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# Complete Tasks & Punchlists

Hexagon Smart Completions

Quick Reference Guide



June 2026

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**JOHN  
HOLLAND**




# Contents

This guide covers steps for laptop use. If you're using a tablet, see the [Tablet Guide](#).

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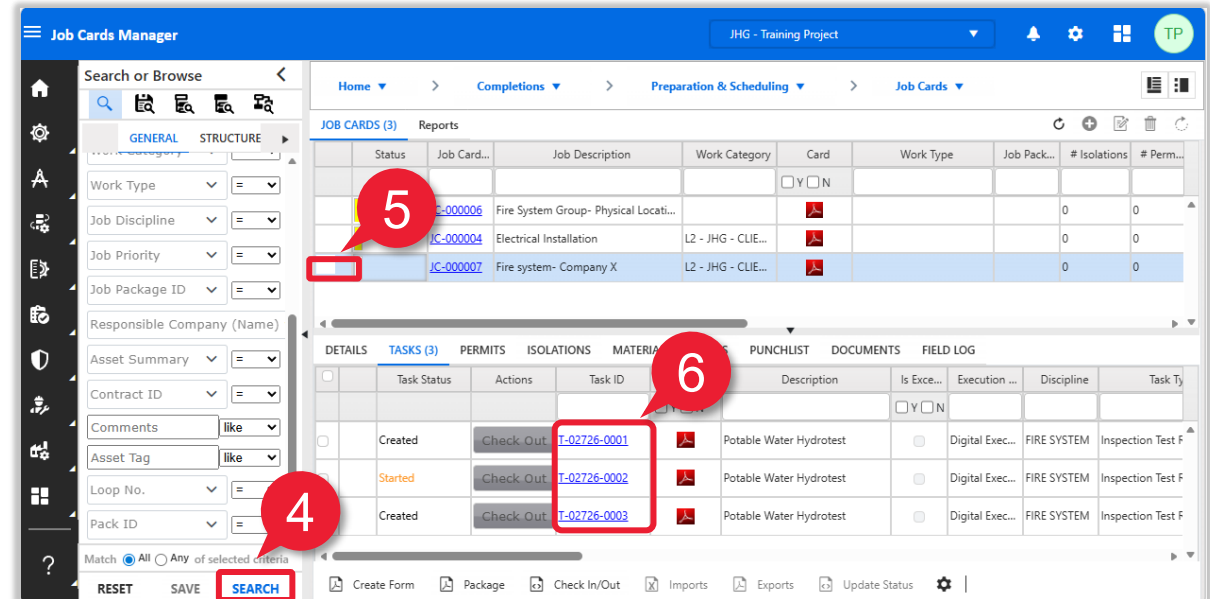
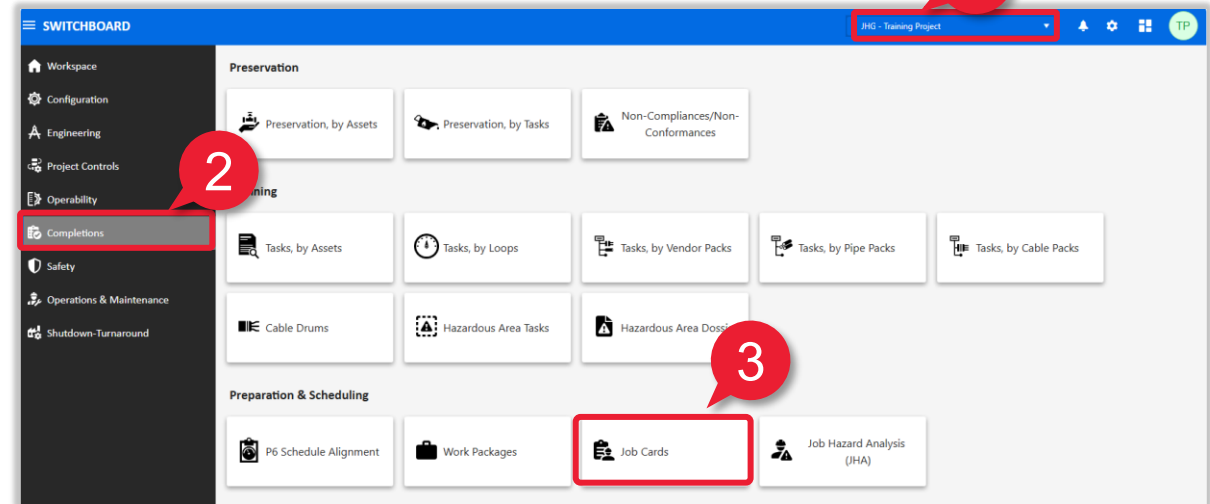
# Job Card Module

Job Cards are a way for tasks and punchlists to be bundled together for action by specific trades, companies or workers at specific times. Job cards can make accessing your tasks easier. Job cards are optional.

If you are given a Job Card number, you can use this to search and filter tasks from **Task Manager** module as well.

To access tasks from the Job Cards module, once you've logged in:

1. Select the project using the project selector
2. Click **Completions**
3. Click **Job Cards**
4. Search or browse as required, click **Search** with no selections to see all job cards that your permissions allow
5. Select the relevant Job Card for tasks to appear in the secondary window
6. Click the **Task Number** for each item you need to work on



Progress to [Action & Complete a Task](#).



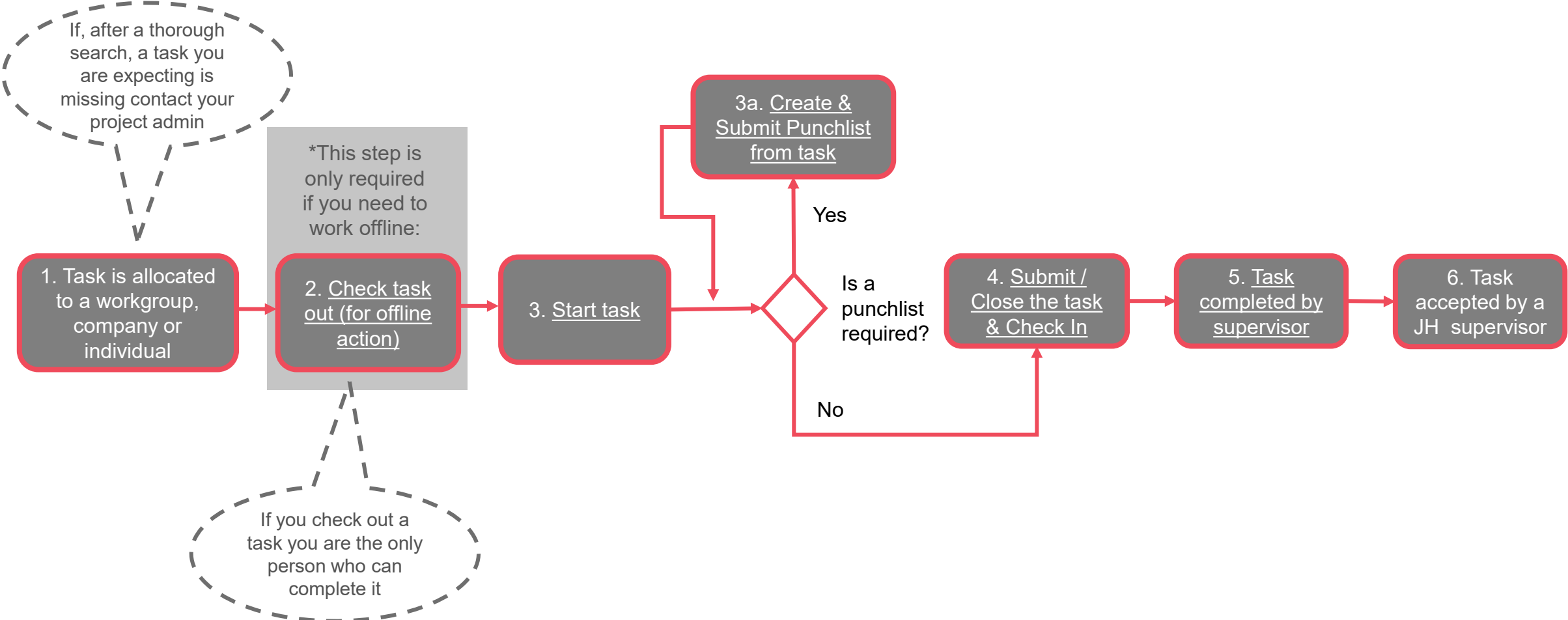
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**Task (ITR): Action and Complete**

