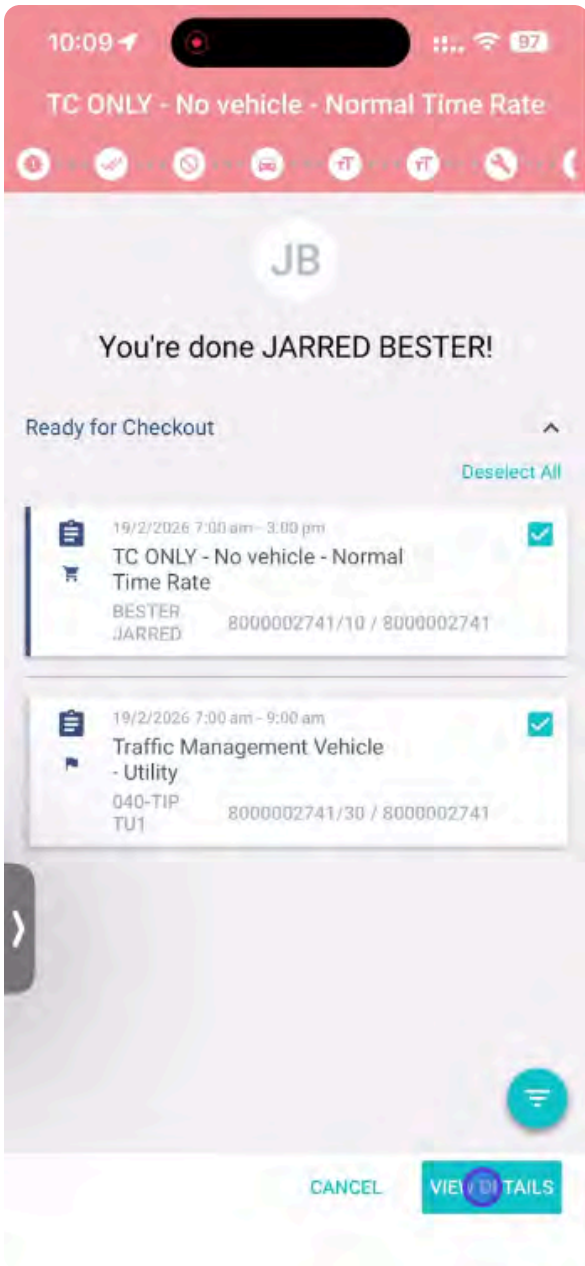
35 Click on Continue

[VIEW PAGE →](#)



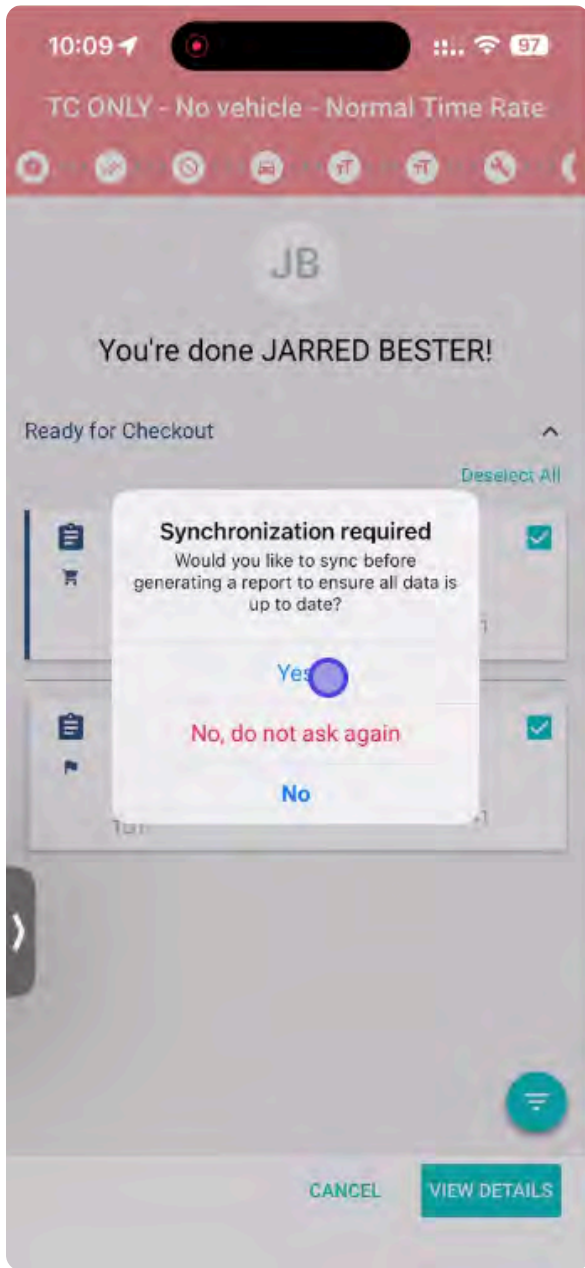
36 Click on View Details

[VIEW PAGE →](#)



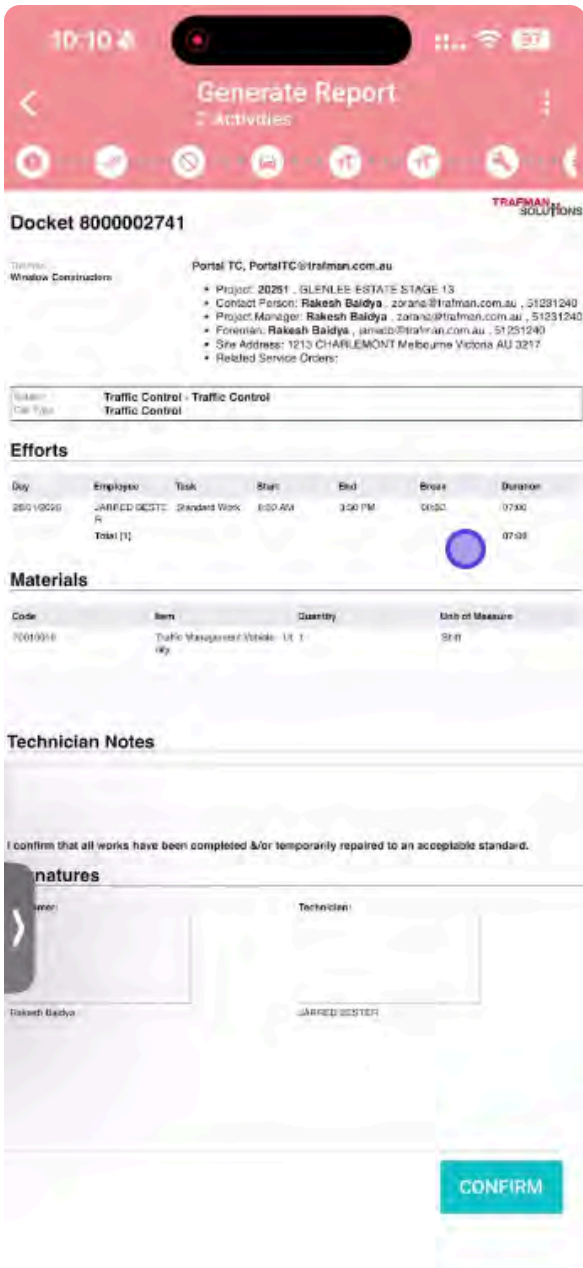
37 Click on Yes

[VIEW PAGE →](#)



38 Review and ensure the times are correct.

[VIEW PAGE →](#)



### 39 Confirm Ute charge is included

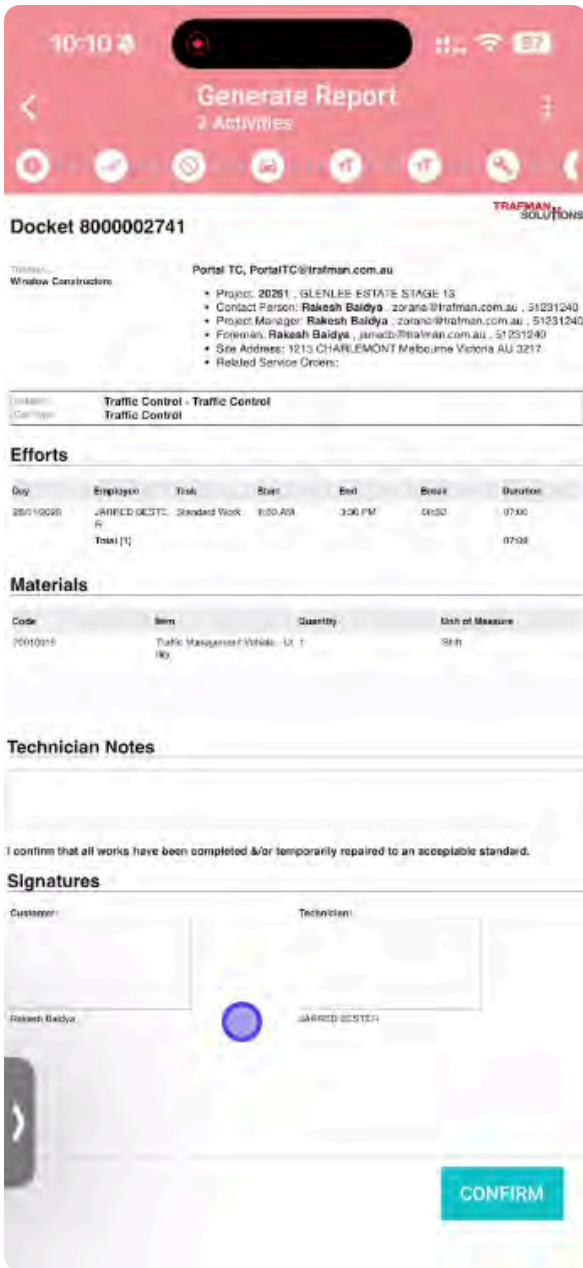
[VIEW PAGE →](#)



40

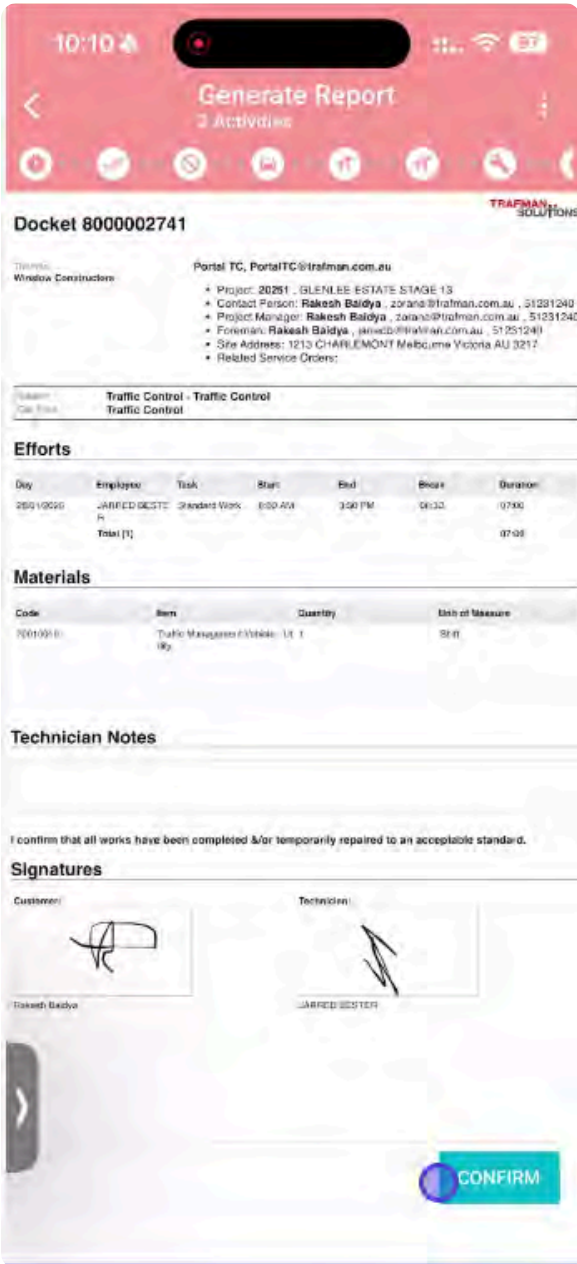
Allow the Foreman to review the docket and if their satisfied, they can sign in the box provided.

[VIEW PAGE →](#)



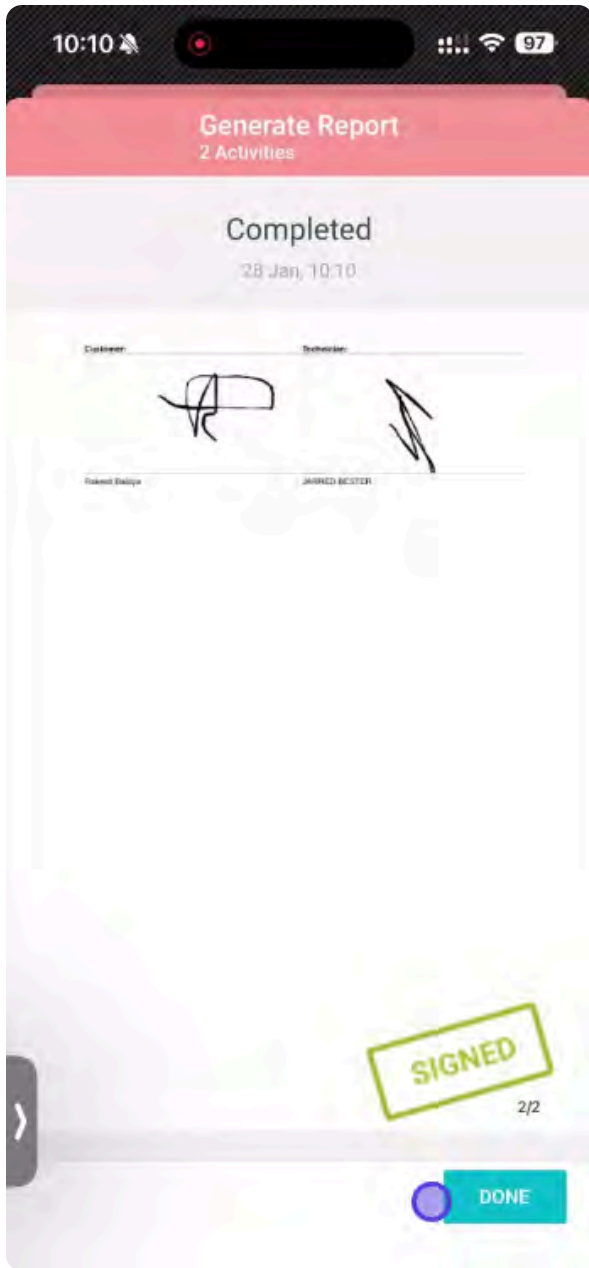
41 Sign as Trafman Representative and click Confirm

[VIEW PAGE →](#)



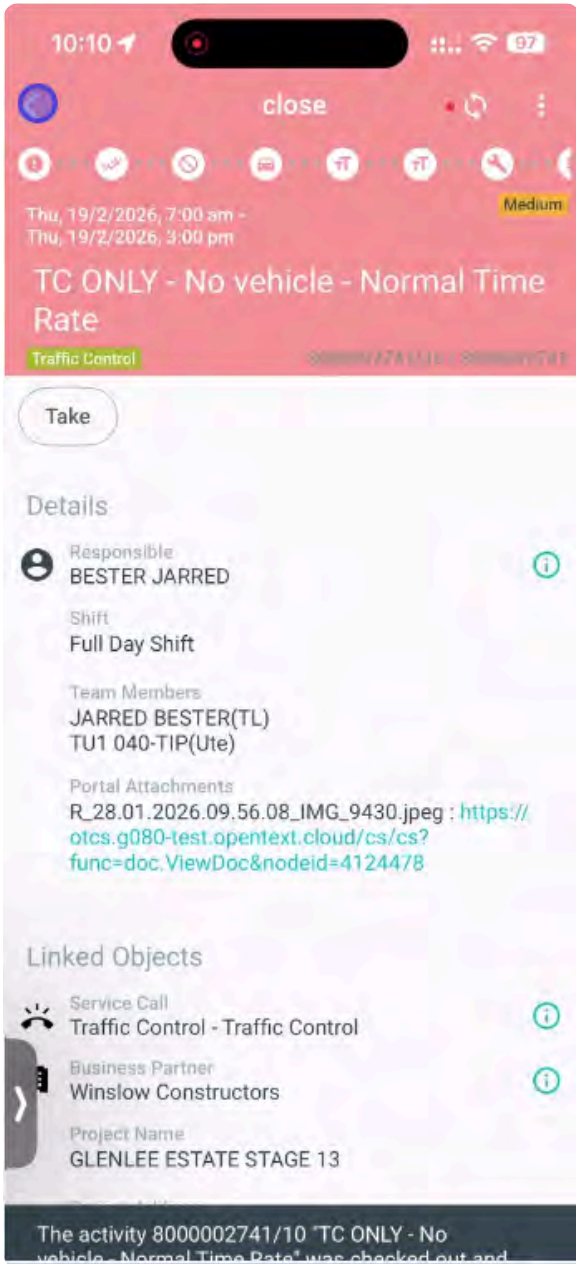
42 Click on Done

[VIEW PAGE →](#)



43 Job Done, Click on "<" to exit.

[VIEW PAGE →](#)

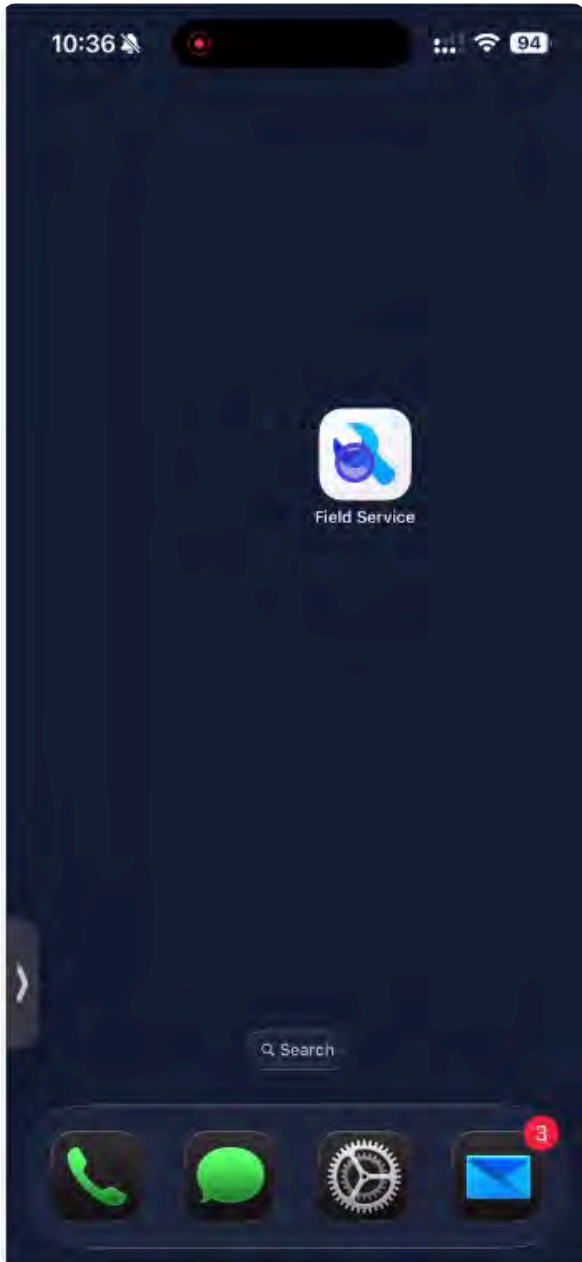


**FSM MOBILE  
APP - TC  
- ACTIVITY COMPLETION  
(TMA & DRIVER)**

**TRAFMAN..  
SOLUTIONS**

# FSM Mobile APP - TC - Activity Completion (TMA & Driver)

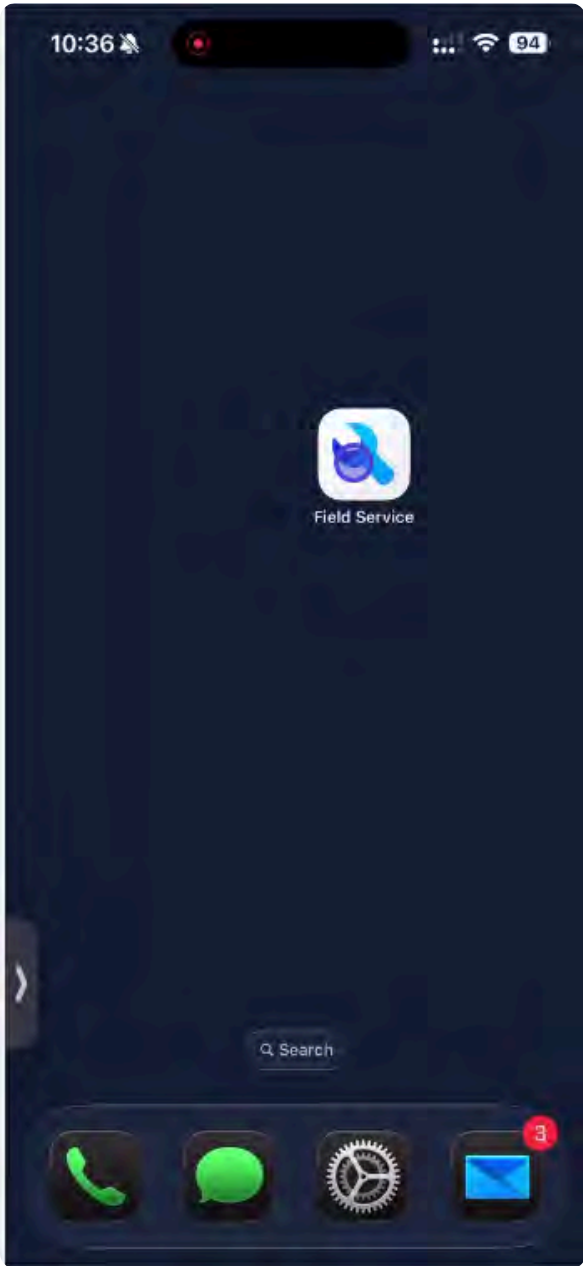
Created on Jan 27, 2026 by Jarred Bester



[WATCH RECORDING →](#)

# 1 Open FSM Mobile App

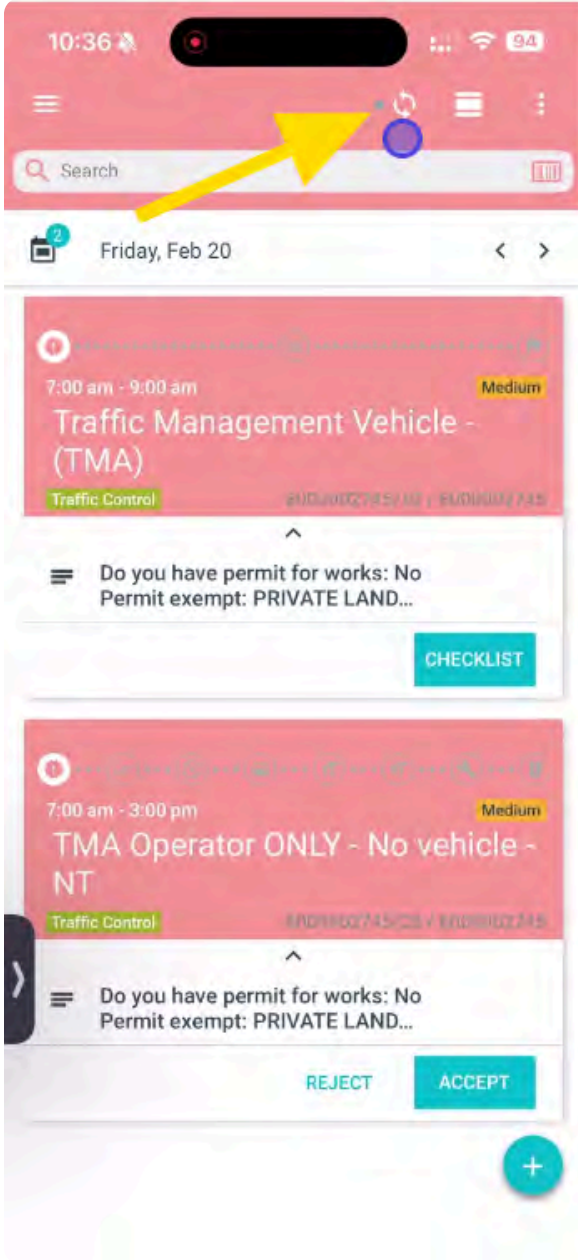
[VIEW PAGE →](#)



2

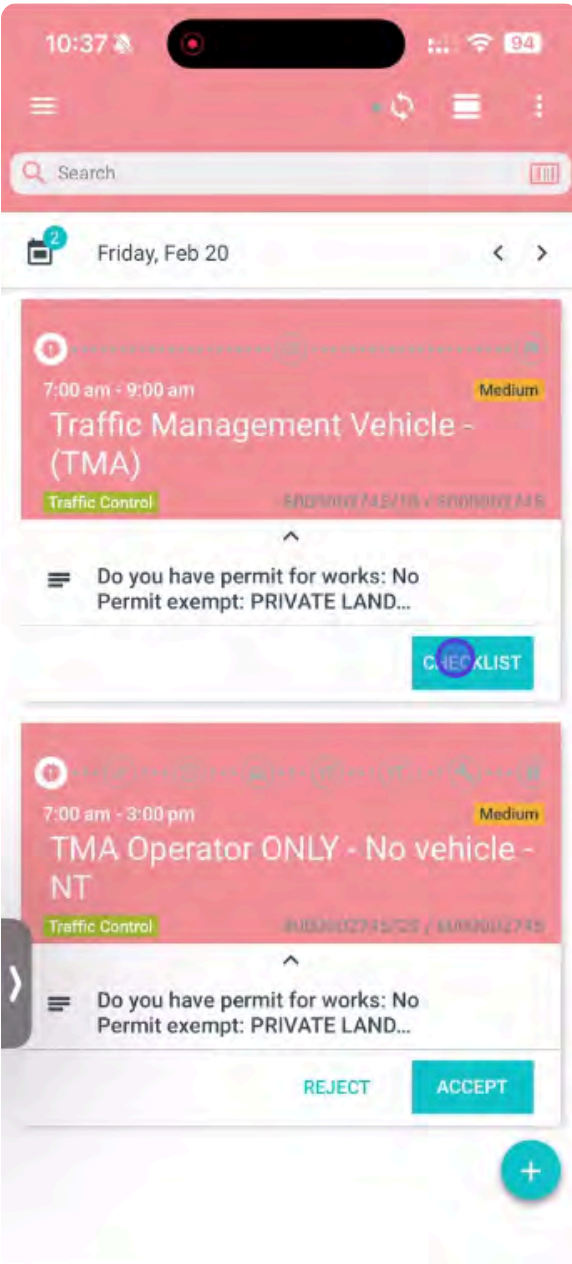
**VERY IMPORTANT:** Please note that each time a button is clicked the App will sync with the cloud to ensure that all data is updated in real time, please allow the spinning icon to stop before clicking the next button.

[VIEW PAGE →](#)



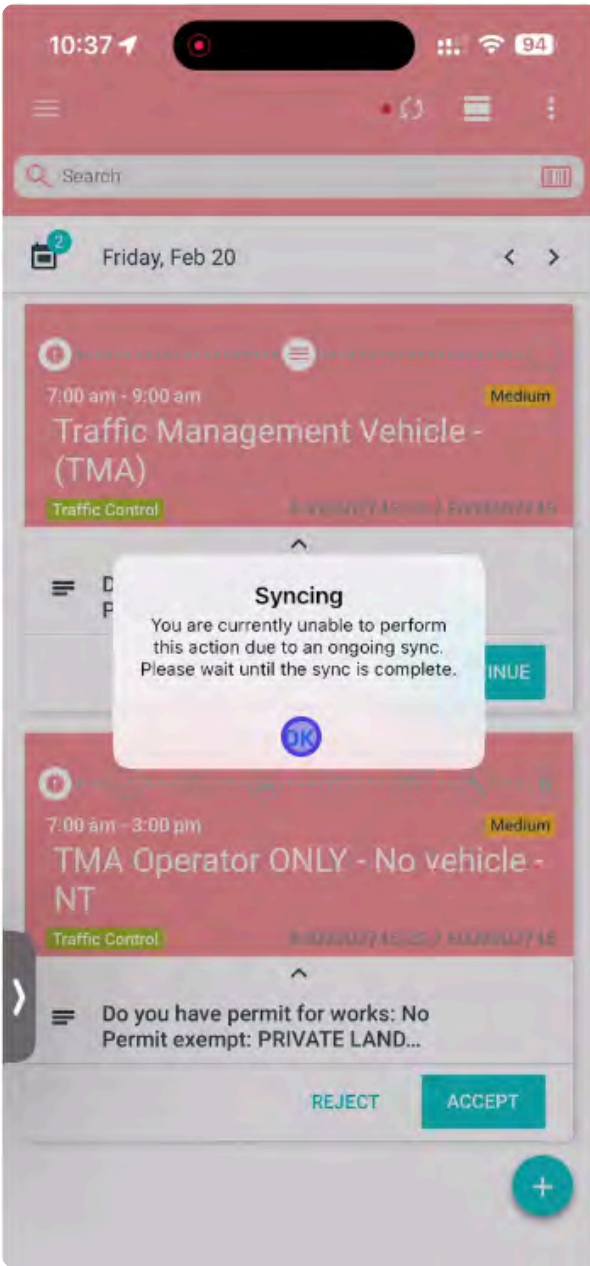
3 Click the button on the Vehicle activity to complete the Vehicle Checklist

[VIEW PAGE →](#)



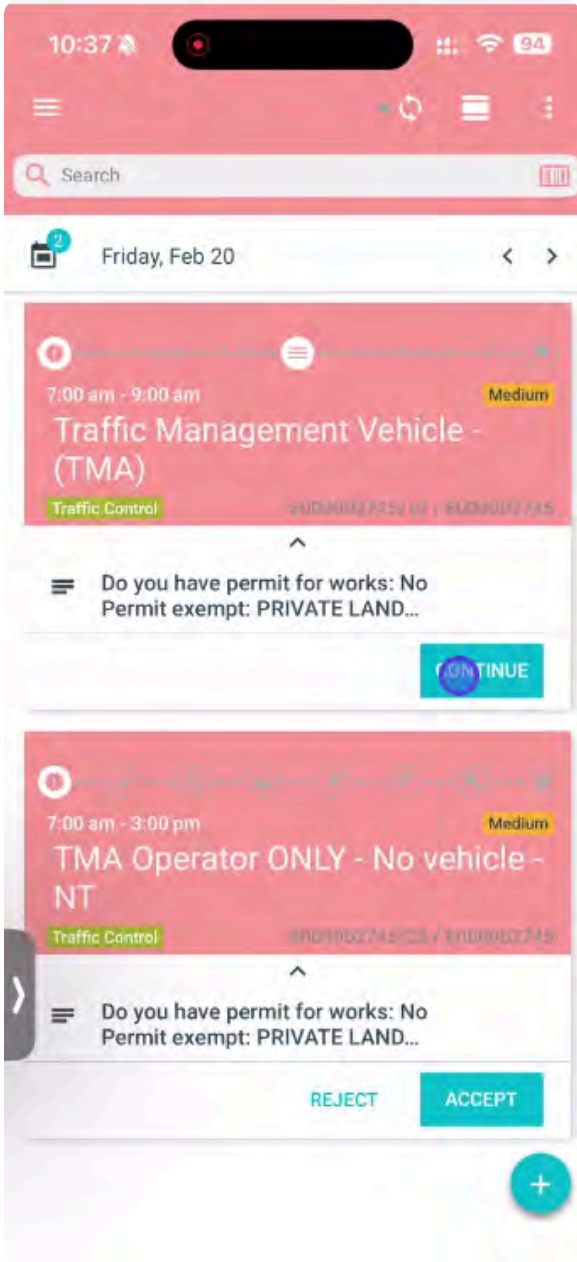
- 4 If you do click while the sync is still in progress, a prompt will appear, Click on Continue and wait for the sync to complete.

[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 to complete the form and click Next

[VIEW PAGE →](#)

10:37

TSBMS-OP-01-C, TMA - C...

All changes saved

1 2 3 4

Header ▾

This checklist must be completed prior to commencing works and will help workers and contractors who are working on all worksites reduce their exposure to health and safety risks and hazards. It should take 5 minutes to complete.

Date & Time:

Pick date: Pick time:

Client:

**Winslow Constructors**

Job No:

**20251**

Job Name / Location:

Enter text

Tram Staff & Subcontractors Involved in task:

Enter text

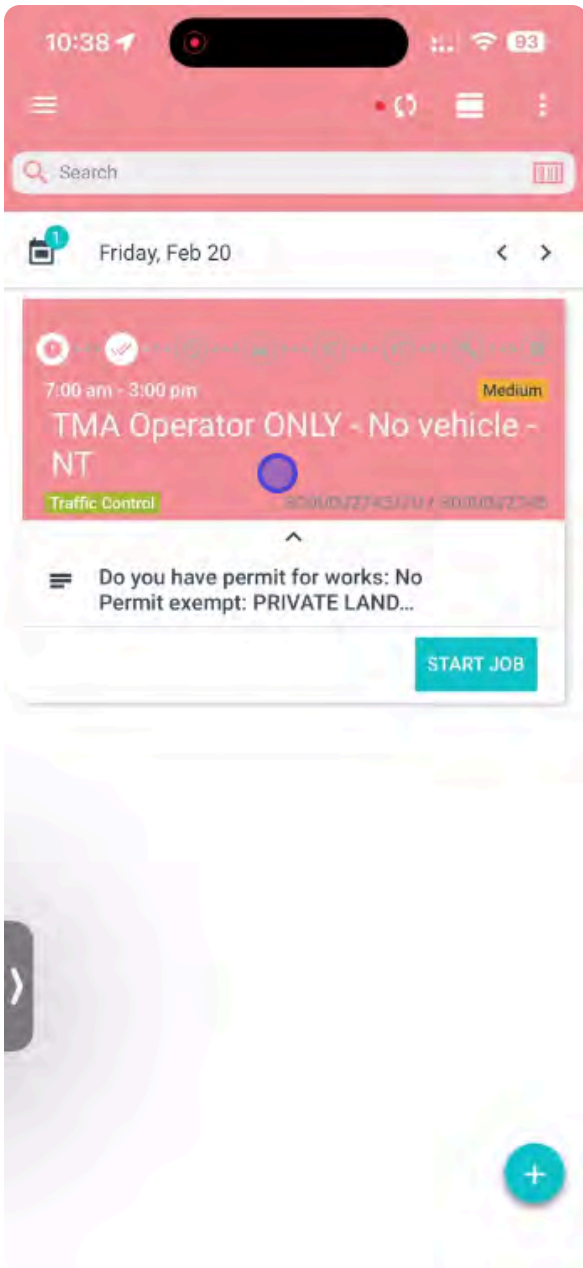
## 8 Click on Close

[VIEW PAGE →](#)



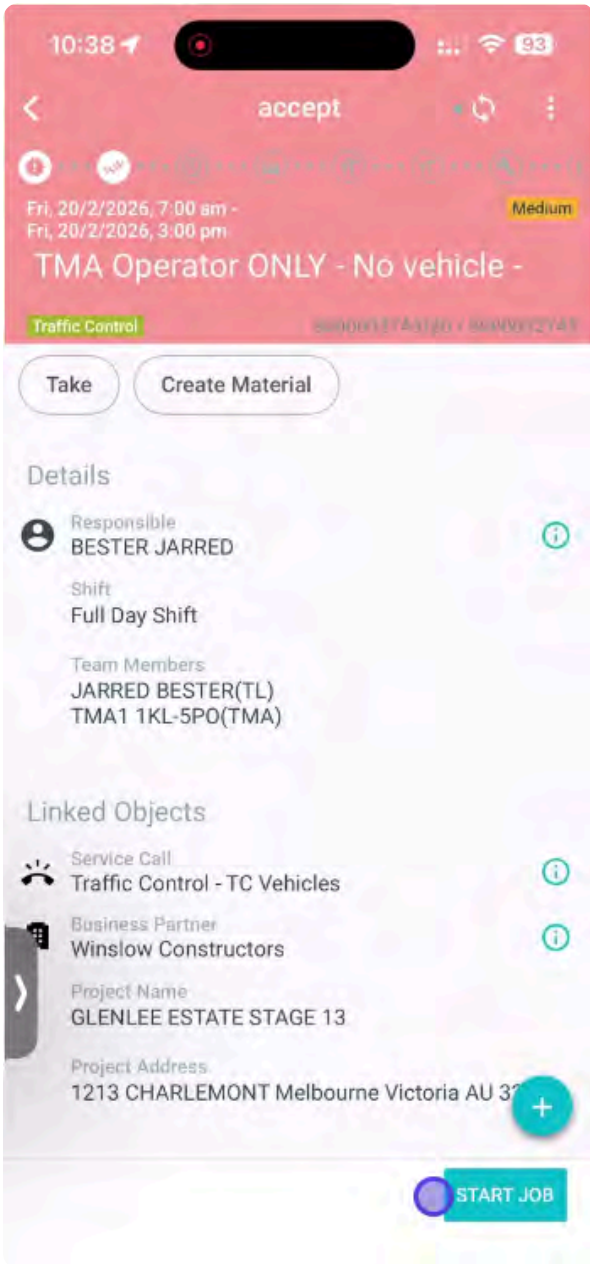
## 9 Click into the Main Activity

[VIEW PAGE →](#)



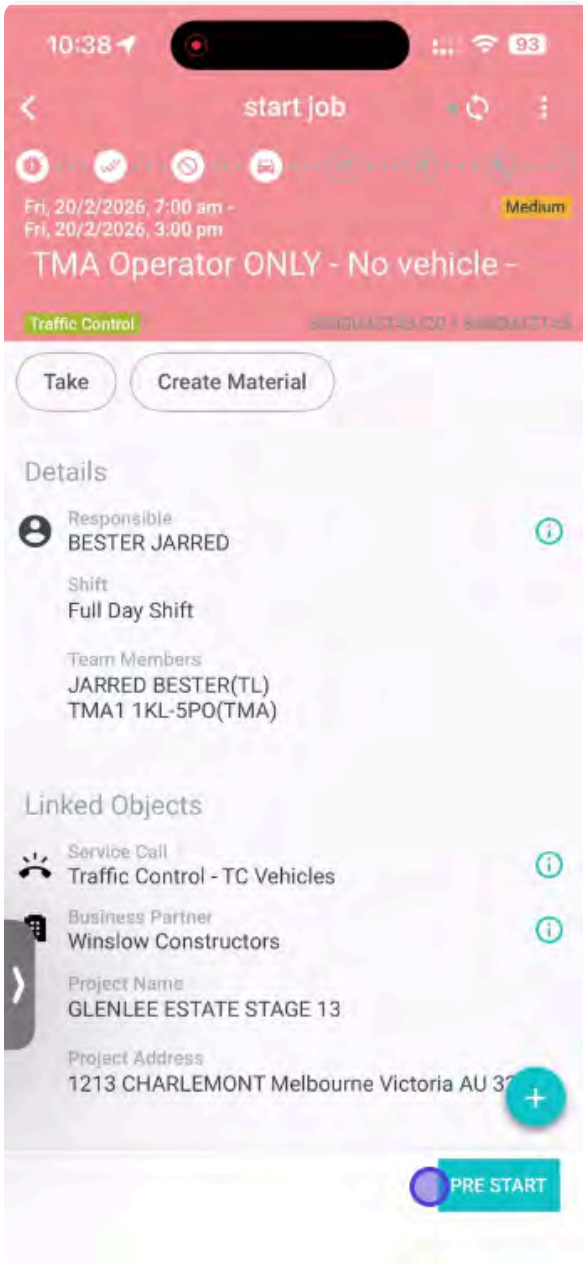
10 To confirm your onsite, Click Start Job

[VIEW PAGE →](#)



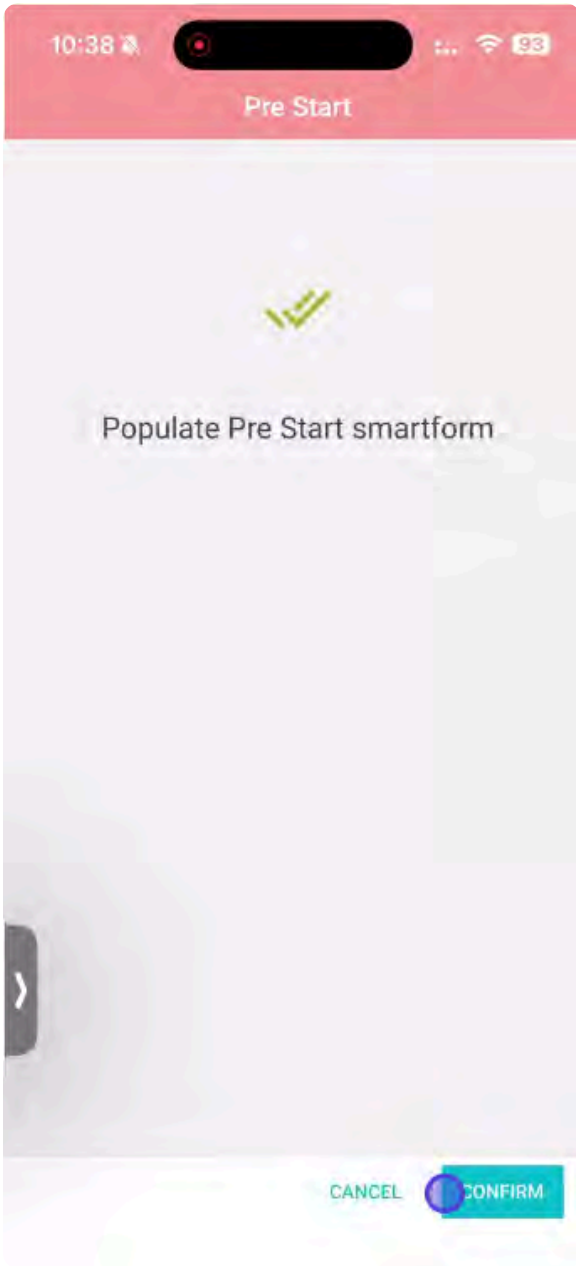
**11** To commence the safety paperwork, Click on Pre-Start

[VIEW PAGE →](#)



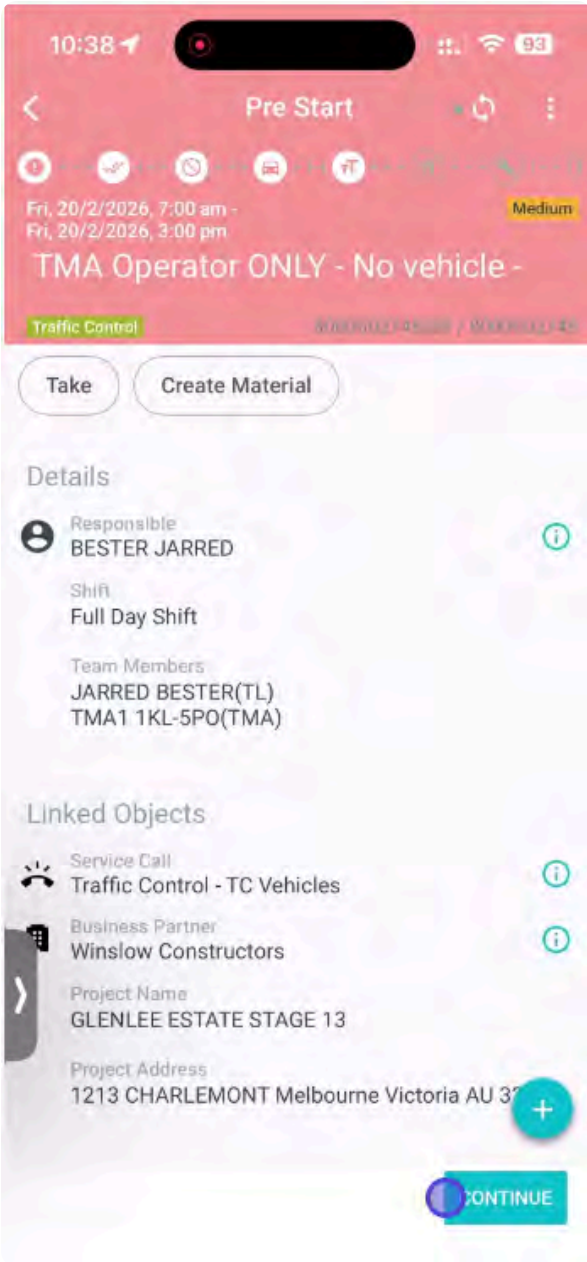
## 12 Click on Confirm

[VIEW PAGE →](#)



