Advance Job Manager

USER GUIDE v2.0

Last Updated: 4/21/2025

All Jobs

Shows all jobs from the DB with the following criteria:

- Any job with an invoice date that's within the last 30 days
- Any job that's more than 30 days old that's job status is not set to 'Completed'

Further filtering can be done on the list of jobs returned.

NOTE: Any sorting or filtering done on the table only applies to the version of the table that you see. In Smartsheet, if one person applied a filter or sorted the table by a certain column, the filtering / sorting was applied for everyone. In Job Manager, filtering and sorting only applies to the view of the signed in user. The data itself is the same for all users, but the order and filtering of the data is on a per user basis.

Filtering

Edit Job

Perform a Google Maps lookup to find a matching address. The search will use both the Job Address field, as well as the City. If a valid address is found, the formatted address, city and county will be filled in, and the map marker will be moved to the found address.

If the Job is not at a valid address (PID#, block, etc..), the job marker can be placed by clicking the desired spot on the map.
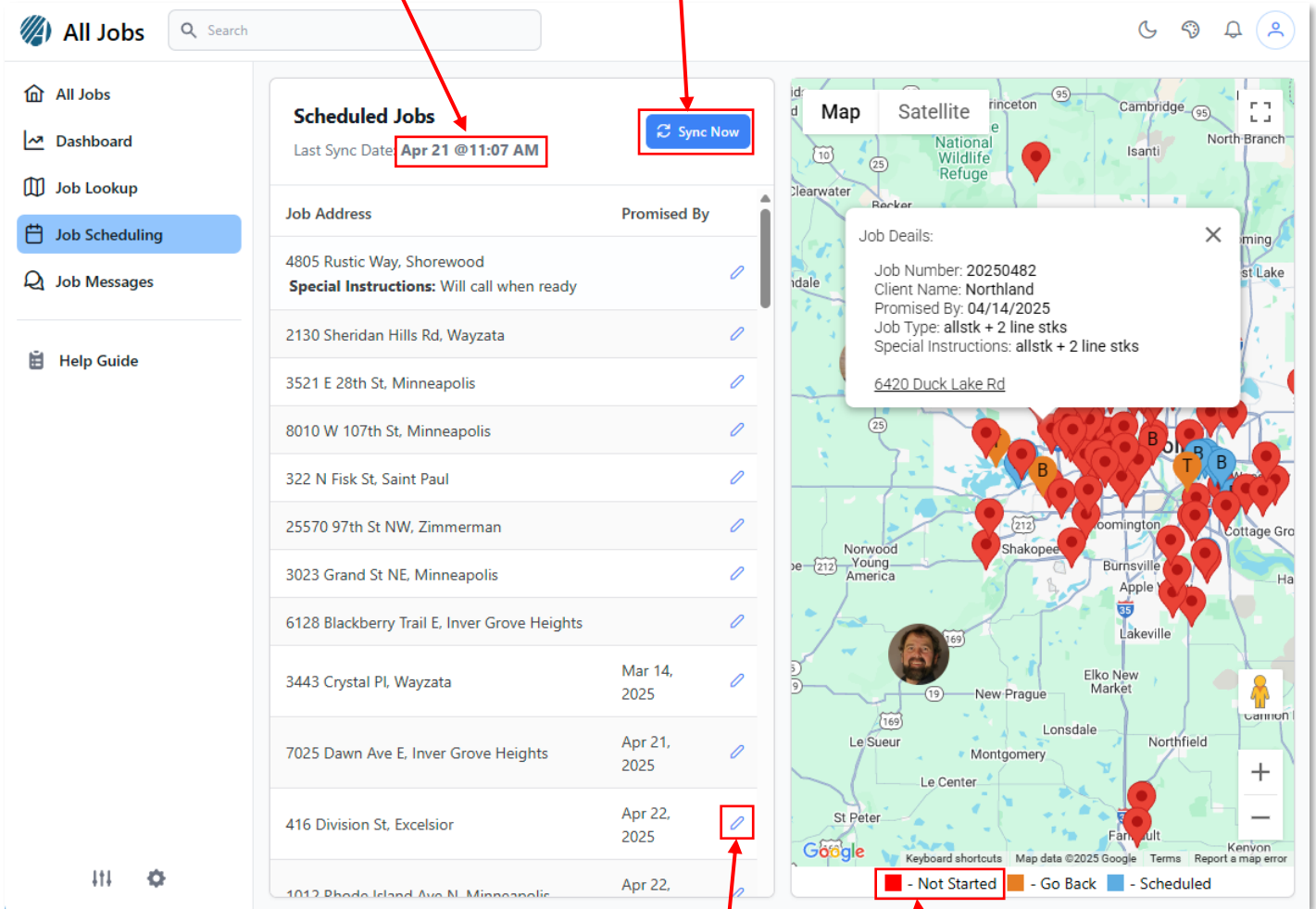
Job Scheduling

The Job Scheduling tab shows a map view of all jobs that are 'Not Started', 'Scheduled' or 'Go Back', sorted by their 'Promised By' date.

Each marker on the map is one job, and it shows the fist letter of the surveyor its assigned to (unless it hasn't yet been assigned).

Each job is also color coded based on its status, and they key at the bottom can be clicked to show / hide jobs in each status.

