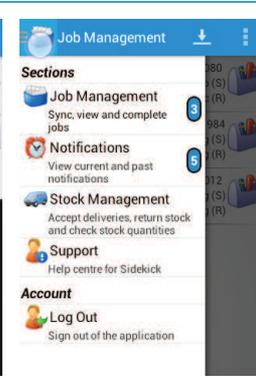
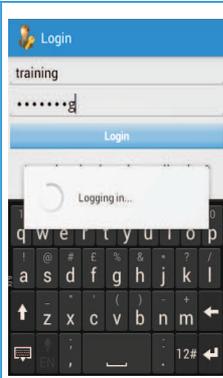
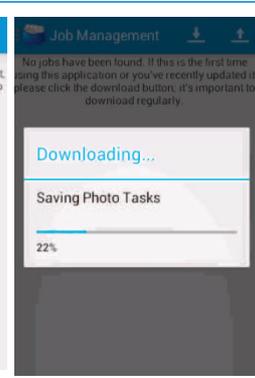
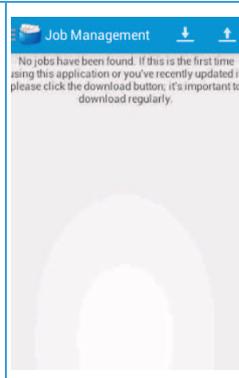


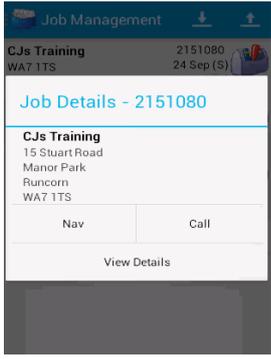
1. Go to Play Store and search for CJ Services Sidekick, tap install. Go into your applications and launch CJ Services Sidekick



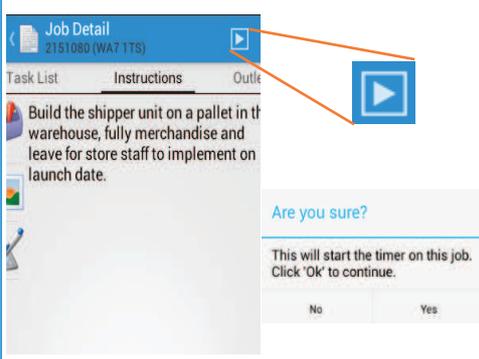
2. Type in your username & password, then tap the **Login** button. Tap on the **navigation draw** (3 lines top left) to hide the Sections menu



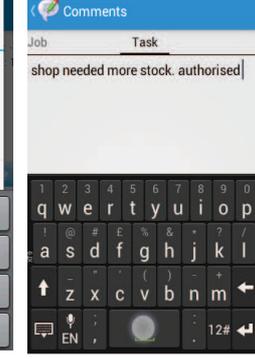
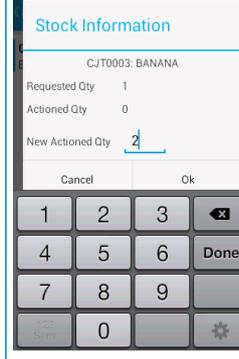
3. Tap on the **Download Jobs** button to retrieve your list of jobs that have been assigned to you.



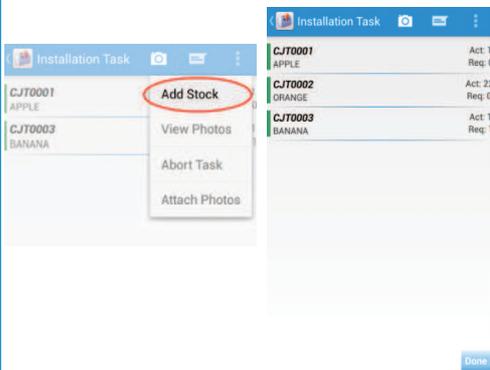
4. Tap the **Menu**, **Sort/Filter** to re-organise. Tap on job once for options, tap on **View Details** to check the job.



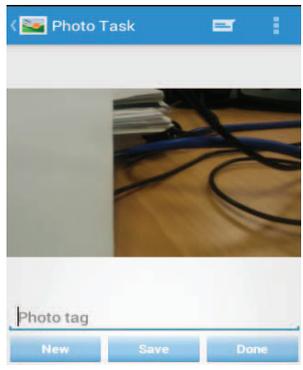
5. Scroll through the different screens to confirm correct job & instructions, when on site tap the **Play** button to start the job, tap **Yes** to continue.



6. Tap on each of the pieces of stock & type in the quantity used on the keypad, if stock doesn't match requested quantity, from menu tap **Comments** to explain why then tap **Save**.



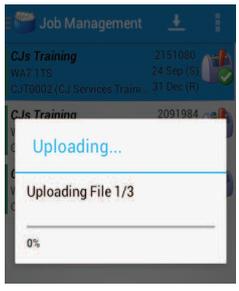
7. If additional stock required tap **Menu**, **Add Stock**, find stock item and tap on stock item to add to Installation task list and enter quantity used as in step 6, tap **Done** to move on.



8. Tap **New**, take the photo (landscape), then type comments in white box under photo, tap **Save**, repeat according to requirements, when you have taken all the photos tap **Done**.



9. Double tap signature box, ask the store person to sign in the white box, type their name & role in the text boxes below, tap the **Done** button. Tap the back arrow in the top left corner



10. On your job list there should be a green tick on the job completed. Tap **Upload**, after upload completed, tap **Download** to clear the job & go to your next job.

Main Menu

Transfers:

- Van to Van
- Container to Van
- Van to Container
- Pending Transfers

Deliveries:

- Pending Deliveries

Uplifted Stock:

- Validate Stock

Returns:

- Warehouse Returns
- Move Stock

Miscellaneous:

- Transfer History
- Logout

Please select which stock you want to transfer:
Stock / Client Filter: dev Filter

Code	Desc	Client	Max	Qty
DEV-CHC	Development Chocolate	Devel	1000	20
DEV-STK	Development Stock	Devel	1000	35
DEV-STP	Development Steps	Devel	1000	800

[Back to Main Menu](#)

11. To **return stock** to one of the warehouses tap on the **navigation draw**, tap **Stock Management**, tap **Warehouse Returns**, Tap to continue if you are returning to specific warehouse.

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

[Back to Main Menu](#)

12. Type in the quantity of each item of stock to be returned on the right, tap **Move Stock**, confirm the transfer and the unique number issued needs to be given to the warehouse person.