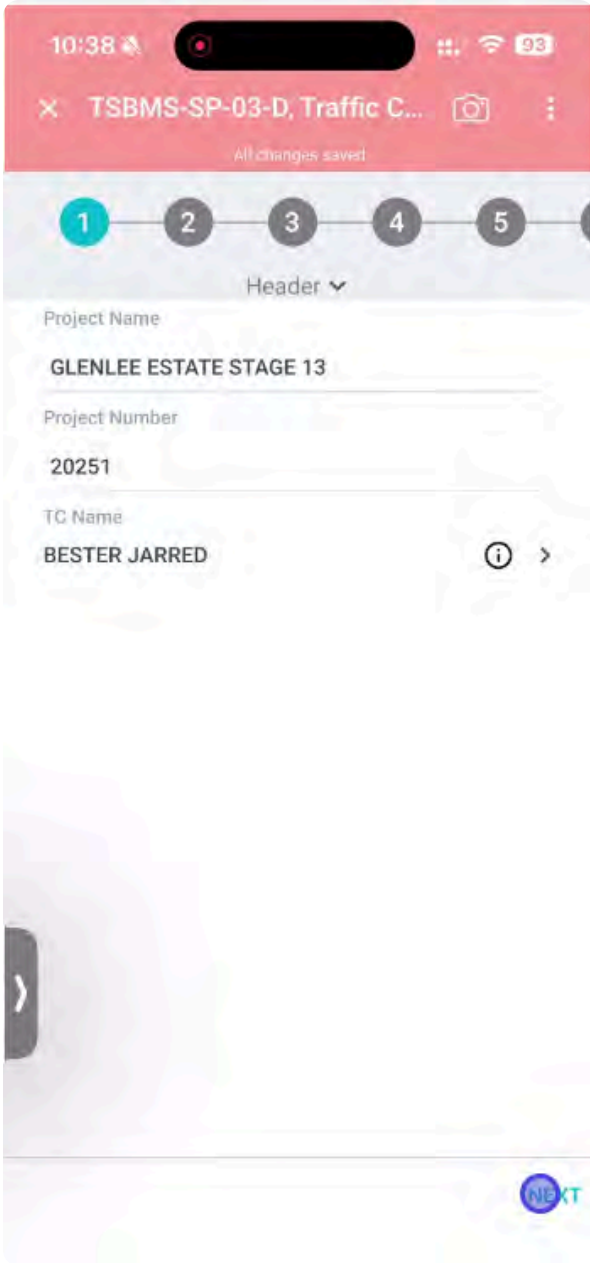
13 Click on Continue

[VIEW PAGE →](#)



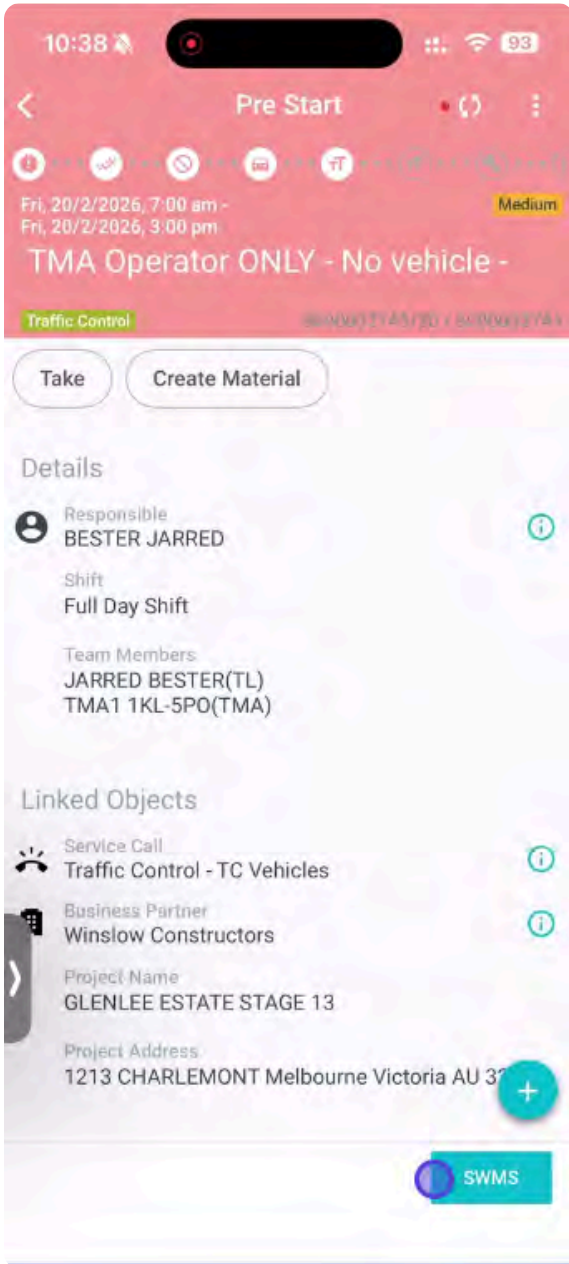
- 14 Once the form loads, Answer the questions to complete the form and click Next

[VIEW PAGE →](#)



15 Click on SWMS

[VIEW PAGE →](#)



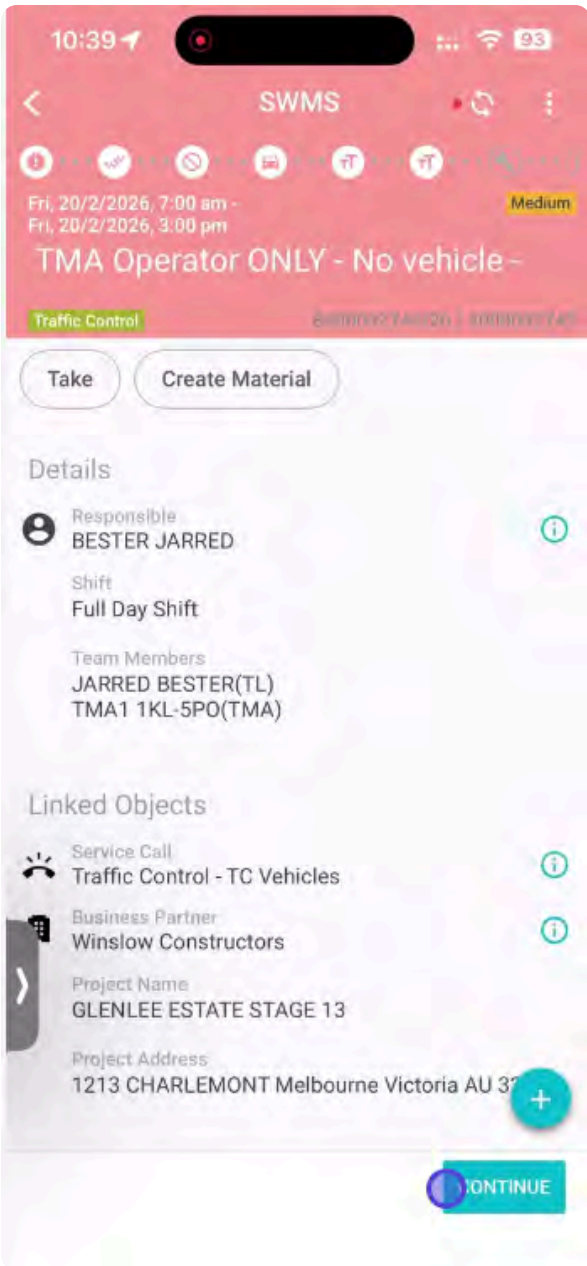
16 Click on Confirm

[VIEW PAGE →](#)



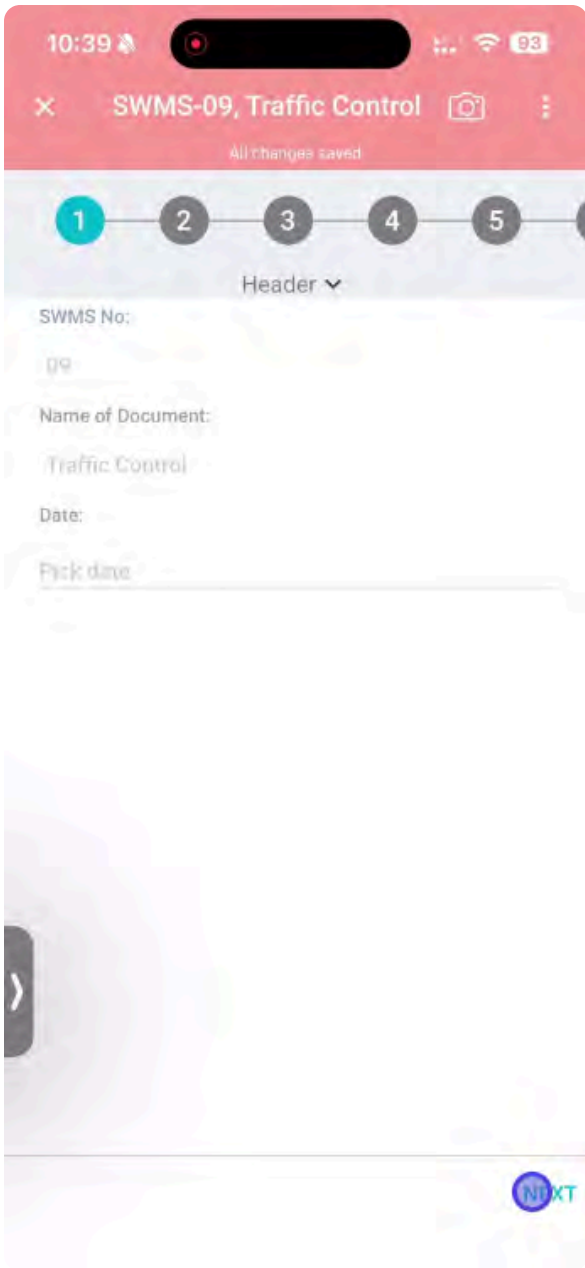
17 Click on Continue

[VIEW PAGE →](#)



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

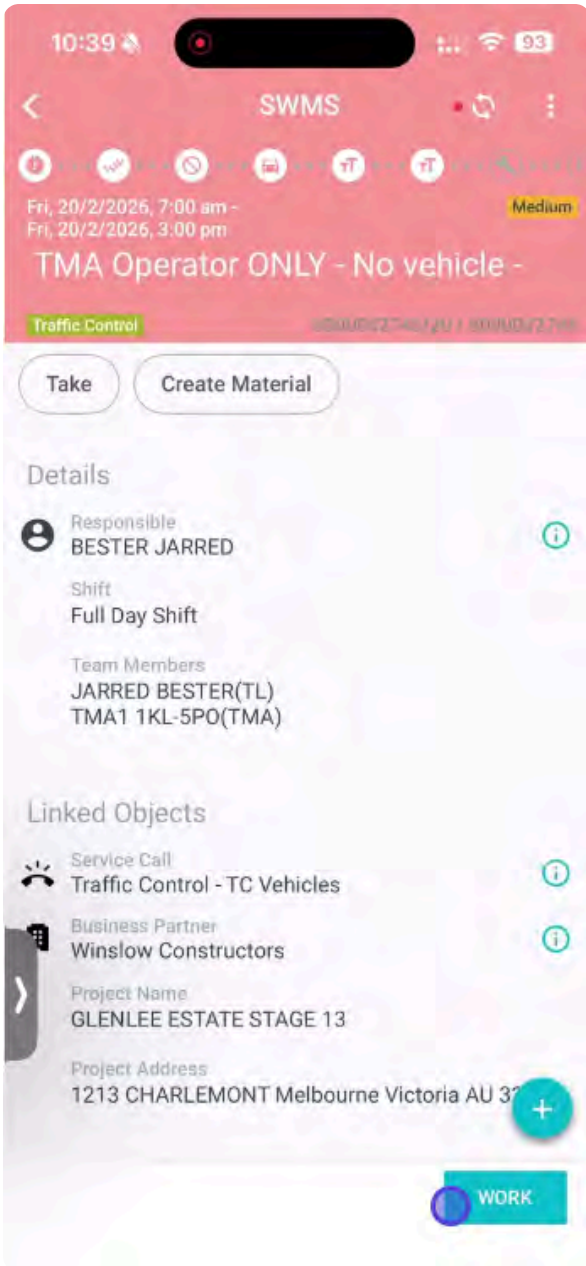
[VIEW PAGE →](#)



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

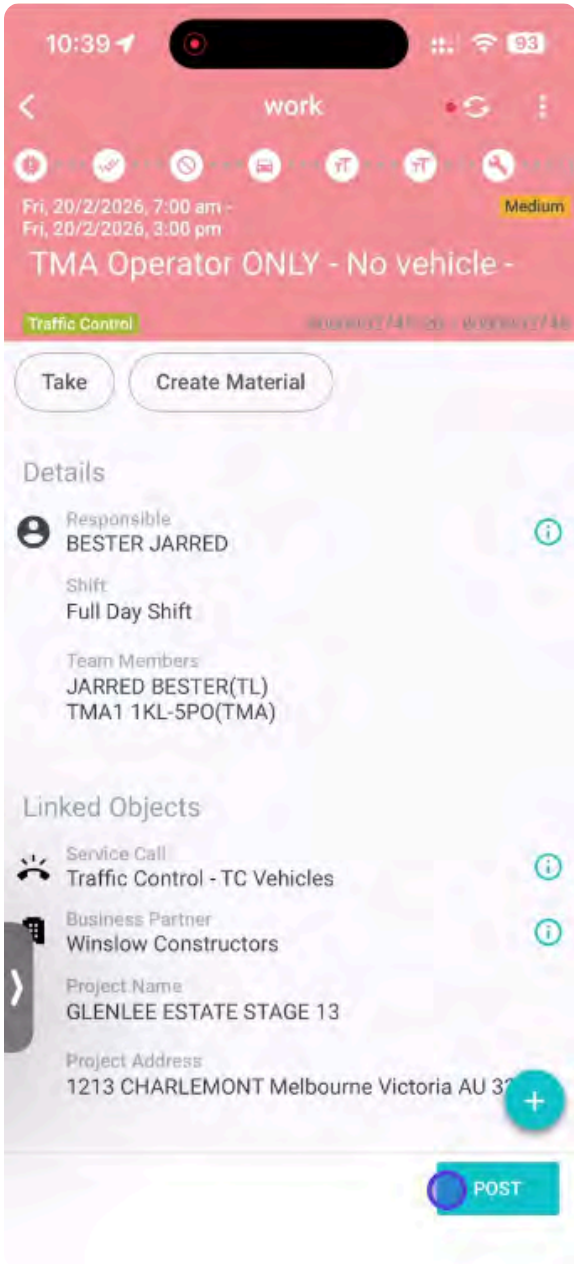
[VIEW PAGE →](#)

At this stage works can now commence.



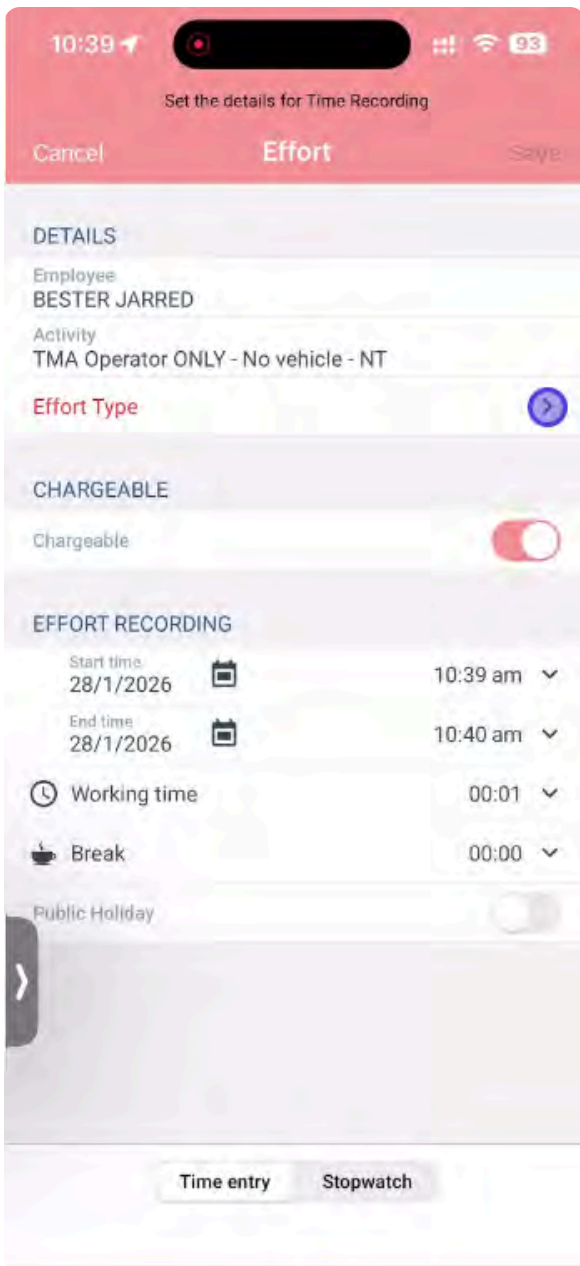
20 Once works are completed, click on Post

[VIEW PAGE →](#)



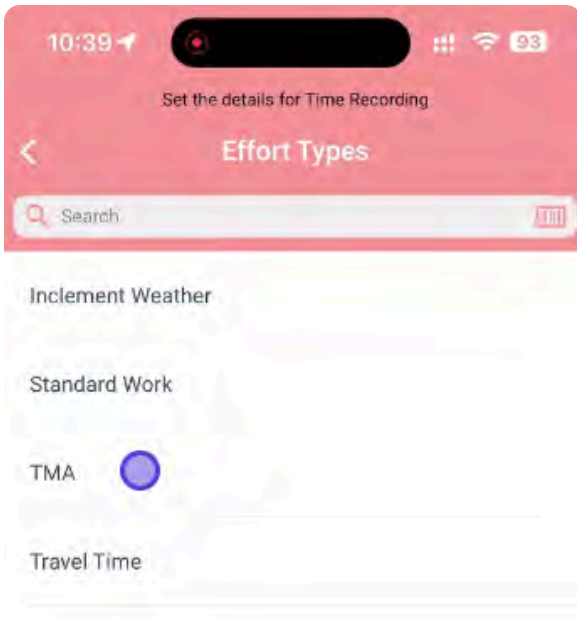
## 21 Click on Effort Type

[VIEW PAGE →](#)



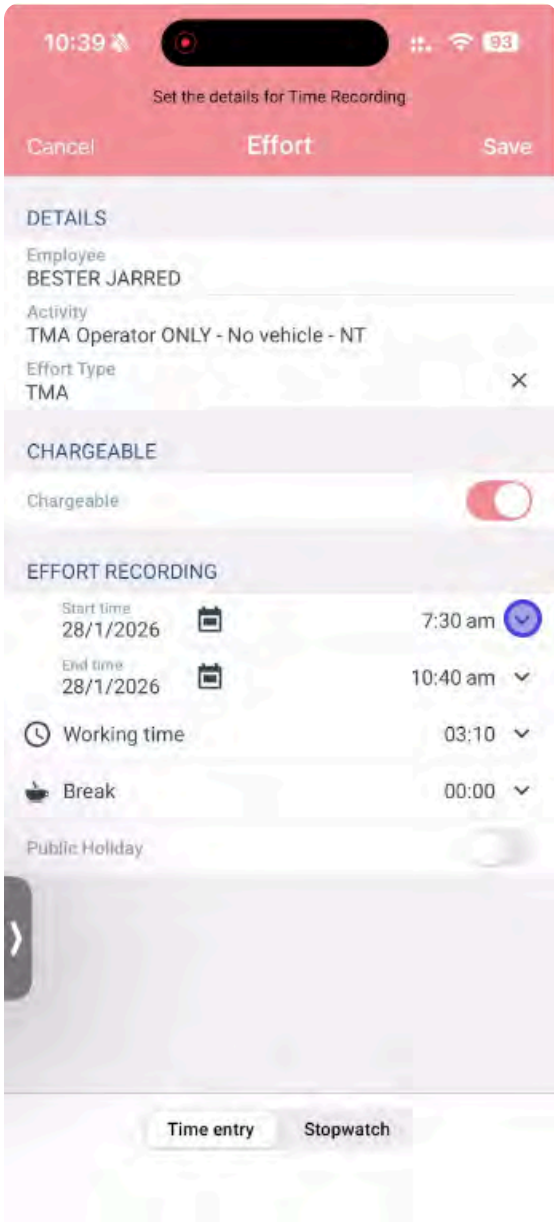
## 22 Select TMA

[VIEW PAGE →](#)



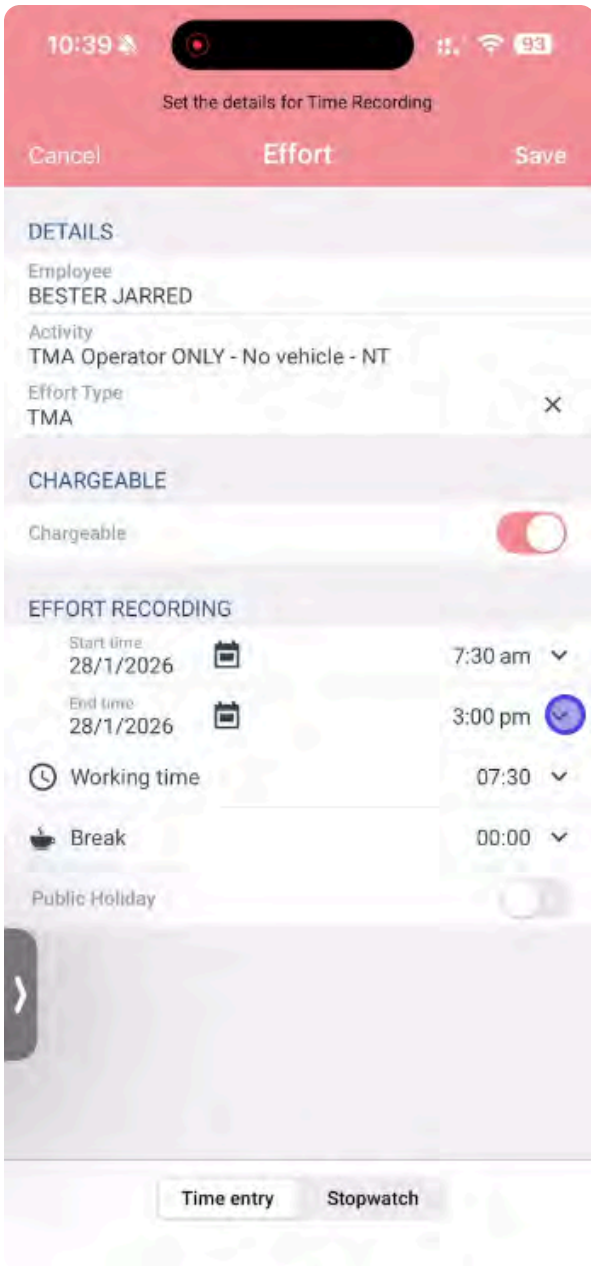
## 23 Select Start Time

[VIEW PAGE →](#)



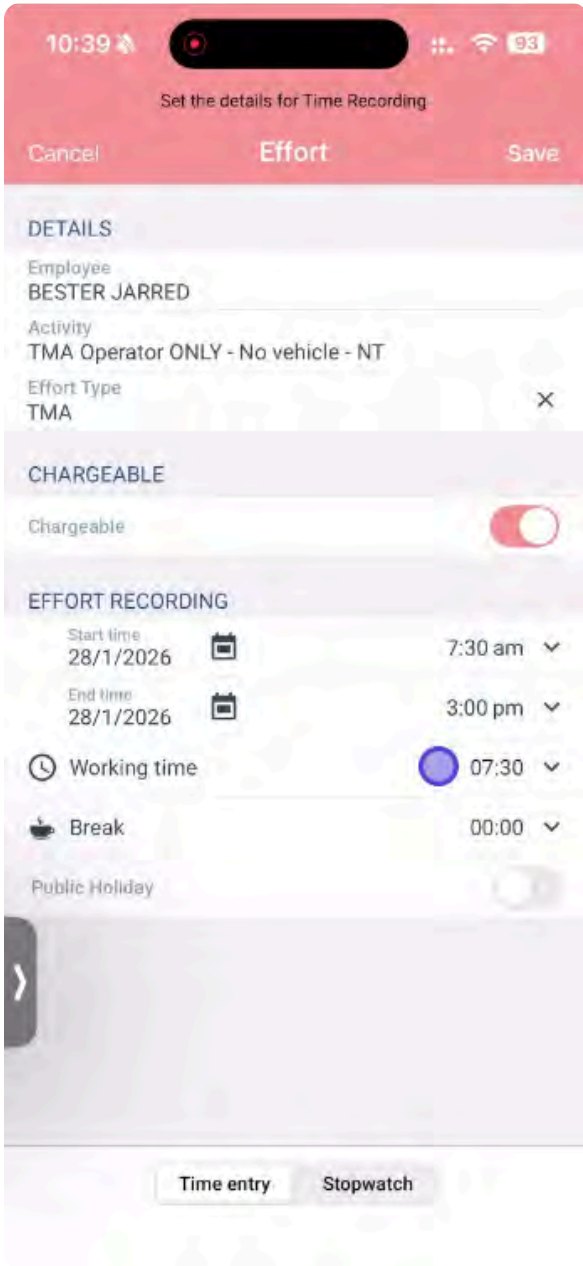
## 24 Select End Time

[VIEW PAGE →](#)



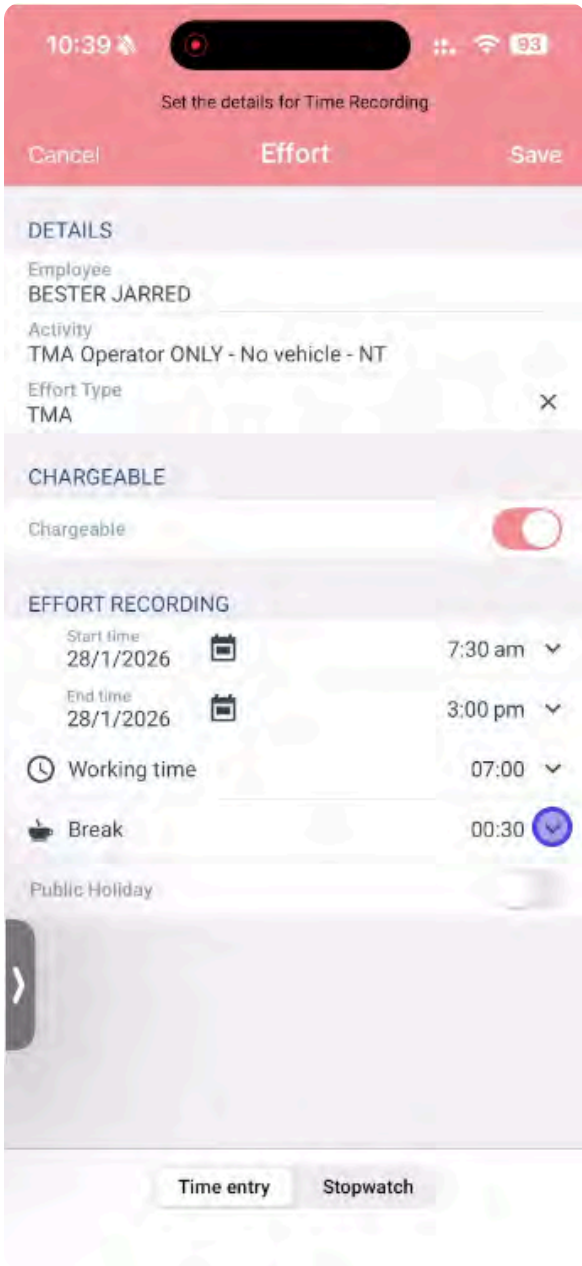
25 Ensure the Working Time Hour count is correct.

[VIEW PAGE →](#)



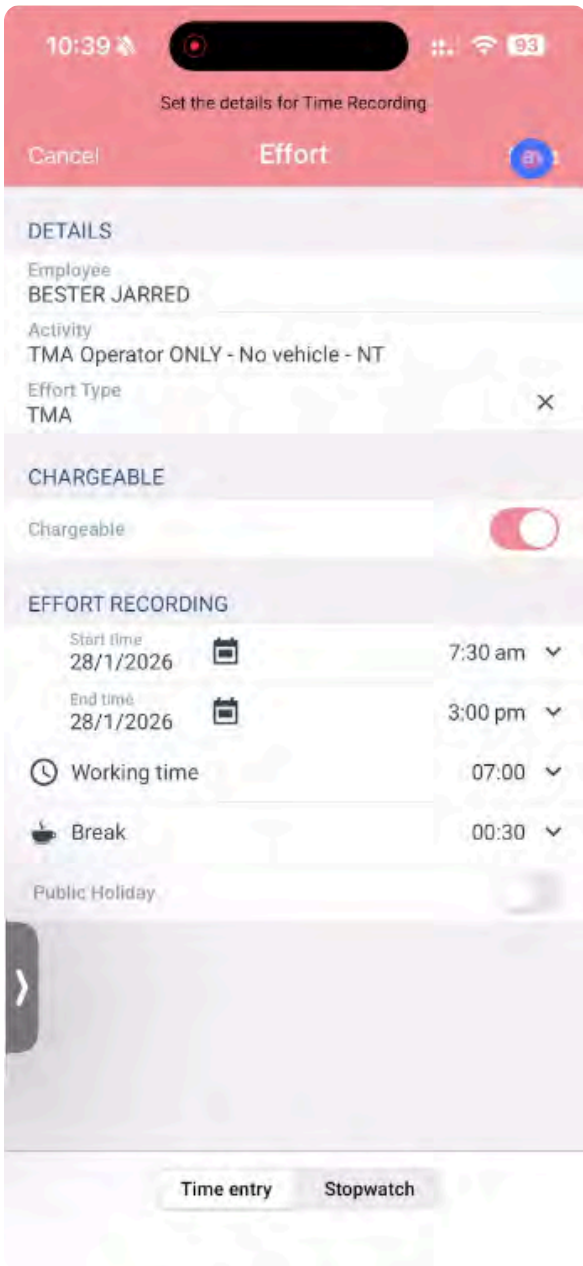
## 26 In order to record daily break, Select Break

[VIEW PAGE →](#)



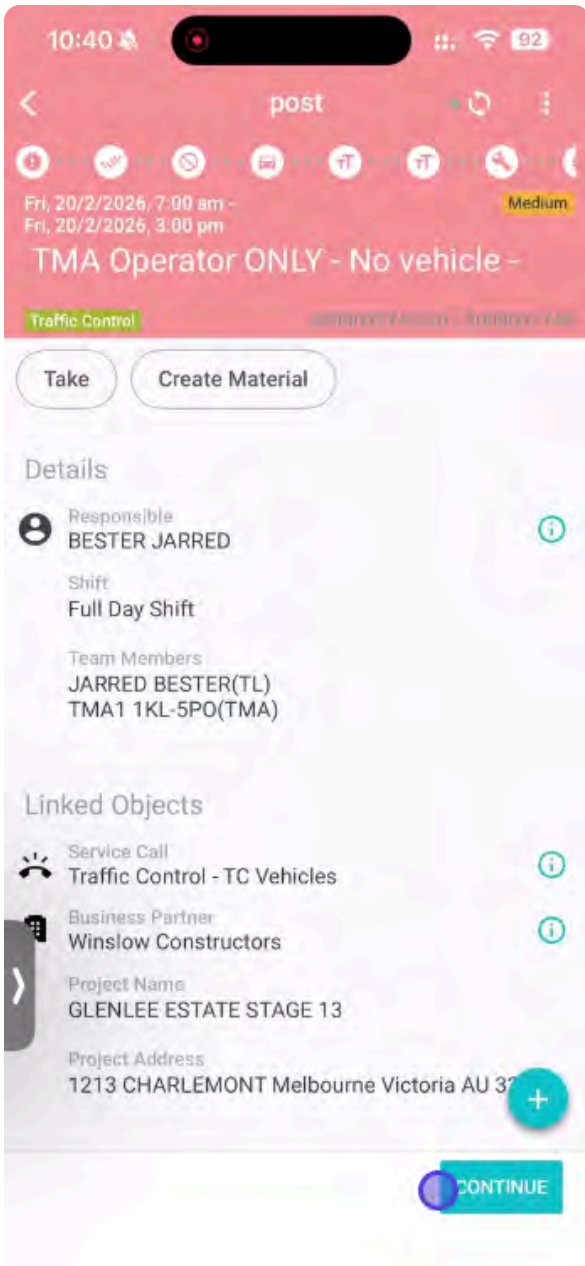
27 Review and ensure all the details are correct, click Save

[VIEW PAGE →](#)



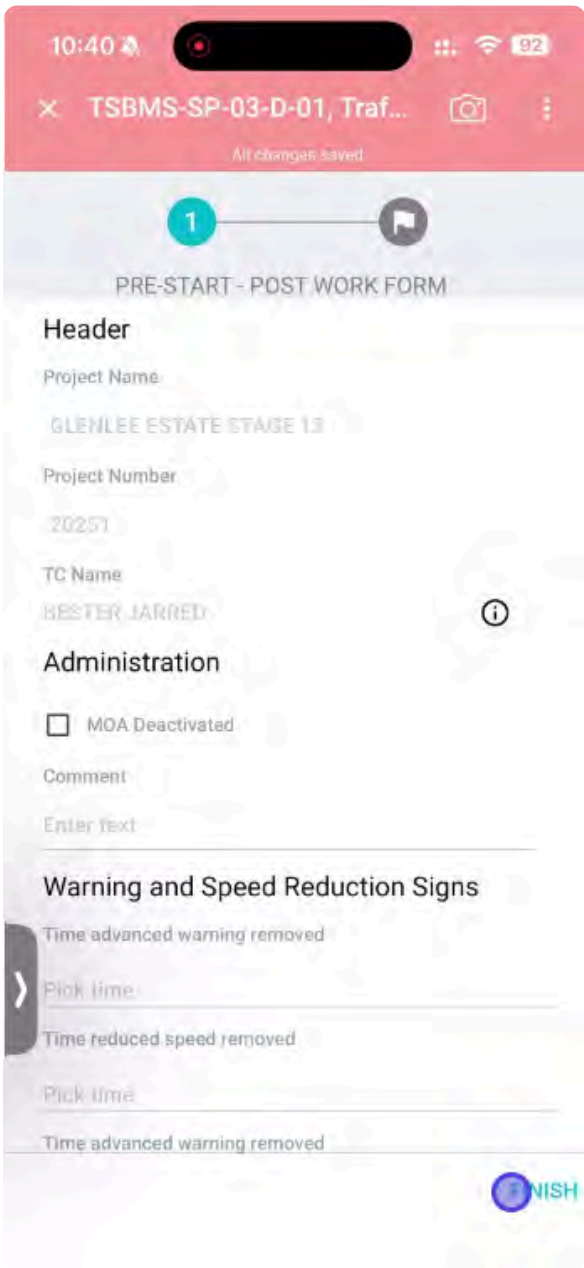
28 Click on Continue

[VIEW PAGE →](#)



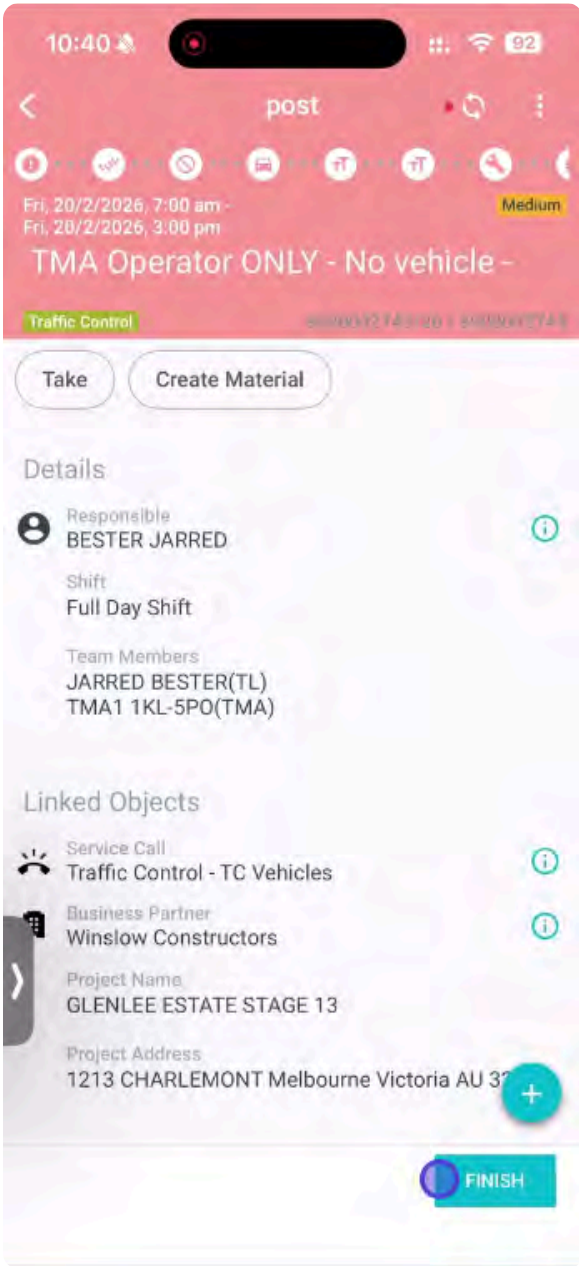
29 Once the form loads, Answer the questions to complete the form and click Finish

[VIEW PAGE →](#)



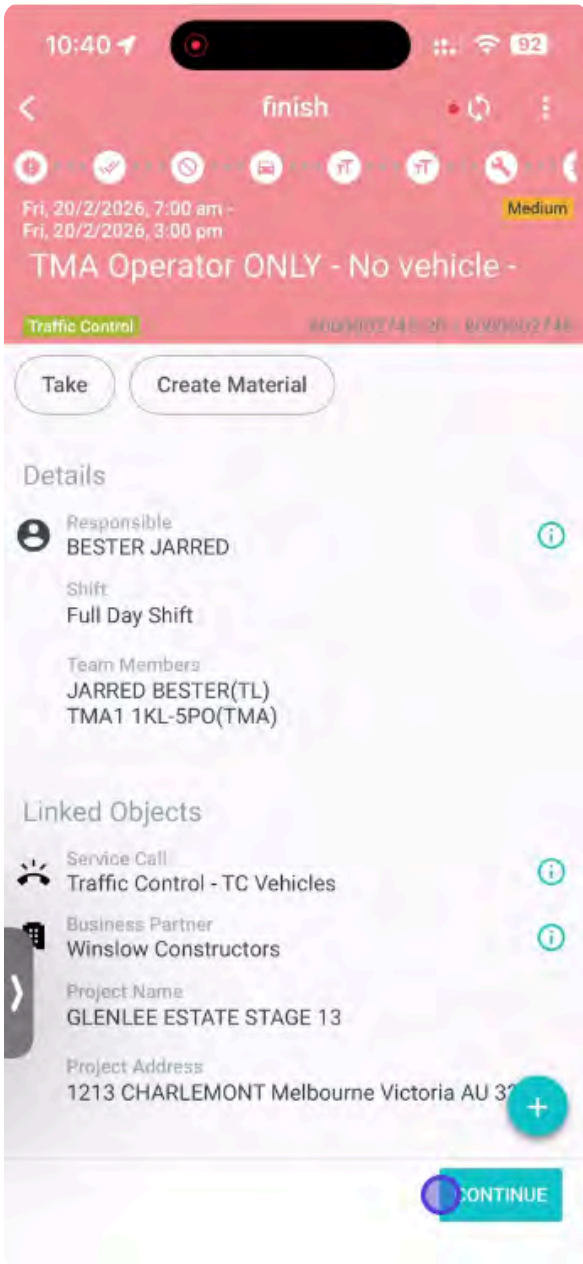
30 Click on Finish

[VIEW PAGE →](#)



31 Click on Continue

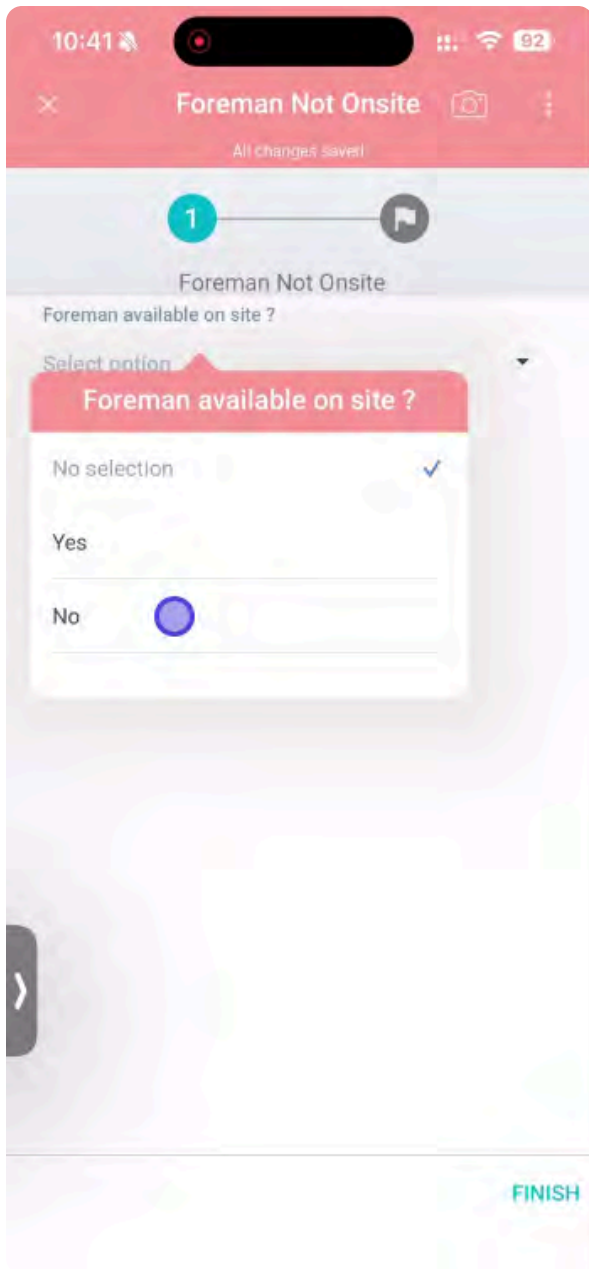
[VIEW PAGE →](#)



### 32 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.



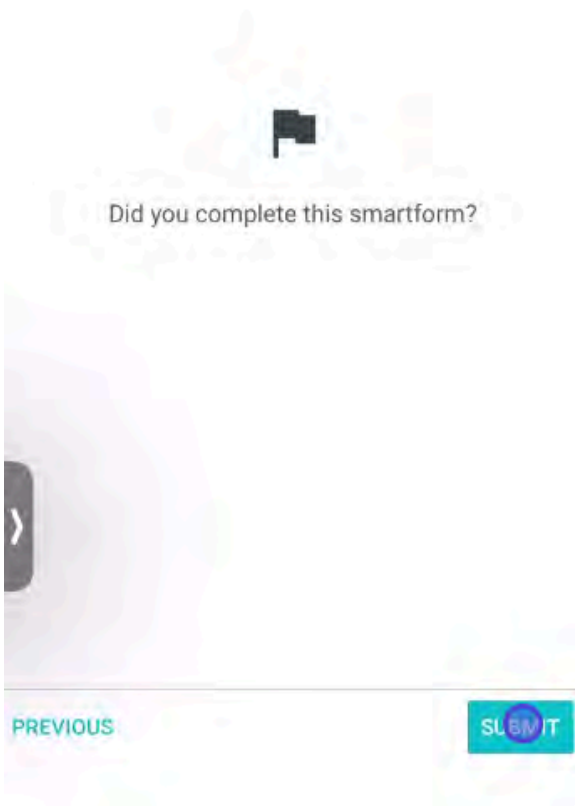
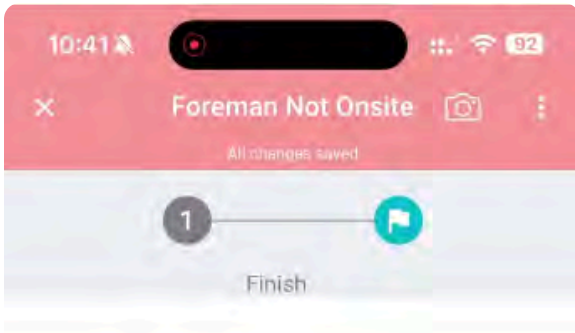
### 33 Click on Finish

[VIEW PAGE →](#)