The last time that jobs were synced from Smart Sheet

Click to sync job changes from SmartSheet. See Sync Jobs for more info

Click to edit a job (change address, update pin location, assign to surveyor, update status, etc... See Edit Job

Click to show / hide jobs of this status

Sync Jobs from Smartsheet

To sync Jobs from Smartsheet,

1. Click **Sync Now** on the Jobs Schedule tab. A popup will appear with all the jobs that have been changed in Smartsheet since the last time the Job Sync was run.
2. Wait for the service to verify all the addresses on the updated jobs.
3. Each job is checked to see if it has already been synced from Smartsheet, or if this is a new job
4. If the job has been synced before, it compares the job as it is in the database to what it is Smartsheet. If the two jobs have different job addresses (20% different or more), the job is flagged for validation and the row is colored yellow.
5. Once all the jobs have been checked, each row will turn; green if it's a job with a valid address, yellow if it's a job with a valid but is flagged for validation, and red if it's a job with an invalid address.
6. **For rows that are red** and marked with an X, it means the Google Maps API could not find a valid address based on the job information in Smartsheet. View Fix Invalid Jobs for steps on how to resolve this.
7. **For rows that are yellow**, verify that the Current App Address is the correct address for that job. Just because a row is marked yellow doesn't mean it's an errored row, but if its marked yellow and the Current App Address is different that what the address is in Smartsheet, it may be an errored job that needs to be fixed. To fix it, follow the same steps as in Fix Invalid Jobs. **NOTE: The Current App Address is the value that will be written to the database.**
8. Once all jobs have been verified and fixed, click 'Import Jobs' to write the updated job information to the database.

Job Schedule

Last Sync Date: **Mar 25 @10:40 PM**

Job Address

? indicates a job with a mismatch of more than 20% between the app and SS. This difference may have been intentional, as it is in this example, but it will still get marked for review.

An example of a job that is different between SS and the app, but the difference isn't significant enough to indicate that the job needs to be fixed in the app. The row gets colored green instead of yellow to indicate this.

Sync Jobs From Smartsheet

Jobs to sync:
+ = New Job | ✓ = Valid Address | ✕ = Invalid Address
⬚ = Address in the DB and SS differ by more than 20%. Verify if the current address needs to be updated.

	Job #	Job Address	Invoice Date
✓	20250010	18166 Hounds Dr, Lakeville	01/06/2025
✓	20250020	5945 St Johns Ave, Minneapolis	01/08/2025
✓	20250114	3790 County Rd 44, Minnetrista	02/05/2025
✓	20250124	9277 Trinity Gardens, Minneapolis	02/07/2025
?	20250128	**Row Mismatch Identified - 35% Different** **Current SS Address:** 3205 & 3213 Co Rd 101, Wayzata **Current App Address:** 3205 County Rd 101, Wayzata	02/10/2025
✓	20250138	9749 Hamilton Rd, Eden Prairie	02/11/2025
✓	20250141	**Row Mismatch Identified - 7% Different** **Current SS Address:** 5116 France Ave, Minneapolis **Current App Address:** 5116 France Ave S, Minneapolis	02/11/2025
✓	20250142	9143 211th St W, Lakeville	02/11/2025
✓	20250152	**Row Mismatch Identified - 8% Different** **Current SS Address:** 5501 Mirror Lake Dr, Minneapolis **Current App Address:** 5501 Mirror Lakes Dr, Minneapolis	02/13/2025

% of difference between the two addresses. Does not include the city name

The address currently written in Smart Sheet. This value will **NOT** be written to the app

The address currently stored in the app. **This is the address that will get saved to the app when the sync is run**

Job Schedule

Last Sync Date: **Mar 25 @10:40 PM**

Job Address

Two examples of jobs with unintentionally different addresses. To fix these jobs before syncing them, left click on the row and enter the updated address / map point in the "Update Address" popup. After it's been updated, the row should turn green to indicate that what will get written to the app now matches what's currently listed in Smartsheet.

	Job #	Job Address	Invoice Date
✓	20250329	5110 Mustang Dr, Woodbury	03/14/2025
✓	20250331	7427 Queens Ave NE, Otsego	03/14/2025
✓	20250332	4521 Strawberry Ln, Golden Valley	03/14/2025
✓	20250334	3705 36th Ave S, Minneapolis	03/17/2025
✓	20250335	5904 Wooddale Ave, Edina	03/17/2025
✓	20250338	8602 188th St W, Lakeville	03/17/2025
✓	20250340	17328 Judicial Rd, Lakeville	03/17/2025
✓	20250343	3236 Edmund Blvd, Minneapolis	03/14/2025
✓	20250345	1645 Hewitt Ave, Saint Paul	03/18/2025
?	20250350	**Row Mismatch Identified - 87% Different** **Current SS Address:** 2634 Stinson Pkwy, Minneapolis **Current App Address:** 7808 W 101st St, Minneapolis	03/18/2025
?	20250352	**Row Mismatch Identified - 100% Different** **Current SS Address:** 16380 Harvard Dr, Minneapolis **Current App Address:** 4004 Grimes Ave S, Minneapolis	03/18/2025
✓	20250356	6830 Empire Ln N, Maple Grove	03/18/2025
✓	20250365	20375 Islandview Cir, Lakeville	03/19/2025
✓	20250372	9847 Greenspruce Ave N, Minneapolis	03/20/2025
✓	20250378	3501 Roosevelt St NE, Minneapolis	03/21/2025
✓	20250379	**Row Mismatch Identified - 10% Different** **Current SS Address:** 19025 Ivorra Crt, Lakeville **Current App Address:**	03/21/2025

Fix Invalid Jobs