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# Process Flow Tasks (ITR) and Punchlist

The diagram below shows a high-level overview of the steps involved in completing a digital task or punchlist. Contact your Project Administrator for any project specific information. Step by Step instructions are contained in the pages that follow.



# Find & Check Out a Task

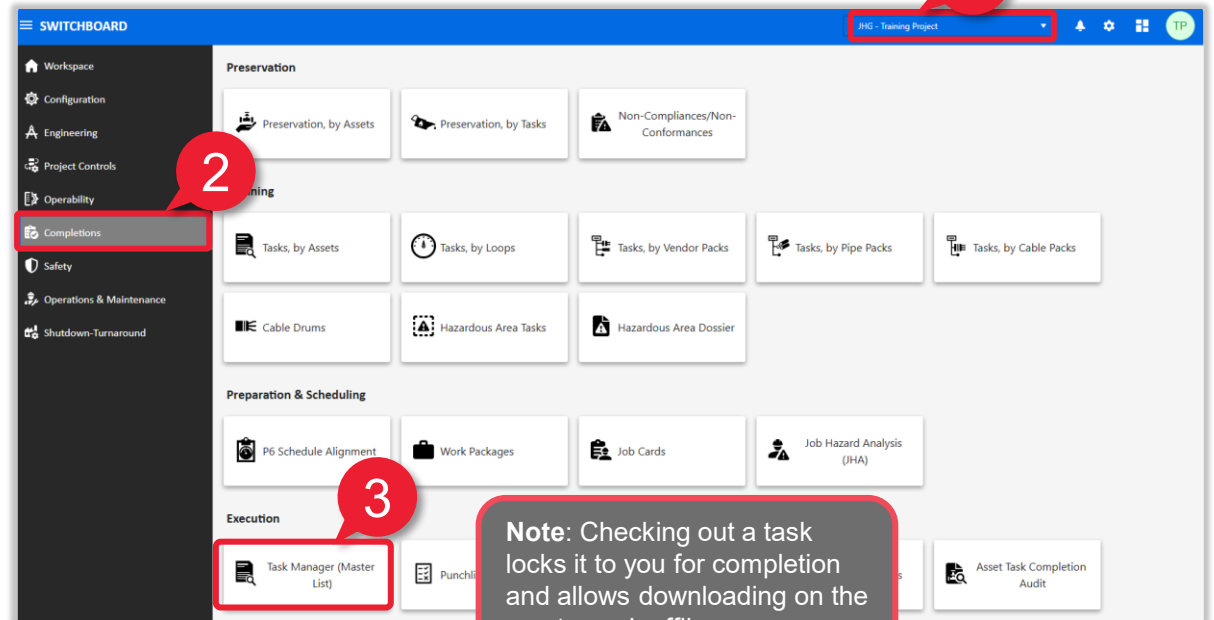
Detailed instructions for searching and browsing can be found in the [Search & Reporting](#) guide. This is a quick reminder of one option, however tasks can be searched from many modules such as **Job Cards**. Once you've logged in:

1. Select the project using the project selector
2. Click **Completions**
3. Click **Task Manager (Master List)**, this will allow a search of all tasks
4. Search or browse as required, click **Search** with no selections to see all tasks
5. Refine search results by clicking and typing into the column header filters if needed

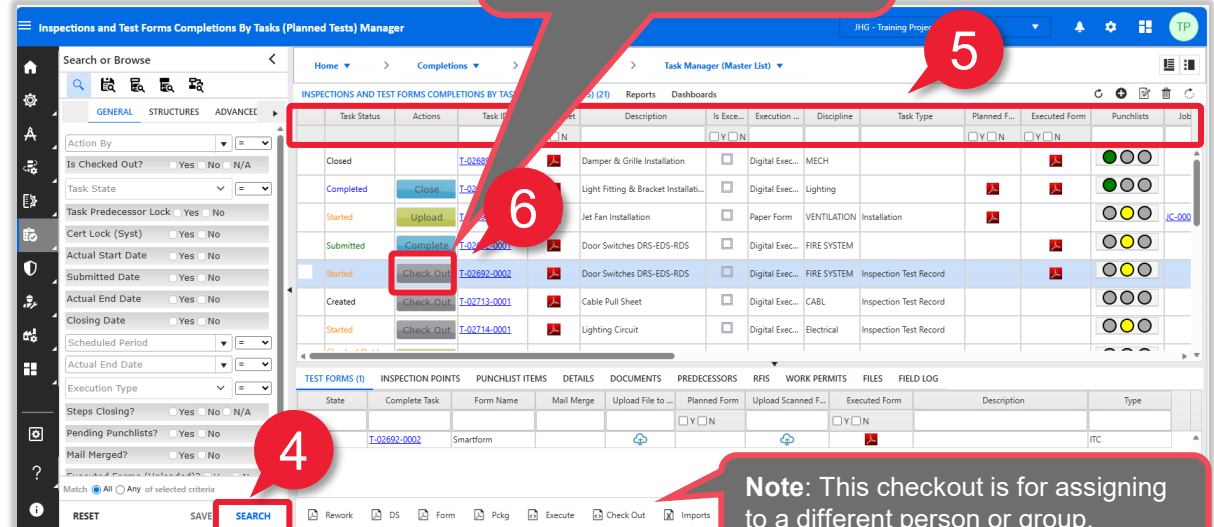
**Optional:** If you need to complete a task offline or need to ensure no one else can edit a task while you are working, you will need to check the task out as per step 6 below. If you are just going to action right away proceed to [Complete a Task](#).

6. Click **Checkout** for each item you need to check out

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**Note:** Checking out a task locks it to you for completion and allows downloading on the app to work offline.