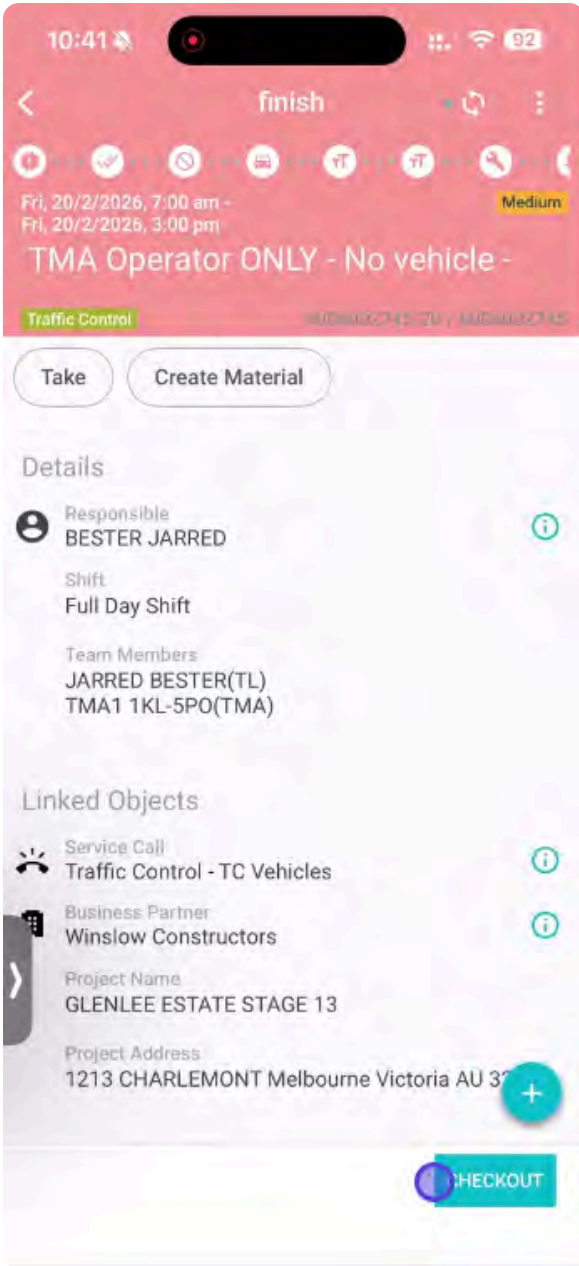
34 Click on Submit

[VIEW PAGE →](#)



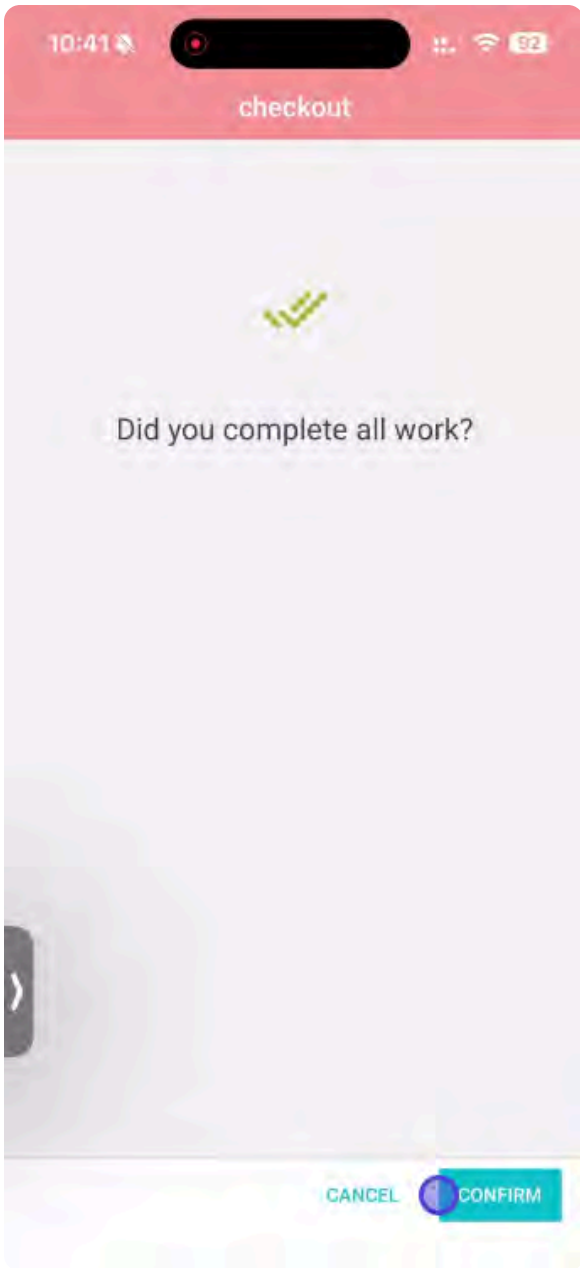
### 35 Click on Checkout

[VIEW PAGE →](#)



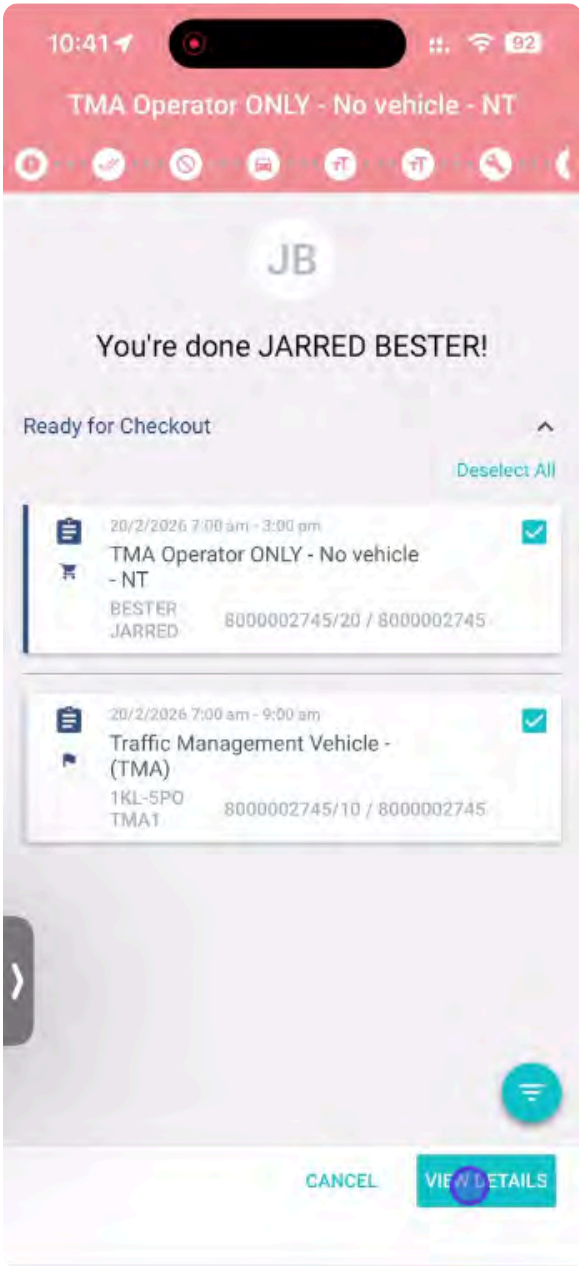
36 Click on Continue

[VIEW PAGE →](#)



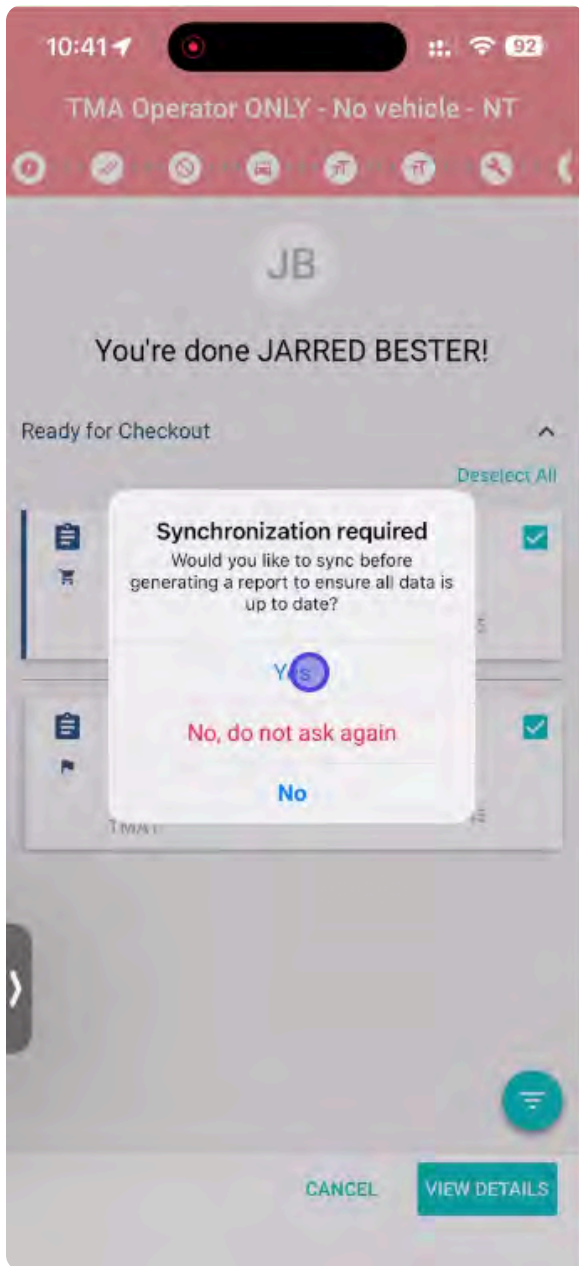
37 Click on View Details

[VIEW PAGE →](#)



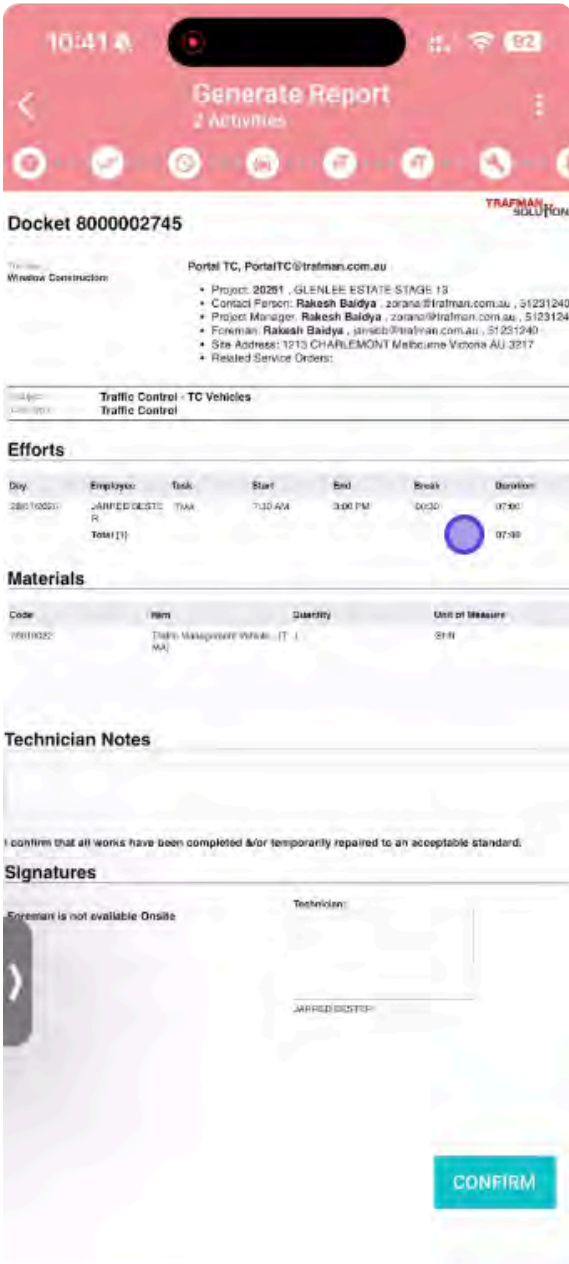
### 38 Click on Yes

[VIEW PAGE →](#)



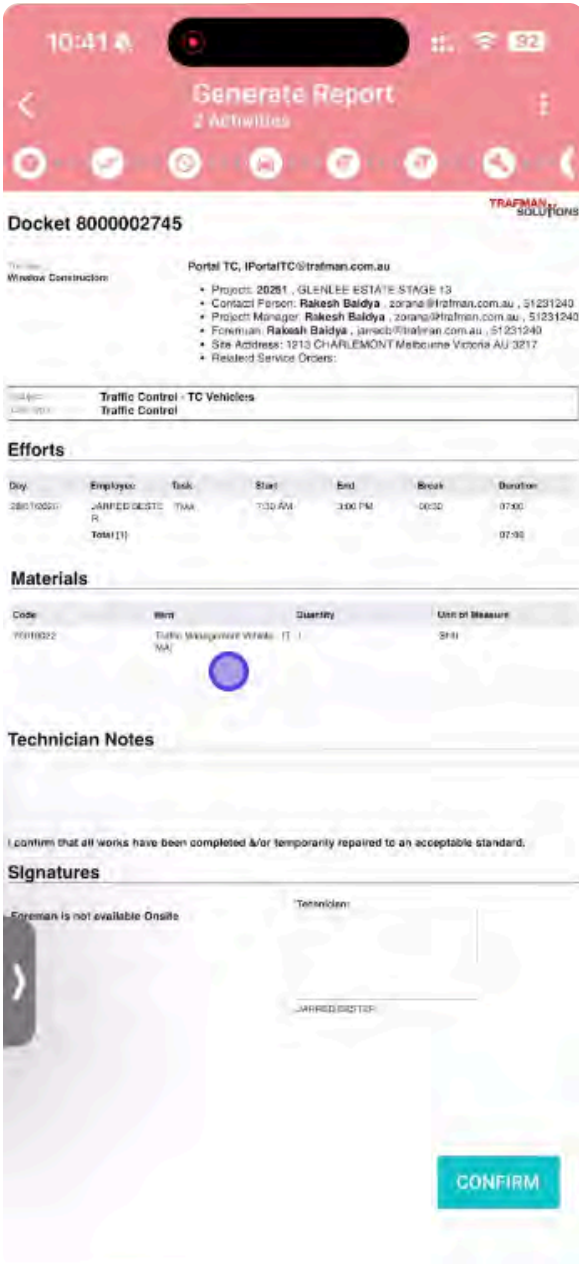
39 Review and ensure the times are correct.

[VIEW PAGE →](#)



40 Confirm TMA charge is included

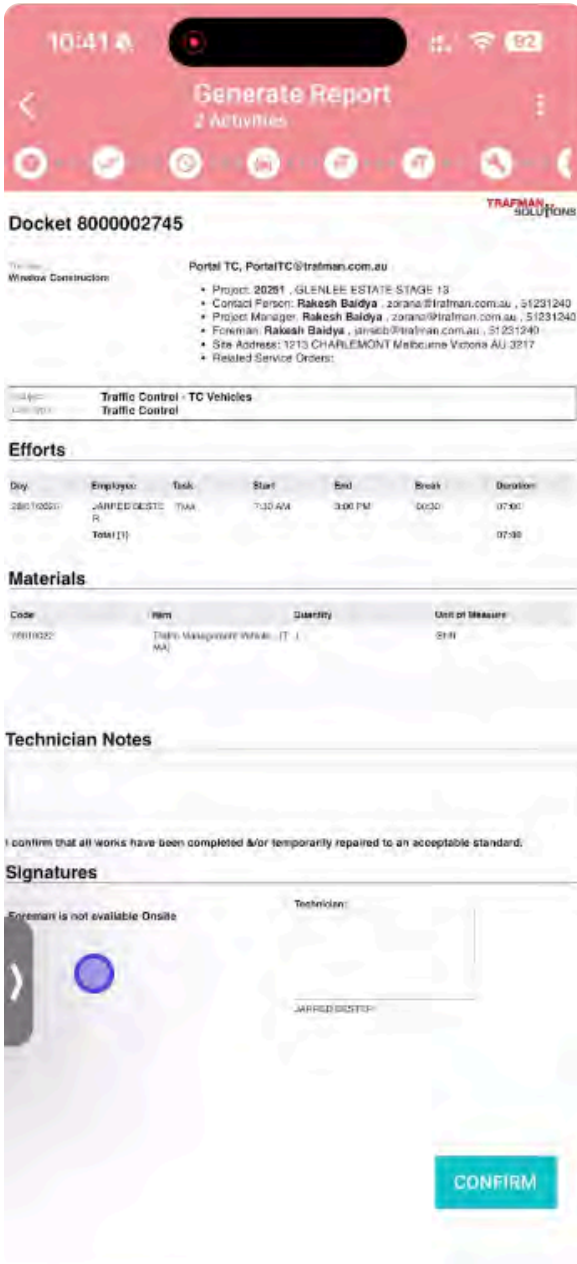
[VIEW PAGE →](#)



41

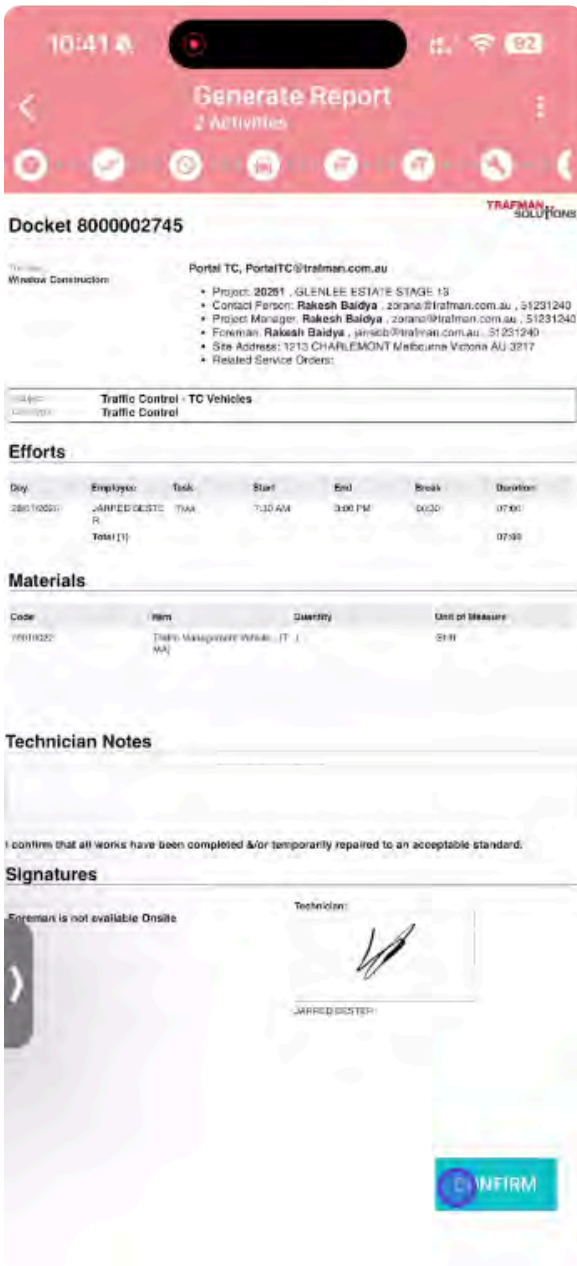
If "No" was selected for the question "Is Foreman available onsite" then no signature box is provided.

[VIEW PAGE →](#)



42 Sign as Trafman Representative and click Confirm

[VIEW PAGE →](#)



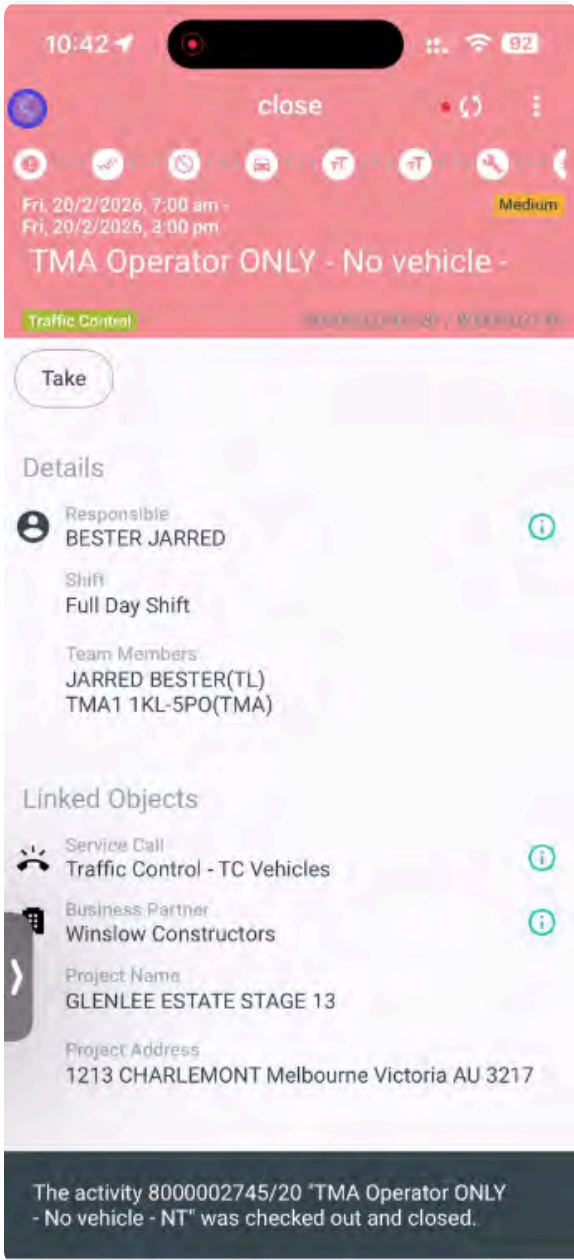
43 Click on Done

[VIEW PAGE →](#)



44 Click on "<" to exit

[VIEW PAGE →](#)

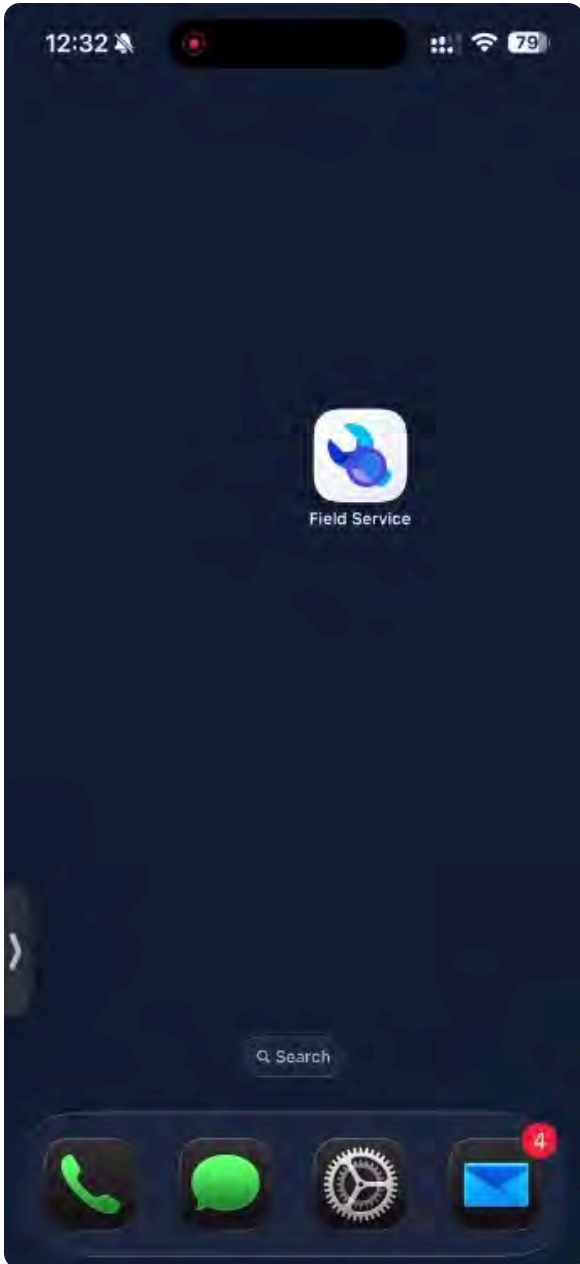


**FSM MOBILE  
APP - TC  
- ACTIVITY COMPLETION  
(TC ONLY)**

**TRAFMAN..  
SOLUTIONS**

# FSM Mobile APP - TC - Activity Completion for TL (Crew)

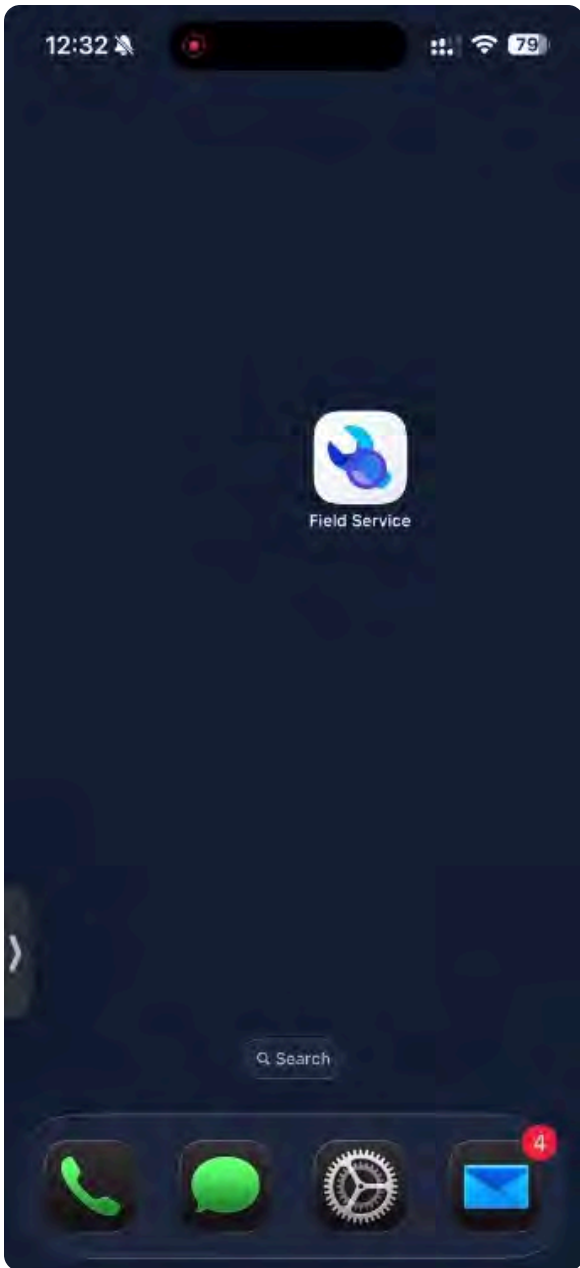
Created on Jan 29, 2026 by Jarred Bester



[WATCH RECORDING →](#)

# 1 Open FSM Mobile App

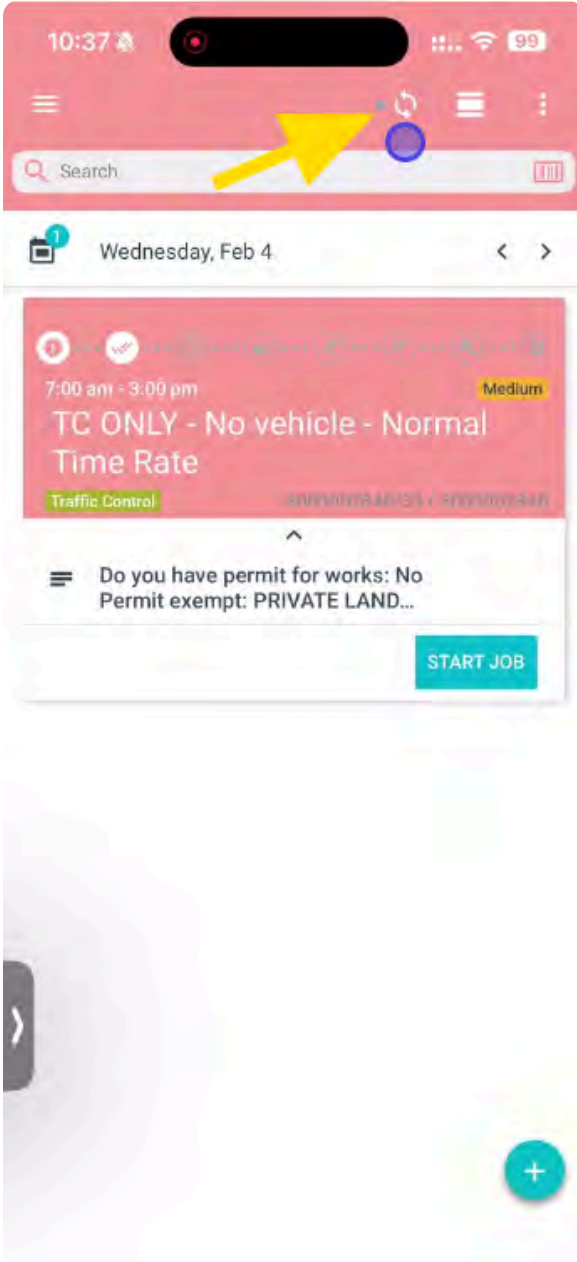
[VIEW PAGE →](#)



2

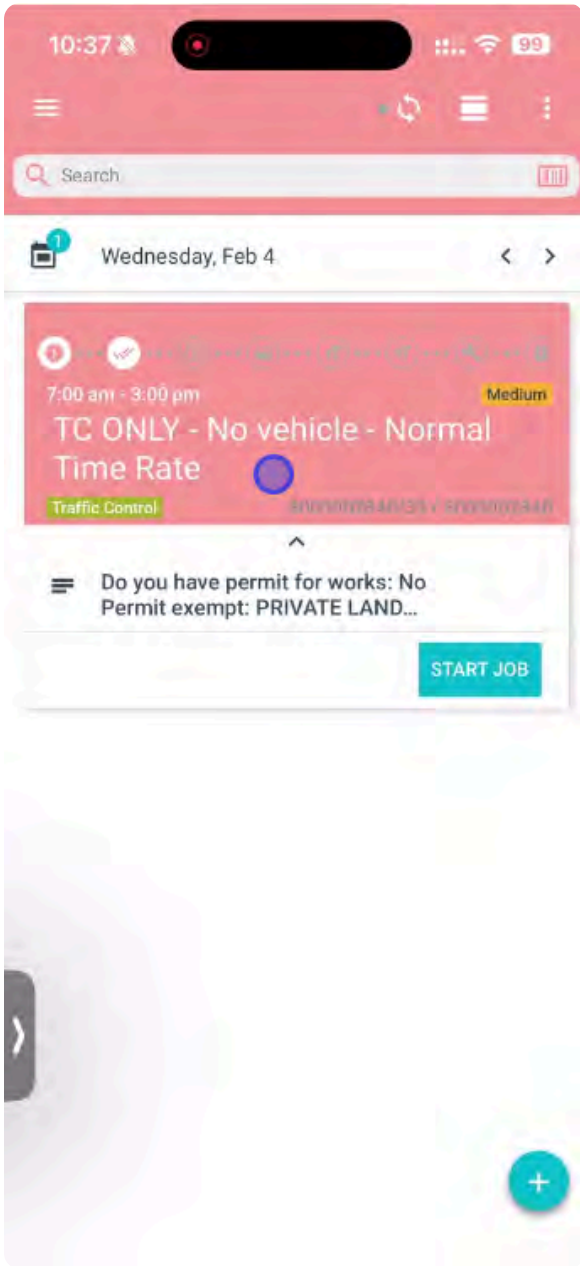
**VERY IMPORTANT:** Please note that each time a button is clicked the App will sync with the cloud to ensure that all data is updated in real time, please allow the spinning icon to stop before clicking the next button.

[VIEW PAGE →](#)



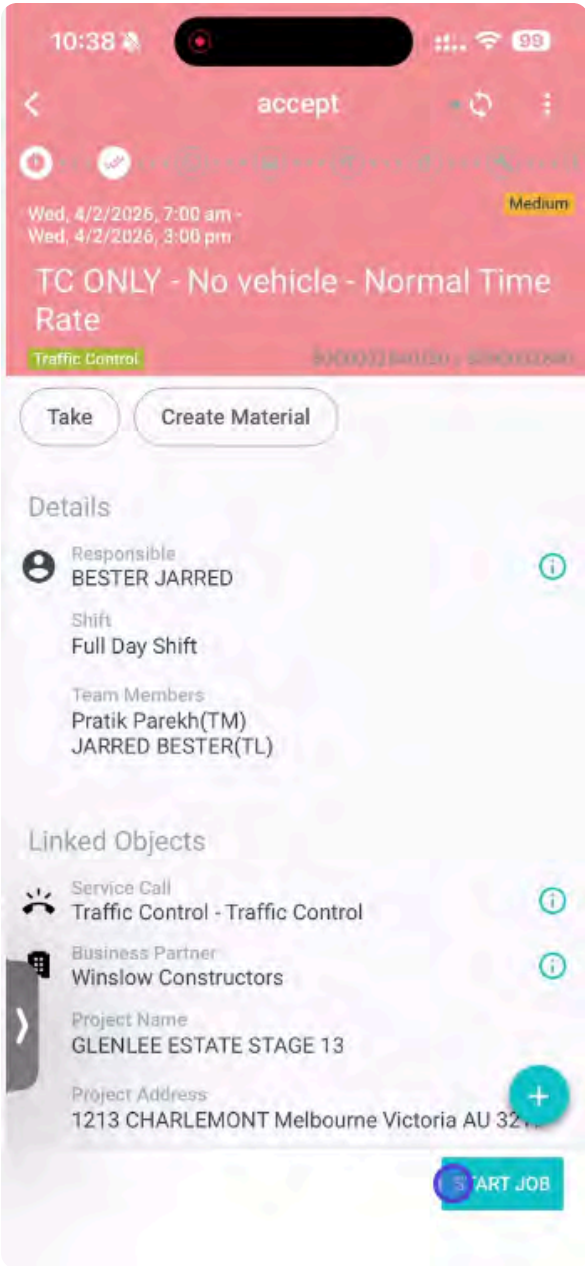
### 3 Click into the Activity

[VIEW PAGE →](#)



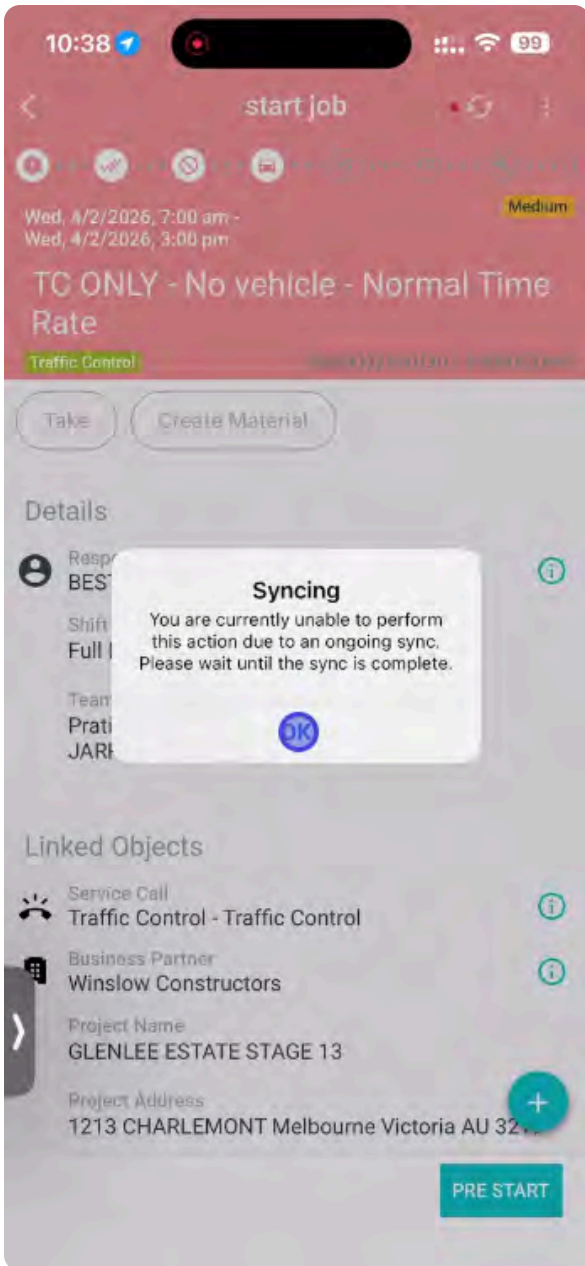
4 To confirm your onsite, Click Start Job

[VIEW PAGE →](#)



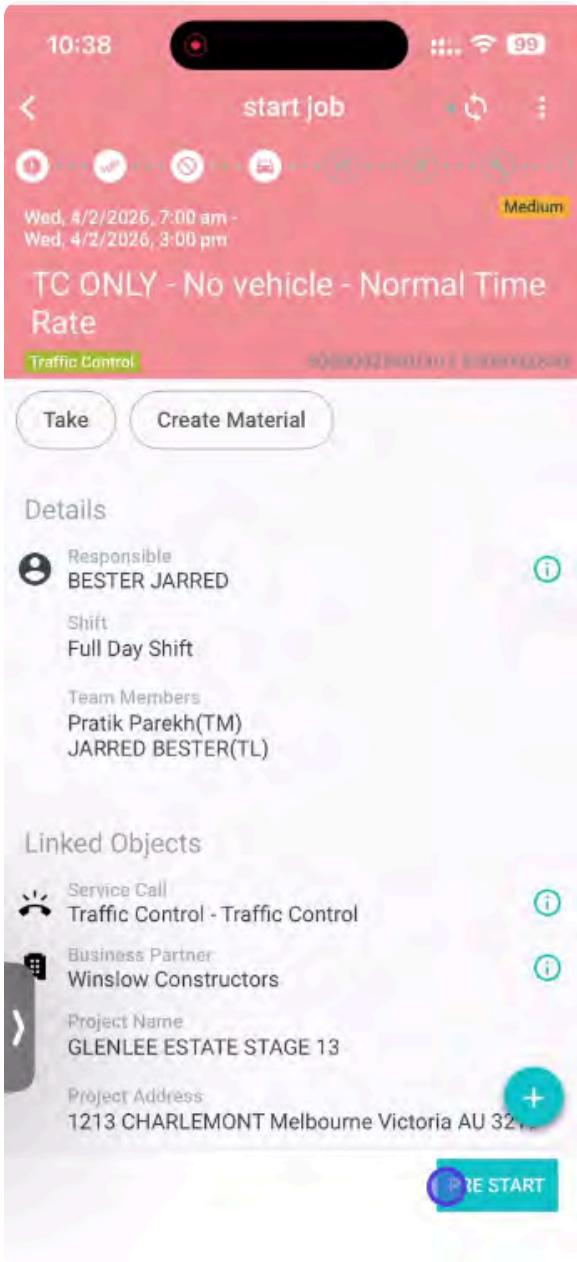
- 5 If you do click while the sync is still in progress, a prompt will appear, Click on Continue and wait for the sync to complete.

[VIEW PAGE →](#)



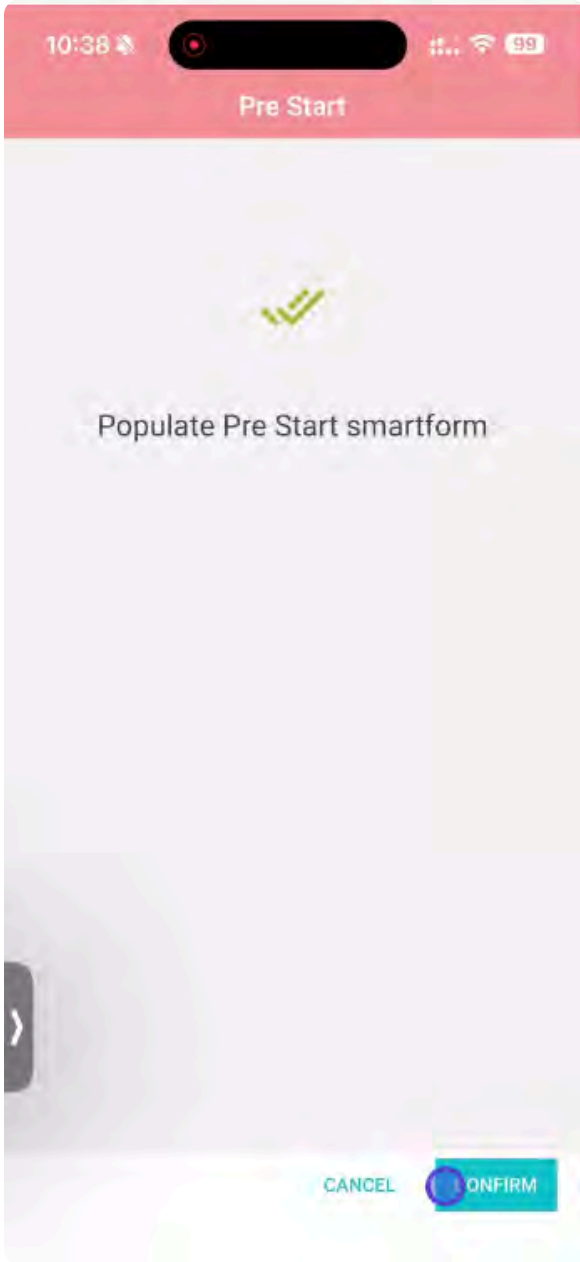
6 To commence the safety paperwork, Click on Pre-Start

[VIEW PAGE →](#)



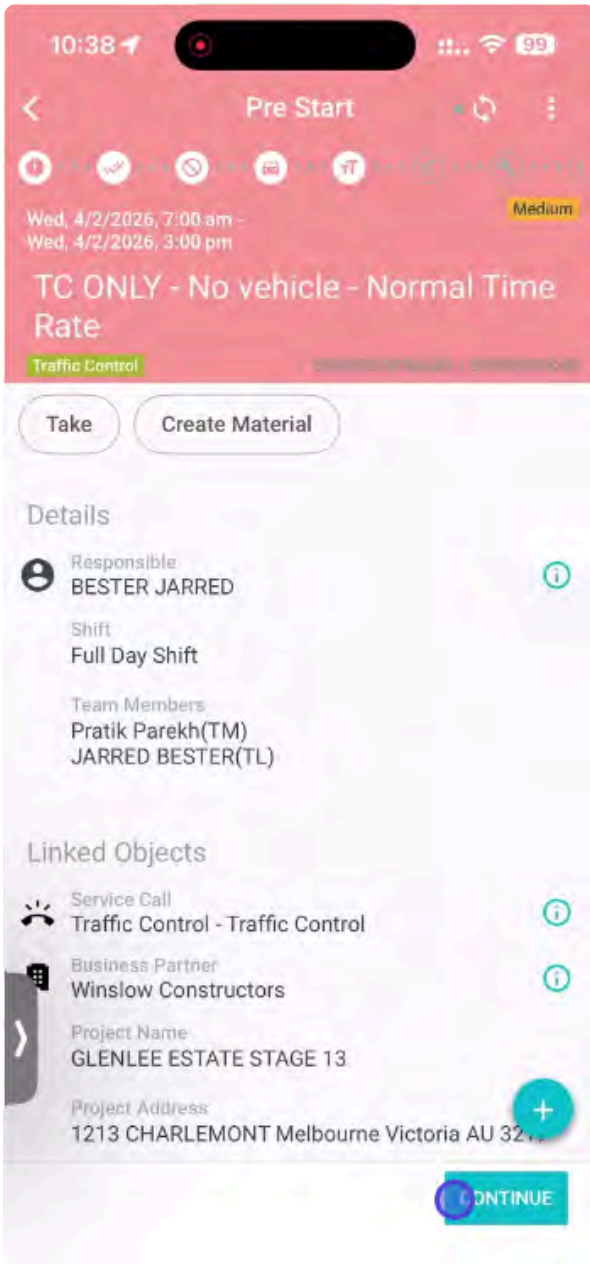
## 7 Click Confirm

[VIEW PAGE →](#)



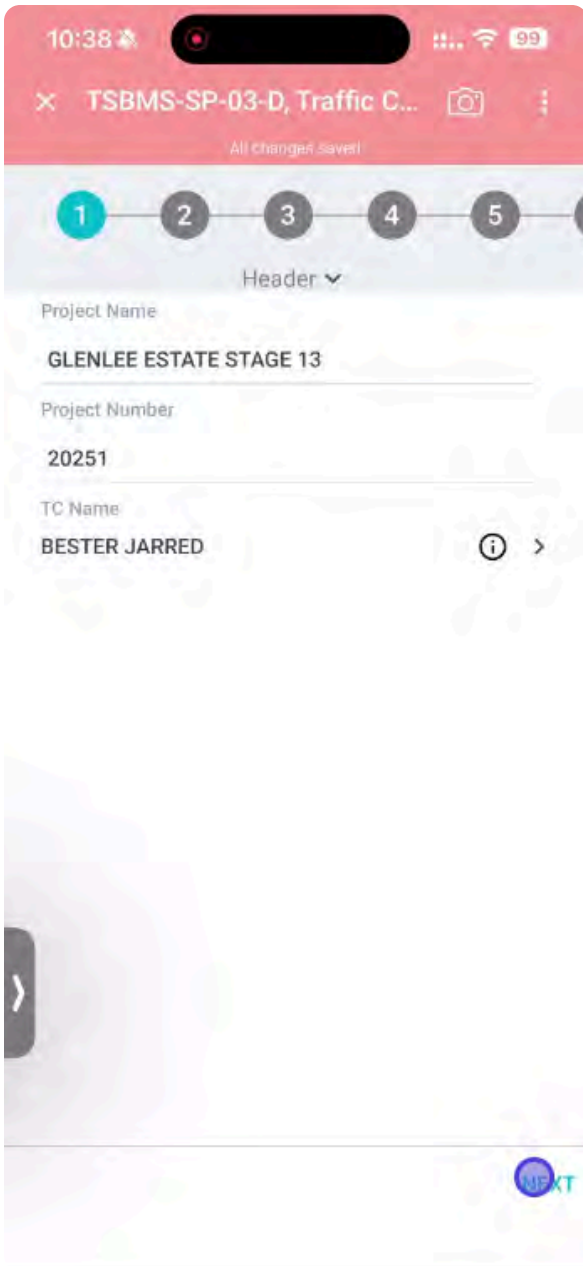
8 Once ready, Click on Continue

[VIEW PAGE →](#)



