

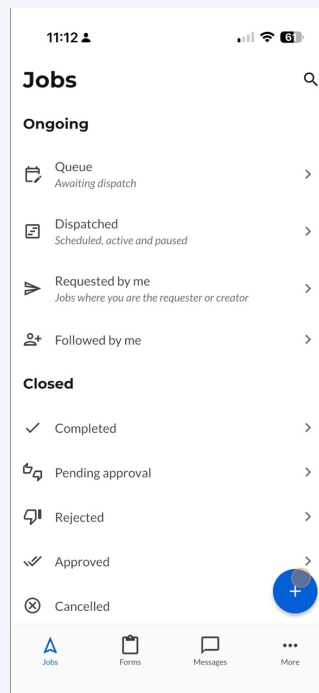
Requester Guide (Mobile)

1

Create a New Job (Mobile App)

To create a new job in the IronSight mobile app:

- **Log in** to the IronSight mobile app using your account credentials.
- Tap the **blue “+” button** at the bottom right corner of your screen to start creating a new job.
- You will automatically be listed as the **Requester** for this job.
 - If you are submitting the job **on behalf of someone else**, tap the **“X”** next to your name, then enter the correct requester’s name.
- Fill in all the required job details, including activity type, locations, and any other relevant information.
- Tap **Continue** to proceed.
- On the next screen, select the **Priority** level for the job — choose the option that best matches the urgency or importance of the request.
- Ensure all required fields are completed accurately before moving forward.
- On the final page, review a **summary of all the job details** you’ve entered.
 - To make any changes, tap the **Edit** button to update fields such as **Location** or **Inventory Item**.
- Once all information is correct, tap **Submit**.
- **Follow the big Blue Button. The job will now be created and visible in your Jobs list in Ironsight.**



2

11:13

X New job request

1 2 3 4 5

What needs to be done?

Resource type *
Fluid Hauler

Activity *
Haul Emulsion

Assign to
Total Energy

WHERE TO/FROM?

Pickup location 1
Let coordinator decide

Fluid
Diesel (L)

Qty
100

Add [Inventory](#) | [Pickup](#)

Dropeff location *
Project site

< Back Continue >

3

11:14

X New job request

1 2 3 4 5

Details?

Cost center *
Cash 1

Write additional details...
Test

Billing Details

AFE
1223

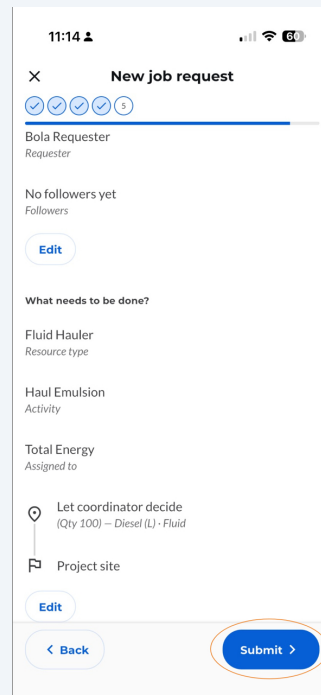
PO/Line
1233

UWI/Well Name
Test

GL Code *
☐ 80303884(6-25)

< Back Continue >

4



11:14

New job request

✓ ✓ ✓ ✓

Bola Requester
Requester

No followers yet
Followers

[Edit](#)

What needs to be done?

Fluid Hauler
Resource type

Haul Emulsion
Activity

Total Energy
Assigned to

Let coordinator decide
(Qty 100) — Diesel (L) · Fluid

Project site

[Edit](#)

[< Back](#) [Submit >](#)

