ACE INNOVATIONS

Job Log

Getting Started

A short guide for the office and the crew

What it is

Job Log is a simple phone app for a small trade shop. The crew logs a job in the field — who was there, what was wrong, the hours, the parts, a PO or job number, and up to three photos. The office bills the work, marks it paid, and emails a month rundown when the books close.

Your live site is:

https://ace-job-log.vercel.app

The pictures in this guide come from a sample office named Sample Plumbing Co. They are not a real customer and not your live data. Use them only to see how the app looks.

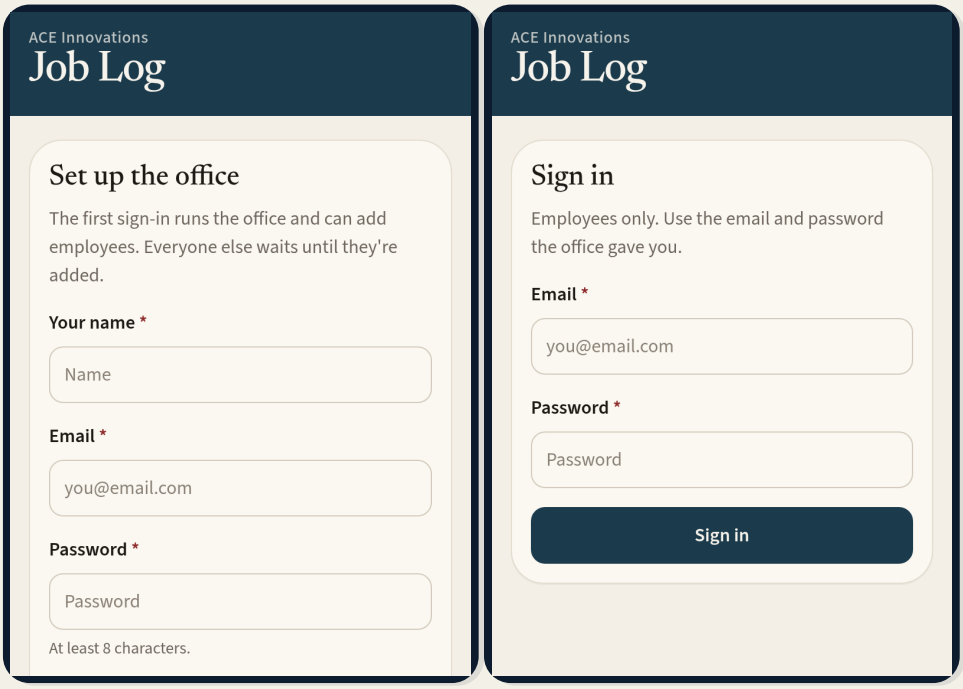
The four tabs

- New job — log a job, including photos, while you are still on site.
- Jobs — the list of every job. Filter it, open a ticket, mark billed and paid. This tab always opens on the list.
- Billing — office only. Hours, materials, and the month email.
- Team — office only. The tab says Team; the page heading is Team & Settings. Company name, logo, and colors, plus who can sign in.

The first person who creates a sign-in becomes the office owner and can add the rest of the team. Don’t let anyone else sign up first.

1. Set up the office

Open the live address in your browser. The first time, you'll see Set up the office. Enter your name, email, and a password (at least 8 characters), then tap Create office sign-in. That account runs the office and can add employees. Everyone else waits until you add them.



Left: the first sign-in, which becomes the office. Right: after that, the team signs in with the email and password you give them. Email and password only — no Google or X buttons.