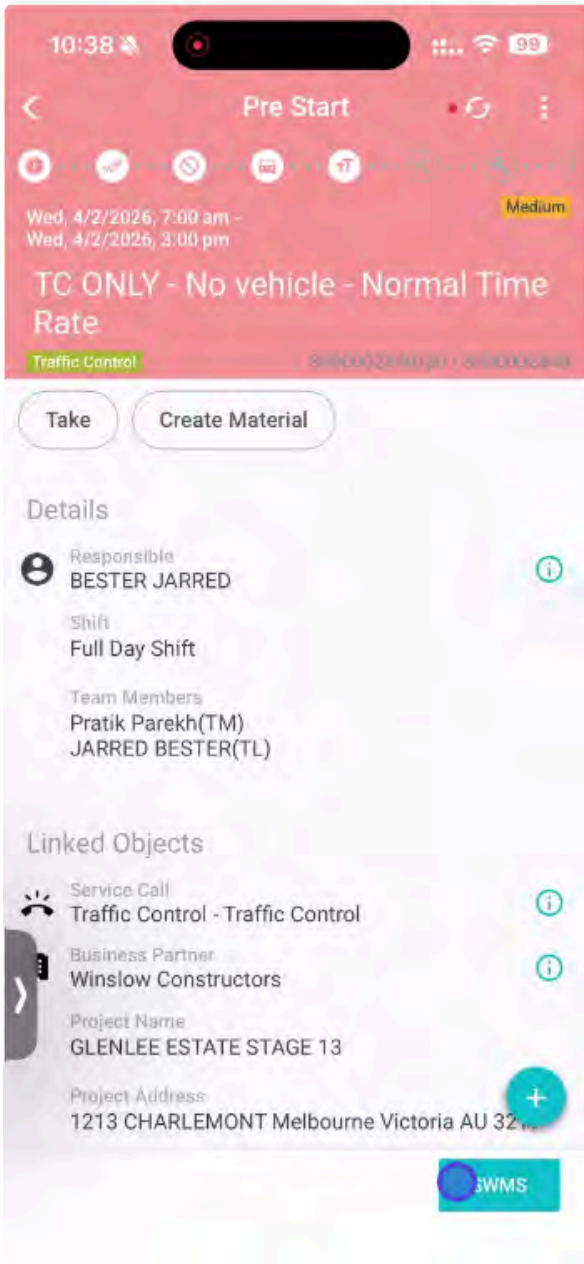
- 9 Once the form loads, Answer the questions to complete the form and click Next

[VIEW PAGE →](#)



10 Click on SWMS

[VIEW PAGE →](#)



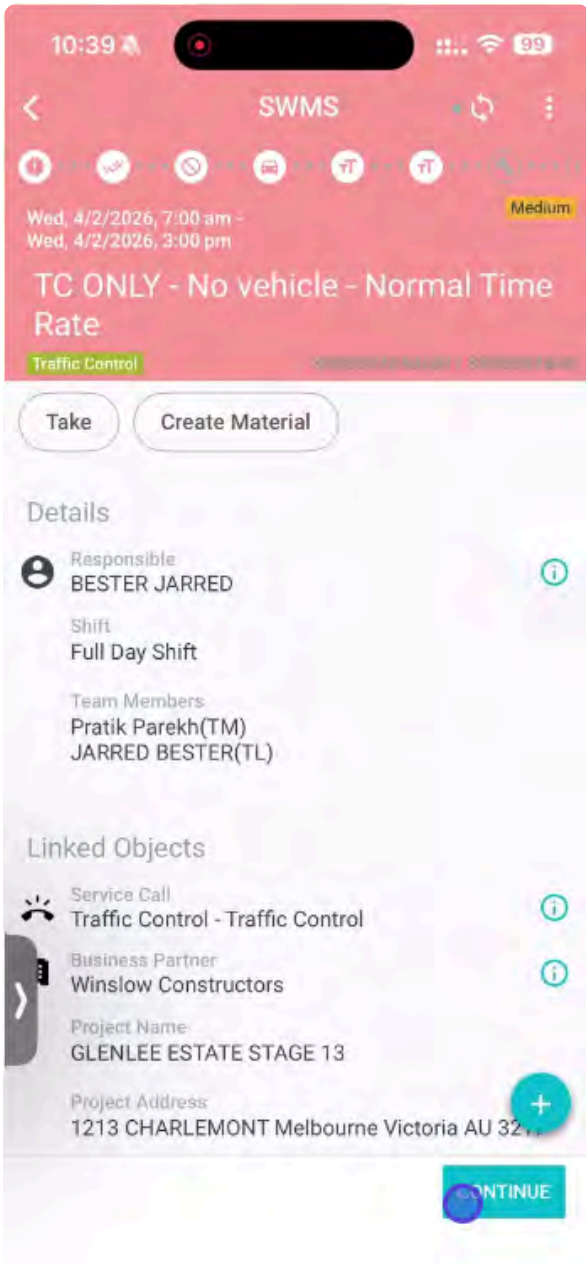
## 11 Click Confirm

[VIEW PAGE →](#)



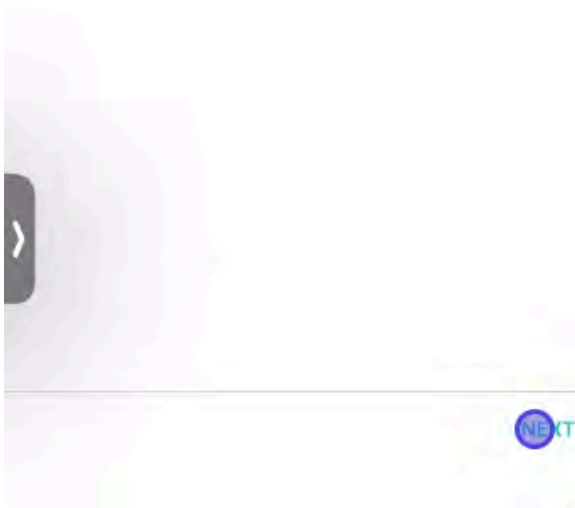
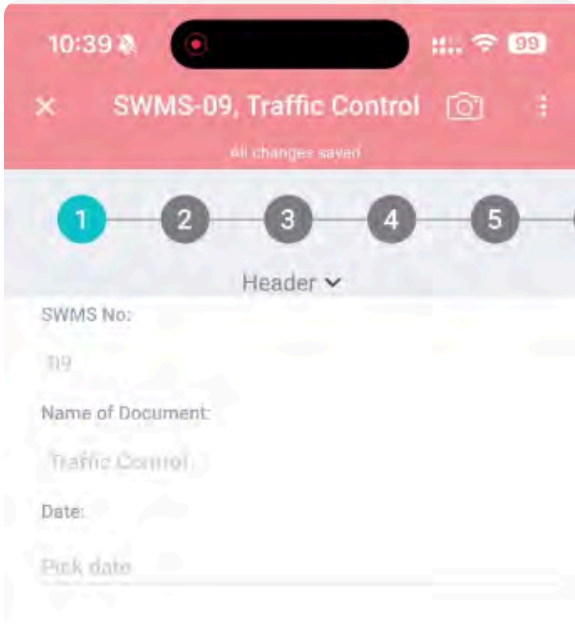
12 Click on Continue

[VIEW PAGE →](#)



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

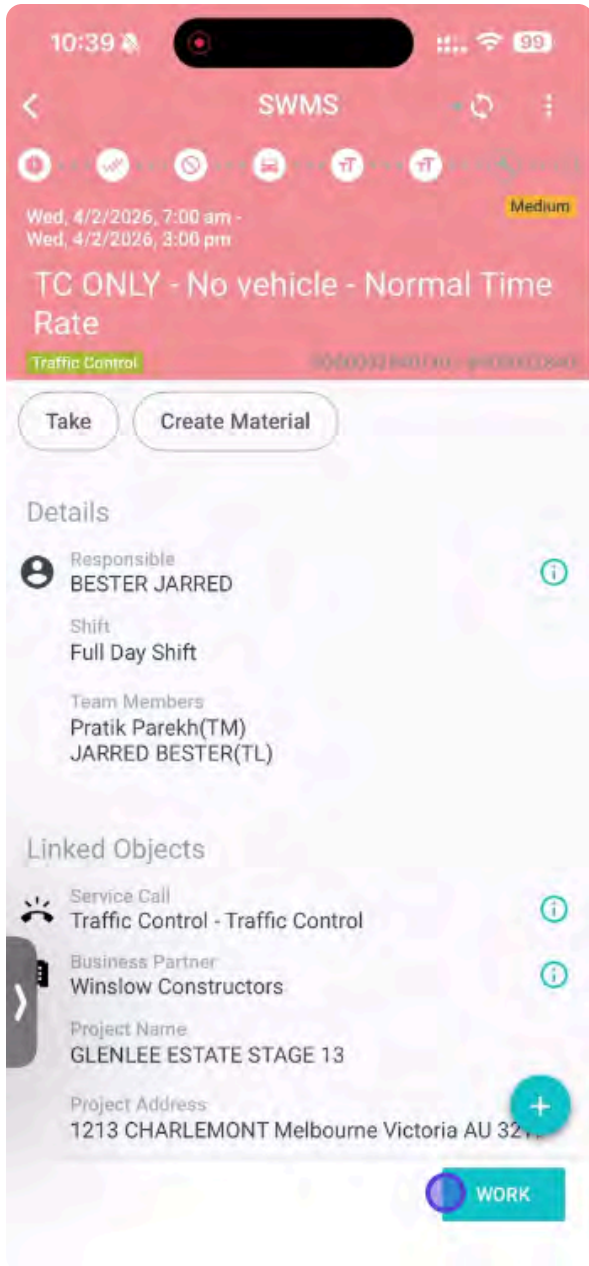
[VIEW PAGE →](#)



## 14 To start working, Click on Work

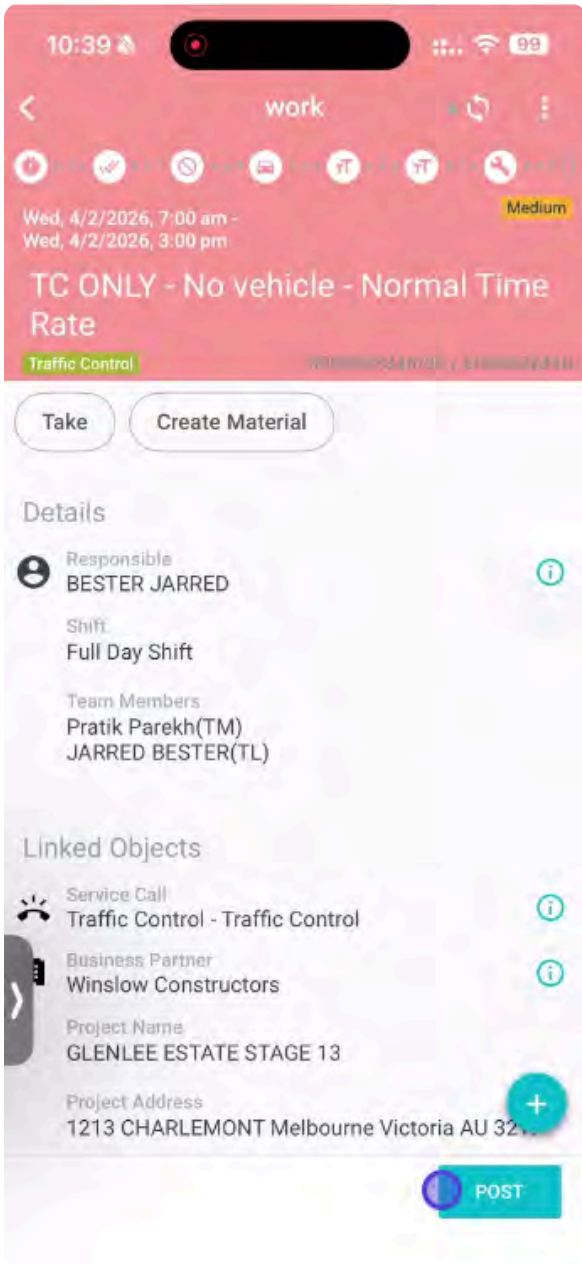
[VIEW PAGE →](#)

Works can now commence onsite.



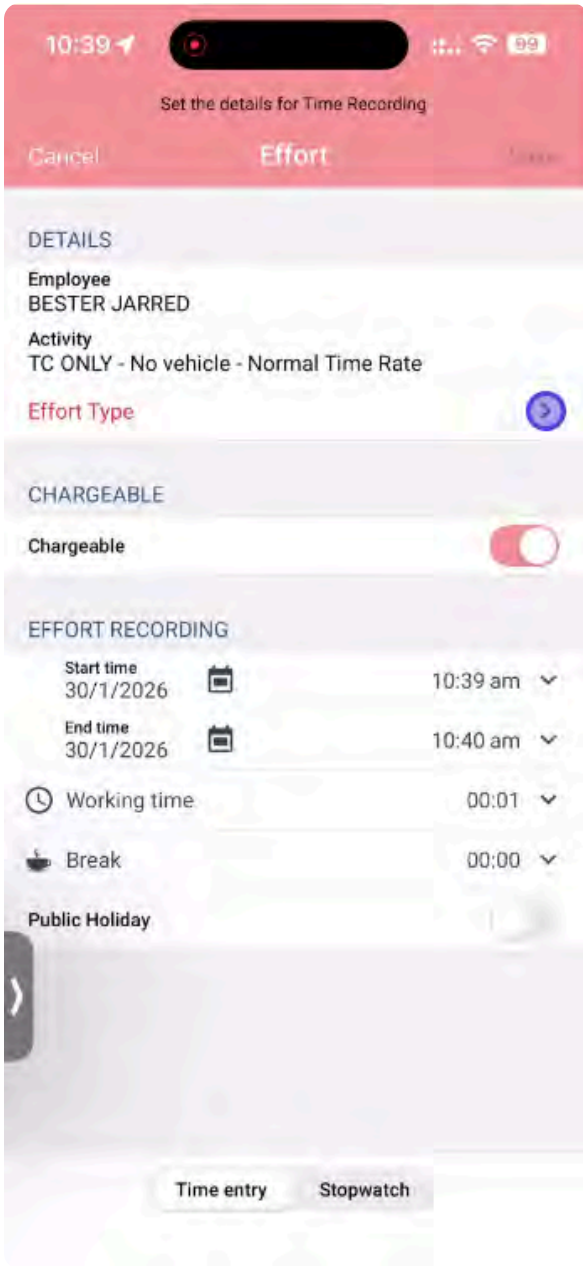
15 Once works are completed, Click Post

[VIEW PAGE →](#)



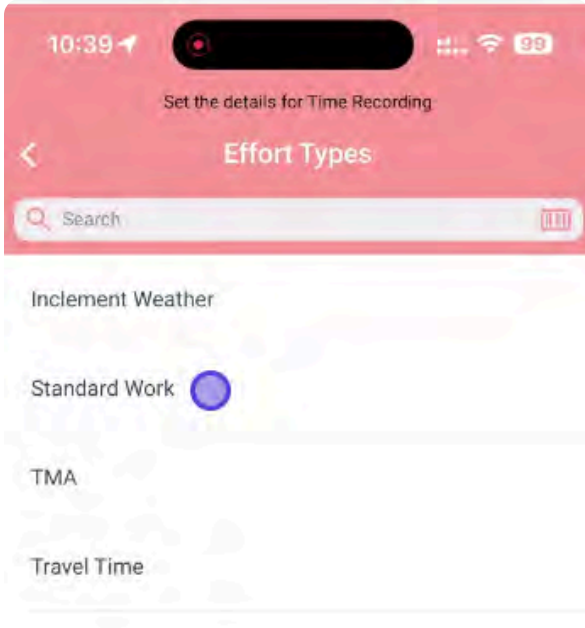
## 16 Click on Effort Type

[VIEW PAGE →](#)



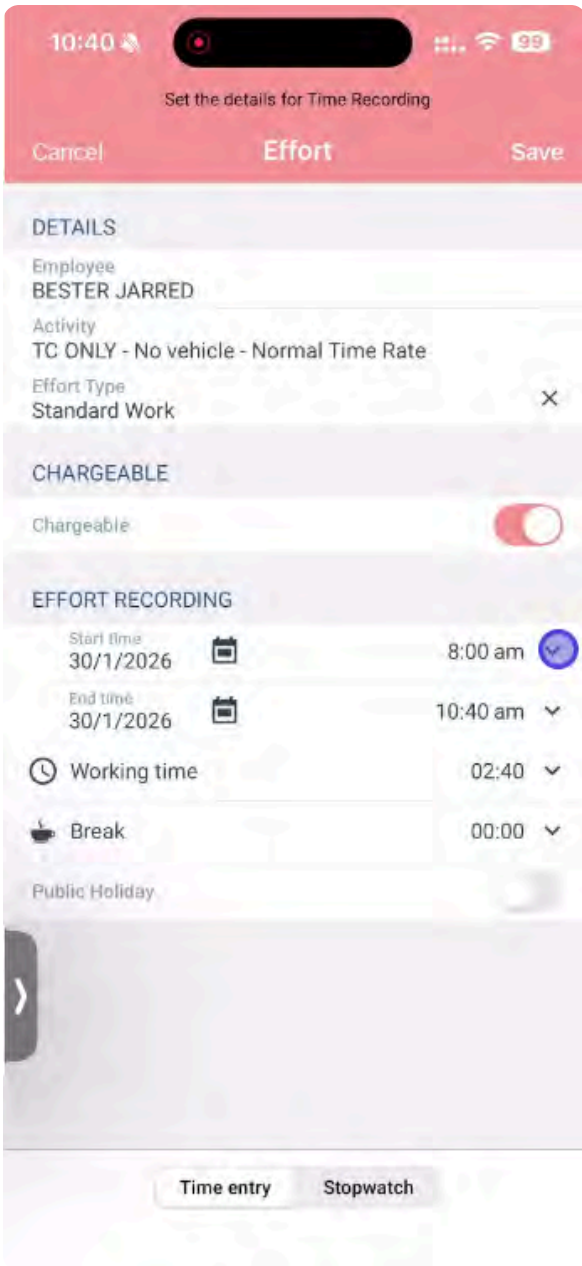
## 17 Select Standard Work

[VIEW PAGE →](#)



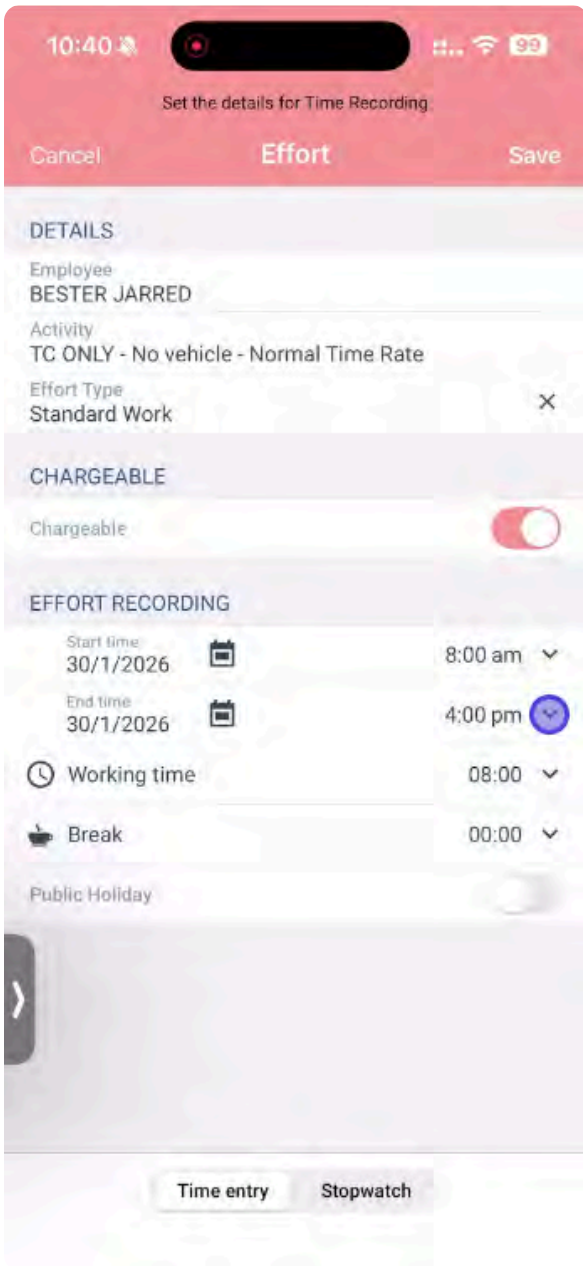
## 18 Click Start Time

[VIEW PAGE →](#)



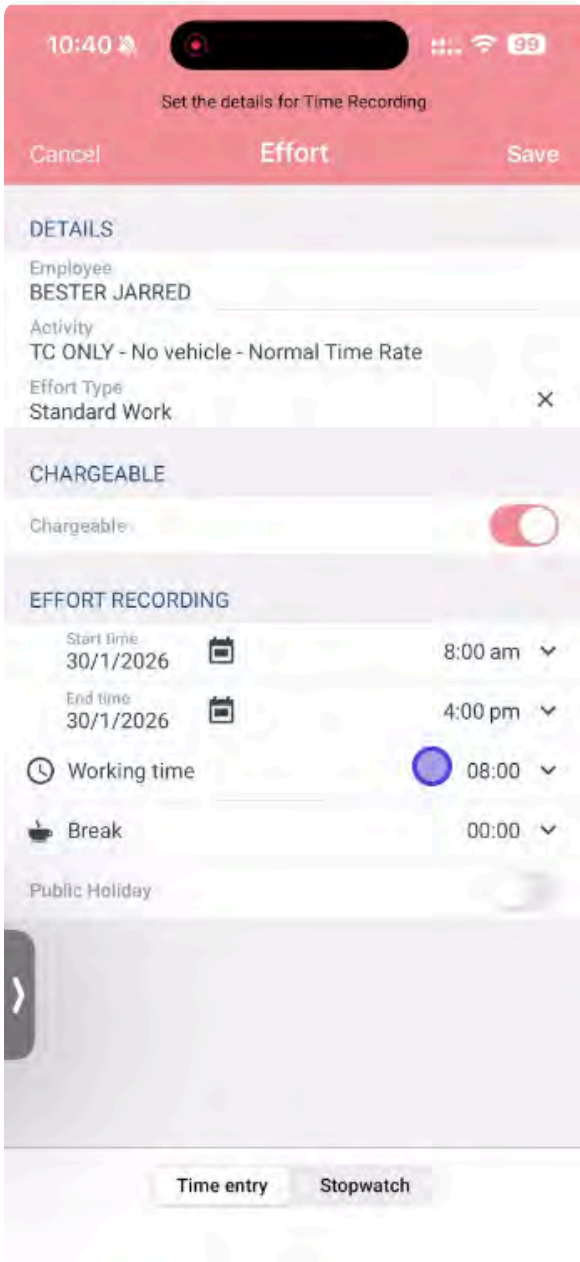
## 19 Select End Time

[VIEW PAGE →](#)



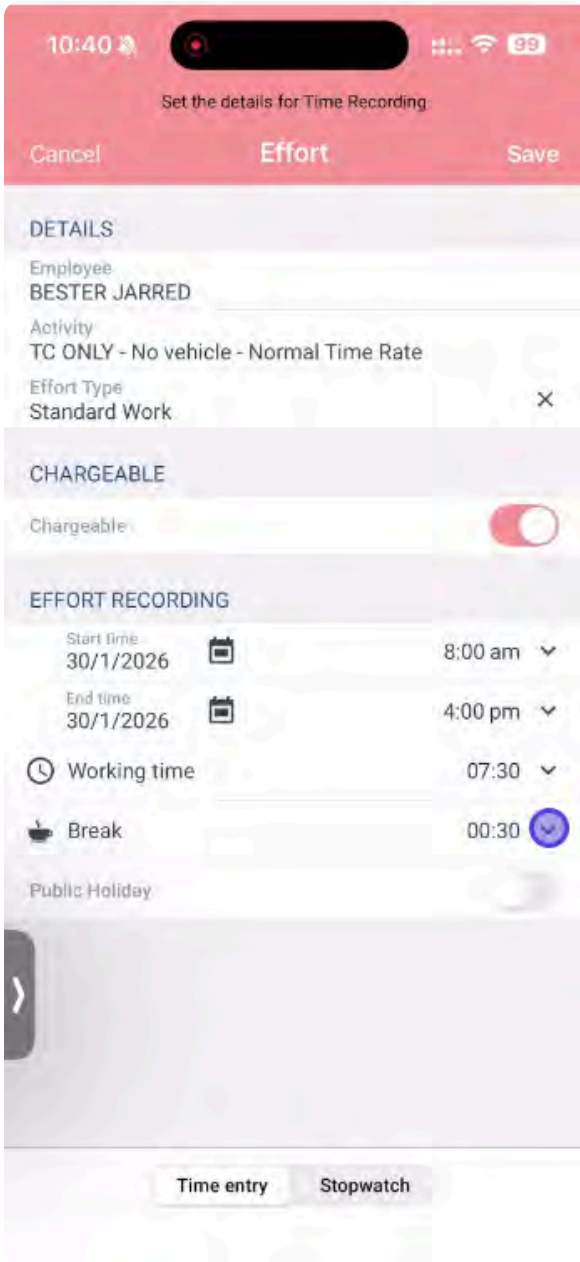
20 Ensure the Working Time Hour count is correct.

[VIEW PAGE →](#)



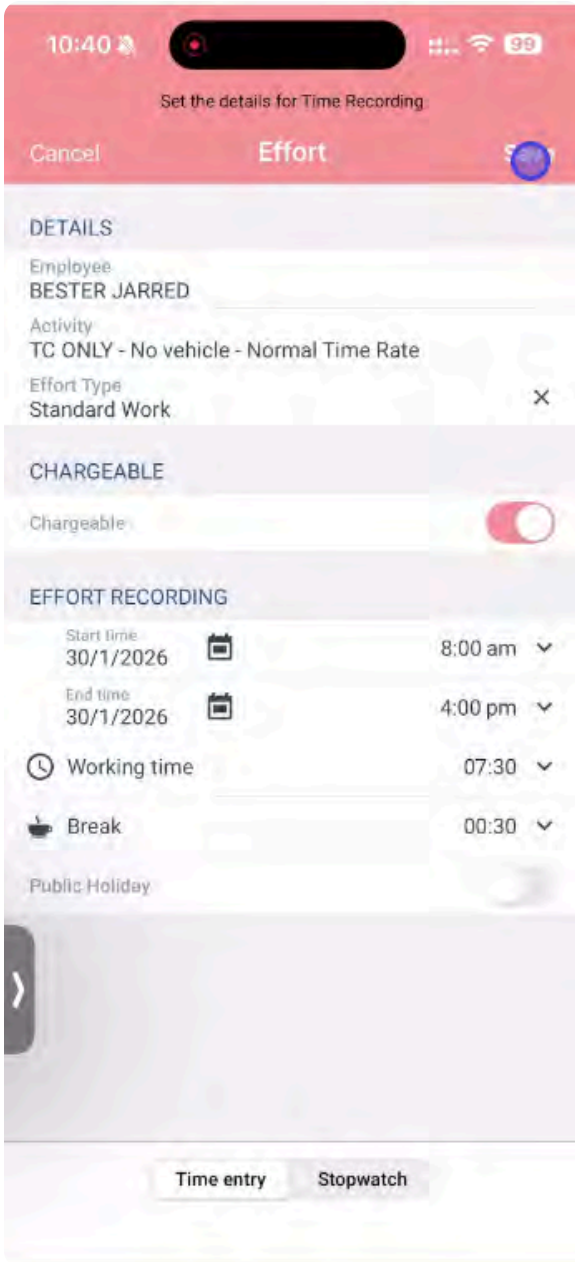
## 21 In order to record daily break, Select Break

[VIEW PAGE →](#)



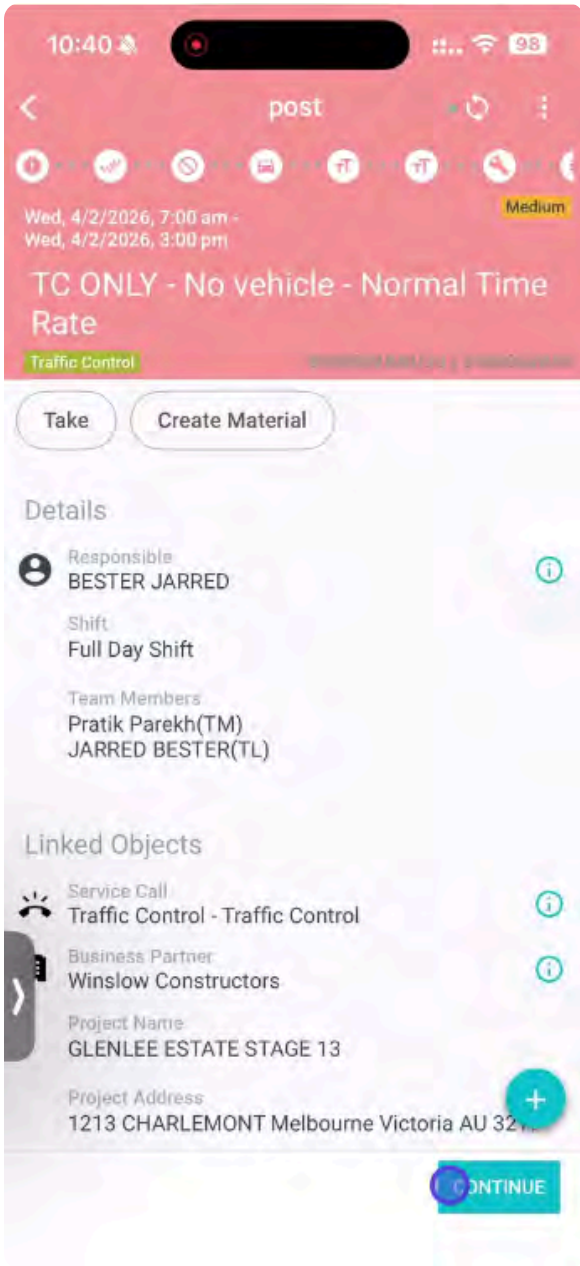
## 22 Click on Save

[VIEW PAGE →](#)



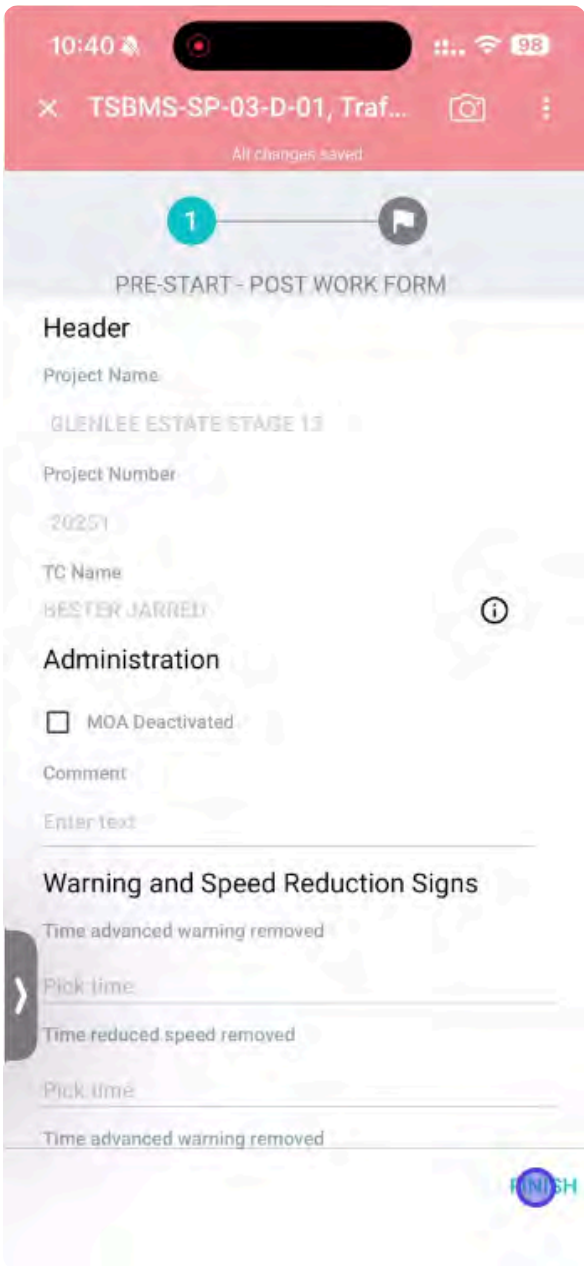
23 Click on Continue

[VIEW PAGE →](#)



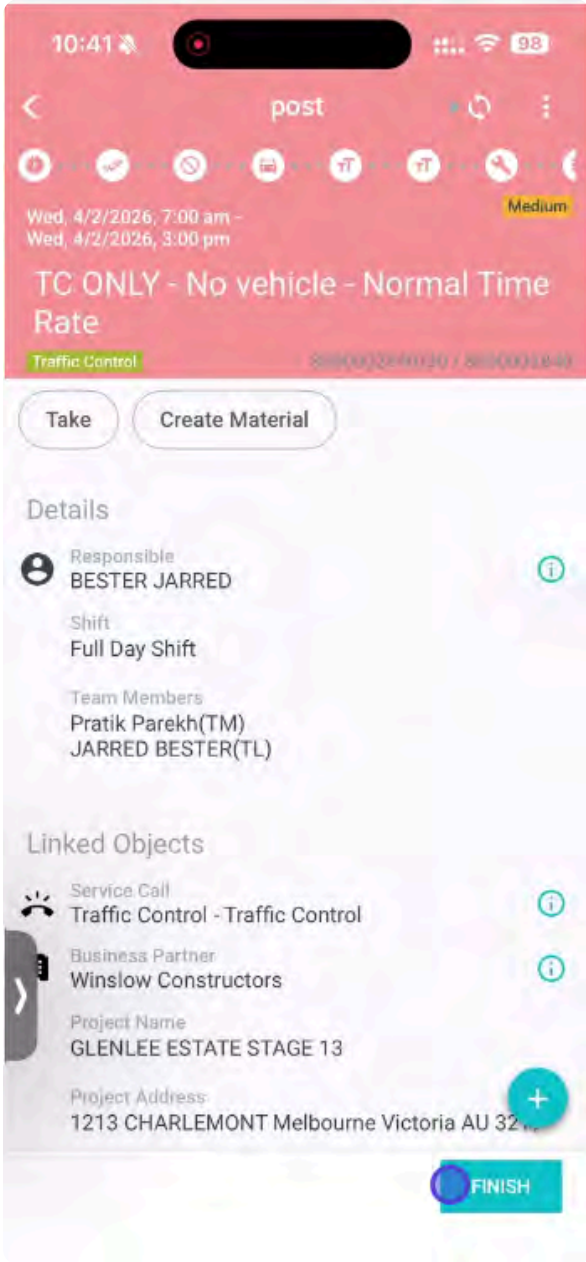
24 Once the form loads, Answer the questions to complete the form and click Next

[VIEW PAGE →](#)



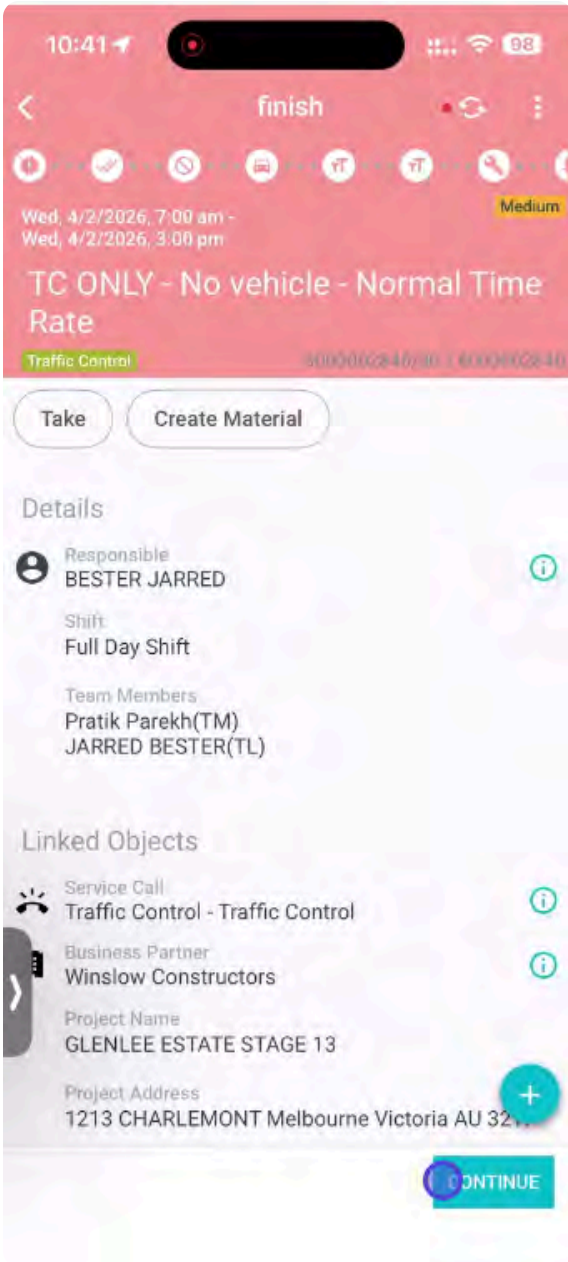
25 Click on Finish

[VIEW PAGE →](#)



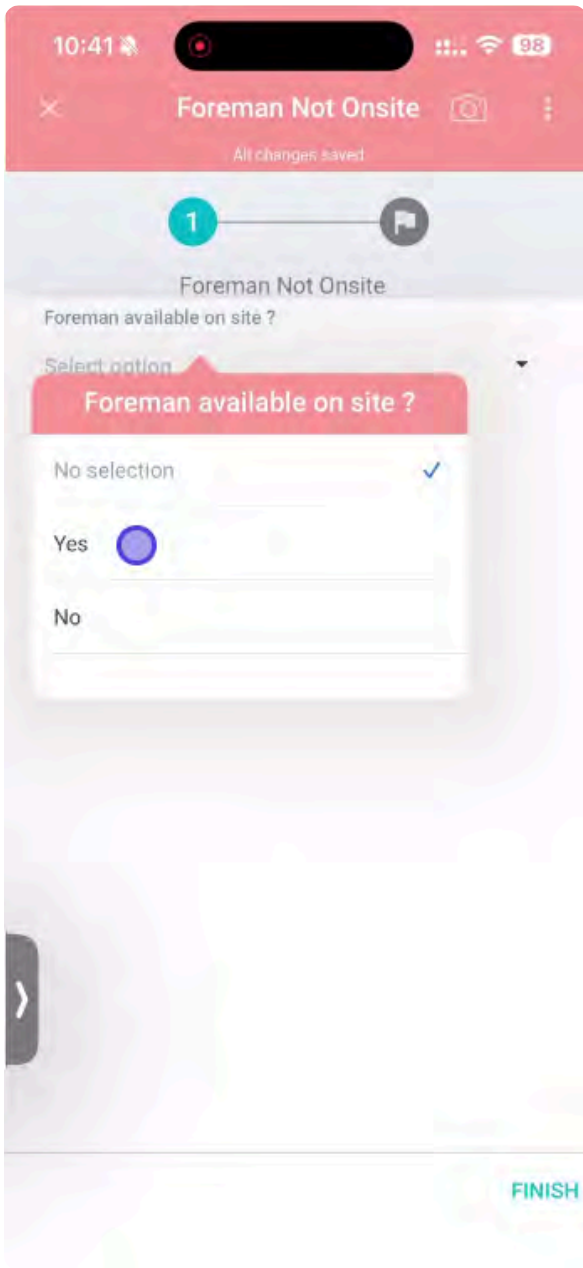
## 26 Click on Continue

[VIEW PAGE →](#)



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

[VIEW PAGE →](#)



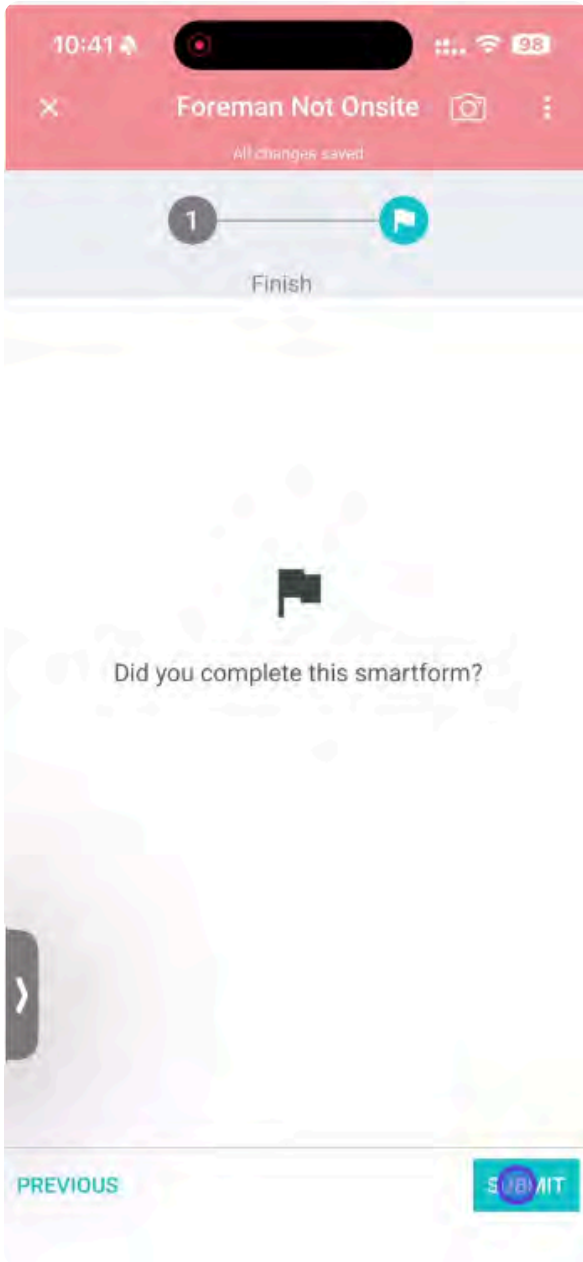
## 28 Click on Finish

[VIEW PAGE →](#)



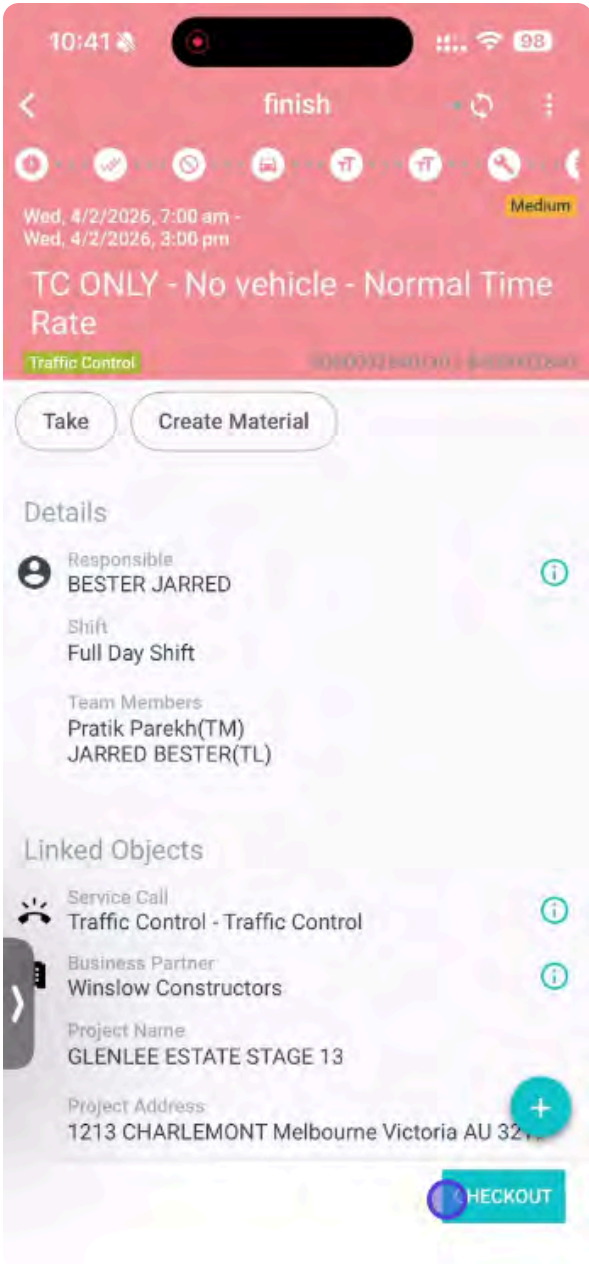
## 29 Click on Submit

[VIEW PAGE →](#)



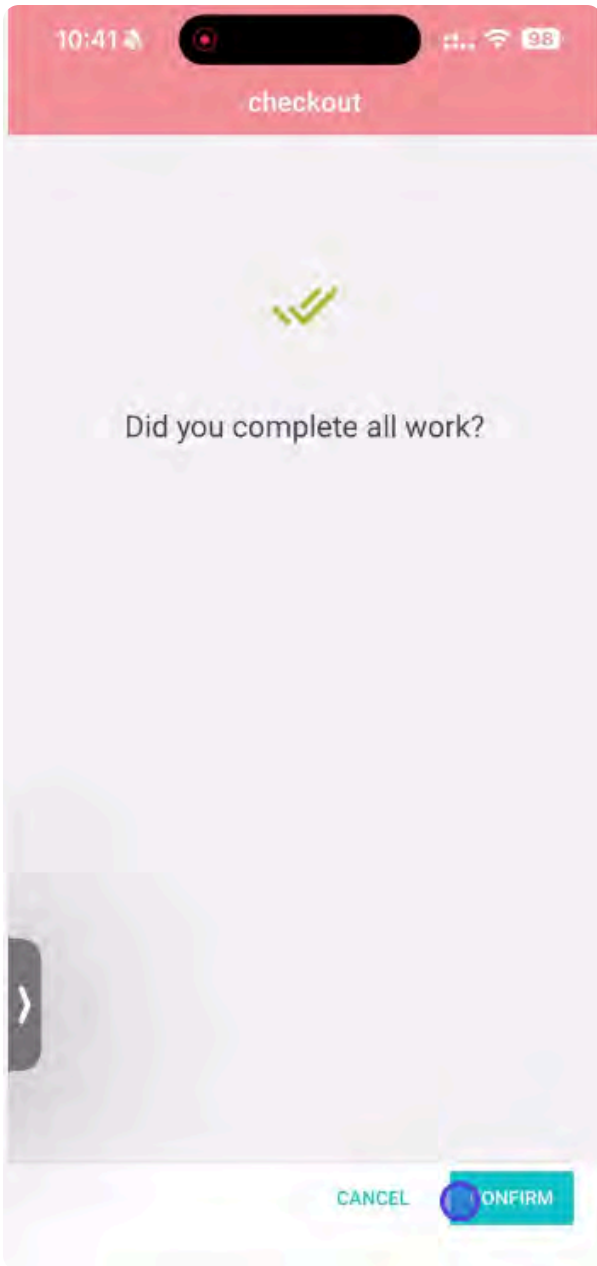
### 30 Click on Checkout

[VIEW PAGE →](#)



31 Click on Confirm

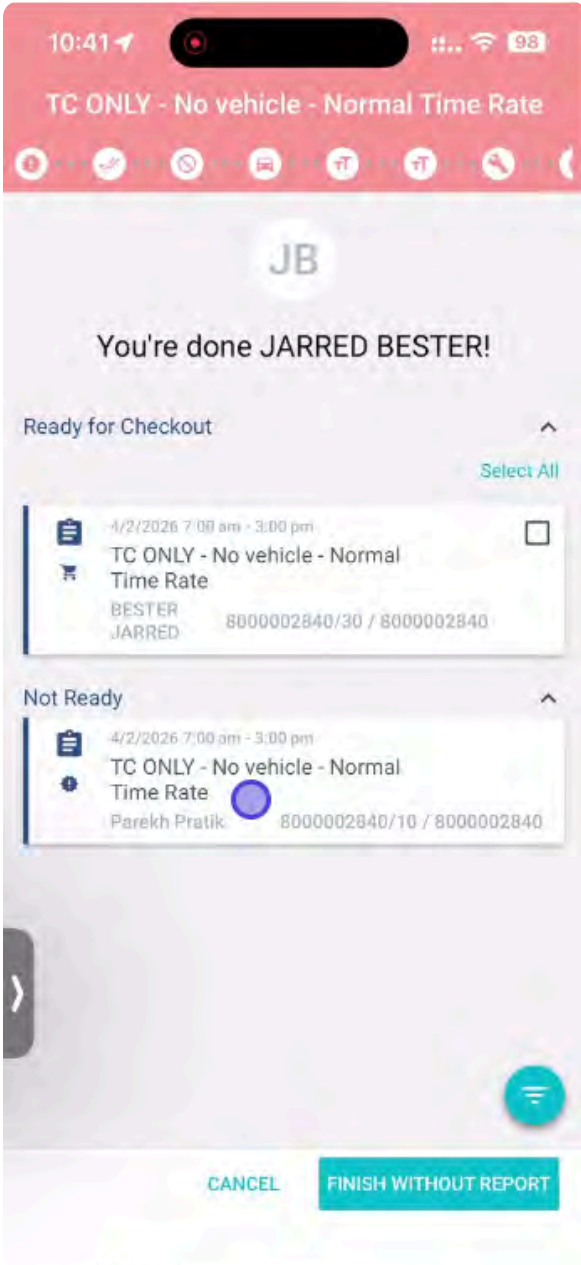
[VIEW PAGE →](#)



32 If the TM has not yet close off their activity, it will show as "Not Ready".

[VIEW PAGE →](#)

Ensure that time align to avoid any errors.