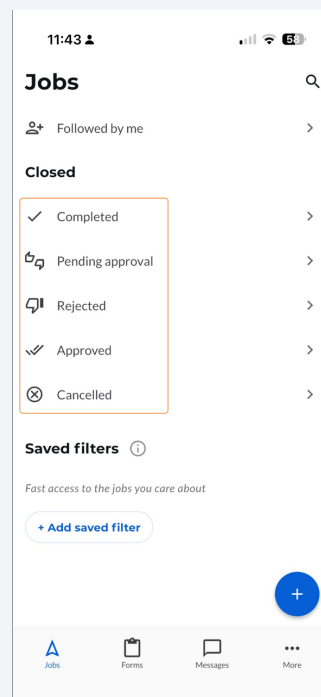
5 Find and Edit Your Job (Mobile App)

After logging into the IronSight mobile app, you'll arrive on the **Jobs** page. This page organizes your jobs by status, making it easy to locate the one you need.

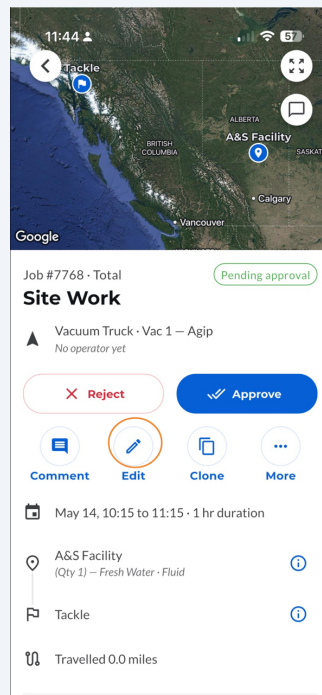
You'll see several **job status categories**, including:

- **Completed**
- **Pending Approval**
- **Approved**
- **Rejected**
- **Cancelled**

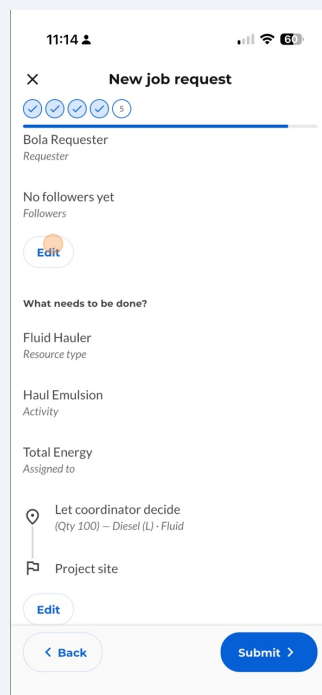
- Tap any category to view the list of jobs within it.
- Select the job you want to edit, then tap the **Edit** button.
- Update the job information as needed.
- When finished, make sure to **save your changes** to ensure all updates are applied successfully.



6



7



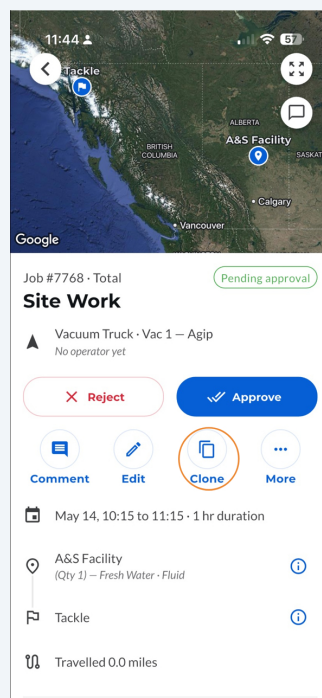
8

Clone a Job (Mobile App)

To quickly duplicate an existing job in the IronSight mobile app:

- From the **Jobs** page, select any **job status category** (for example, *Completed* or *Approved*).
- Find and tap on the **job** you want to clone.
- Tap the **Clone** option.
- Review the copied job details and make any necessary edits.
- Tap **Save** to create the new job.

