

CJ Retail Solutions - Job Completion Form

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CJ Retail Solutions - Job Completion Form

Job Status

Job Details

JOB NUMBER: 040200
 Name: Development Team
 Project: North 201
 Department: 26 Sep 2014
 Referral: 001-14123456

Outlet Details

Outlet: 1000
 Address: 1000
 Phone Number: 0123456789

Job Instructions

INSTRUCTIONS
 Please ensure you complete each individual task (there is one task on each tab), fulfilling all the respective requirements. Once ALL tasks have been completed correctly, you will be able to submit the completed job brief here.
 If you need to abort the job and you have confirmed this course of action with your Project Manager please click [here](#)

1 Take Photos
 You currently have no photos associated to this task. Please upload any image files taken whilst on the job.

IMPORTANT NOTICE REGARDING UPLOADING IMAGE FILES
 Please note that uploading of images is currently limited to file sizes of 2MB or less.
 If you have files that are bigger please adjust your camera settings to save smaller files or at a lower resolution. Alternatively resize your files using image editing software prior to uploading.

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1. Take Photos

Image To Associate:

Comments: (Optional)

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.

2. Complete questionnaire

Progress: 3 of 10 questions answered (30%)

All question types

1 This is a sample free text question. What is the current weather like outside?

2 This is a sample question with free text question with always skip. On what day did you enter the store?

3 This question will always be skipped...

4 This is a sample matrix question. How many other units were present in the department?

6. Yes and no skip question (skip on no)

Yes No
 If 'No' Proceed to Question 8

2. Optionally-skipped question

8 This is a sample Single Selection (with scoring). How many shelves were present?
 1 3 5

9 This is a sample Multi-Selection (with scoring). How many shelves were present?
 None

10 End of questionnaire?
 Yes No

4. Get signature after work is complete.

Click to Preview

Signee's Full Name:

Signee's Role:

Upload Signature:

Job Status

Instructions
 You have now fulfilled each individual task's requirements. Please verify your input and proceed to submit this job as complete when satisfied with your work.

Job Comments: Use the space below to capture any comments or observations raised when performing the job.

Click Here to Submit the Job

4. Get signature after work is complete.

Signee's Full Name:

Signee's Role:

Upload Signature:

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.

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Job Comments: Use the space below to capture any comments or observations raised when performing the job.

Click Here to Submit the Job

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Log In

Username:

Password:

Main Menu

Transfers:

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

Deliveries:

- Pending Deliveries

Uplifted Stock:

- Validate Stock

Returns:

- Warehouse Returns

Miscellaneous:

- Transfer History
- Logout

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

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

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

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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

11. Tap **Warehouse Returns**, Tap to continue if you are returning to specific warehouse.

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.