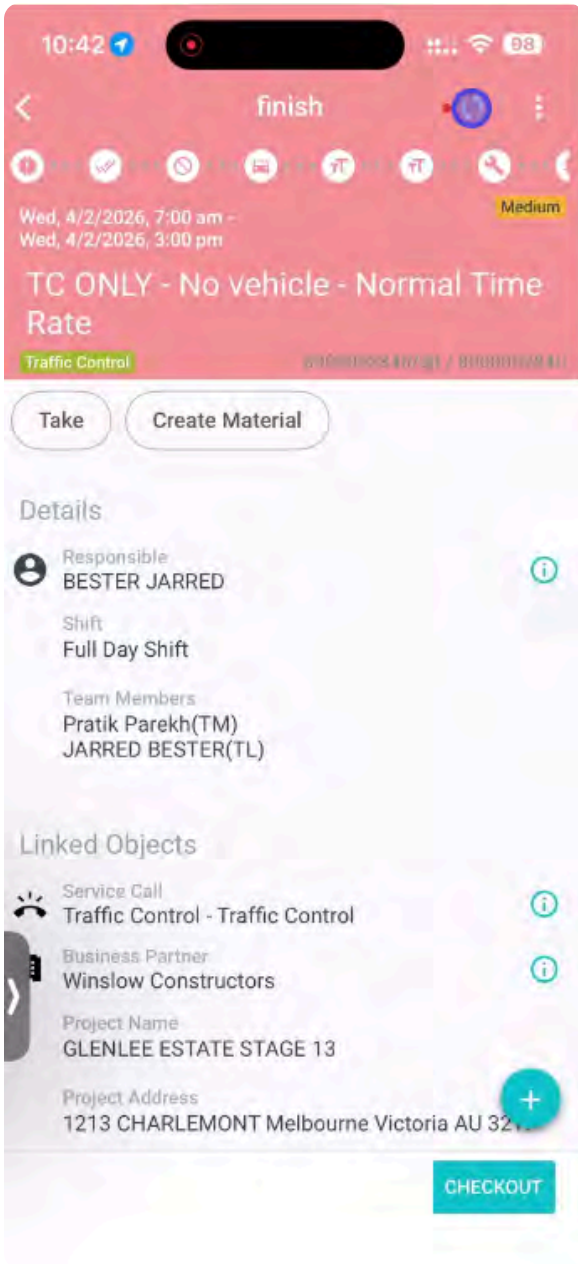
33 Click on Cancel

[VIEW PAGE →](#)



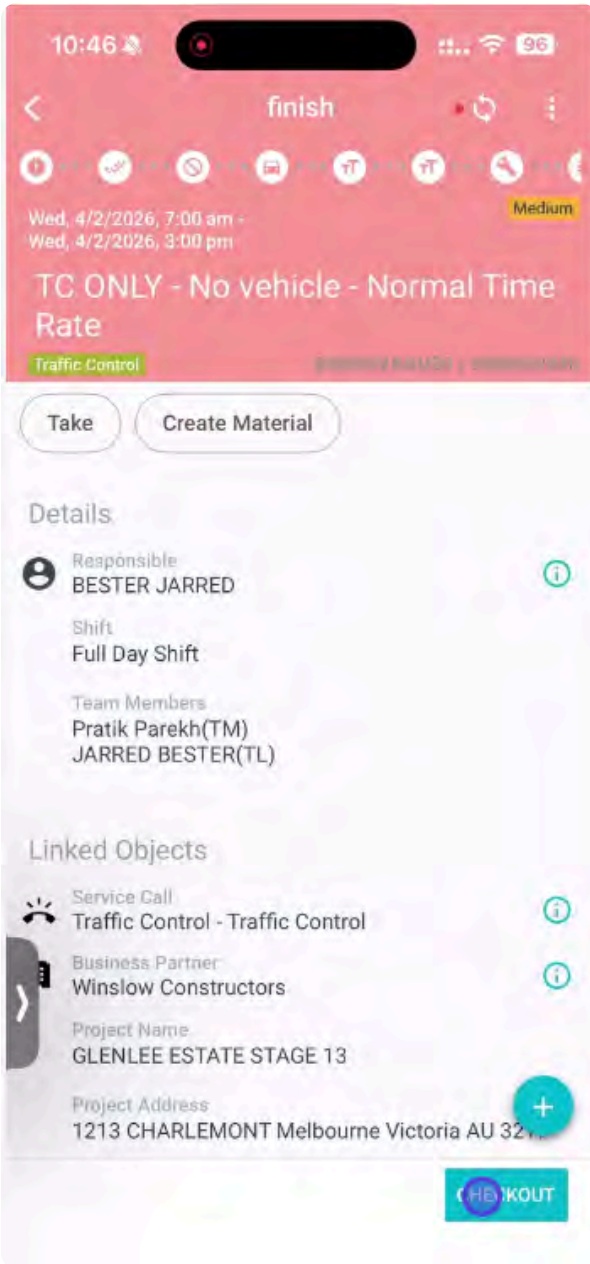
34 Once the TM closes their activity, click Sync

[VIEW PAGE →](#)



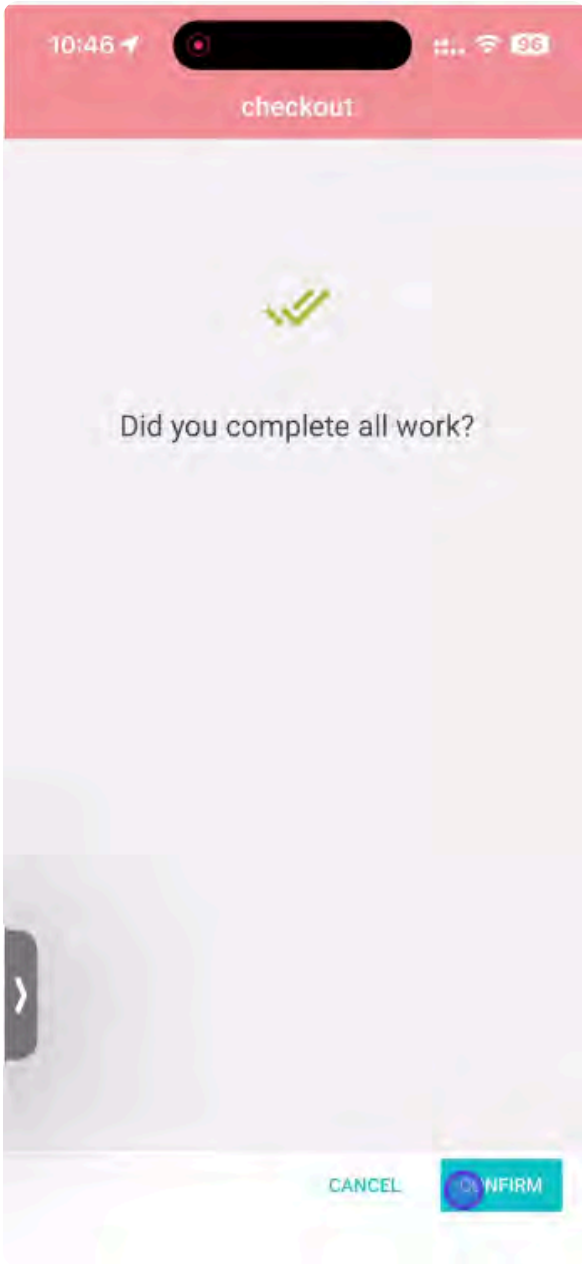
### 35 Click on Checkout

[VIEW PAGE →](#)



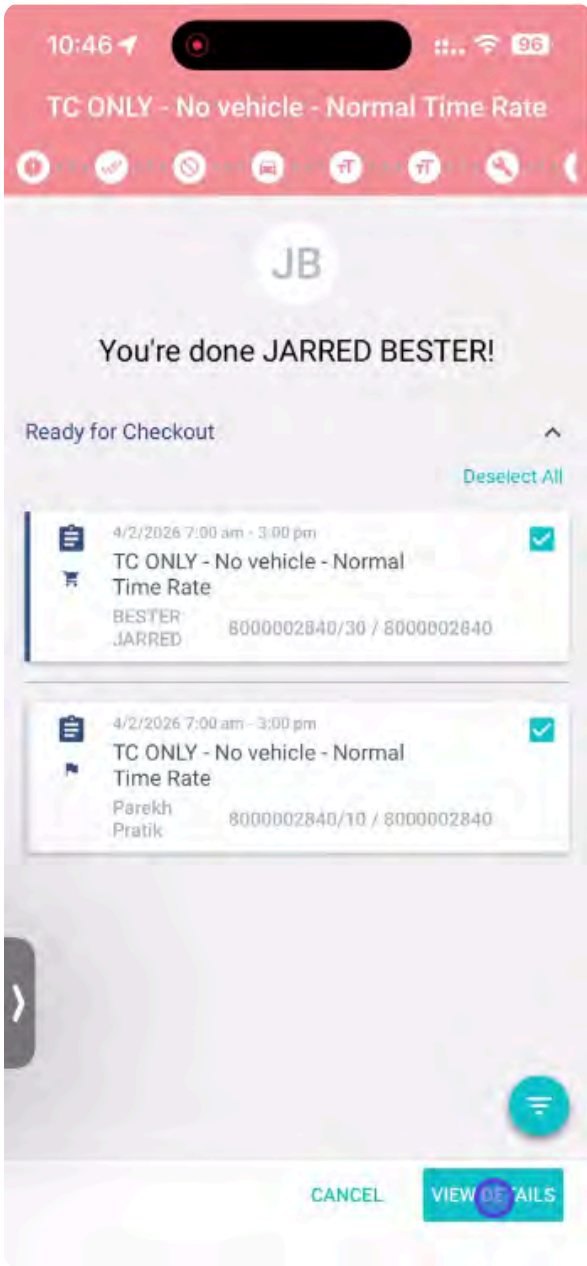
36 Click on Confirm

[VIEW PAGE →](#)



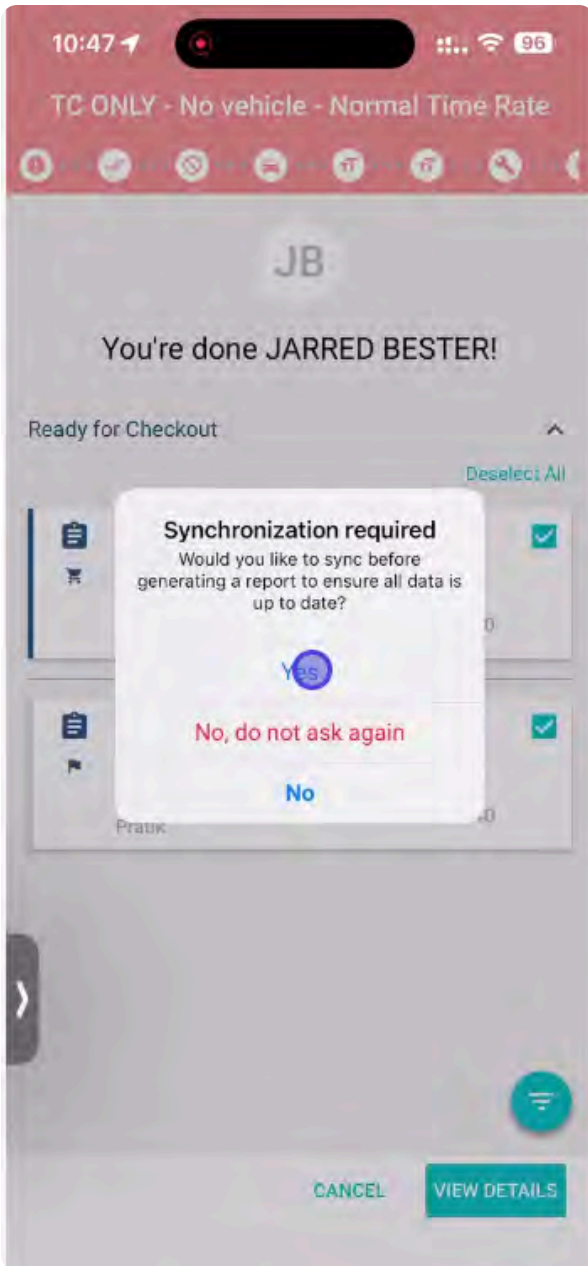
37 Both activities should be ready to select, click View Details

[VIEW PAGE →](#)



38 Click on Yes

[VIEW PAGE →](#)



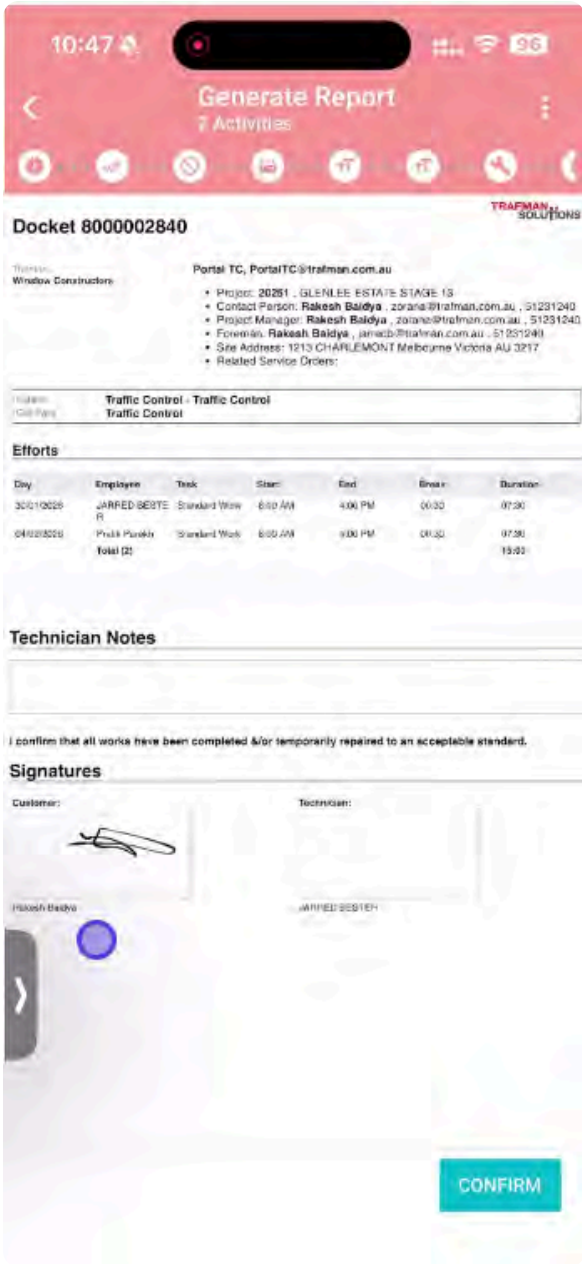
### 39 Confirm the time for both aligns

[VIEW PAGE →](#)



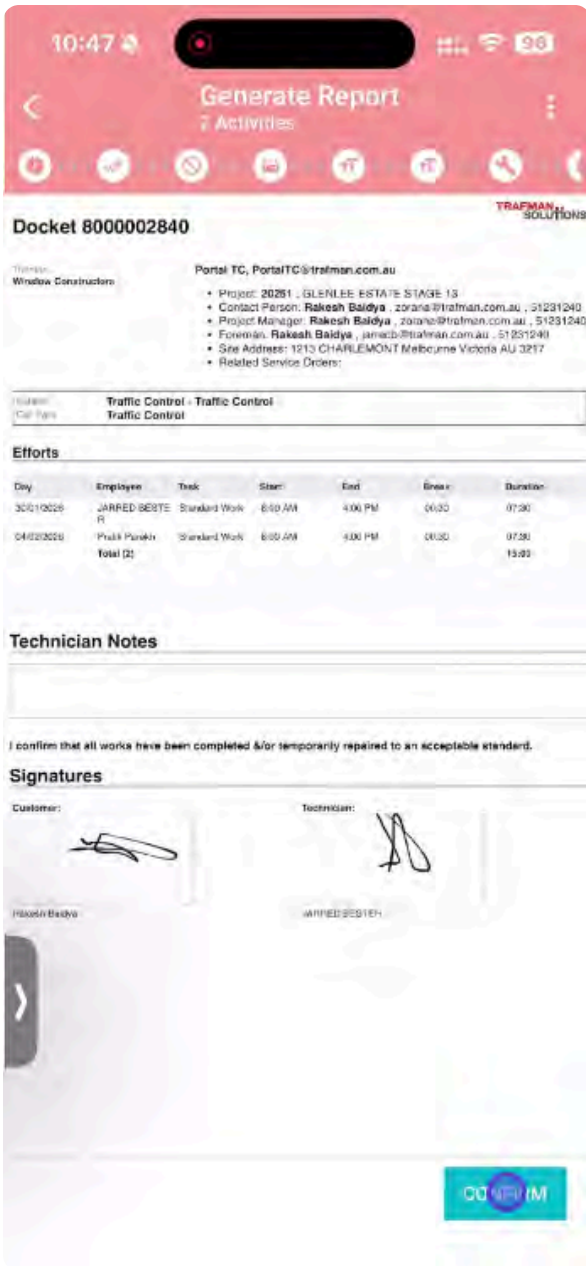
## 40 Obtain signature from Foreman

[VIEW PAGE →](#)



41 Sign as Trafman Representative and click Confirm

[VIEW PAGE →](#)



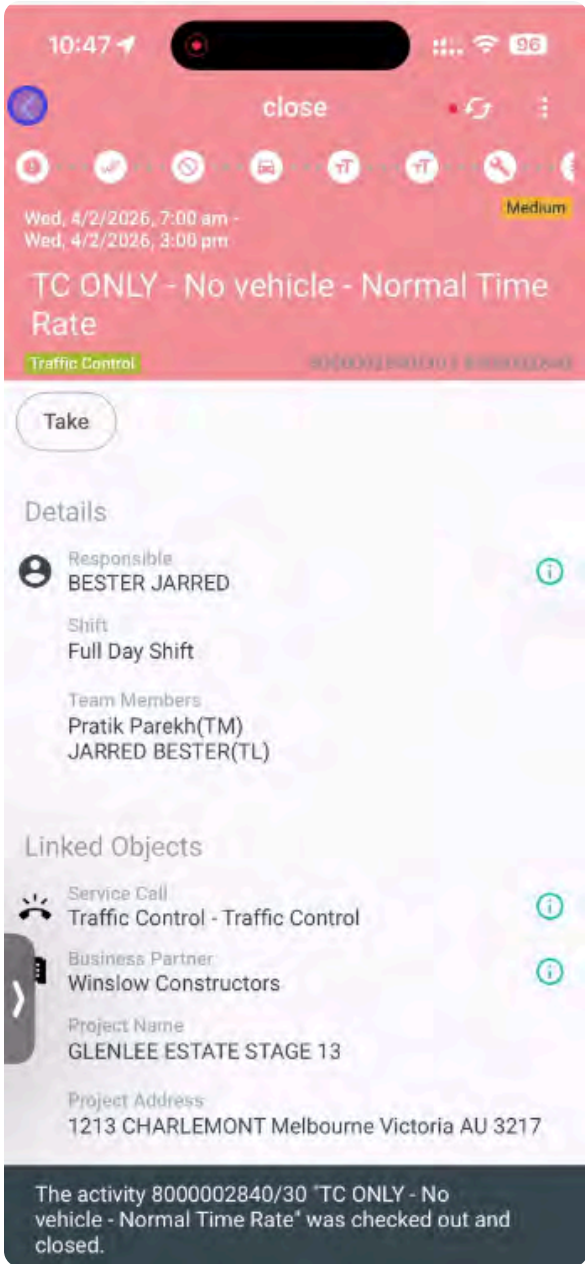
42 Click on Done

[VIEW PAGE →](#)



43 Job Done, Click on "<" to exit

[VIEW PAGE →](#)

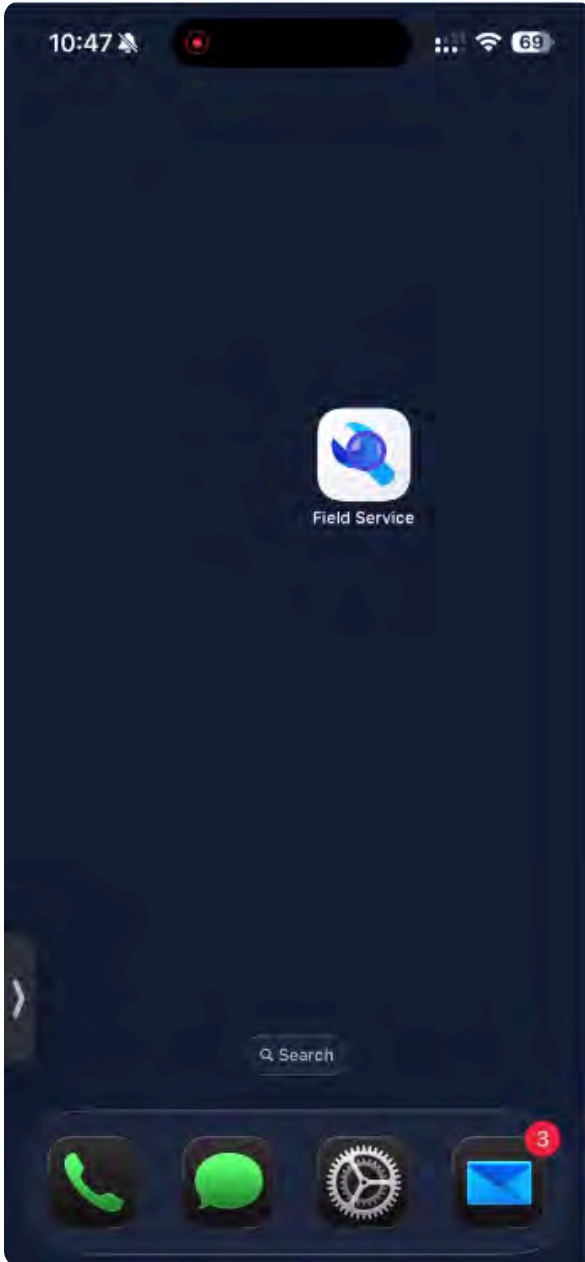


**FSM MOBILE  
APP - TC  
- ACTIVITY  
COMPLETION FOR TL  
(POD TRUCK & 2 X TC'S)**

**TRAFMAN..  
SOLUTIONS**

# FSM Mobile APP - TC - Activity Completion for TL (POD Truck & 2 x TC's)

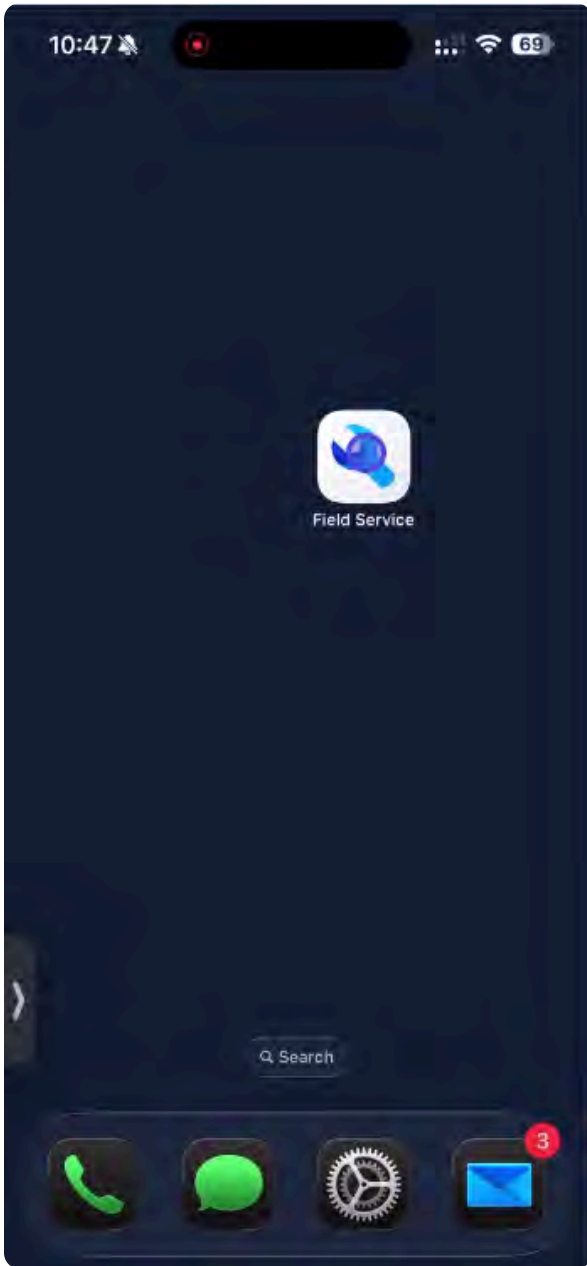
Created on Jan 27, 2026 by Jarred Bester



[WATCH RECORDING →](#)

# 1 Open FSM Mobile App

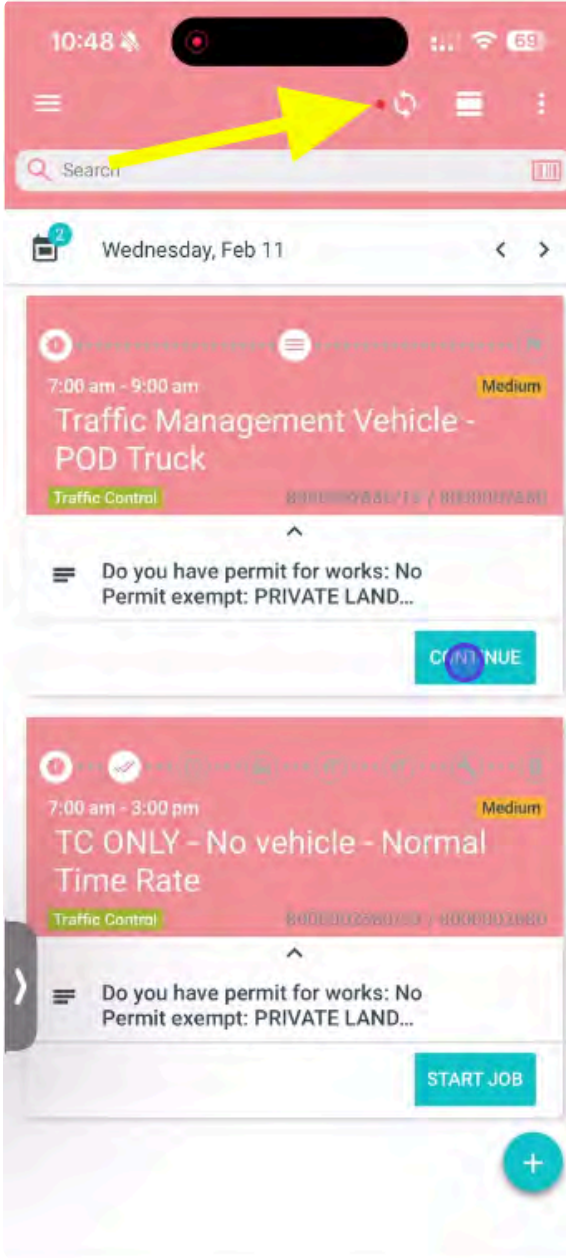
[VIEW PAGE →](#)



2

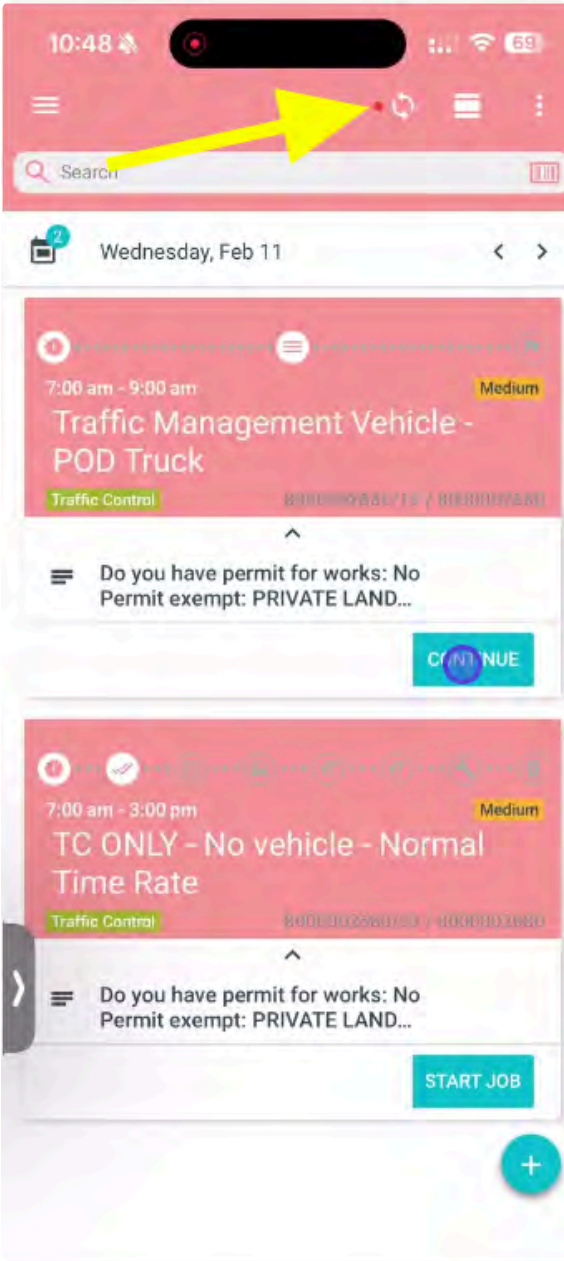
**VERY IMPORTANT:** Please note that each time a button is clicked the App will sync with the cloud to ensure that all data is updated in real time, please allow the spinning icon to stop before clicking the next button.

[VIEW PAGE →](#)



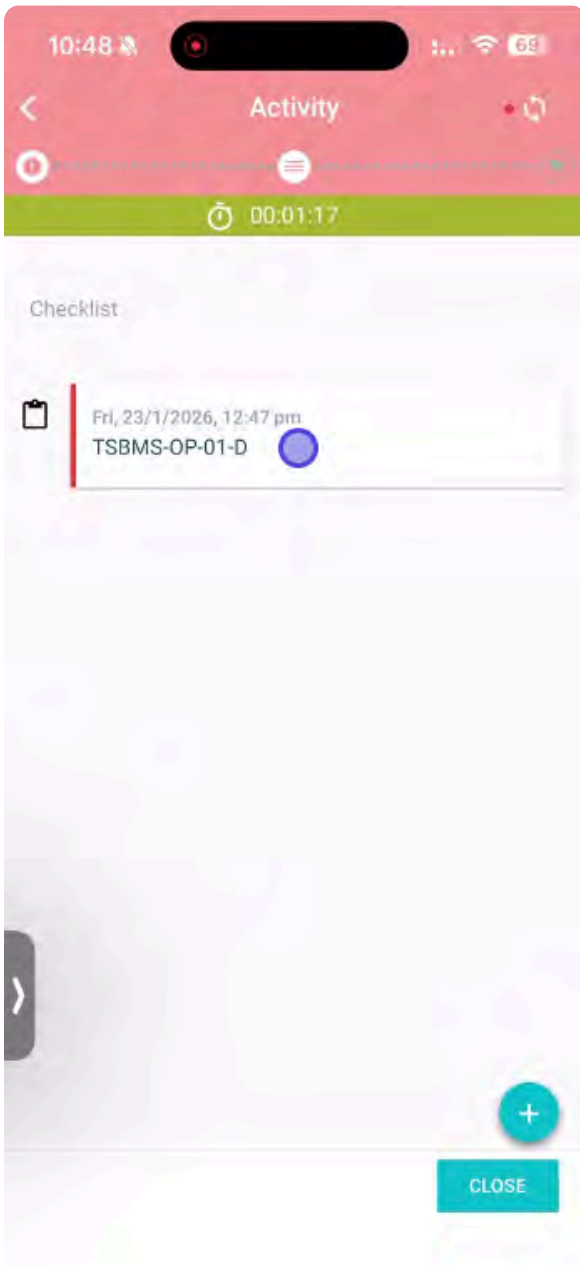
3 Click the button on the Vehicle activity to complete the Vehicle Checklist

[VIEW PAGE →](#)



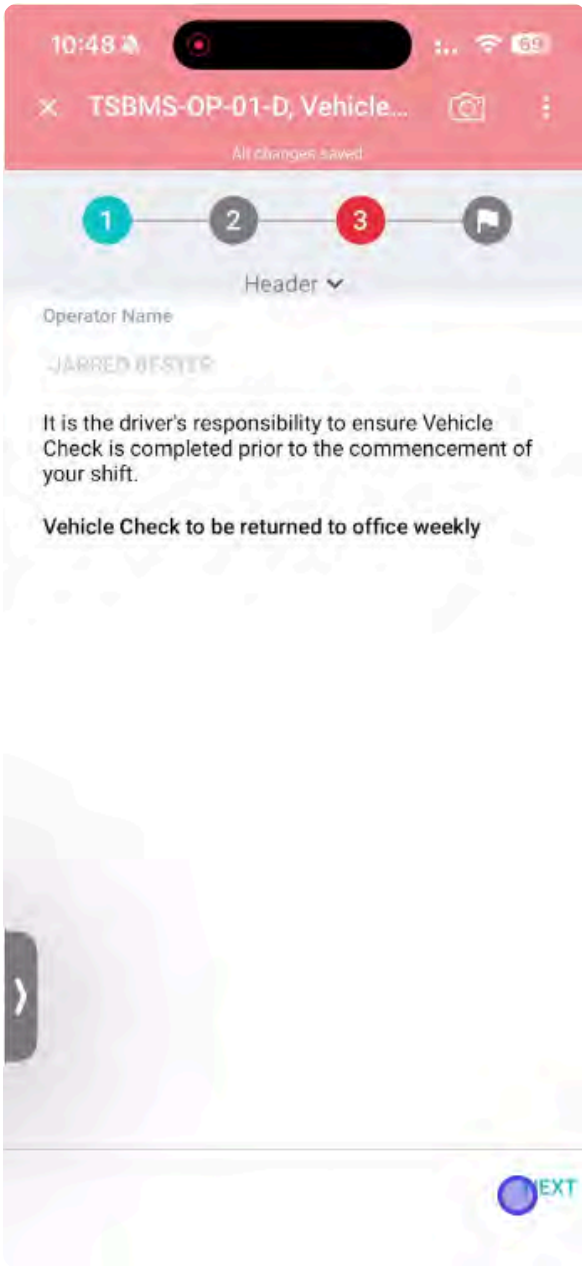
## 4 Select the Vehicle Checklist

[VIEW PAGE →](#)



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

[VIEW PAGE →](#)



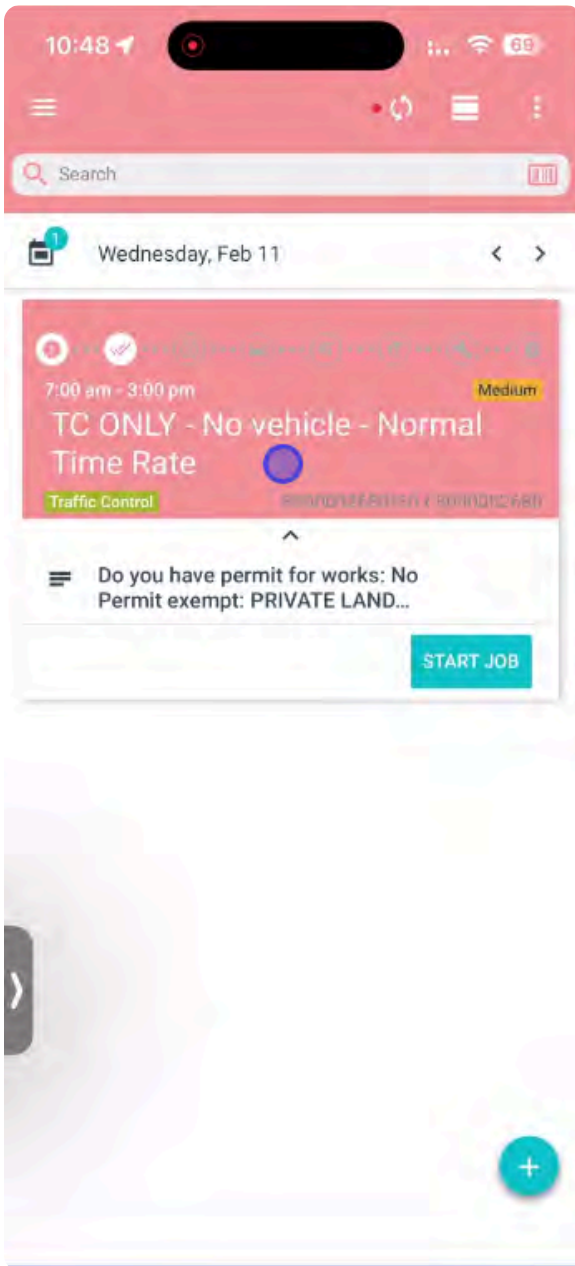
6 Once completed click Close

[VIEW PAGE →](#)



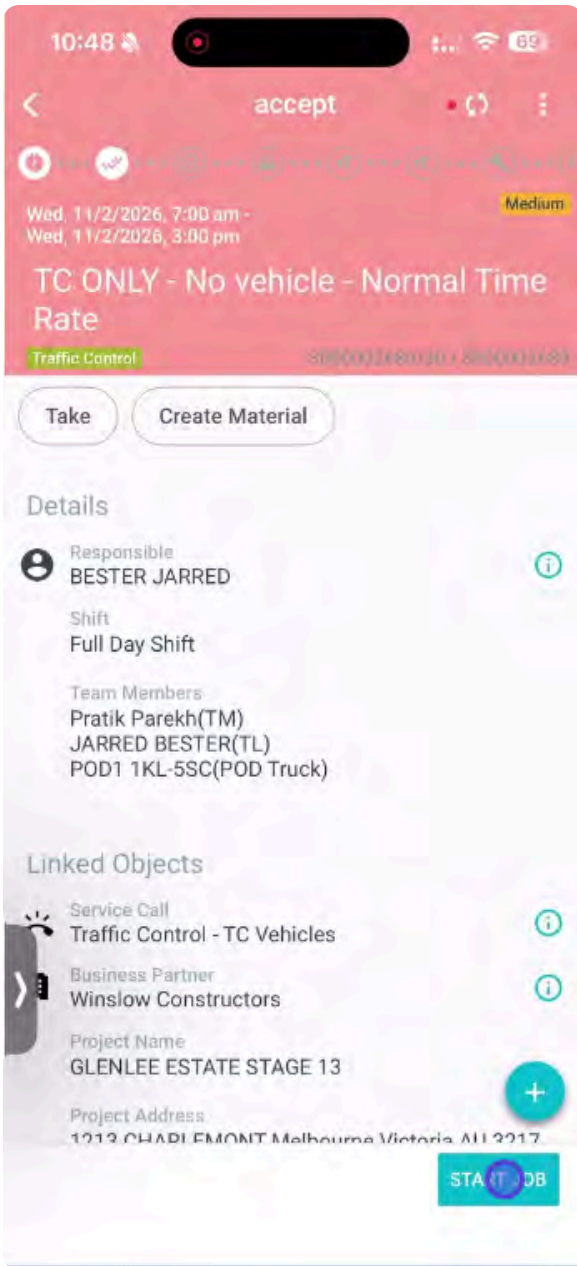
## 7 Click into the Main Activity

[VIEW PAGE →](#)



8 To confirm your onsite, Click Start Job

[VIEW PAGE →](#)



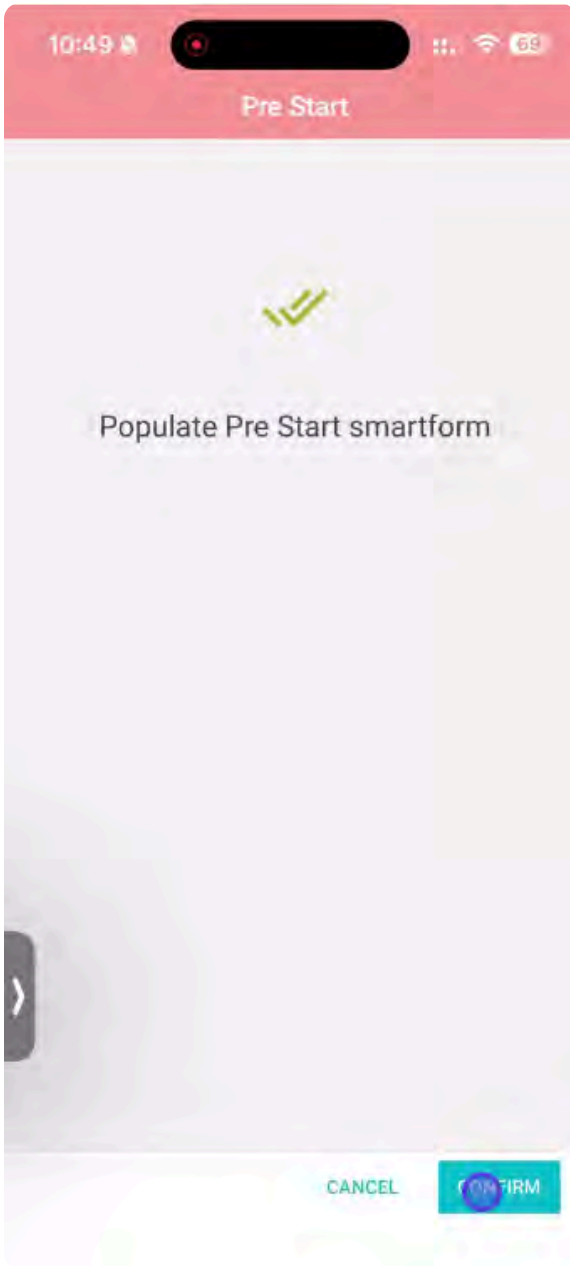
9 To commence the safety paperwork, Click on Pre-Start

[VIEW PAGE →](#)



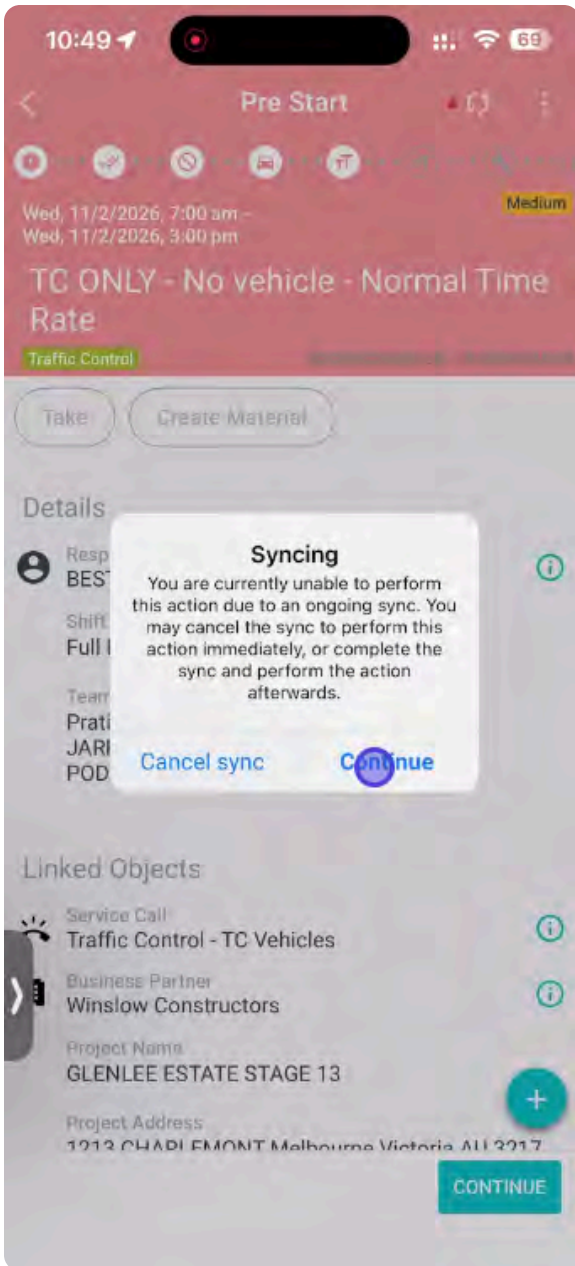
## 10 Click Confirm

[VIEW PAGE →](#)



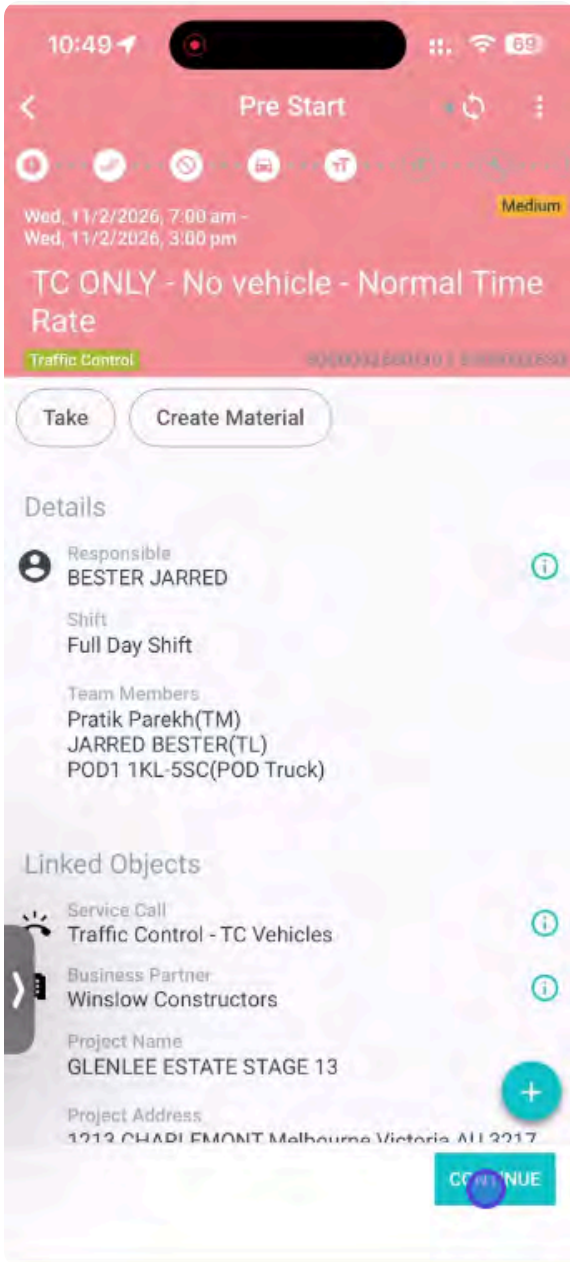
- 11 If you do click while the sync is still in progress, a prompt will appear, Click on Continue and wait for the sync to complete.