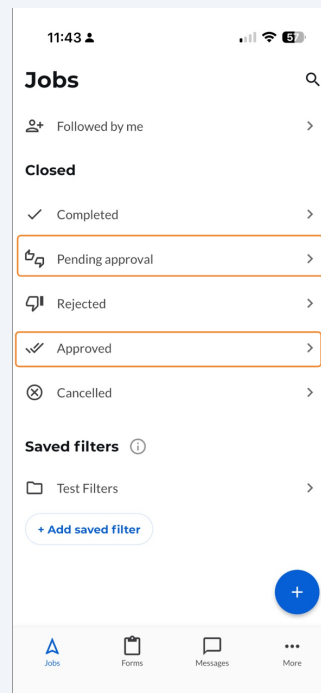
Tip: Cloning helps you quickly create similar jobs without having to re-enter all details from scratch.



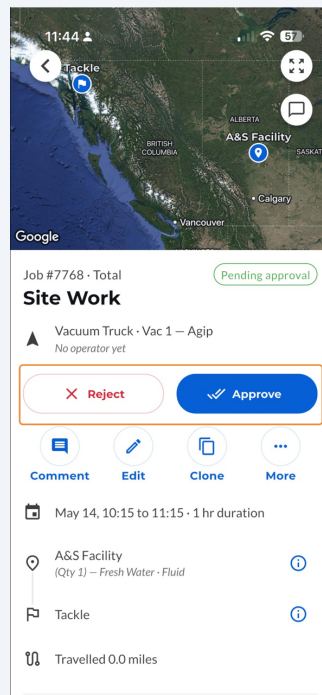
9 Approve or Reject a Job (Mobile App)

To approve or reject a job in the IronSight mobile app:

- From the **Jobs** page, select the appropriate **job status category**:
 - Choose **Pending Approval** to find jobs that need to be **approved**.
 - Choose **Approved** to find jobs that may need to be **rejected** (if corrections are required).
 - Tap on the **job** you want to manage.
 - To **approve** the job, tap **Approve**. > Jobs should only be approved after all information has been reviewed and verified as correct.
 - To **reject** the job, tap **Reject**. This is usually done when job details are incomplete or inaccurate.
- > **Tip:** Always double-check the job information before taking action, as approval and rejection decisions affect workflow visibility and progress.



10

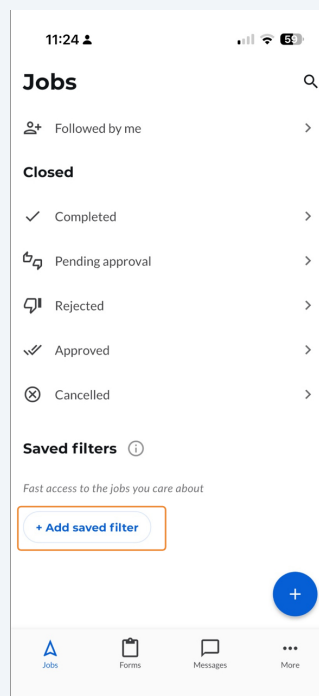


11 Using Saved Filters (Mobile App)

The **Saved Filters** feature helps you quickly access specific types of jobs without having to set filters each time you log in.

To use saved filters:

- Open the **Jobs** page in the mobile app.
- Tap the +Add saved **Filter** icon to create.
- Choose your preferred filters — for example, by **Status**, **Requester**, or **Date Range**.
- Tap **Save Filter** and give it a name that helps you identify it easily (e.g., *Pending Haul Jobs* or *My Approved Jobs*).
- The next time you log in, simply select your **Saved Filter** from the list to instantly view jobs that match those criteria.



12

11:43

< Create filter

Sort by

Start date, earliest at the top ☒

Created date, most recent at top ☐

Assigned resource ☐

Date range: All

Priority

☒ New ☐ Normal ☐ High ☐ Deferred ☐ Filler

Divisions All are selected

Resource types All are selected

Service providers All are selected

13

11:59

< Edit Job #7768

Who's it for?

Tise Tami

Total Haul

WHERE TO/FROM?

Pickup location 1

A&S Facility

Item Qty

↑ Fresh Water 2

Add Inventory | Pickup

Dropoff location *

Tackle

Details?

Cost center *

Cash 1

Write additional details...