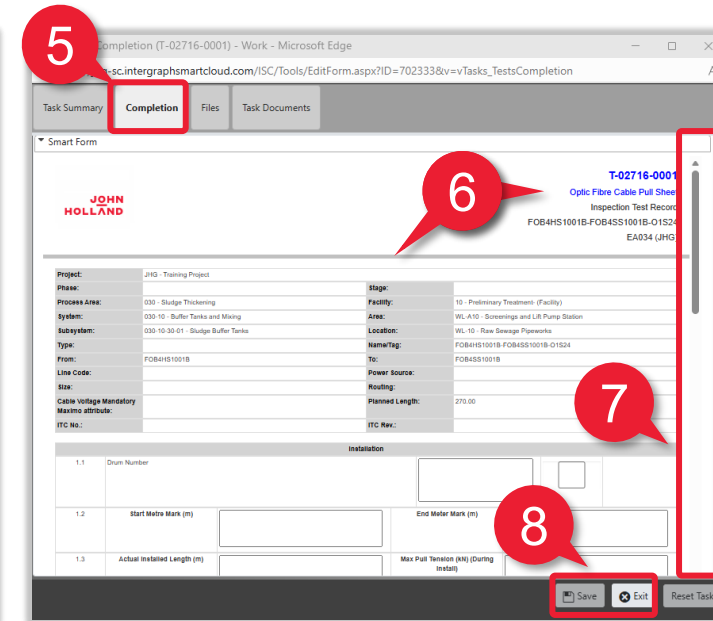
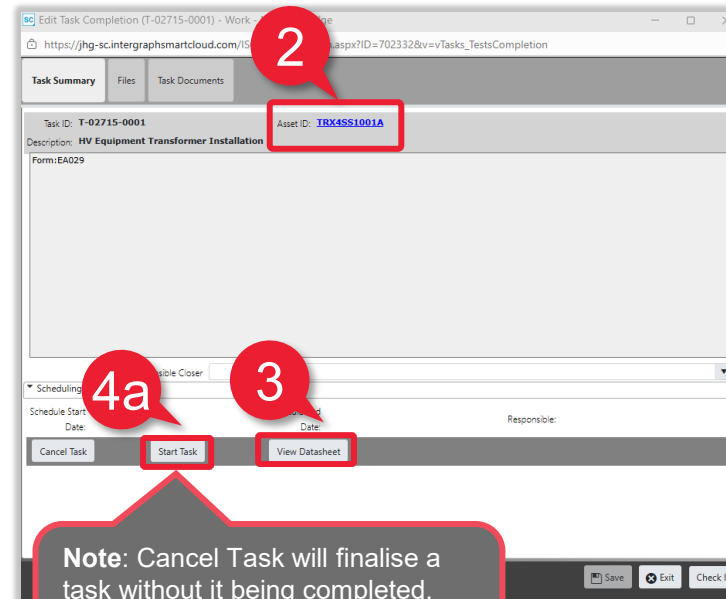
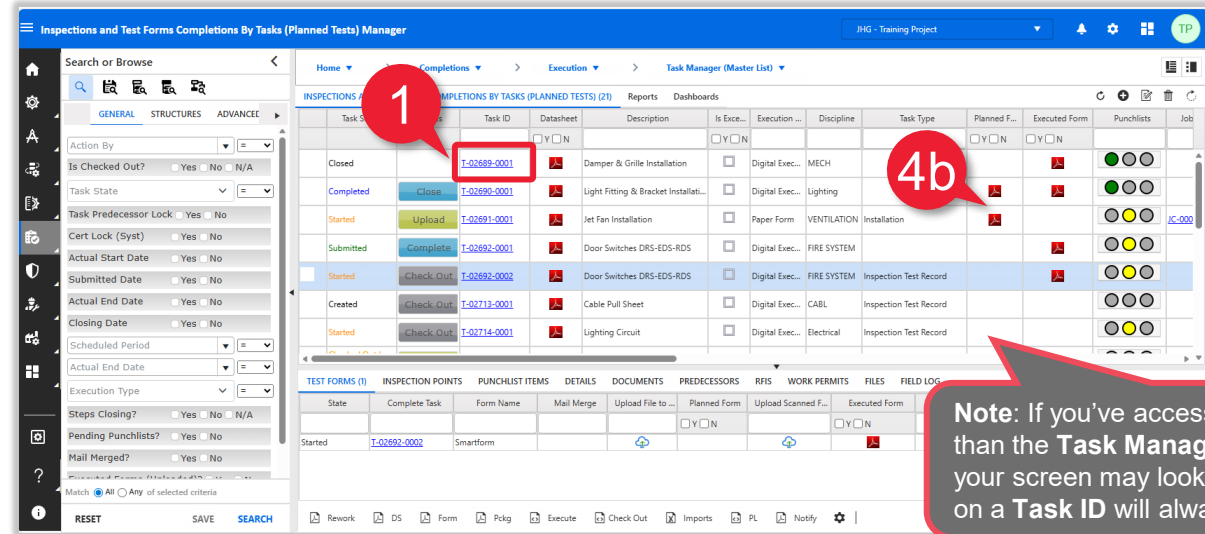
**Note:** This checkout is for assigning to a different person or group.



# Action & Complete a Task

Once you have found the task (see steps on prior page):

1. Select a task by clicking the **Task ID**, this will open a pop up
2. To see asset details, click the **Asset ID** to open the linked asset
3. To view the asset datasheet, click **View Datasheet**
4. If this is the first time you are starting a task, click either of the below (if you've started a task before, skip to step 5):
  - a) **Start Task** - indicates on reports that work has begun, or;
  - b) The **PDF icon** (under Planned Form) - if you only want to view the steps and not begin work
5. Starting a task will open a new **Completions Tab**
6. Task and asset information is displayed in the header and the top right of the inspection test record (ITR)
7. This tab contains the form and checks that need to be completed, scroll down to view everything
8. Click **Save** or **Exit** at any time to save where you're up to and close the task, this will not finalise the task



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# Action & Complete a Task (continued)

9. Complete the required information - every Inspection Test Record (ITR task) might look different as every asset type and test requires different information to be recorded. Below shows steps to complete some of the fields you might see:

- a) Click **OK** or **N/A** against a line item and the system will automatically record the date, time and user stamp on the right. Note: Clicking **Reject** or **No** can trigger a [punchlist creation](#)
- b) There could be reference information included in the ITR Task
- c) These fields can be typed into, or use the up/down arrows
- d) Click **N/A** at any point and record a comment explaining the N/A
- e) Use the **Search** function to fill details
- f) Click **Choose File** to select and insert an image where required
- g) Free text can be added in **Comments and Observations** field, if a task is ever rejected the reason is recorded here

The screenshot displays the ITR system interface with several sections and callouts:

- INSPECTION Table:** A table with columns for Item No., Step Action, OK, Reject, N/A, Initials / Date, and PL. Callout 'a' points to the OK, Reject, and N/A columns. A note bubble states: "Note: Clicking Reject or No can trigger Punchlist creation from task."
- Reference Info:** A section for item 2 containing transfer and classification instructions. Callout 'b' points to this section.
- Primary Winding Resistance Test Table:** A table with columns for Item No., Step Action, A-B, Amps, mΩ, N/A, Initials / Date, and PL. Callout 'c' points to the Amps and mΩ input fields.
- Result Table:** A table with columns for Item No., Step Action, Result (YES/NO), N/A, Initials / Date, and PL. Callout 'd' points to the N/A column. A note bubble states: "Note: please contact your project admin if you require test equipment to be added to the register."
- Record Test Equipment Form:** A form with fields for Search, Equipment, Make, Model, Serial No., Calibration Expiry, and N/A. Callout 'e' points to the Search field.
- Image Upload Section:** A section for item 17.1 with a "Choose File" button and a "No file chosen" message. Callout 'f' points to the "Choose File" button. An image of a John Holland truck is shown with a "Rotate" button below it.
- Comments and Observations:** A text area at the bottom for recording reasons for rejection. Callout 'g' points to this area.