Add it to your phone's home screen

The app works in the phone browser. Adding it to the home screen makes it open like a regular app, full screen, with one tap.

iPhone (Safari)

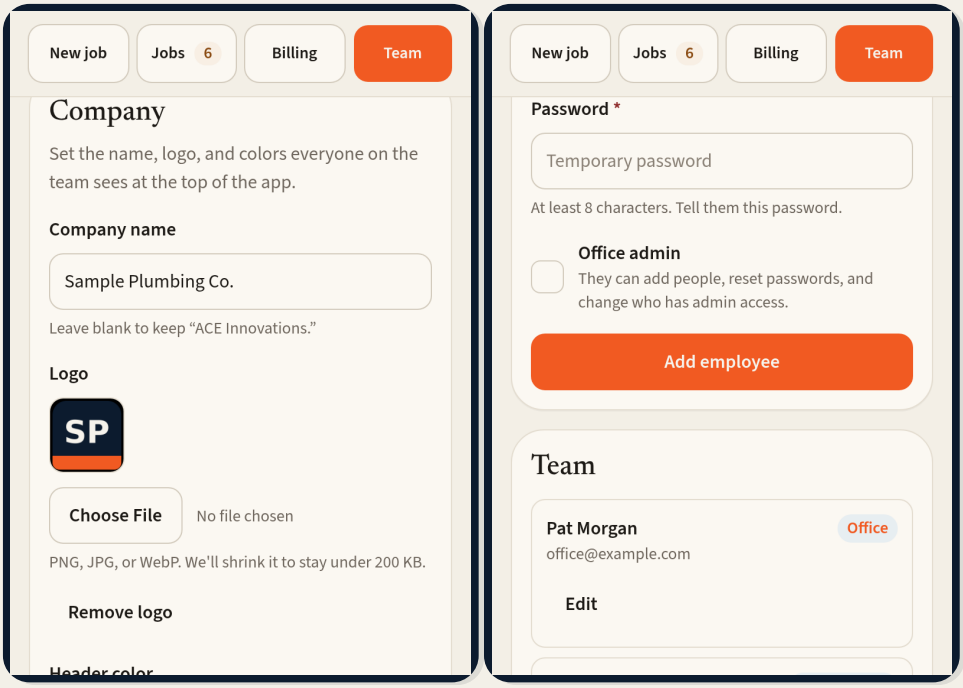
- Open https://ace-job-log.vercel.app in Safari (not Chrome).
- Tap the Share button (the square with the arrow).
- Scroll and tap Add to Home Screen, then tap Add.

Android (Chrome)

- Open the same address in Chrome.
- Tap the menu (three dots) in the corner.
- Tap Add to Home screen or Install app, then tap Add.

2. Company look and the team

On the Team tab (the page heading says Team & Settings), the office can set the name, logo, and colors everyone sees at the top of the app. Leave the name blank to keep “ACE Innovations.” Leave the colors blank to keep the usual navy. The logo is shrunk to stay under 200 KB.



Left: company name, logo, and colors. Right: the team list in the sample office — an Office owner, an office admin, and an employee.

Adding people and office admins

Scroll to Add an employee. Enter their name, email, and a temporary password, then tap Add employee. Tell them that password. They use it to sign in, and everyone sees the same jobs.

Check Office admin if they should help run the office. Office admins can add people, reset passwords, and change who has admin access. They can also open Billing and Team. Regular employees only see New job and Jobs.

