



Here you can test template forms before you lock them to check workflow and layout.


This keeps forms tidy and avoids creating unnecessary versions.

These can only be created on the web app and will be sent to the mobile app when you click **SUBMIT**.

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ADD NEW

Doc No	Document ID	FullTitle	Template Type	Supervisor	Status	Job No
740	DALT-F001	Electrical COC & ESC-v4	Forms	Herman ASpiderNZDBT	Completed	51892
722	E04	INSTALLING CABLE AND LADDER TRAY-v1	SWMS	Craig SmithNZDB	Initial	48338
689	9953 - EWP	Arback EWP JSA Questions-v1	JSA	Craig SmithNZDB	Assigned	test

1. Click to create a new Job Doc.
2. Complete the [Job Doc](#) as per normal.
We suggest you use a test customer and job, to avoid send data back to SIMPRO by mistake.
3. Click **YES** to “Do you want to fill in the Job Doc on the Web App?” makes the Status “Initial”
You will need to use this  button to start the Job Doc from the Web App.
4. Click **SUBMIT** from here and then login to the [mobile app](#) to complete the job doc under the appropriate sub-menu depending on the template type.
5. Clicking **NO** will send it straight to the mobile app.

Approve Fill



Do you want to fill in the Job Doc on the Web App?

NOTES:

- If you are using divisions in Staff Details, the template form must have the same division set for it to show in the selection list.
- You cannot create Multi Sign off jobs in template testing.
- Completed Job Docs on this page can only be printed or viewed.
- If you are testing forms that will be used in a register e.g. P&E Inspections then items like the P&E Description, serial no etc will not come thru in template testing. These will show under Other in the mobile app.