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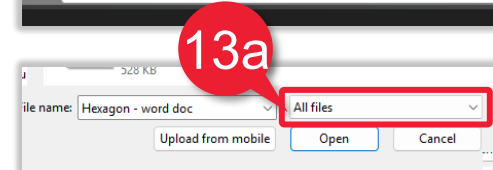
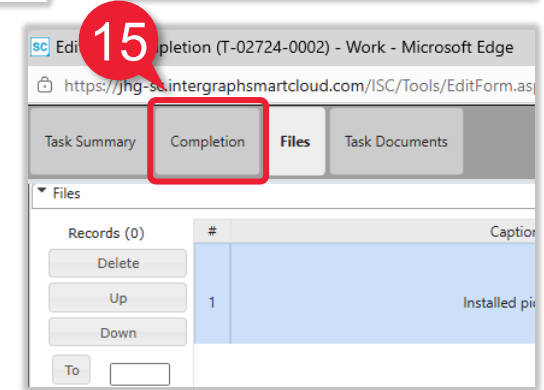
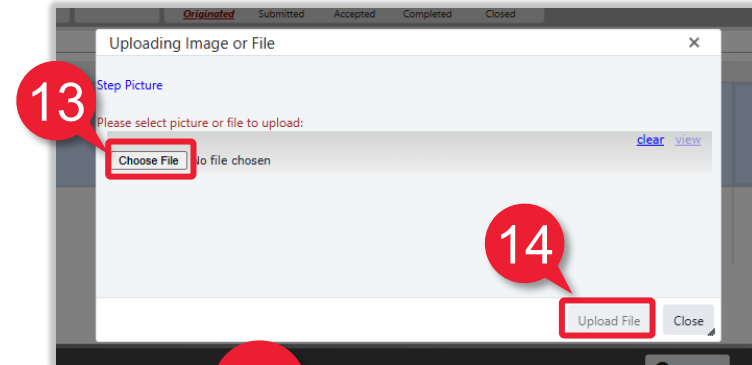
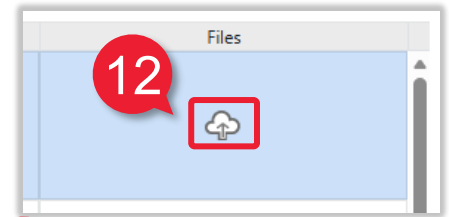
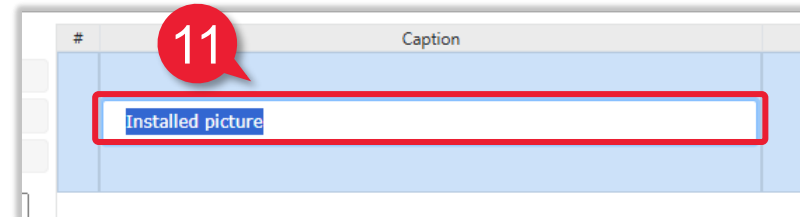
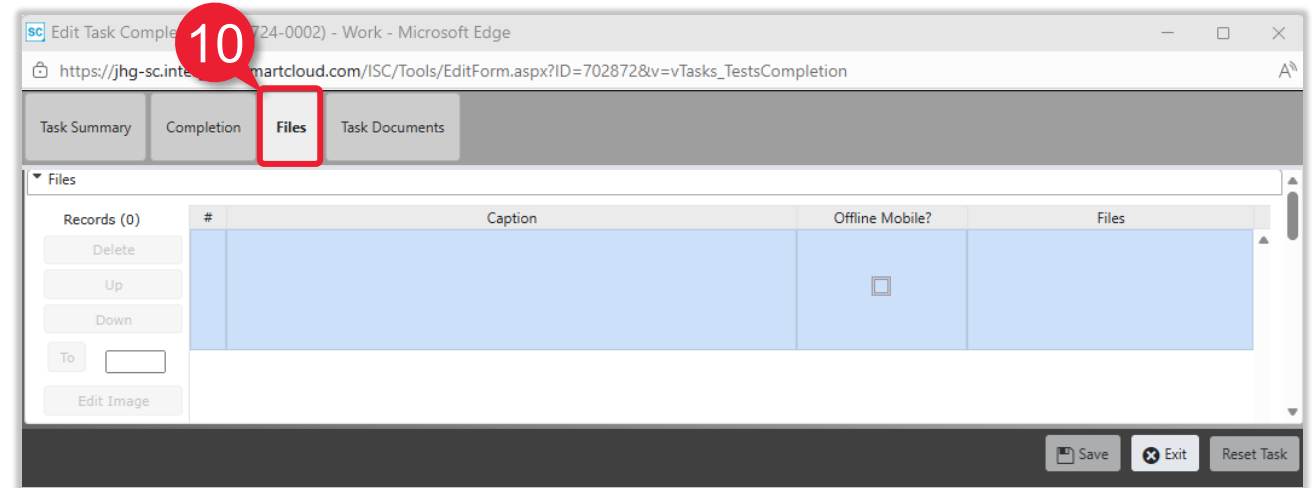


# Add Files to a Task

If you want to add additional files or include pictures beyond what is required in the form, you can follow the steps below, otherwise skip the [Submit a Task](#).

Any file type can be uploaded this way: Excel, PDFs, videos, images etc

10. Click the **Files** tab at the top of the form
11. Click into the **Caption** field and type a caption for the file or image
12. Click the **Cloud Icon**, a pop up will open
13. Click **Choose File** and use file selector to select a file
  - a) You may need to ensure you've selected **all Files** to upload your file
14. Click **Upload File**
15. Navigate back to the **Completions** tab to continue



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# Submit a Task

Once all fields on an ITR Task are completed and you are ready to finalise the task.

16. Click **Submit** at the bottom of the form
  - a) If anything is incomplete, an alert will appear, click **OK** - all outstanding items will display in red for you to complete
17. After clicking Submit it may take a few seconds to process. Once it has processed, **Submit** will change to **Edit** – the task will now go to the next person in the workflow for completion
18. Click **Exit** or close the window

If the task was **Checked Out**, it will be automatically checked in when you click Submit.

The task will have a **Submitted** status and go to the next person in the workflow for completion. Note: Task status may be different if there is an outstanding punchlist item.

**Completed**  
The items above have been inspected and are in accordance with drawing and specifications

Completed By (Contractor)		Reviewed By (Contractor Supervisor/QA)		Approved by JHG	
Name:		Name:		Name:	
Title:		Title:		Title:	
Company:		Company:		Company:	
Date:		Date:		Date:	

Buttons: **Submit** (green, highlighted), **Complete** (blue), **Close** (grey)

Footer: Save, Exit, Check In, Reset Task

**Alert**

You must answer all required steps before completing the task.

Buttons: **OK** (blue, highlighted)

**Completed**  
I hereby confirm the work has been completed in accordance with contract specified drawings, specifications & standards.

Performed By Contractor		Review By Supervisor / Lead Engineer		Accepted By	
Name:	Operations - Trainer	Name:		Name:	
Title:		Title:		Title:	
Company:	John Holland Pty Ltd	Company:		Company:	
Date:	20-Apr-2026 16:02	Date:		Date:	

Buttons: **Edit** (green, highlighted), **Complete** (blue), **Close** (grey)

Footer: Save, **Exit** (blue, highlighted), Reset Task



# Action a Rejected Task

If a task was rejected by the supervisor, (e.g when more info is required) there are a few different steps to get started.