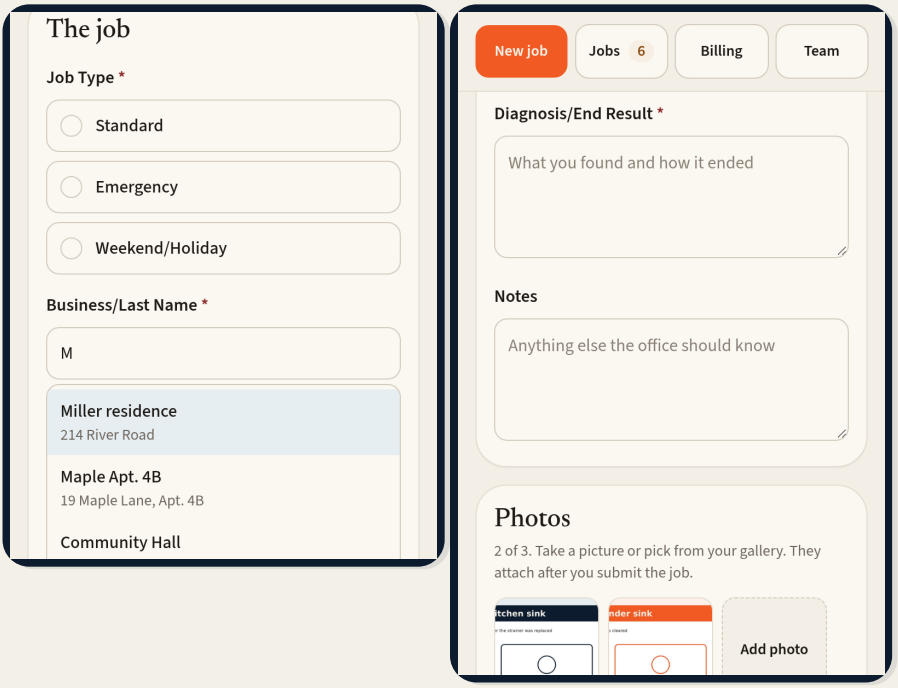
Resetting a password

On the team list, tap Edit next to the person. Type a New password (at least 8 characters) and tap Save. Leave the box blank if you only want to change their admin access. Tell them the new password yourself — the app does not email it.

3. Log a job

On New job, fill in the ticket while you are still on site, then tap Submit job. Required fields are marked *.

- Job type — Standard, Emergency, or Weekend/Holiday. This matters later for hours and filters.
- Business/Last name, address, and date. As you type, the app suggests recent names and addresses. Pick one or keep typing — the fields stay free text. Picking a customer can fill a usual address if that box is empty.
- PO / Job # — optional. It shows on the ticket, in Jobs search, on Billing, and in the month email.
- Time in / Time out and Man hours. If the times are filled, you can copy the hours from the clock.
- Worker(s) — suggests names from your team, and still lets you type anyone. Then the issue, materials and their cost, the diagnosis, and any notes for the office.



Left: suggestions from recent jobs appear under the name field as you type. Right: photos on the New job form, before you submit.

Photos

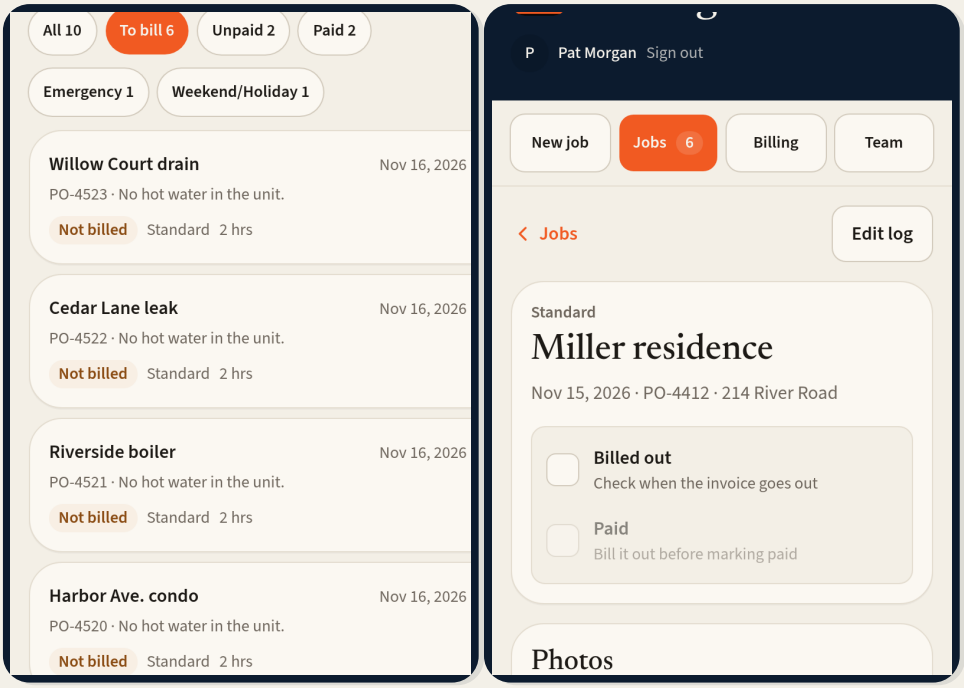
You can attach up to 3 photos on the New job form, from the camera or gallery. They shrink on the phone (about 1600 pixels, JPEG under 200 KB) and upload after the job is saved. You can add or remove them later on the ticket.