[VIEW PAGE →](#)



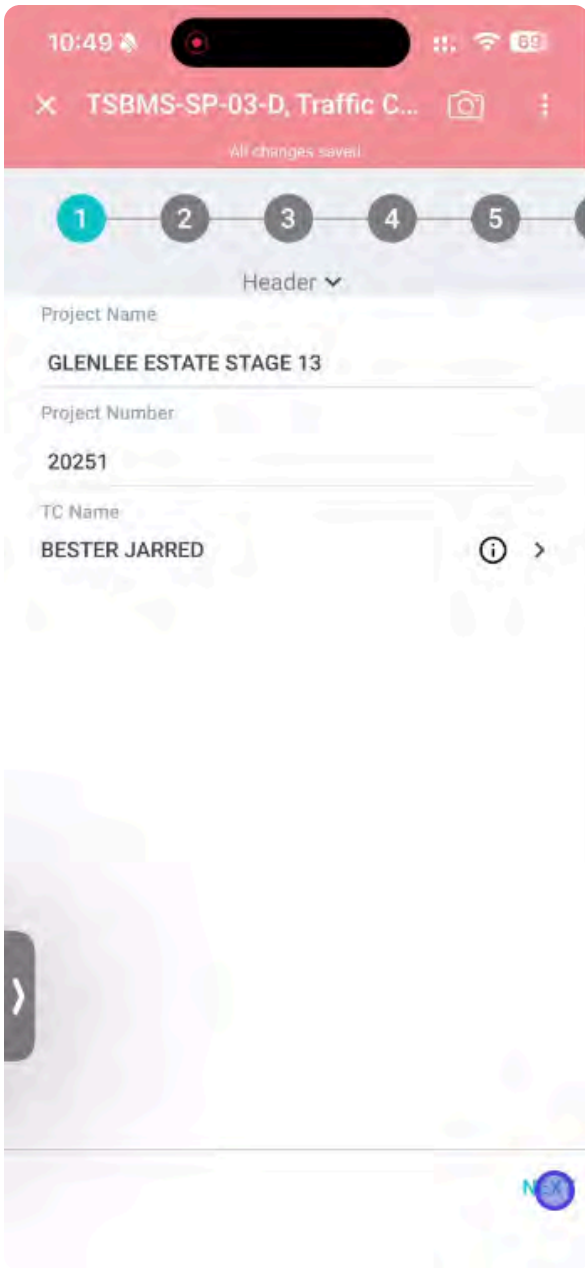
12 Once ready, Click on Continue

[VIEW PAGE →](#)



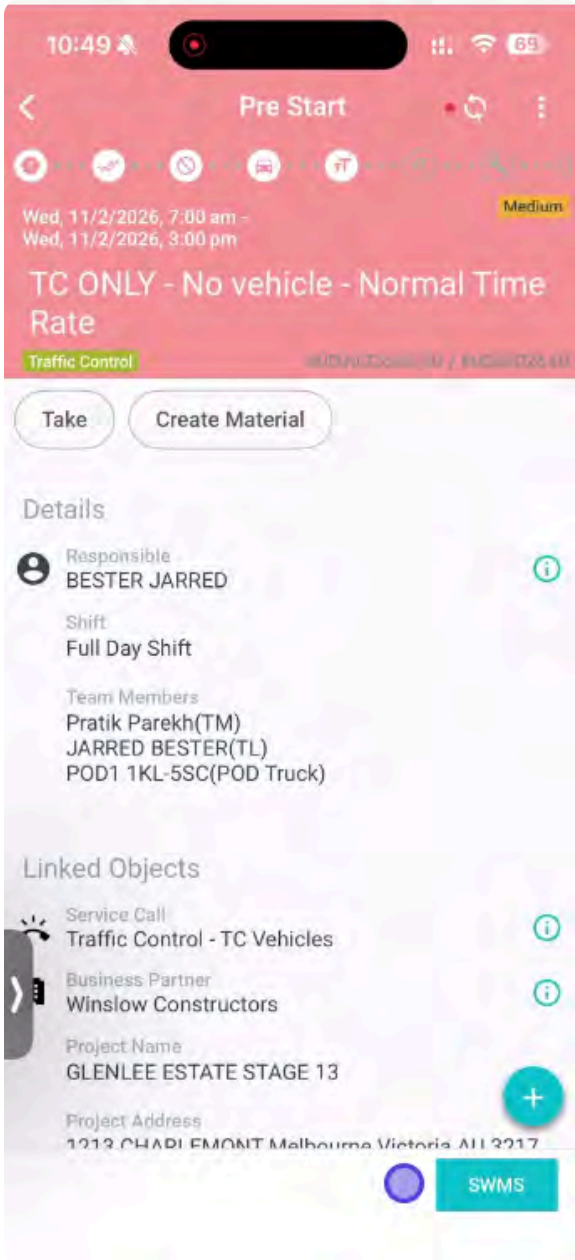
- 13 Once the form loads, Answer the questions to complete the form and click Next

[VIEW PAGE →](#)



14 Click on SWMS

[VIEW PAGE →](#)



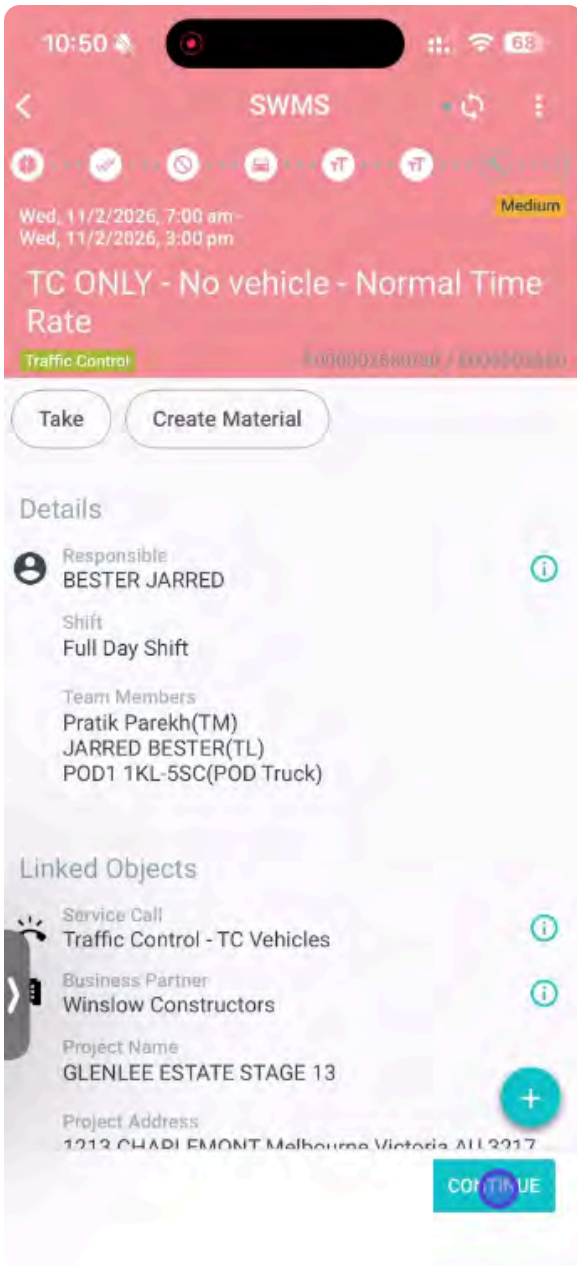
15 Click Confirm

[VIEW PAGE →](#)



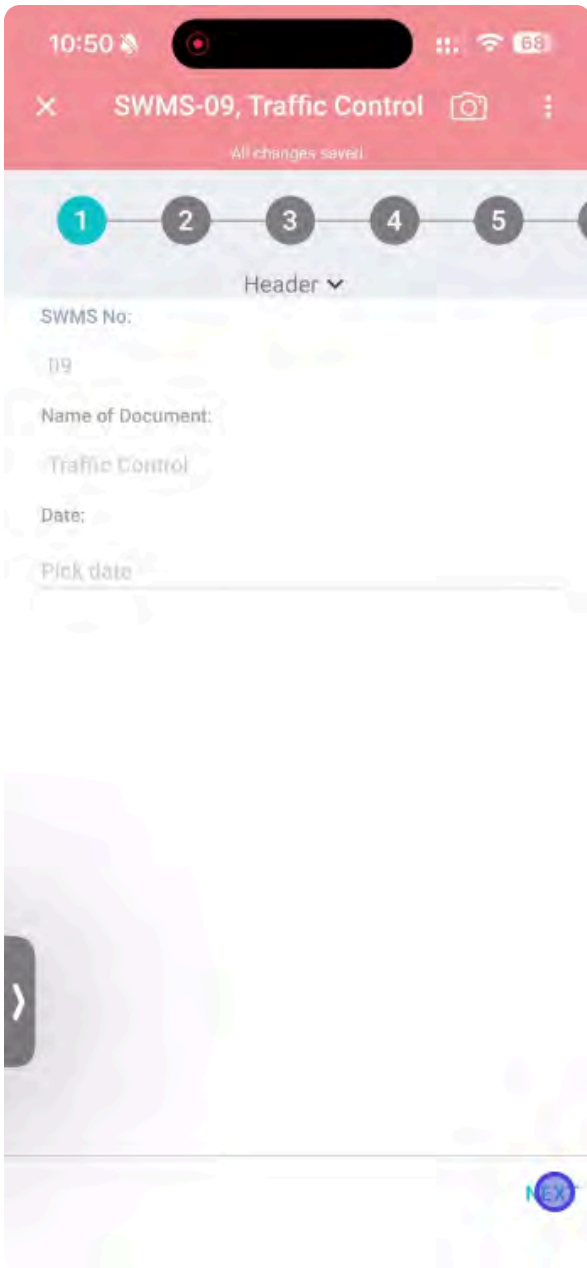
## 16 Click on Continue

[VIEW PAGE →](#)



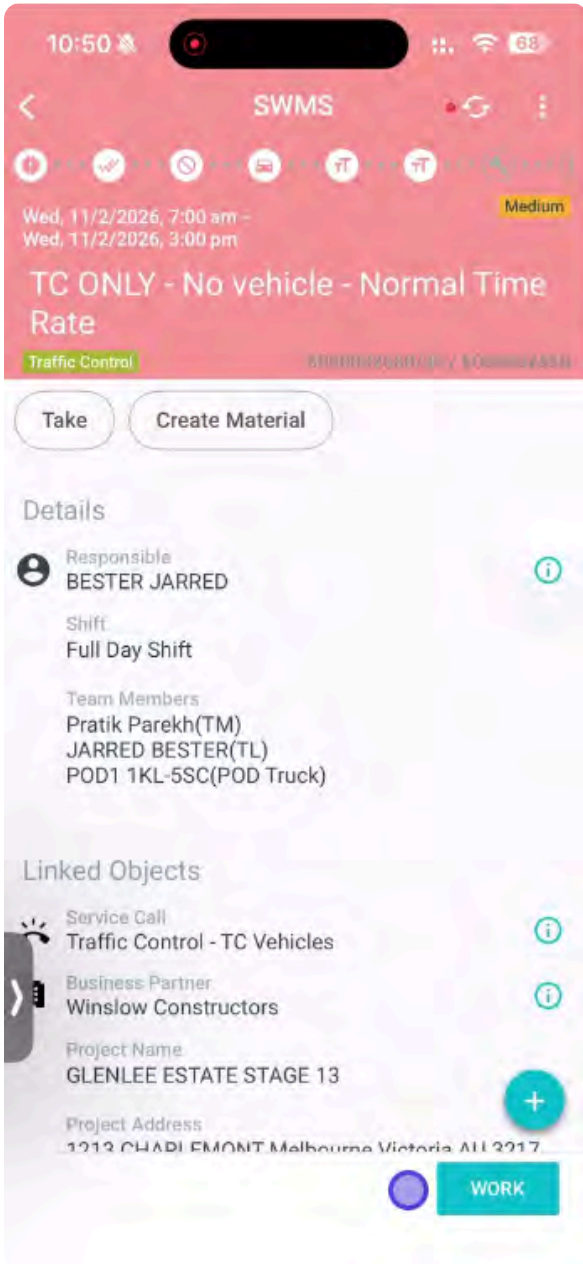
- 17 Once the form loads, Answer the questions to complete the form and click Next

[VIEW PAGE →](#)



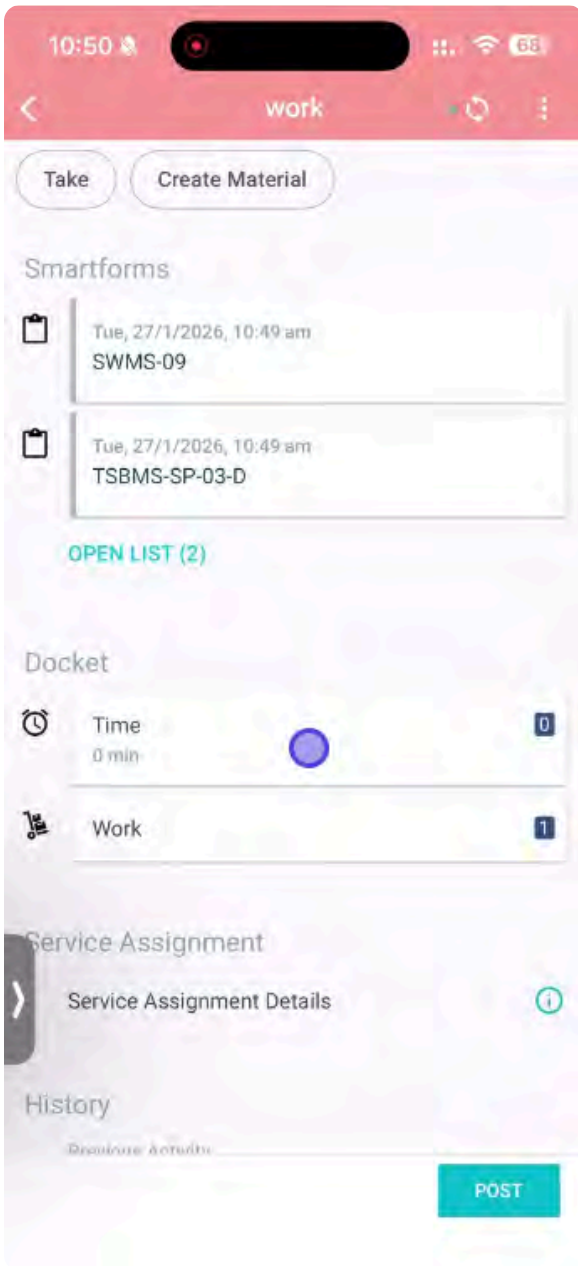
18 To start working, Click on Work

[VIEW PAGE →](#)



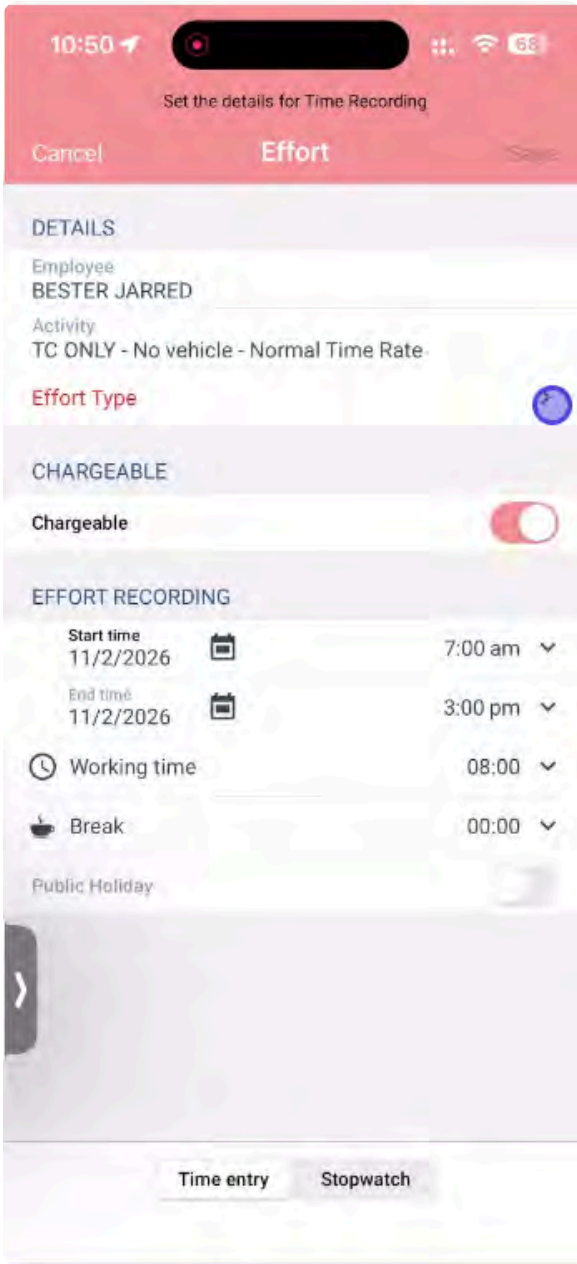
19 Scroll down and click Time

[VIEW PAGE →](#)



## 20 Select Effort Type

[VIEW PAGE →](#)



## 21 Select Travel Time

[VIEW PAGE →](#)

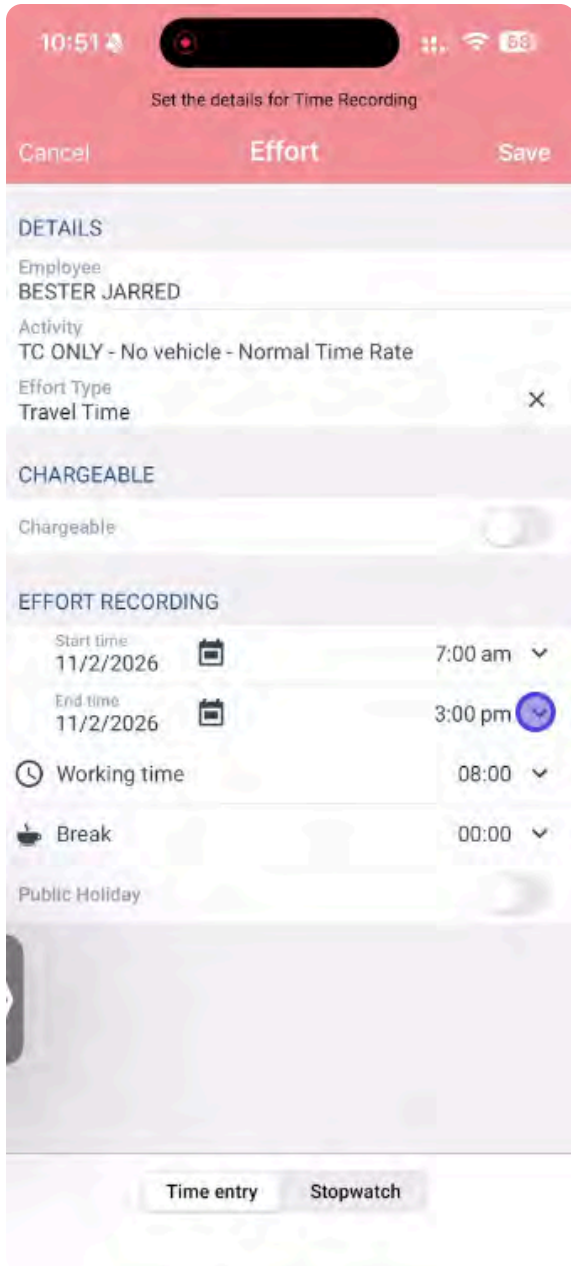
In order to record time from collection of POD Truck and Travel to site, select Travel Time.



## 23 Select the Start Times

[VIEW PAGE →](#)

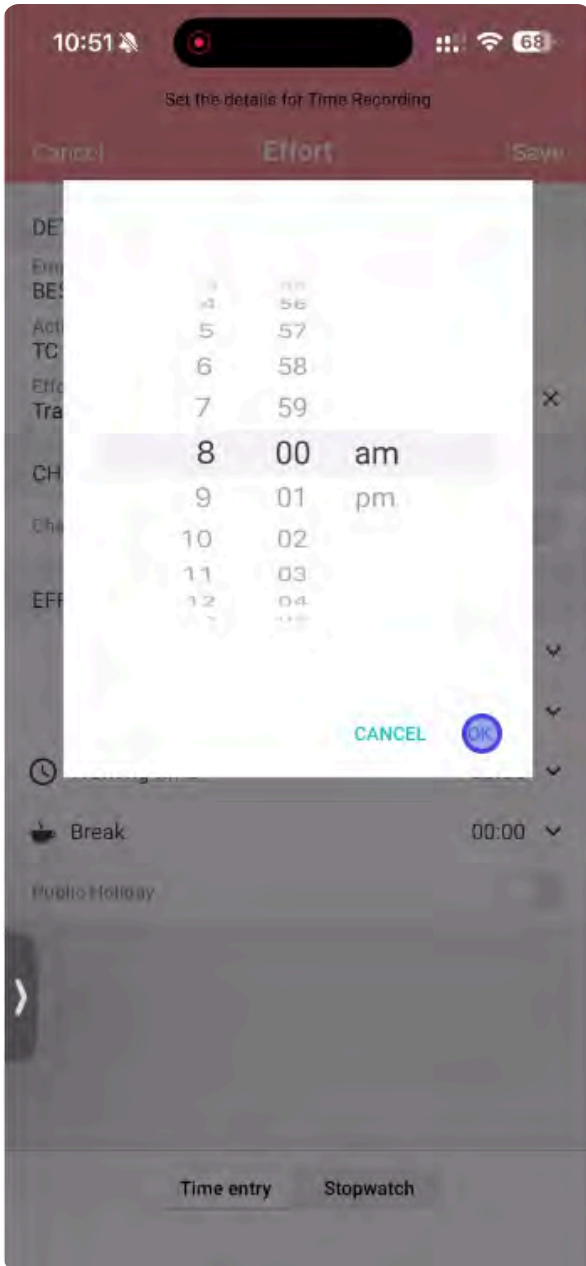
PLEASE NOTE: Arrival Time at the depot to collect the truck = Start Time



## 24 Select the End Times

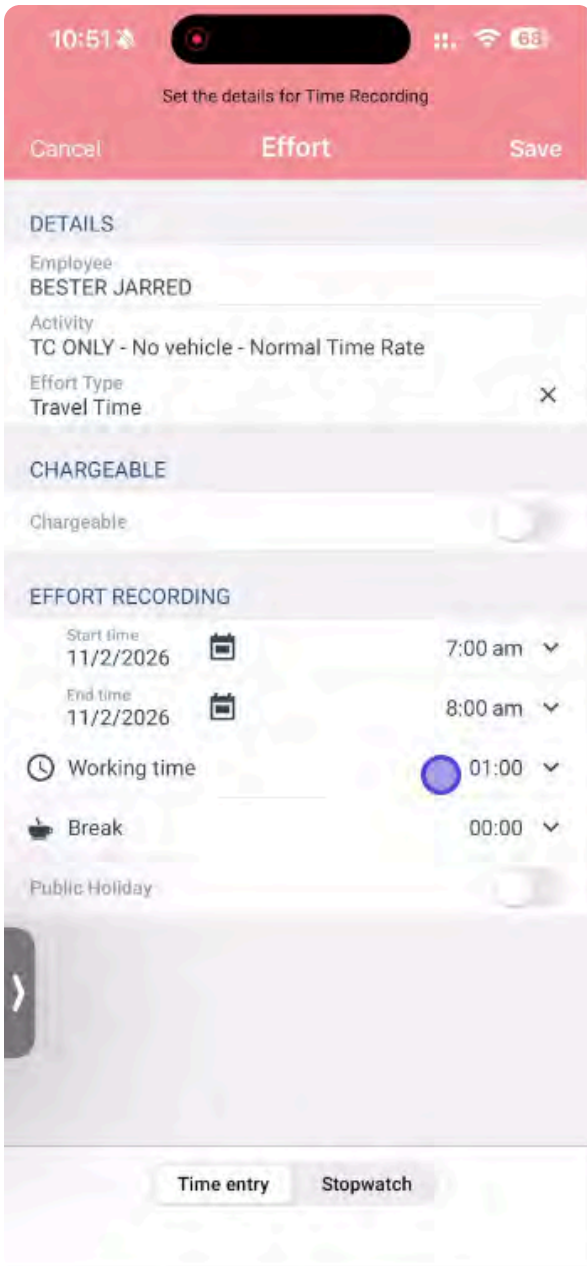
[VIEW PAGE →](#)

PLEASE NOTE: Arrival Time at Site = End Time.



25 Ensure the Working Time Hour count is correct.

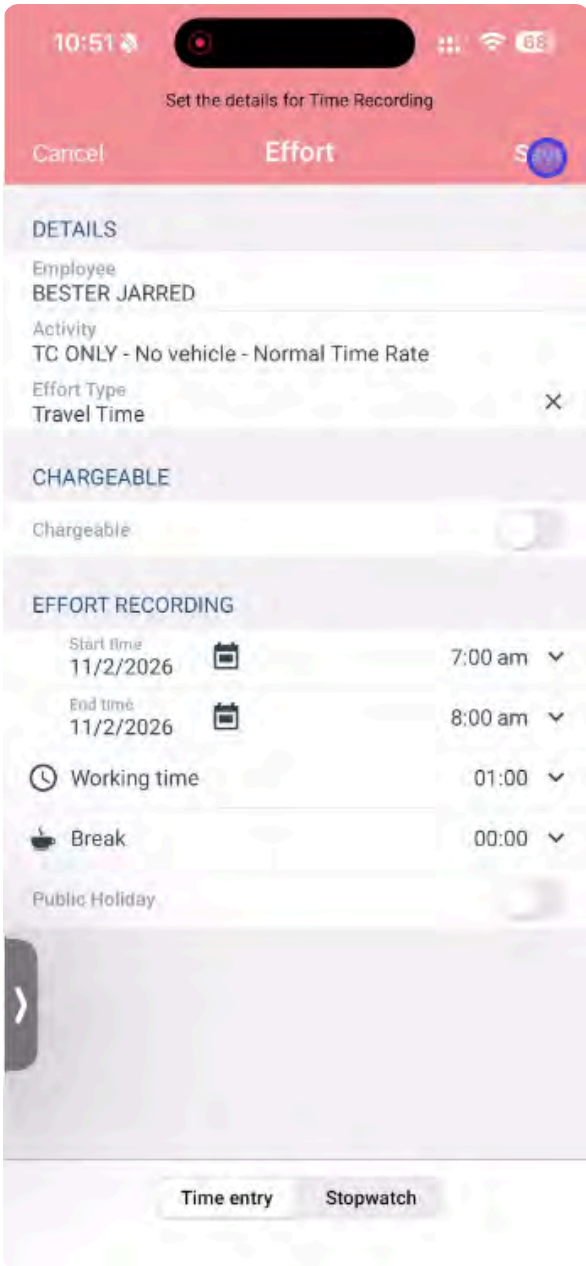
[VIEW PAGE →](#)



26 If all is correct, click Save

[VIEW PAGE →](#)

PLEASE NOTE: Works can now commence.



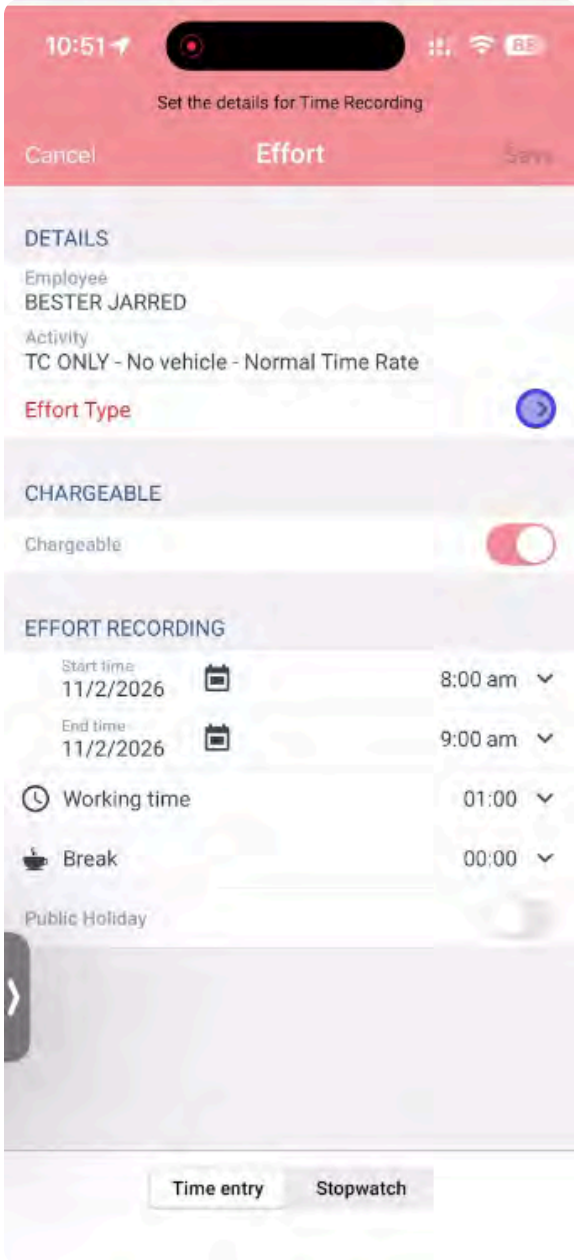
27 Once work is completed, record works time by clicking on the "+" icon.

[VIEW PAGE →](#)



## 28 Select Effort Type

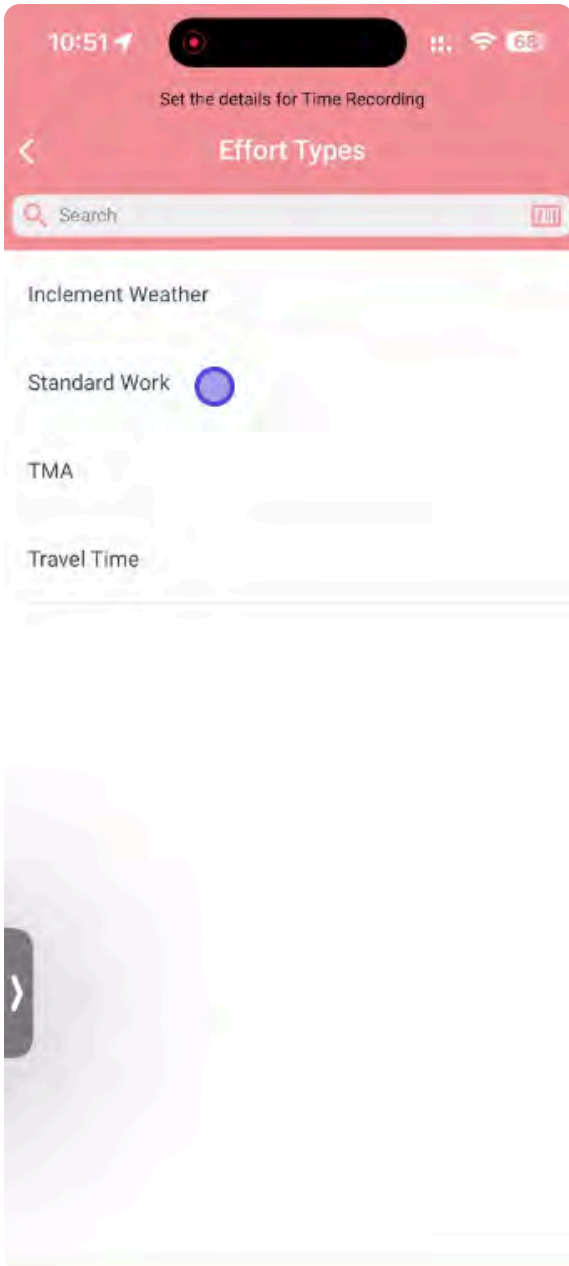
[VIEW PAGE →](#)



## 29 Select Standard Work

[VIEW PAGE →](#)

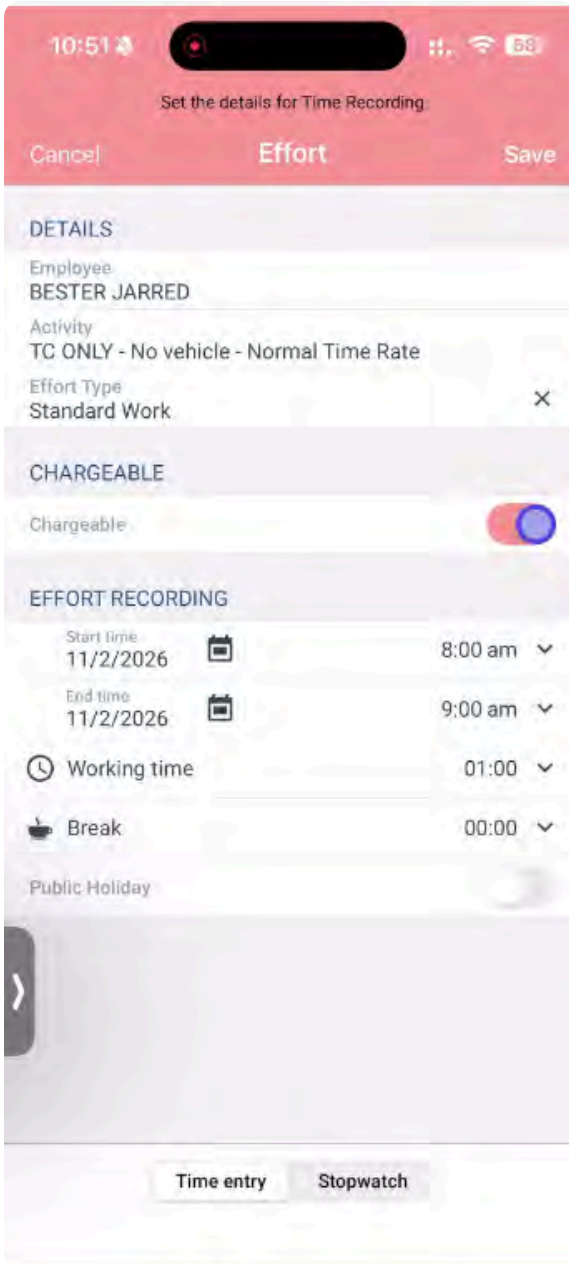
In order to record work time onsite, select Standard Work.



### 30 Ensure Chargeable toggle is ON (RED)

[VIEW PAGE →](#)

PLEASE NOTE: Standard work is chargeable time to the project, this time is also captured for time-sheetsing purposes.



10:51

Set the details for Time Recording:

Cancel Effort Save

**DETAILS**

Employee  
BESTER JARRED

Activity  
TC ONLY - No vehicle - Normal Time Rate

Effort Type  
Standard Work

**CHARGEABLE**

Chargeable

**EFFORT RECORDING**

Start time  
11/2/2026 8:00 am

End time  
11/2/2026 9:00 am

Working time  
01:00

Break  
00:00

Public Holiday

Time entry Stopwatch

### 31 Select the Start Times

[VIEW PAGE →](#)

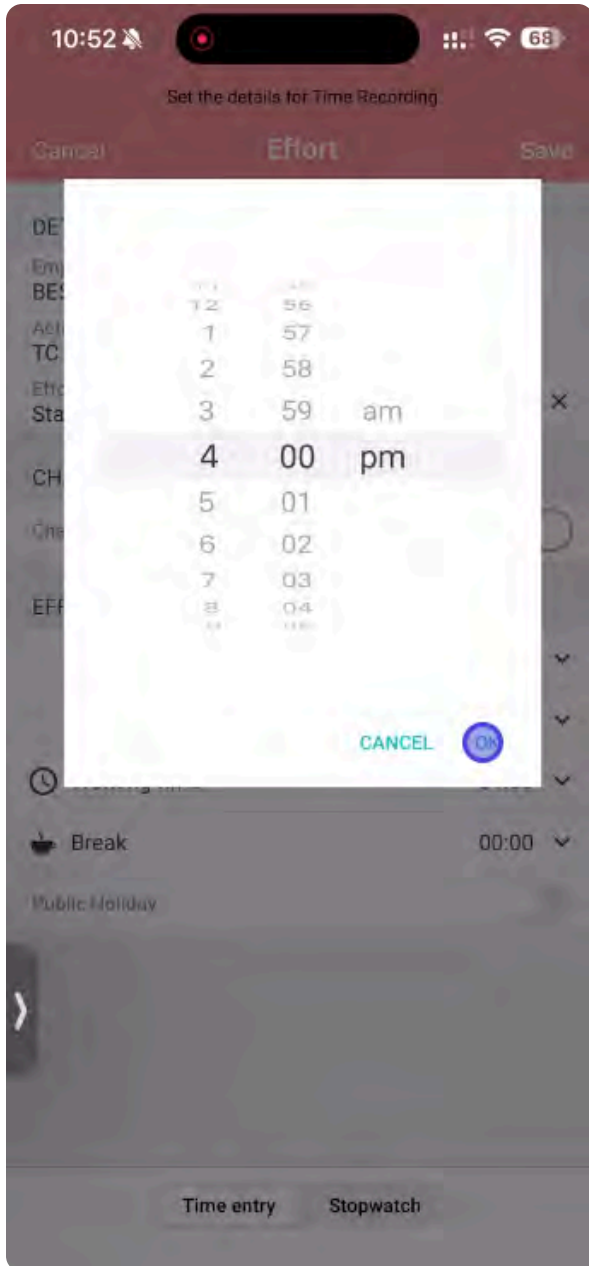
PLEASE NOTE: Arrival Time at the Site = Start Time



### 32 Select the End Times

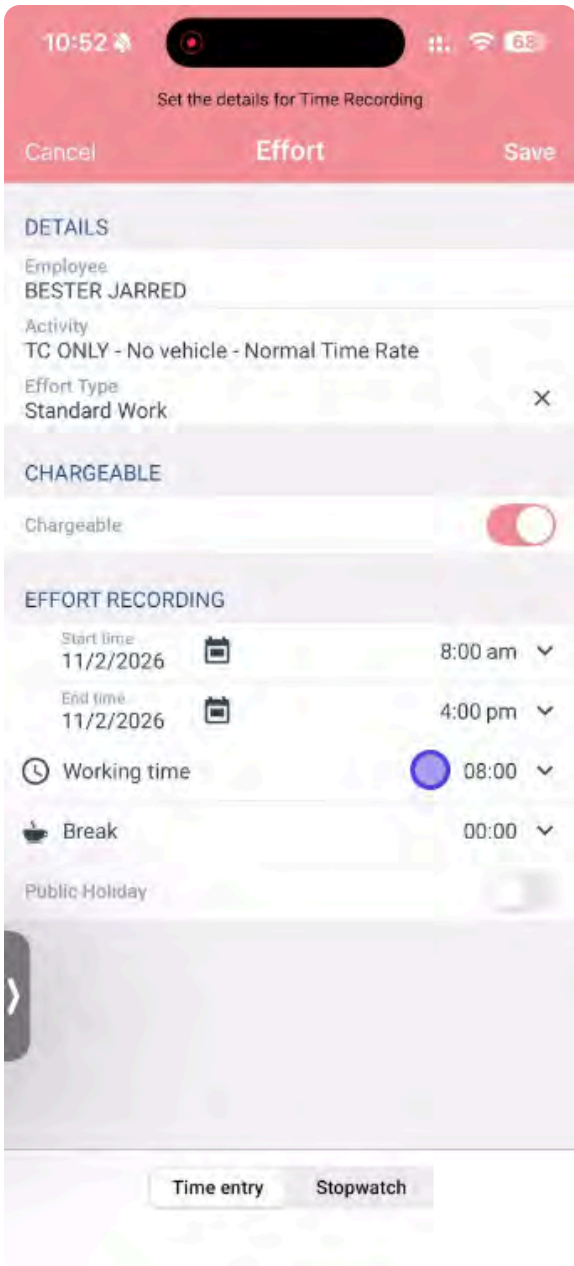
[VIEW PAGE →](#)

PLEASE NOTE: Completion of works = End Time.