The task status will display as **Rejected**:

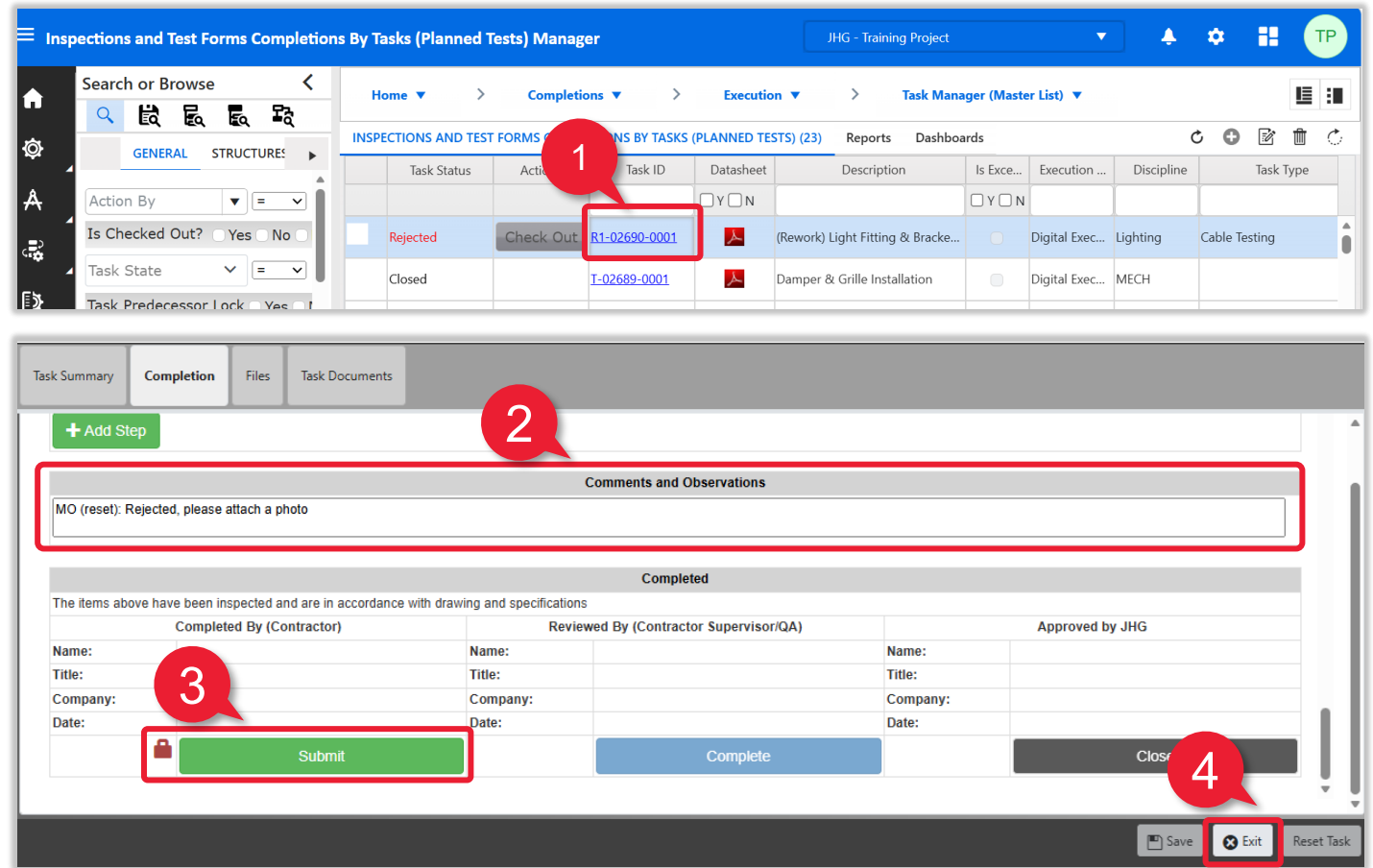
1. Click the rejected **Task ID**
2. Comments made by the supervisor when rejecting will automatically pull into the **Comments and Observations** section at the bottom of the Completions tab

All previously input information will remain, make changes or add additional information as required, for detailed steps [Action & Complete a Task](#) or [Add Files to a Task](#)

3. When ready click **Submit** to resubmit task full steps on [Submit a Task](#)
4. Click **Exit** or close the window

If the task was **Checked Out**, it will be automatically checked in when you click Submit.

The task will have a **Submitted** status and go to the next person in the workflow for completion.



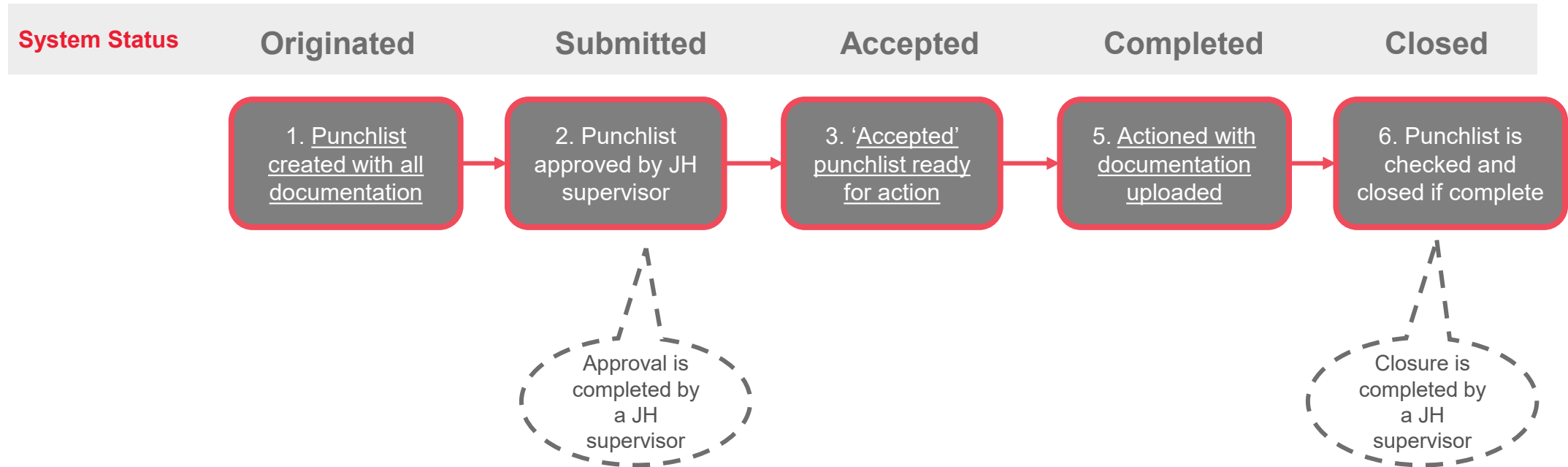
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# Punchlist: Create

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# Process Flow Punchlist

The diagram below shows a high-level overview of the steps and statuses involved in punchlists, from creation to closure. Step by Step instructions are contained in the pages that follow. Note that Field Supervisors cannot approve Punchlists.



Note this is the current process and status and may change in future.



