

CJ Retail Solutions - Job Completion Form

1. Open a web browser and type in the web address of <http://jobuploader.cjsportal.co.uk> and type in your username and password

2. Click login and you will have your job list. Check the Job and Outlet details are correct before starting

3. Under the Job Status instructions start the first task tab by following the instructions. In this example it is a picture, click on **Add New Image File**

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.

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.

6. When you have answered all the required 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**.

7. Type in the full name and the role of the site contact in the required boxes. Click **Select** and upload a picture of the site contacts signature. Then click **Save**

8. If there are any comments about the job that you would like us or the client to know type them in the Job Comments box above the task.

9. Once you are happy with the job click on the button under comments **Click Here to Submit** the Job, once this is done the PM will be able to go through the data.

10. To **return stock** open a web browser and type in <http://regional.cjsportal.co.uk> & type in your username and password, then press login

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

11. 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.