4. The Jobs list

The Jobs tab is the list of every job. It always opens to the list — it does not jump into the last ticket you looked at. After you save a new job, you can tap See it in Jobs. The new row may highlight for a moment; tap it if you want the ticket.

Use the search box to find a name, address, worker, or PO. The pills filter the list:

- All, To bill (not billed yet), Unpaid (billed, waiting on payment), and Paid.
- Emergency and Weekend/Holiday — turn those on when you only want those job types.



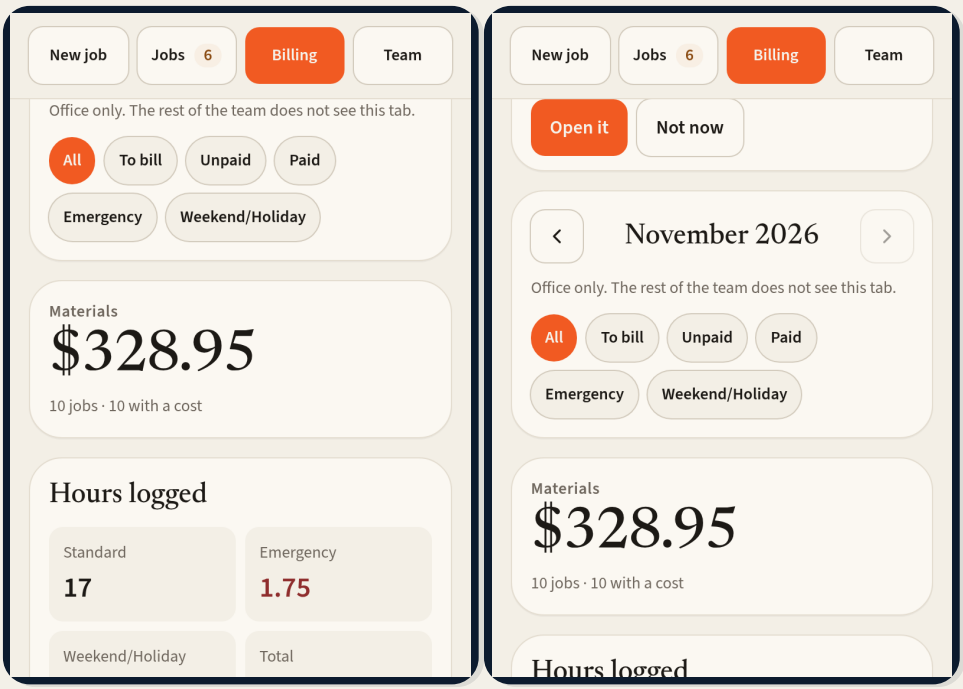
Left: Jobs filtered to “To bill.” Right: a ticket, with billing checkboxes and photos. The back button says Jobs and returns you to the list.

On the ticket

The office checks Billed out when the invoice goes out (and can set the invoice date), then Paid when the payment comes in. Photos on the ticket work the same as on the form — up to 3, from the camera or gallery. Tap Edit log if the write-up needs a correction. Removing a job only deletes the log; it does not void an invoice.

5. Billing and the month email

Billing is office only — the rest of the team does not see this tab. Pick a month with the arrows. You'll see materials, hours by job type (including hours already billed), and a list of that month's jobs. The same filters from Jobs work here if you want a tighter view.



Left: November billing for the sample office. Right: the month-end reminder, just above Billing.

Email the month rundown

Scroll to the bottom of Billing and tap Email November (the button uses the month you are viewing). You'll see that month's jobs listed just above the button. It opens in your mail app, already addressed to every office admin, with the rundown in the message. It goes out only when you hit send. Check the list of names under the button if you need to add someone in Team & Settings first.

Month-end reminder

In the last few days of the month, a banner reminds the office that the month is almost over and to email the rundown. In the first week of the new month, it reminds you that the last month is closed. Tap Open it to jump to that month in Billing, or Not now to dismiss the banner.

That's the whole loop: set up the office, add the team, log the jobs with photos, bill them from Jobs, and email the month from Billing.