# Create a Punchlist

Punchlists are created for keeping track of any outstanding work onsite or raising defects and are generally categorised in the following:

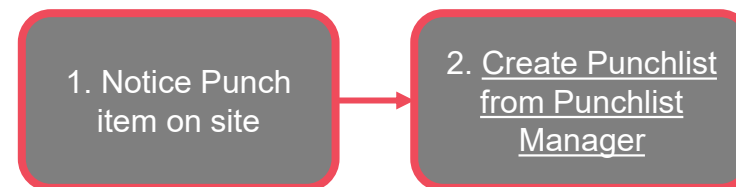
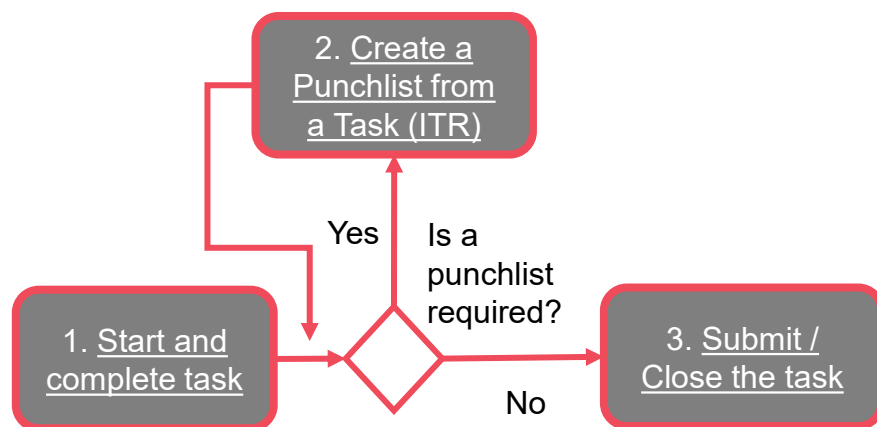
Category A: Cannot Energise

Category B: Can energise, but requires de-energisation / isolation to rectify

Category C: Rectification prior to final handover

Creating a Punchlist can be done in two main ways, click the relevant link below to jump to the steps:

- [During a task \(ITR\)](#): if you find further work, incomplete things, faults, etc, you can trigger a punchlist related to a specific part of the task. When creating a punchlist in this way, lots of information is pulled from the task to create the punchlist.
- [Punchlist Manger](#): can be used if you are onsite and notice something that should be raised, when creating a punchlist in this way, no information will be pre-filled for you.



# Create a Punchlist from a Task (ITR)

The steps covered below (and continued on the next page) show creating a punchlist from within a task if you reject an item.

You can also create a punchlist from Punchlist Manager, skip to steps [Create from Punchlist manager](#).

When configured, during completing a task (steps on [Action & Complete a Task](#)), some answers, such as reject or no, the system will prompt you to create a punchlist.

In these cases, a punchlist **must** be raised:

1. Click **Reject** (or No) on the line item during task completion
2. When prompted, click **Yes**, this will open a new window

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CONSTRUCTION						
A. Fixing(s) Installation						
Item No.	Step Action	OK	Reject	N/A	Initials / Date	PL
2.1	Confirm fixings are suitable for the mounting surface.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	TP / 20-Apr-2026	
2.2	Confirm each cast-in element is usable, free of concrete and damage.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	TP / 20-Apr-2026	
2.3	Confirm correct type and size of fixings are used for the mounting of the support(s) and are free of damage.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	TP / 04-May-2026	PL-000051
2.4	Confirm curing time (where required) for each fixing has been reached (as per manufacturer's instructions).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
2.5	Confirm proof loading has been conducted and recorded as per Proof Load Testing Procedure (RIC-JHC-PRC-00-MD-000-001).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

B. Support(s) & Seismic Bracing(s) Installation

Item No.	Step Action	OK	Reject	N/A	Initials / Date	PL
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Buttons: Save, Exit, Reset Task

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PL/NC Alert

Do you want to create a punchlist?

Buttons: Yes, Cancel

Background text: FA022 - Fire Detection Loop Installation, Inspection Test Record, FA022 (JHG)

**Note:** Cancel will allow you to go back and choose another option against that line item in the task



# Create a Punchlist from a Task (ITR) (continued)

3. The task line item will pull into the **Description** (mandatory field), confirm or alter this as required
  4. Select **Punchlist Category** & **Punchlist Type**
  5. Input **Action Required** (mandatory)
  6. Check all other information, ensure you give enough details for a future team to complete the punchlist - **Asset, Task** and **Responsible Company** are desirable fields
  7. To add an attachment or image, click on the **Files** tab - for detailed steps see [Add Images or Attachments](#)
  8. To notify others you can **Email Punchlist** to one or more recipients
- Note: you'll be able to email others as part of the submit process later.
9. Click **Submit** once you have completed all relevant information

Workflow missing required fields: Action Required

Continue to **step 10** on [Submit & Send](#).



# Create a Punchlist from Punchlist Manager

To create a punchlist outside of completing a task, you must use the **Punchlist Manager**. Creating a punchlist from Punchlist Manager will start with a completely blank form.

If you are creating a punchlist from within a task, see steps on [Create a Punchlist from a Task \(ITR\)](#).

From the Hexagon Smart Completions homepage:

1. Click **Completions**
2. Click **Punchlist & C.O.W**, this will load the punchlist manager module
3. Click the **Plus icon**, this will open the punchlist window

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The screenshot shows the Hexagon Smart Completions interface. The left sidebar contains a navigation menu with 'Completions' highlighted. The main dashboard is divided into sections: Preservation, Planning, Preparation & Scheduling, and Execution. In the Execution section, 'Punchlist & C.O.W.' is highlighted. Below this, a table titled 'PUNCHLISTS & C.O.W. TRACKING (10)' is visible, with a plus icon in the top right corner highlighted.

Status	Punchlist ID	Datashet	Description	Is Exce...	Punc...	Priority	Punchlist Type	Action Required	Work Category	Discipline	M
Comple...	<a href="#">PL-000020</a>		1.12: Confirm screen outer screen has been installed correctly a...	<input type="radio"/>	D		Missing Parts	Grille yet to be installed		MECH	
Closed	<a href="#">PL-000021</a>		1.5: Confirm all tag numbers / labels are correct as per latest re...	<input type="radio"/>	D		Missing Labels	Waiting for asset labels to be provi...		Lighting	
Originat...	<a href="#">PL-000023</a>		2.3: Confirm all cabling is correctly labelled	<input type="radio"/>	B		Incorrect Labels	Incorrect cable label in field		FIRE SYST...	
Checked ...	<a href="#">PL-000037</a>		1.3: Confirm cable numbers / labels are fitted and correct	<input type="radio"/>	Categ...		Item Incomplete	DXE4260304 is not installed due w...		Electrical	
Checked ...	<a href="#">PL-000038</a>		1.4: Confirm correct pipe supports have been installed as per la...	<input type="radio"/>				One pipe stand is to be installed		PIPE	
Originat...	<a href="#">PL-000039</a>		1.2: Confirm locking device/guard in place on ladder access to ...	<input type="radio"/>						FIRE SYST...	



# Create a Punchlist from Punchlist Manager (continued)

## 4. Complete all required fields

Ensure you give enough details for a future team to complete the punchlist. **Action Required** and **Description** are mandatory. **Punchlist Category**, **Punchlist Type**, **Asset**, **Task** and **Responsible Company** are all desirable fields. The Work Breakdown Association is vital for reporting.

## 5. Select the **Asset** to automatically fill process and Location Association fields

## 6. Click between **Process** and **Physical Location** to alter and check the Location Association fields

## 7. To add an attachment or image, click on the **Files** tab - for detailed steps see [Add Images or Attachments](#)

## 8. To notify others you can **Email Punchlist** to one or more recipients

Note: you'll be able to email others as part of the submit process later.