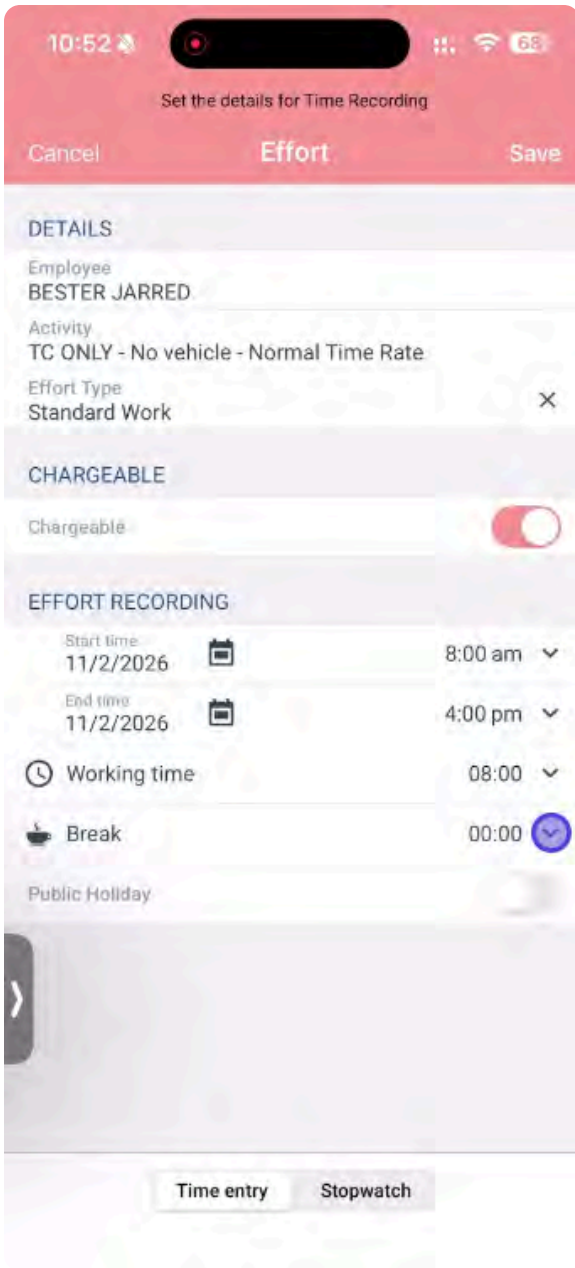
**33** Ensure the Working Time Hour count is correct.

[VIEW PAGE →](#)



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

[VIEW PAGE →](#)



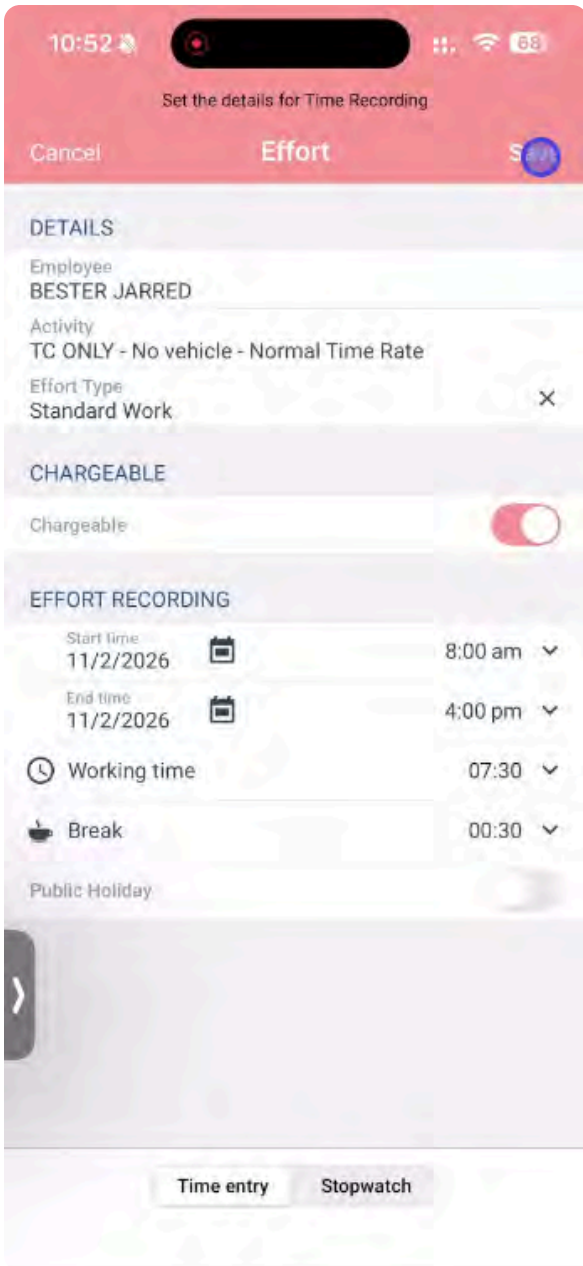
### 35 Select 30 mins

[VIEW PAGE →](#)



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

[VIEW PAGE →](#)



37 Review that all times are correct before progressing.

[VIEW PAGE →](#)



38 Select Work

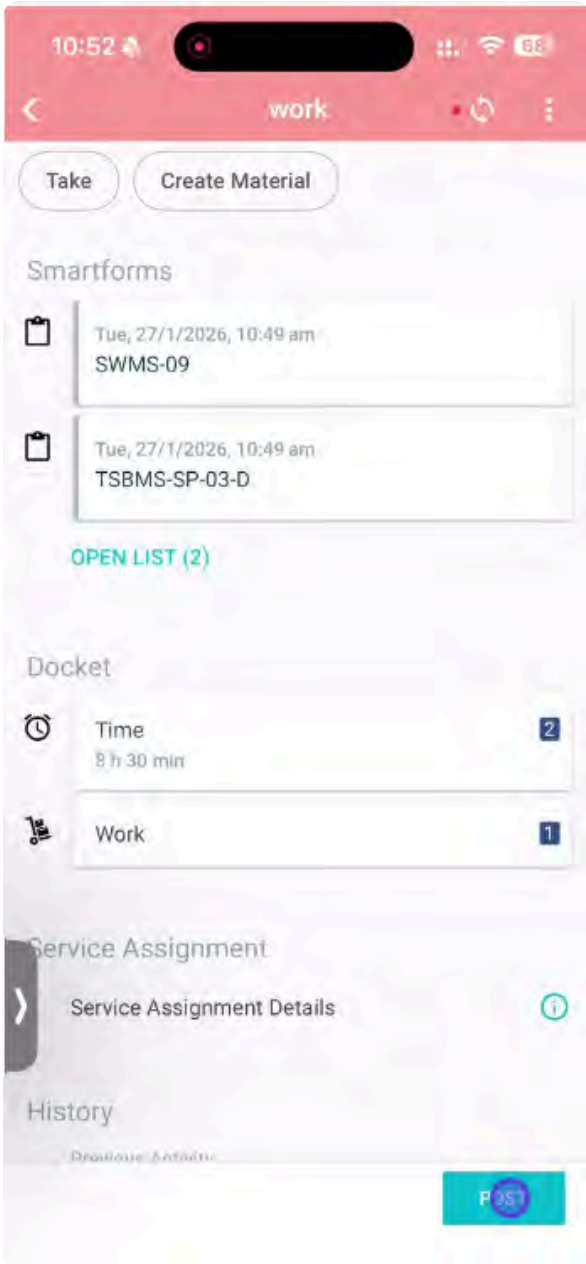
[VIEW PAGE →](#)



## 40 To close out, Select Post

[VIEW PAGE →](#)

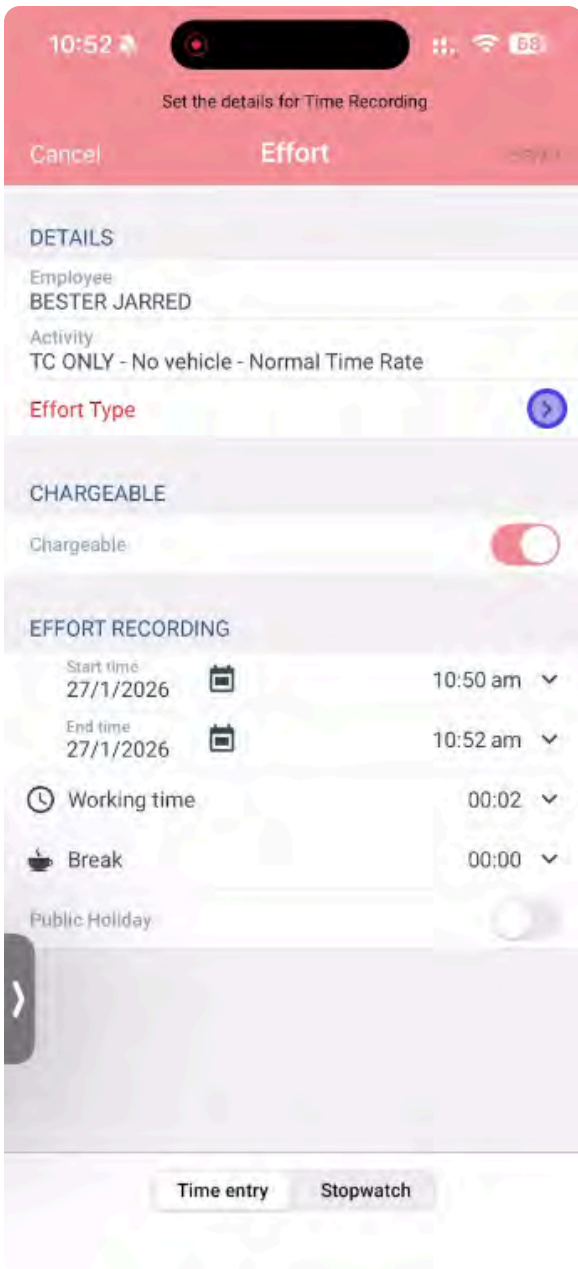
To provide the hours from Site back to Depot for time-sheeting, check your navigation app (i.e. Google Maps, Waze, Apple Maps, etc.) and use this as a time estimate.



## 41 Select Effort Type

[VIEW PAGE →](#)

To provide the hours from Site back to Depot for time-sheeting, check your navigation app (i.e. Google Maps, Waze, Apple Maps, etc.) and use this as a time estimate.



The screenshot shows a mobile application interface for setting time recording details. At the top, the status bar shows the time 10:52, signal strength, Wi-Fi, and battery at 68%. The app title is "Set the details for Time Recording". Below the title, there are three buttons: "Cancel", "Effort", and "Save". The "Effort" button is highlighted in red. The main content area is divided into several sections:

- DETAILS**:
  - Employee: BESTER JARRED
  - Activity: TC ONLY - No vehicle - Normal Time Rate
  - Effort Type: A dropdown menu with a blue arrow icon.
- CHARGEABLE**:
  - Chargeable: A toggle switch that is currently turned on (red).
- EFFORT RECORDING**:
  - Start time: 27/1/2026 at 10:50 am (with a calendar icon and a dropdown arrow).
  - End time: 27/1/2026 at 10:52 am (with a calendar icon and a dropdown arrow).
  - Working time: 00:02 (with a clock icon and a dropdown arrow).
  - Break: 00:00 (with a coffee cup icon and a dropdown arrow).
  - Public Holiday: A toggle switch that is currently turned off (grey).

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

## 42 Select Travel Time

[VIEW PAGE →](#)

### 43 Change Chargeable toggle to OFF (Grey)

[VIEW PAGE →](#)

PLEASE NOTE: Travel Time is non-chargeable time to the project but is being captured for time-sheeting purposes.

10:53

Set the details for Time Recording.

Cancel Effort Save

**DETAILS**

Employee  
BESTER JARRED

Activity  
TC ONLY - No vehicle - Normal Time Rate

Effort Type  
Travel Time

**CHARGEABLE**

Chargeable

**EFFORT RECORDING**

Start time  
27/1/2026 10:50 am

End time  
27/1/2026 10:52 am

Working time  
00:02

Break  
00:00

Public Holiday

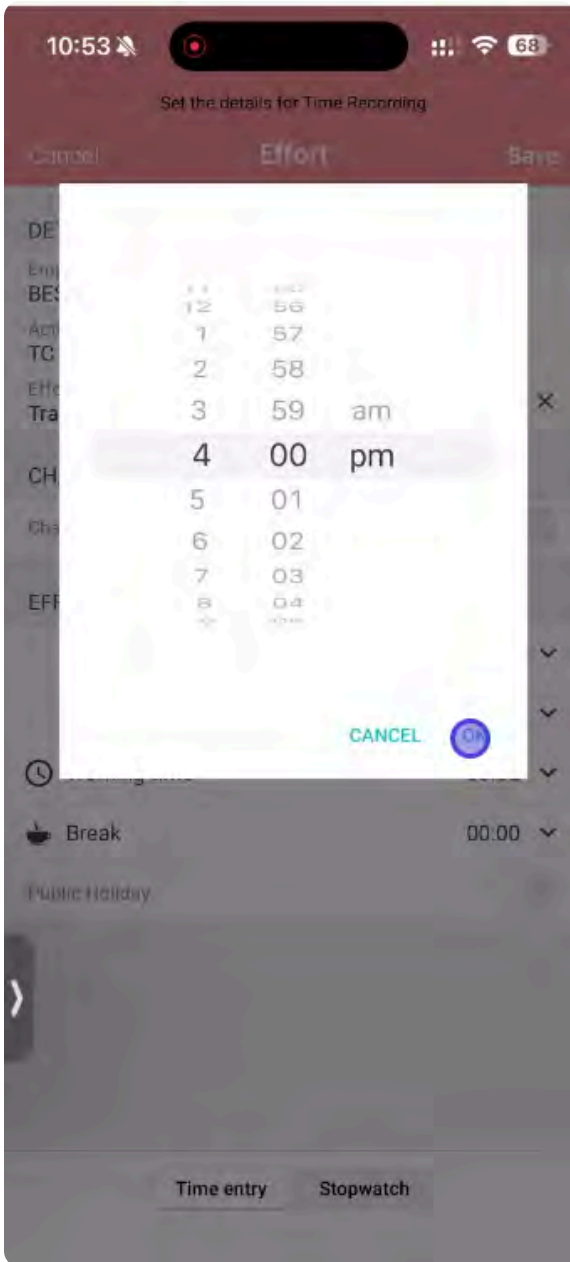
Time entry Stopwatch

### 44 PLEASE NOTE: Anticipated site departure time = Start Time.

[VIEW PAGE →](#)

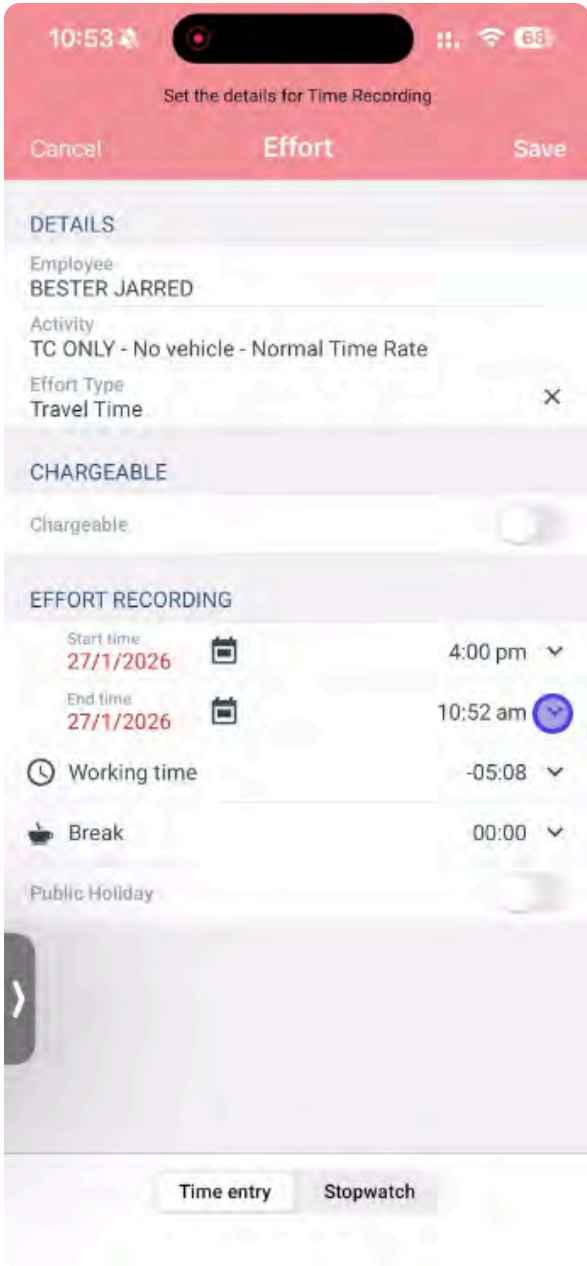
## 45 Select Start Time

[VIEW PAGE →](#)



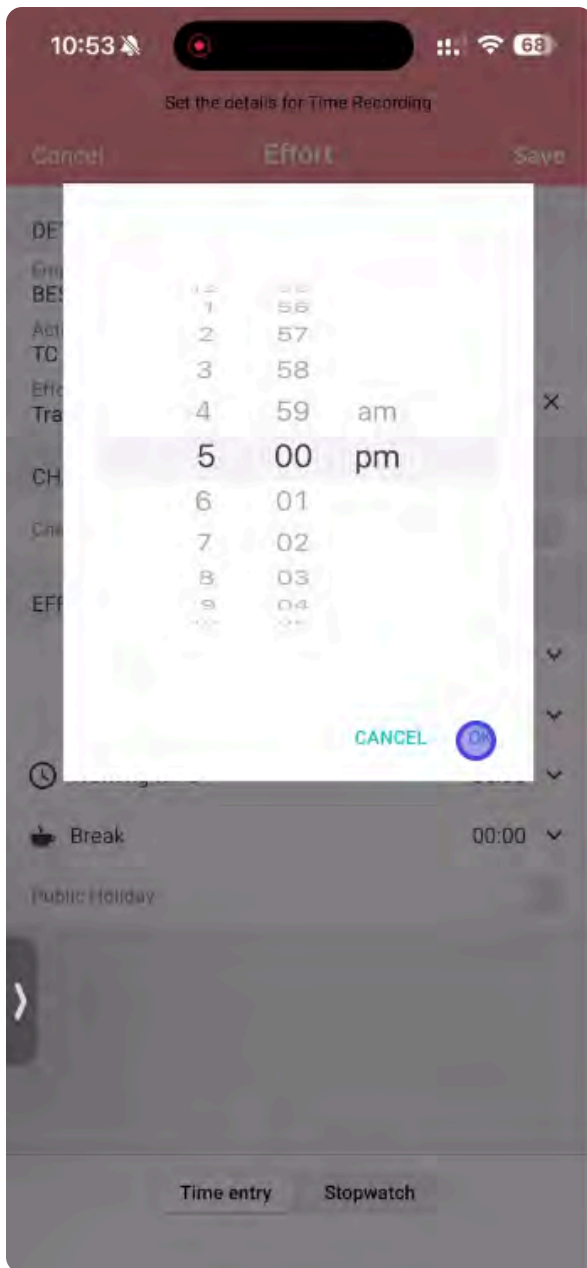
46 PLEASE NOTE: Anticipated depot arrival time = End Time.

[VIEW PAGE →](#)



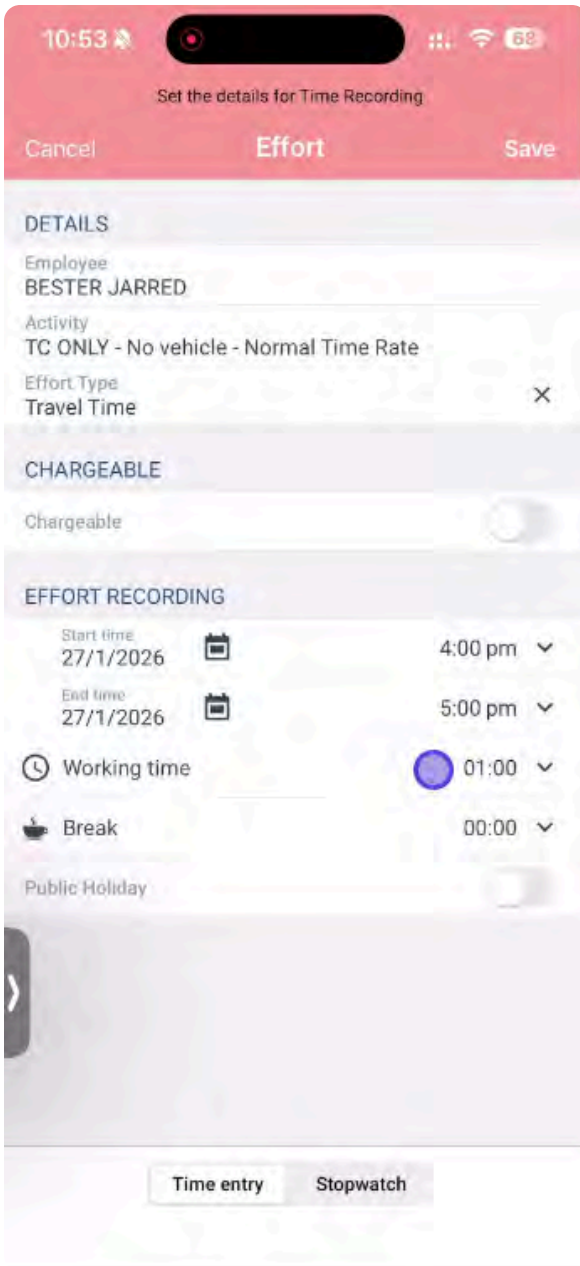
## 47 Select End Time

[VIEW PAGE →](#)



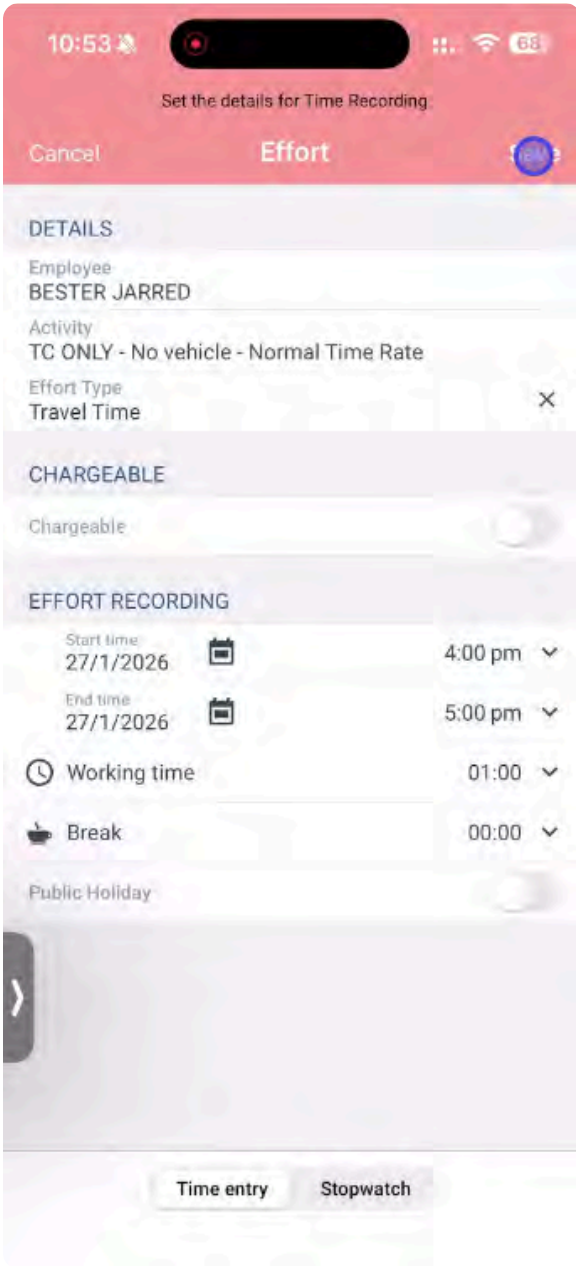
48 Ensure the Working Time Hour count is correct.

[VIEW PAGE →](#)



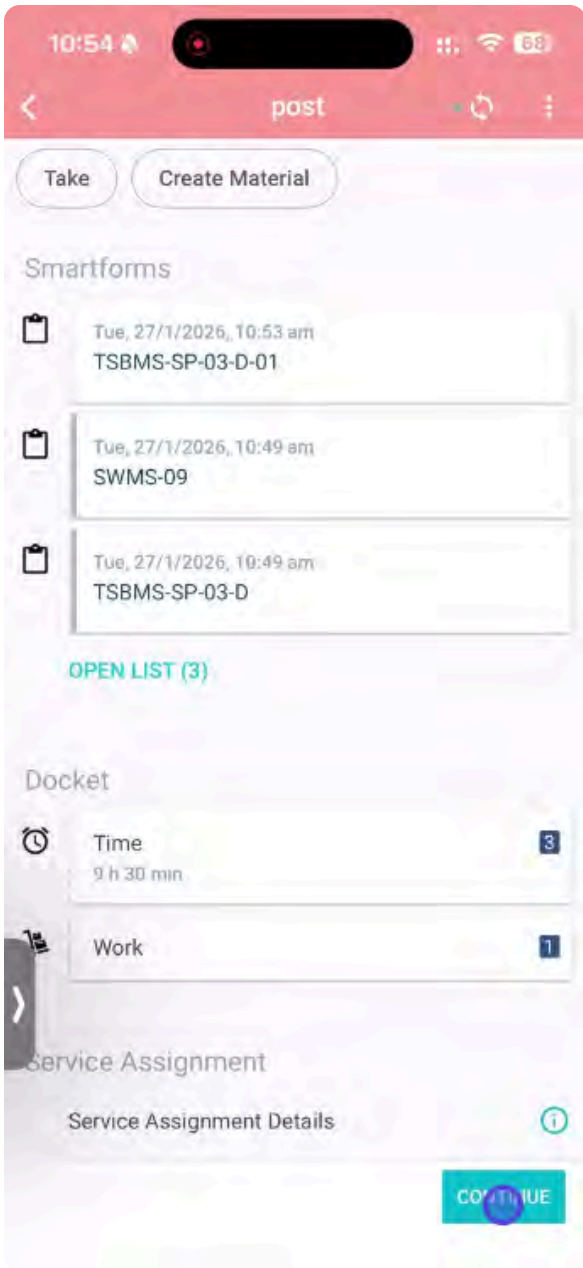
## 49 Click on Save

[VIEW PAGE →](#)



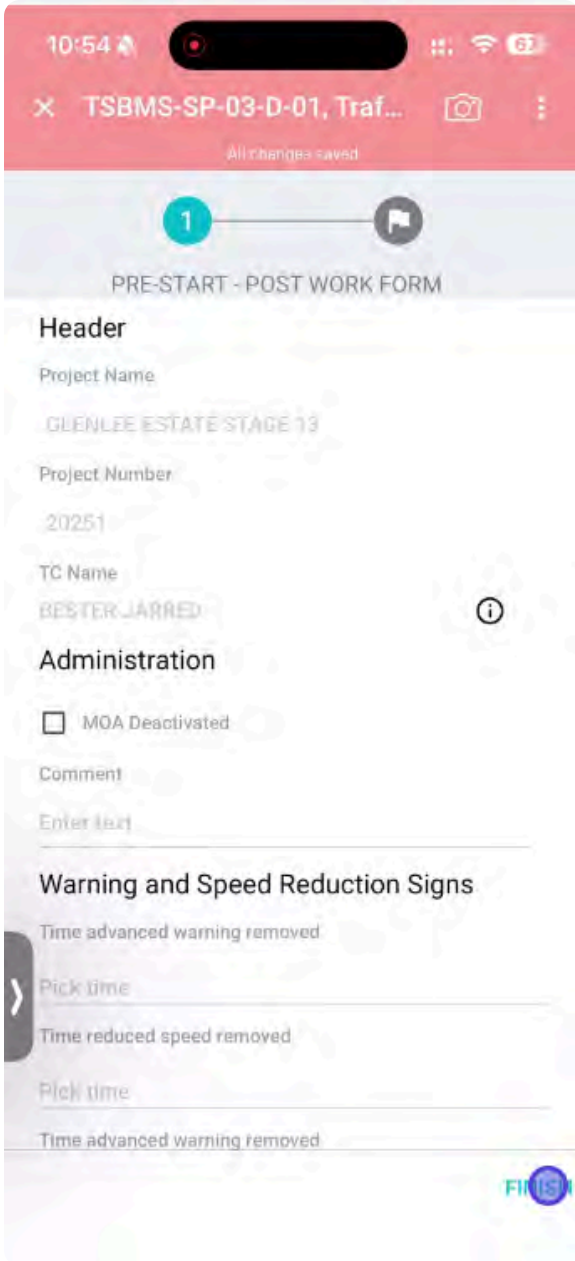
50 Click on Continue

[VIEW PAGE →](#)



51 Once the form loads, Answer the questions to complete the form and click Finish

[VIEW PAGE →](#)



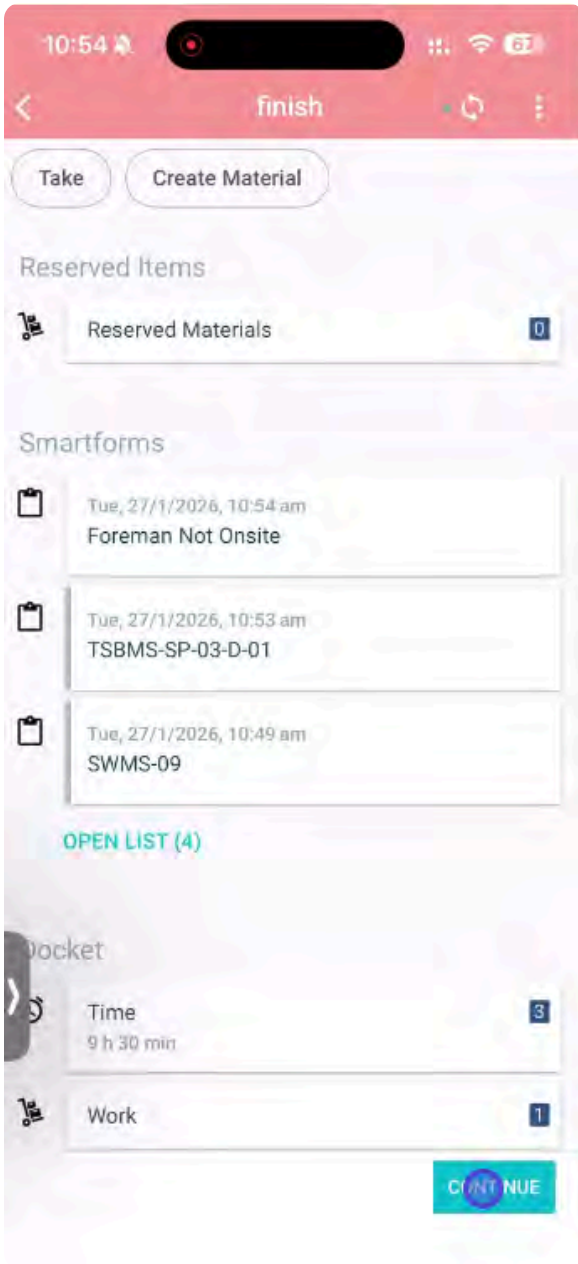
52 Click on Finish

[VIEW PAGE →](#)



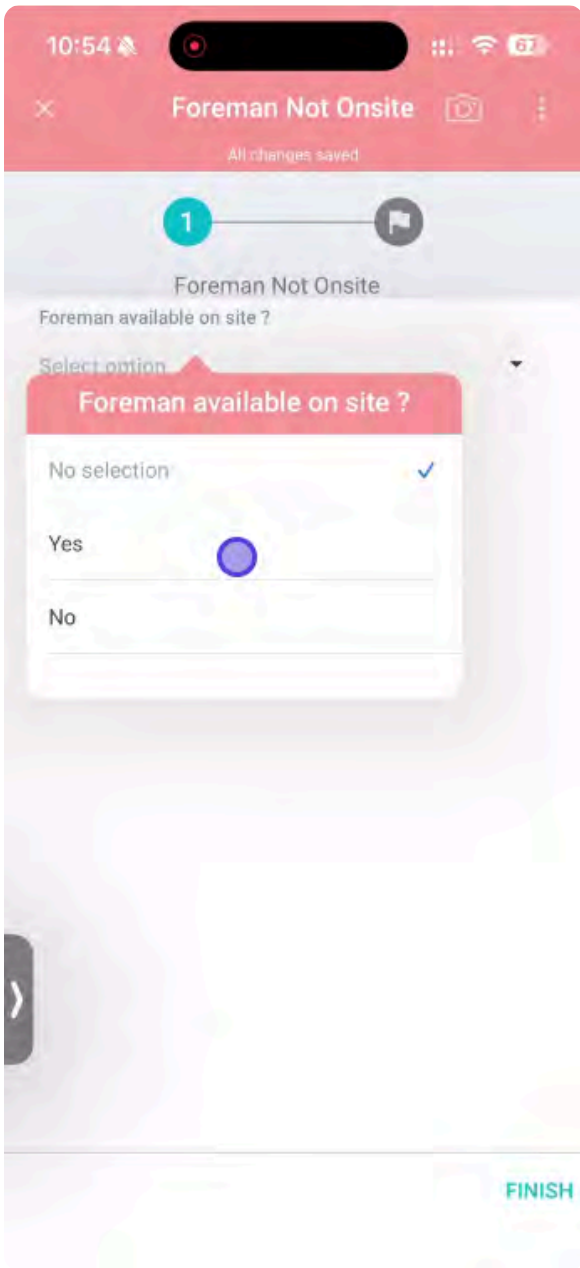
53 Click on Continue

[VIEW PAGE →](#)



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

[VIEW PAGE →](#)



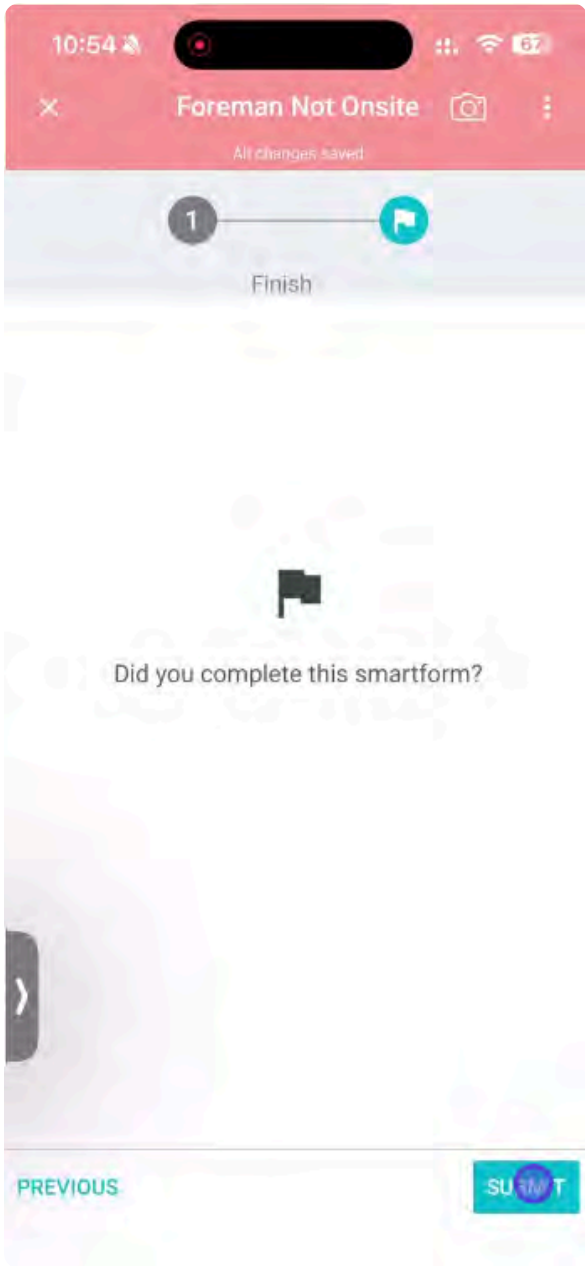
55 Click on Finish

[VIEW PAGE →](#)



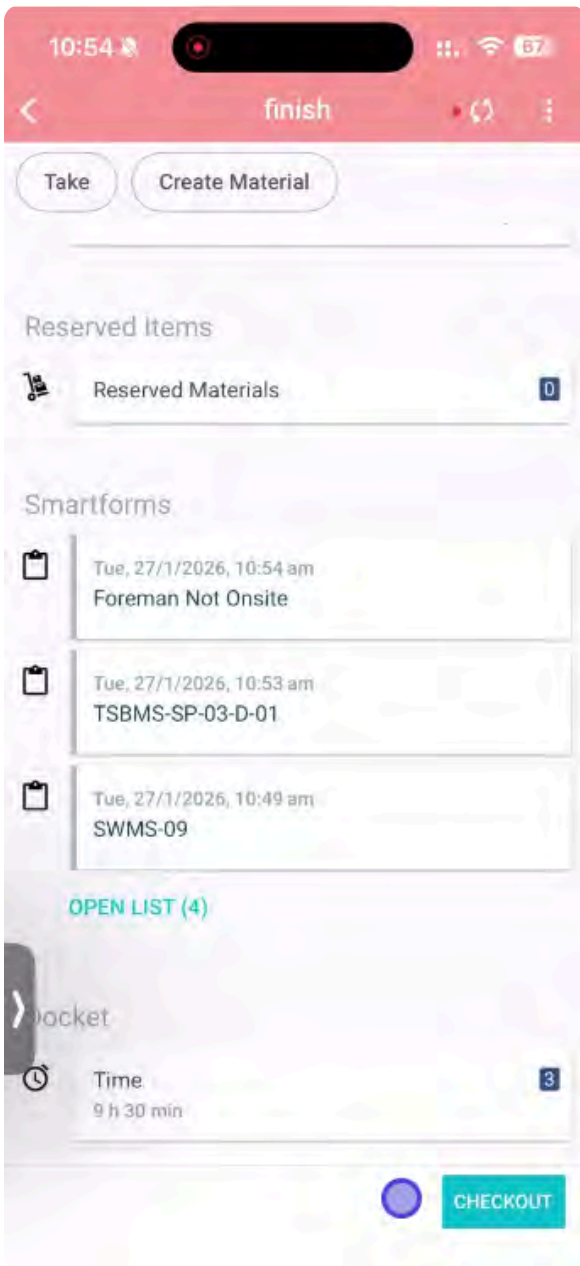
56 Click on Submit

[VIEW PAGE →](#)



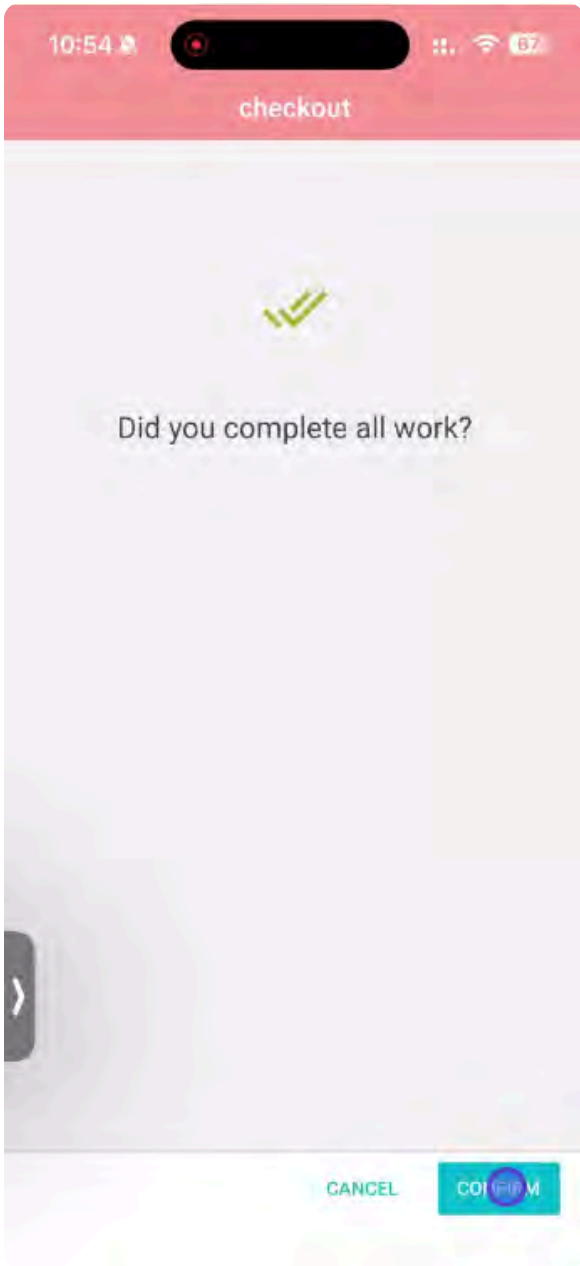
## 57 Click on Checkout

[VIEW PAGE →](#)



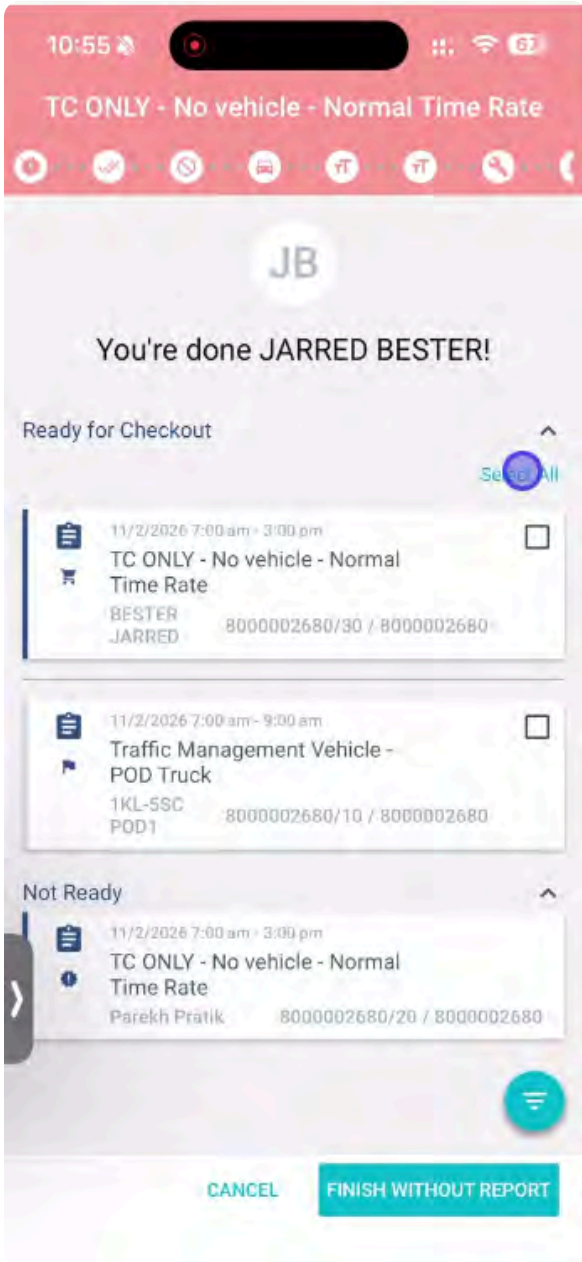
58 Click on Confirm

[VIEW PAGE →](#)



59 Click on Select All

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60 Click on View Details

[VIEW PAGE →](#)



61 Click on Yes

[VIEW PAGE →](#)



