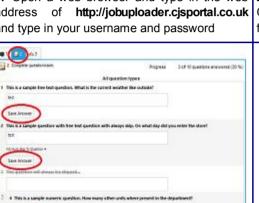
CJ Retail Solutions - Job Completion Form



address of http://jobuploader.cisportal.co.uk and type in your username and password



5. Click on the 2nd task tab, in this example a questionnaire, and start answering the questions pressing the Save Answer button after each answer.

0	Instructions You have now fulfilled each individual task's requirements! Please verify your input and proceed to submit this job as complete when satisfied w					
lob Comments				Use the space below to capture any comments or observations raise type in comments here!!! Click Here to Submit the Job		
	1	2	61			

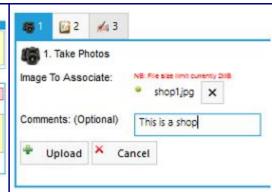
the Job, once this is done the PM will be able username and password, then press login to go through the data.



1. Open a web browser and type in the web 2. Click login and you will have your job list. Check the Job and Outlet details are correct before starting



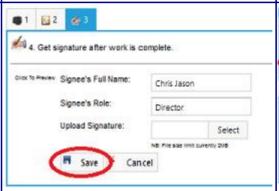
task tab by following the instructions. In this example it is a picture, click on Add New Image File



3. Under the Job Status instructions start the first 4. Click on Select and then find the photo of the site. Type in any comments against the photo and click **Upload**, repeat until finished.



6. When you have answered all the required 7. Type in the full name and the role of the site 8. If there are any comments about the job that questions then you will be able to select Yes to end the questionnaire and then you can move on to the next task by clicking on the next tab.



contact in the required boxes. Click Select and you would like us or the client to know type them upload a picture of the site contacts signature. In the Job Comments box above the task. Then click Save



Log In				
Username: training				
Password: ••••••				
	Log In			

9. Once you are happy with the job click on the 10. To return stock open a web browser and type 11. Tap Warehouse Returns, Tap to continue if 12. Type in the guantity of each item of stock to button under comments Click Here to Submit in http://regional.cjsportal.co.uk & type in your you are returning to specific warehouse.



Movement Completed. The Reference for this transaction is 111554 You will need this so the warehouse staff can identity this transaction.

Back to Main Menu

be returned on the right, tap Move Stock, confirm the transfer and the unique number issued needs to be given to the warehouse person.