## 9. Click **Submit** once you have completed all relevant information

Continue to **step 10** on next page [Submit & Send](#).

The screenshot shows the 'Edit Punchlist & C.O.W. Tracking (Record) - Work - Microsoft Edge' browser window. The URL is 'https://jhg-sc.intergraphsm.../ISC/tools/EditForm.aspx?v=Punchlist'. The interface has a top navigation bar with tabs: General, Documents, Files (highlighted with a red box and callout 7), Custom, Comments, and Workflow. The Workflow section includes status indicators: Originated, Submitted, Accepted, Completed, and Closed. The main form is divided into sections: General Data, Work Breakdown Association, Location Association, and Scheduling Data. Callout 4 points to the 'Files' tab. Callout 5 points to the 'Asset' dropdown menu. Callout 6 points to the 'Systemization?' radio buttons (Process and Physical Location). Callout 7 points to the 'Files' tab. Callout 8 points to the 'Email Punchlist' button at the bottom right. Callout 9 points to the 'Submit' button at the bottom right. A note bubble on the right says: 'Note: The punchlist will have no information pre-filled, complete as much information as possible.' At the bottom, a message reads: 'Workflow missing required fields: Action Required Description'. The bottom right corner has a home icon.

# Submit & Send a punchlist

Once you click **Submit**, you have an option to email others.

Anytime you click **Email Punchlist** or if you choose Yes to notify during submission you will follow the below email steps.

10. If you don't need to email others, click **No** to and skip to step 18
11. If you need to email others, click **Yes**, this will open a new email window
12. Start typing or click **Show Address Book** to fill email addresses
13. Edit Subject if required
14. Type a Message in the email body if required
15. Click **Create E-Mail**
16. Click **Done** on the confirmation message
17. Click **Exit**

After submitting, at the bottom of the punchlist you will see options to Cancel, Reject or Accept, this indicates you have submitted. The workflow status will move to Submitted.

If you created the Punchlist from a task return to [Action & Complete a Task](#).

The screenshots illustrate the following steps:

- Step 10:** An "E-Mail Notification" dialog box asks "Are you sure you want to send an e-mail notification?" with "Yes" and "No" buttons.
- Step 11:** The "Notification/E-Mail Editor" window opens, showing fields for "To:", "Subject:", and "Message:". The "Subject" field contains "Punchlist: PL-000045 with a Priority of () Requires Acceptance".
- Step 12:** The "Show Address Book" button is highlighted in the "To:" field.
- Step 13:** The "Subject" field is highlighted.
- Step 14:** The "Message" field is highlighted.
- Step 15:** The "Create E-Mail" button is highlighted.
- Step 16:** A confirmation message "Intergraph Smart® Completions" is shown, indicating "E-Mail was sent." with a "Done" button.
- Step 17:** The bottom of the punchlist form is shown, featuring buttons for "Cancel", "Reject", "Accept", "Save", "Exit", and "Email Punchlist". A "Workflow" status indicator shows "Submitted".



# Upload Files to a Punchlist

To add an image or attachment during the creation of a Punchlist, follow steps from [Create a Punchlist](#), then:

1. In the Punchlist navigate to the **Files Tab**
2. Click into the **Caption** field
3. Type a caption for the image / attachment
4. Select a file **Type**, anything other than an image should use the **Type**: Attachment
5. Click the **cloud logo**, an upload popup will appear
6. Click **Choose File** and select the image or attachment from the file Selector
  - a) You may need to ensure you've selected **all Files** to upload your file
7. Click **Upload File**

You can repeat this process to upload multiple images / attachments.

To finalise the punchlist [Submit & Send](#).

**Note:** You can click into caption or type to start inputting photo information and tab between columns



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# Punchlists: Action & Complete

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# Punchlists: Action & Complete

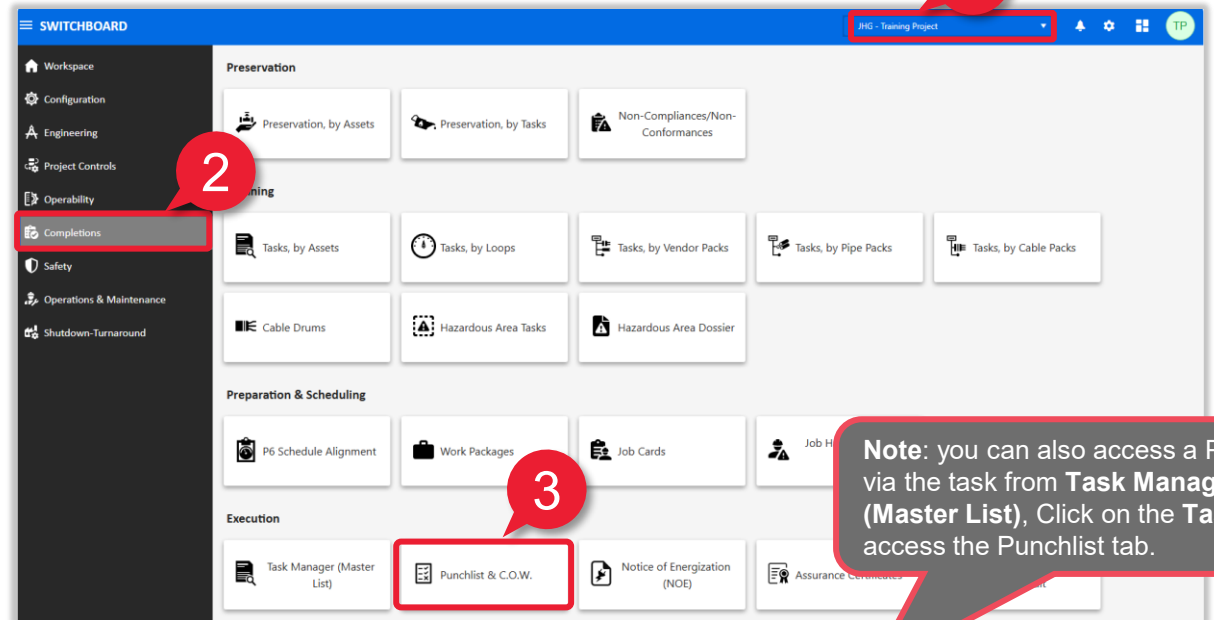
Punchlists can be found via the **Punchlist & C.O.W** module, shown below, or via their linked asset or task (ITR) more details in the [Search & Reporting](#) guide.

The below steps cover how to action a punchlist and submit for closure by a JH Supervisor.