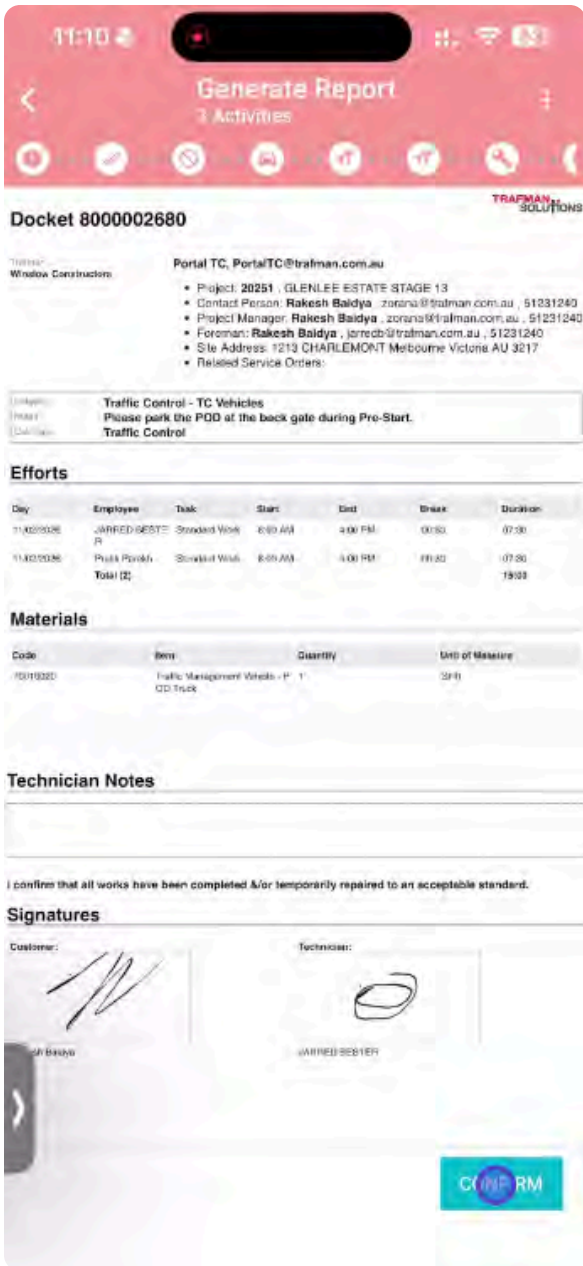
63 Confirm POD Truck is included

[VIEW PAGE →](#)



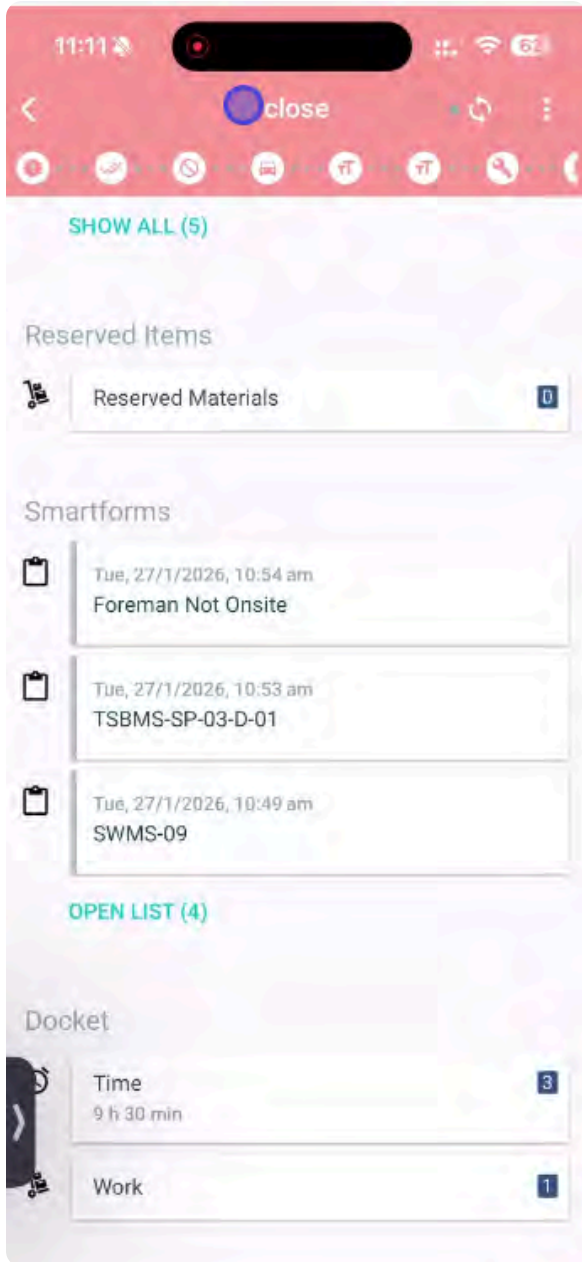
64 Obtain signature from Foreman and click Confirm

[VIEW PAGE →](#)



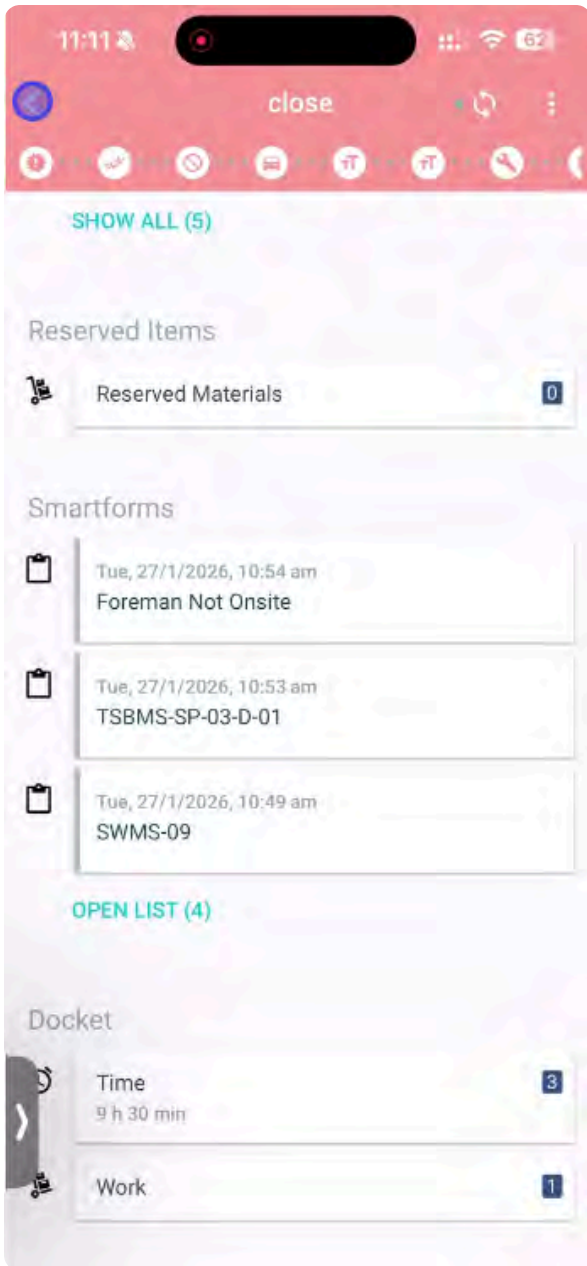
## 65 Click on highlight

[VIEW PAGE →](#)



## 66 Click on highlight

[VIEW PAGE →](#)

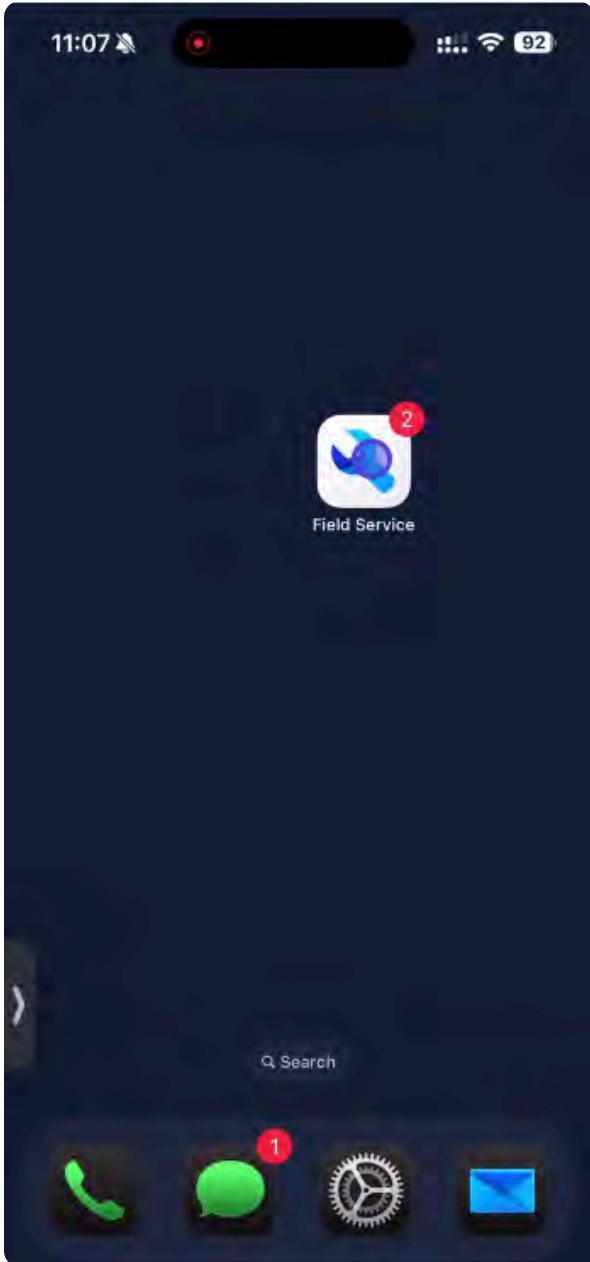


**FSM MOBILE  
APP - TC  
- ACTIVITY  
COMPLETION FOR  
TM (CREW)**

**TRAFMAN..  
SOLUTIONS**

# FSM Mobile APP - TC - Activity Completion for TM (Crew)

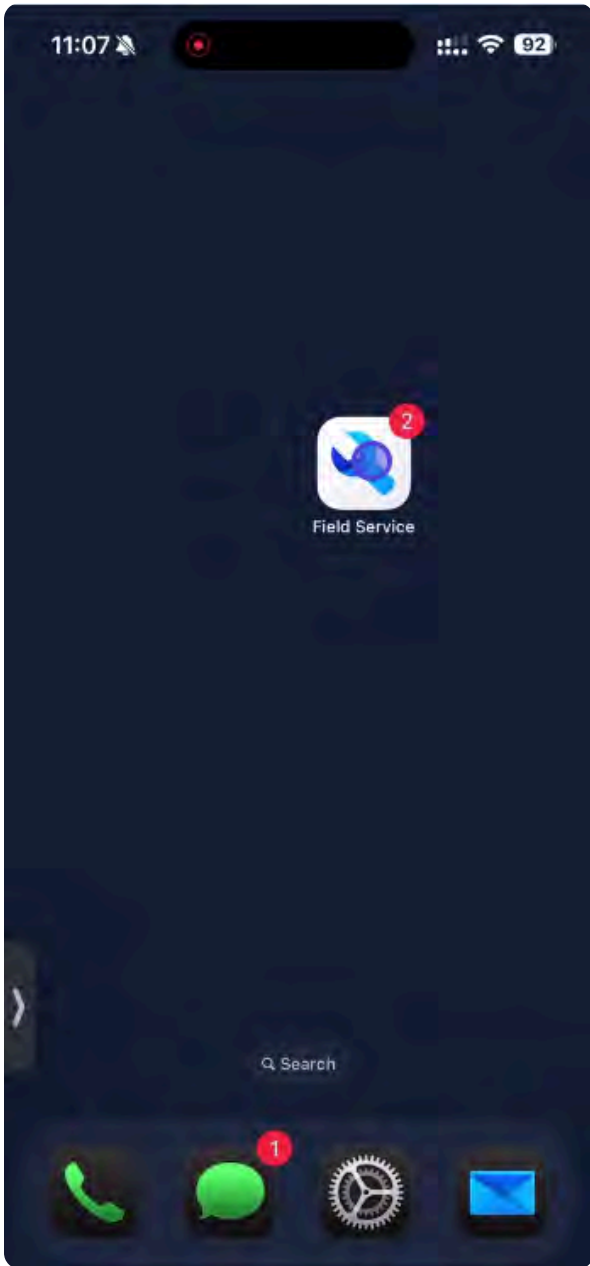
Created on Jan 30, 2026 by Jarred Bester



[WATCH RECORDING →](#)

# 1 Open FSM Mobile App

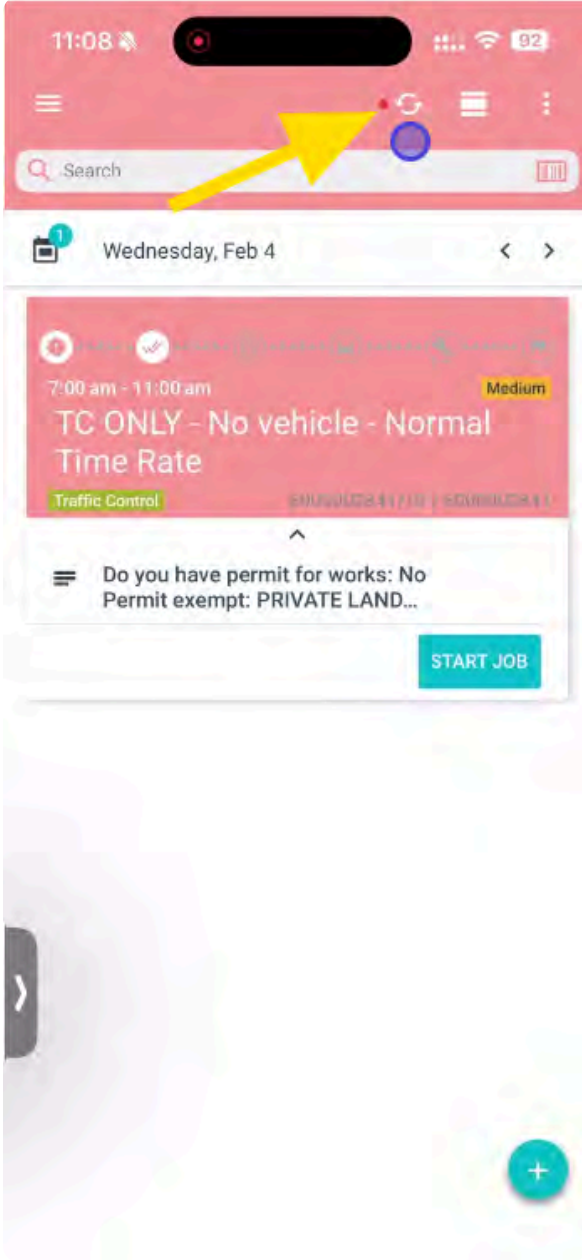
[VIEW PAGE →](#)



2

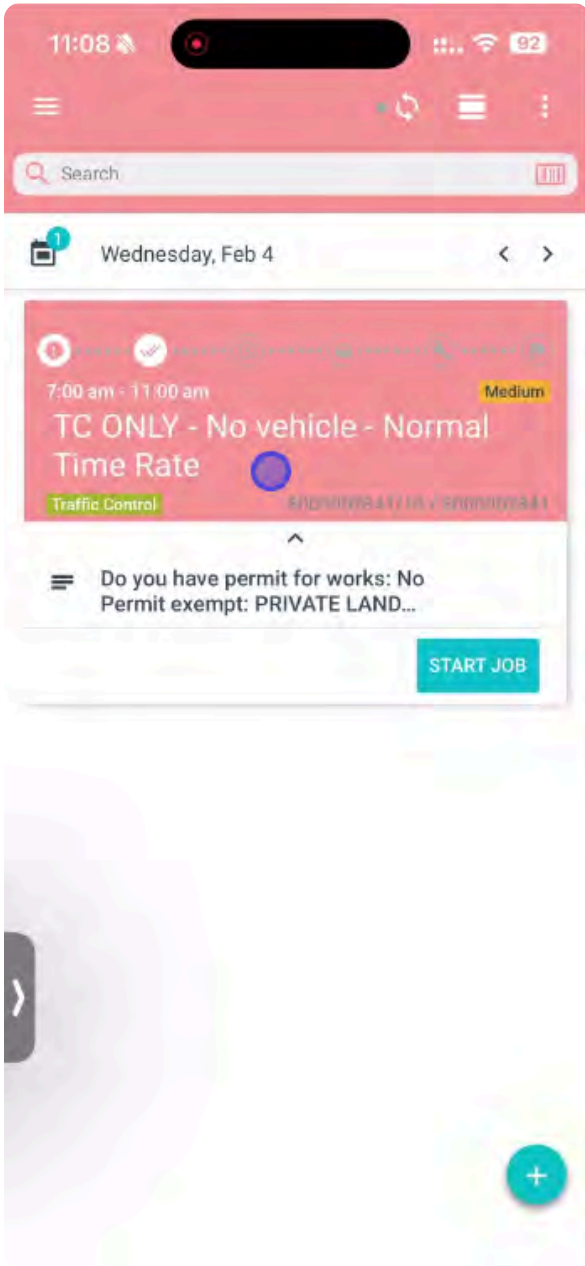
**VERY IMPORTANT:** Please note that each time a button is clicked the App will sync with the cloud to ensure that all data is updated in real time, please allow the spinning icon to stop before clicking the next button.

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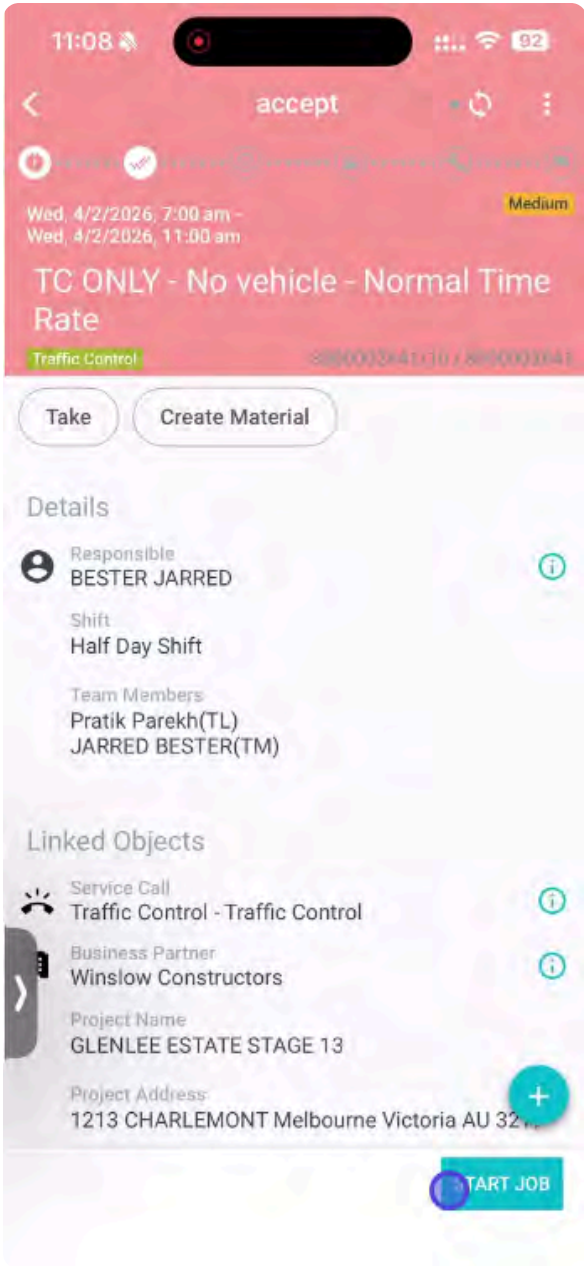
### 3 Click into the Activity

[VIEW PAGE →](#)



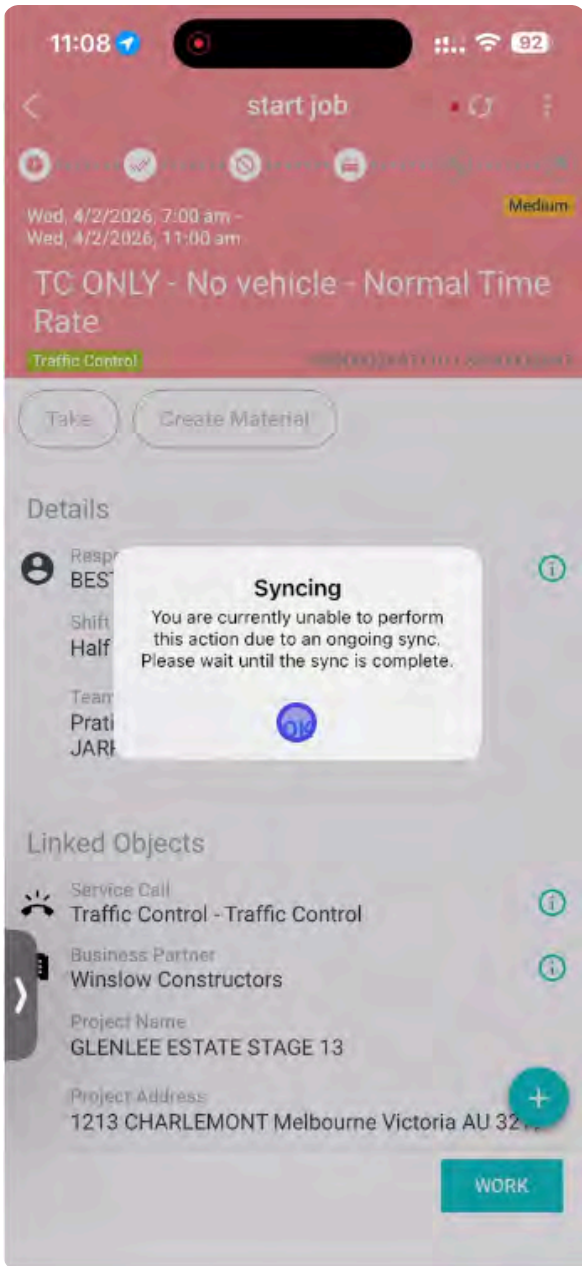
4 To confirm your onsite, Click Start Job

[VIEW PAGE →](#)



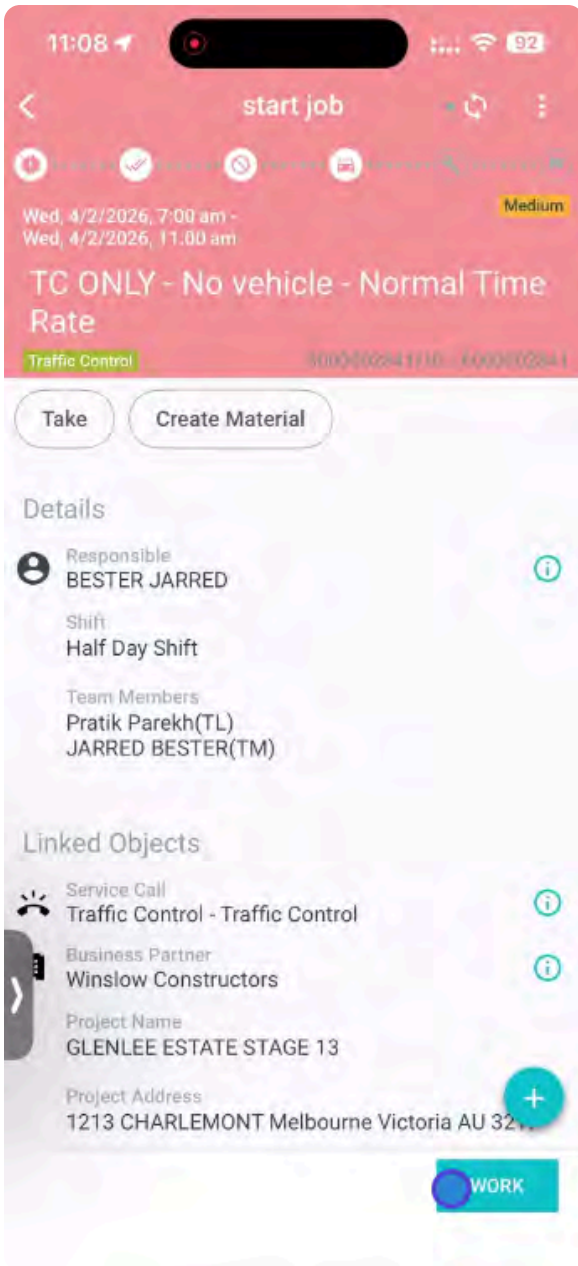
- 5 If you do click while the sync is still in progress, a prompt will appear, Click on Continue and wait for the sync to complete.

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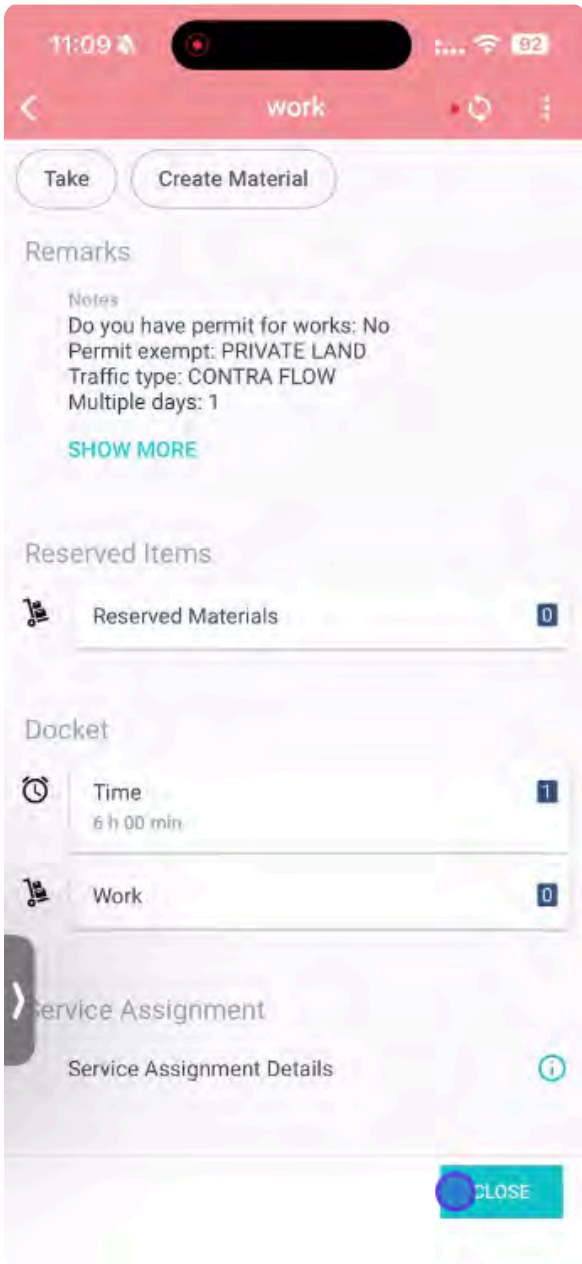
## 6 Click on Work

[VIEW PAGE →](#)



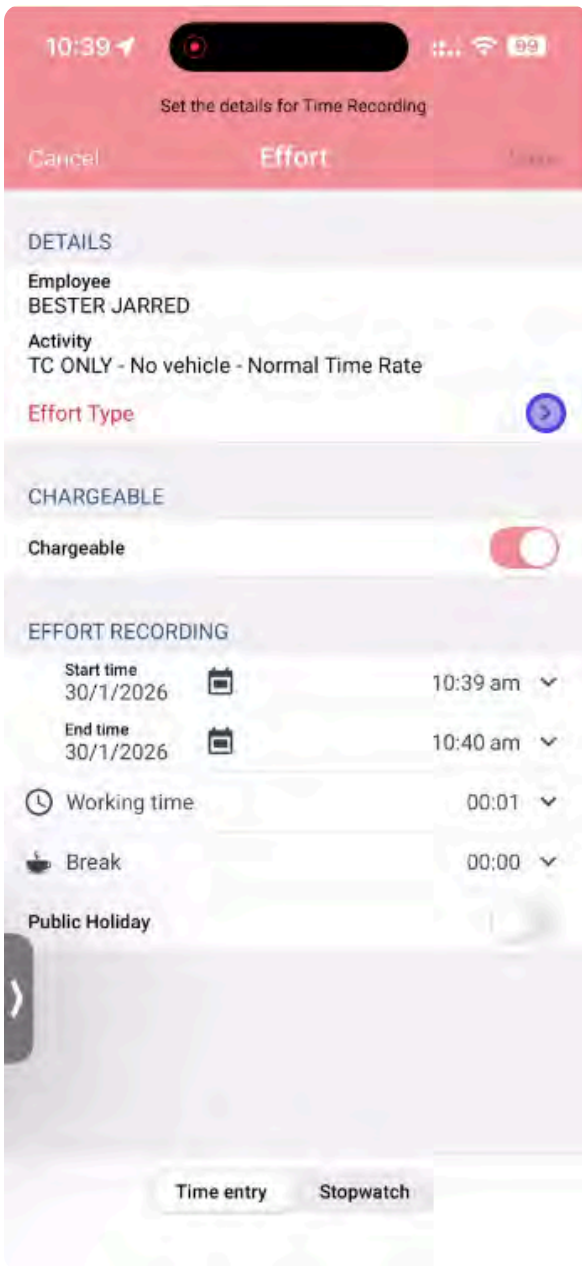
## 7 Click on Close

[VIEW PAGE →](#)



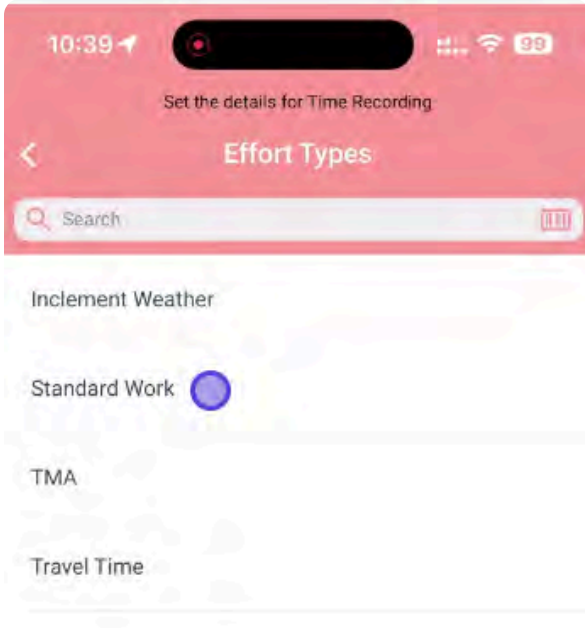
## 8 Click on Effort Type

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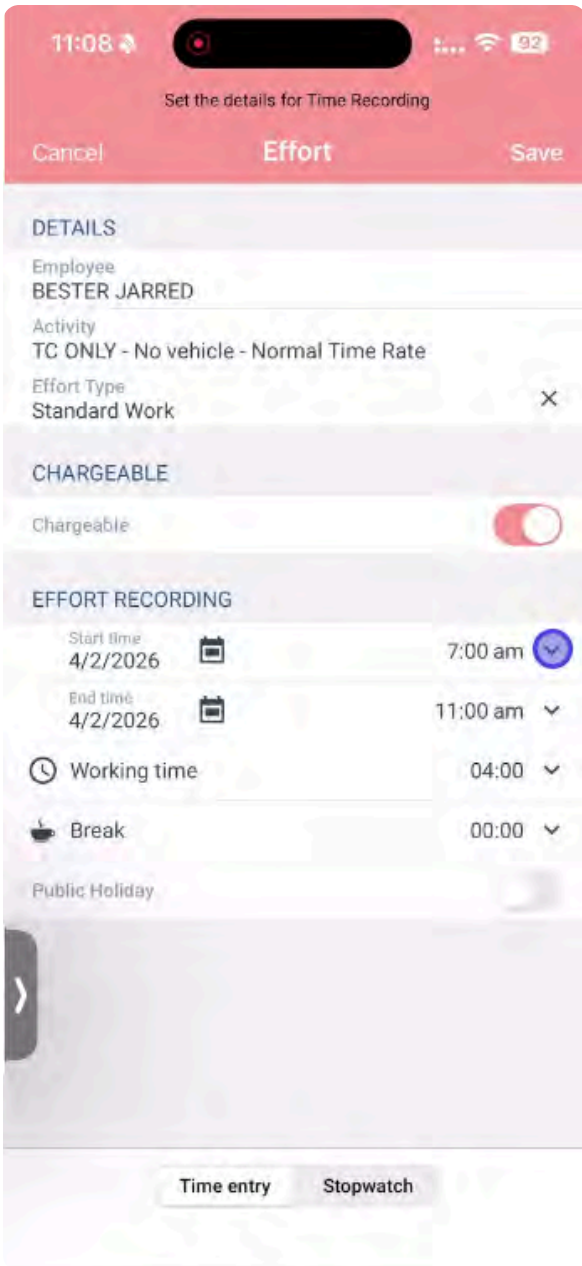
## 9 Select Standard Work

[VIEW PAGE →](#)



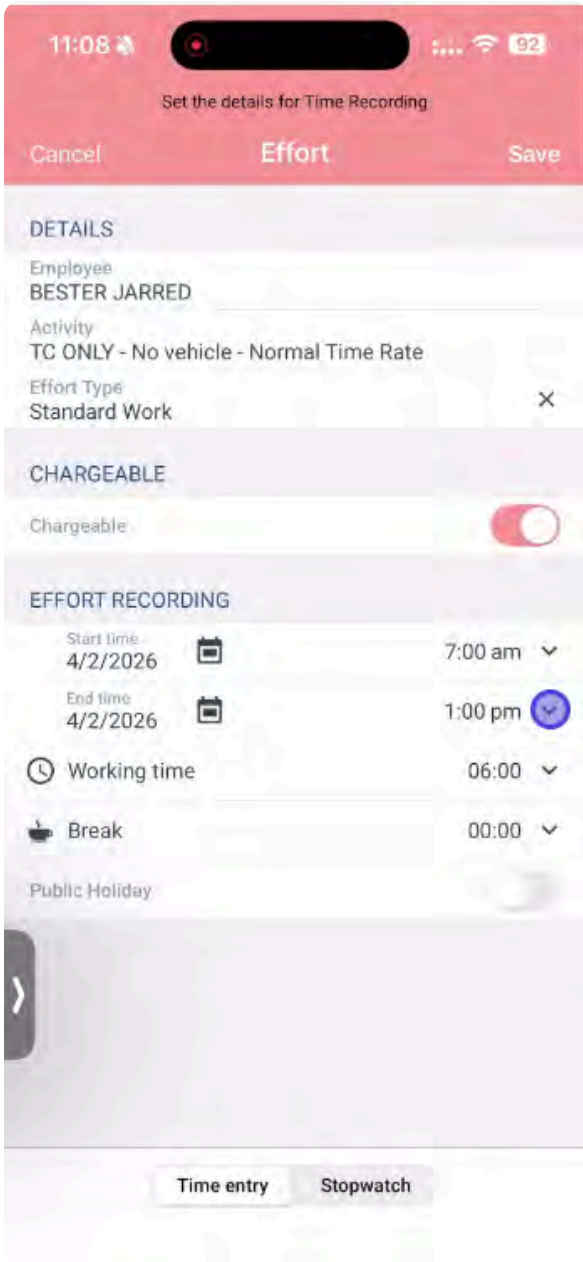
## 10 Click Start Time

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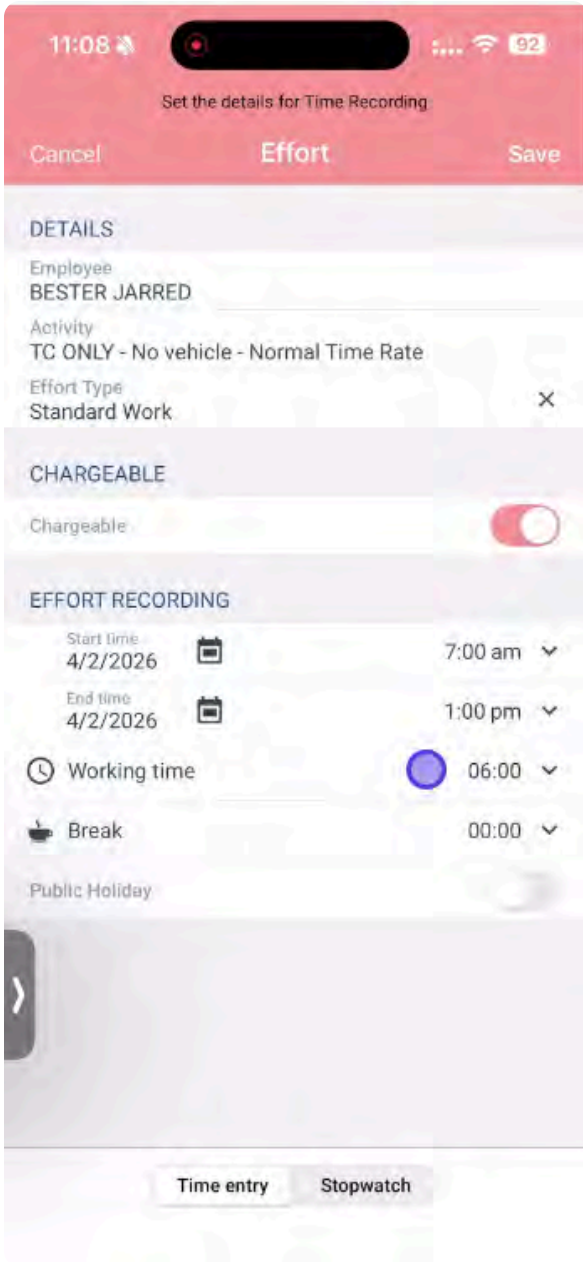
## 11 Select End Time

[VIEW PAGE →](#)



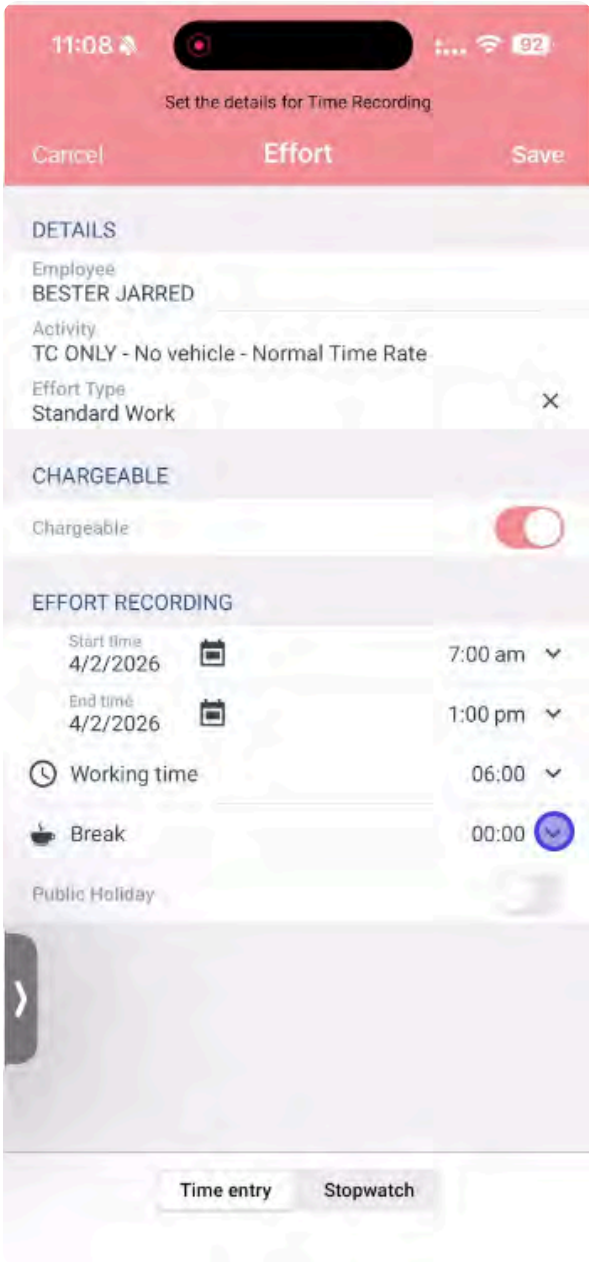
12 Ensure the Working Time Hour count is correct.

[VIEW PAGE →](#)



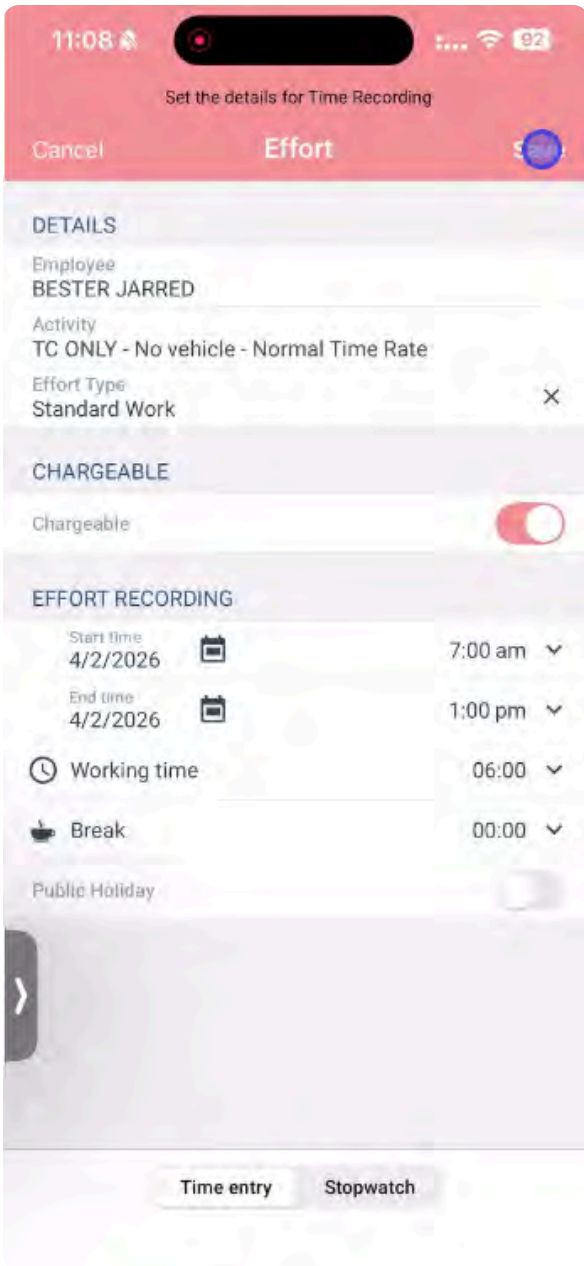
13 If applicable, in order to record daily break then select Break

[VIEW PAGE →](#)



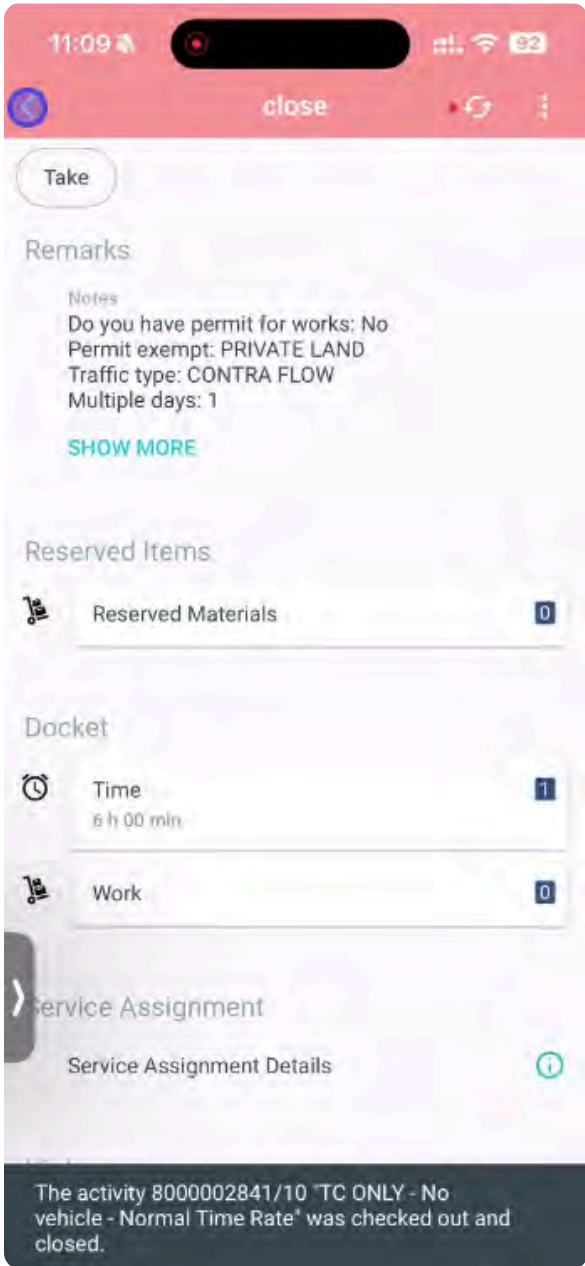
14 Click on Save

[VIEW PAGE →](#)



15 Job Done, Click on "<" to exit

[VIEW PAGE →](#)



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SOLUTIONS**

