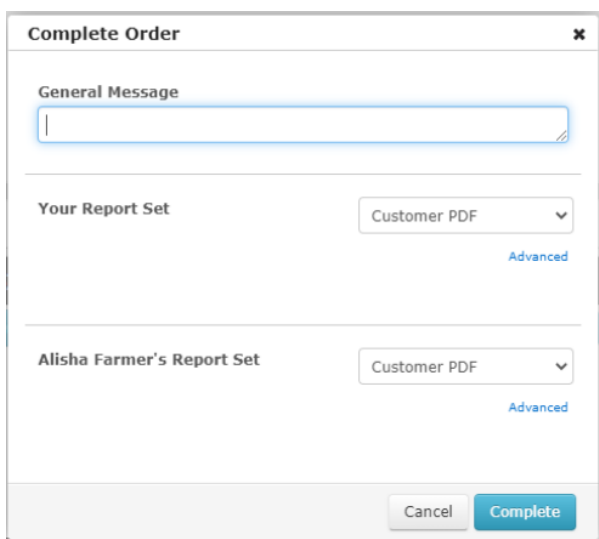
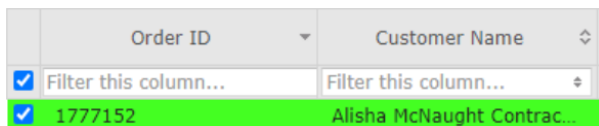
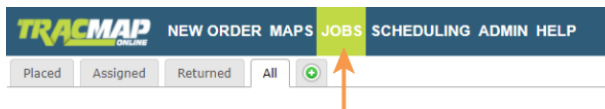


HOW TO COMPLETE A JOB

The next step after you have completed a job and sent it back to TracMap online from your device is to log onto TracMap online and complete it, this enables your customer to be able to see the proof of placement on their account and/or via an emailed report.



1. Click on the **'Jobs'** tab
2. Click on the **'Returned'** tab
3. Select the job that you want to complete in the bright green
4. At the bottom of the page the job information will display as pictured
5. Along the top of the job information is a set of light blue buttons, click on the one that says **'Complete'**
6. Once you press complete another window will pop up, here you can choose if you would like a job report or whether your customer would like a job report. Once you press **'Complete'** here, you are finished.