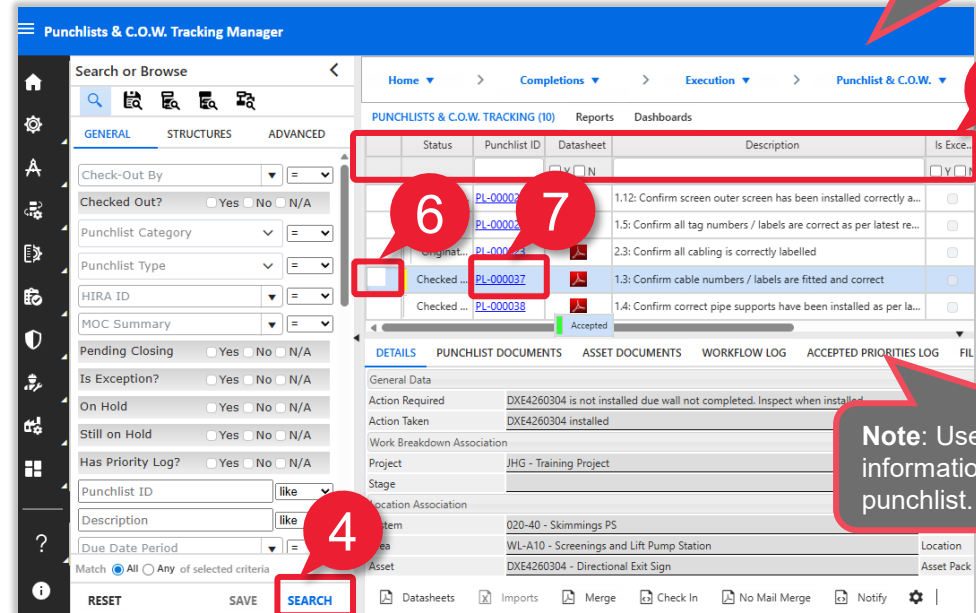
From the Hexagon Smart Completions homepage:

1. Ensure you are viewing the correct project, if needed change using the project selector
2. Click **Completions**
3. Click **Punchlist & C.O.W**, this will allow a search of all Punchlists
4. Search or browse as required, click **Search** with no selections to see all punchlist items
5. You can refine search results by clicking and typing into the column header filters if needed
6. Mark **the checkbox** for the punchlist details to show in the secondary panel
7. Click the **Punchlist ID** to open the punchlist in a new window for editing

Continued on next page...



**Note:** you can also access a Punchlist via the task from **Task Manager (Master List)**, Click on the **Task** and access the **Punchlist** tab.



**Note:** Use the tabs to see more information on selected a punchlist.



# Punchlists: Action & Complete (continued)

8. Input the **Action Taken** to complete or fix the punchlist item, this is a mandatory field
  9. Upload images or attachments to show completed or fixed punchlist via the Files tab – for detailed steps see [Add Images or Attachments](#)
  10. When all information is filled out and uploaded, click **Complete**
  11. A pop up will appear, if you don't want to send an email notification click **No**
- Note: If you want to send an email click **Yes** and see steps on [Submit & Send a Punchlist](#).
12. On the punchlist screen the status will be updated to **Completed**, click **Exit**

The punchlist will now progress for final checks before closure in the workflow.

The screenshot shows the 'Edit Punchlist' interface. A red box highlights the 'Files' tab (9). A callout box (8) points to the 'Action Taken' field, which contains the text 'DXE4260304 is not installed due wall not completed. Inspect when installed.' A note (9) states: 'Note: Workflow status for a ready to complete punchlist is Accepted'. The 'Complete' button is highlighted with a red box (10). A callout box (11) points to the 'No' button in the 'E-Mail Notification' pop-up. A callout box (12) points to the 'Exit' button in the bottom right corner.



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# Complete or Reject Tasks (Supervisors Only)

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# Complete or Reject Tasks – Supervisors Only

If you are a **Field Supervisor**, you have permission to check and finalise your teams' tasks for final review by a John Holland Supervisor. Access the full [Process Flow Task ITR](#) for more detail.

A John Holland Supervisor will need to check and approve Punchlists. Access the full [Process Flow Punchlist](#) for more detail.

To check and finalise your teams' tasks, search and filter for desired tasks. Full search instructions in the [Search & Reporting](#) guide. In this example we've searched **Task Manager (Master List)** for all tasks (a blank search).

1. Click **Search** to show results in the module
2. Tasks that require supervisor approval will have a status of **Submitted**, click **Complete** to open the task window
3. The window will open to the Completions tab by default, showing the list of checks
4. To make a comment against any line item, click the blue **Comments Icon** on that line item
5. If a punchlist has been raised, click the **PL Number** to view for reference
6. On the task you may need to scroll down to see all items on the list and complete the task

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Task Status	Actions	Task ID	Datasheet	Description	Is Exec...	Execution ...	Discipline	Task Type	Planned F...	Execut...
Started		T-02691-0001		Jet Fan Installation	<input type="checkbox"/>	Paper Form	VENTILATION	Installation		
Completed		T-02692-0001		Door Switches DRS-EDS-RDS	<input type="checkbox"/>	Digital Exec...	FIRE SYSTEM	Fire & Gas Inspections		
Submitted	Complete	T-02692-0002		Door Switches DRS-EDS-RDS	<input type="checkbox"/>	Digital Exec...	FIRE SYSTEM	Inspection Test Record		
Started	Check Out	T-02713-0001		Cable Pull Sheet	<input type="checkbox"/>	Digital Exec...	CABL	Inspection Test Record		
Started	Check Out	T-02714-0001		Lighting Circuit	<input type="checkbox"/>	Digital Exec...	Electrical	Inspection Test Record		

Item No.	Step Action	OK	Reject	N/A	Initials / Date	PL
2.1	Visually inspect equipment for damage and cleanliness and list in comments column.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	MO / 16-Feb-2026	
2.2	Confirm supply available to asset and I/O status available through I/O Checker/Sidera	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	MO / 16-Feb-2026	
2.3	Confirm all cabling is correctly labelled	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	MO / 16-Feb-2026	PL-000023
2.4	Check all I/O against the latest IO schedule	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	MO / 16-Feb-2026	

# Complete or Reject Tasks – Supervisors Only (continued)

On the Completions tab at the bottom you will be able to Complete or Reject a submitted task:

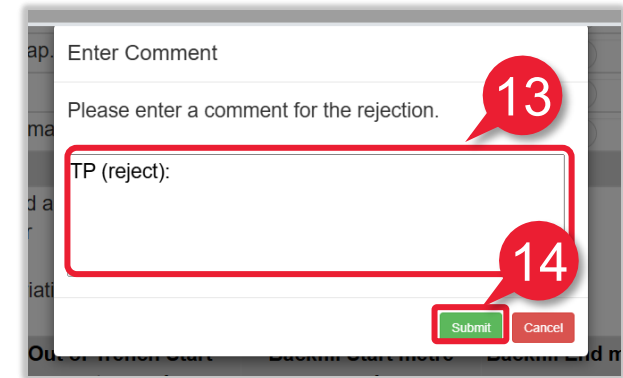
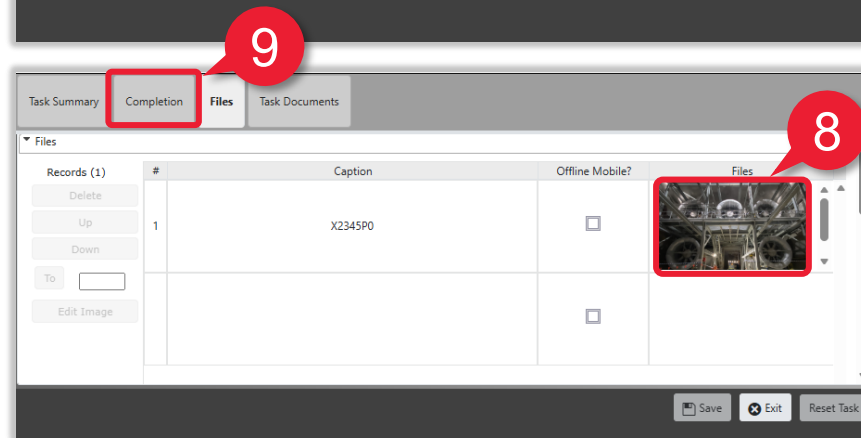
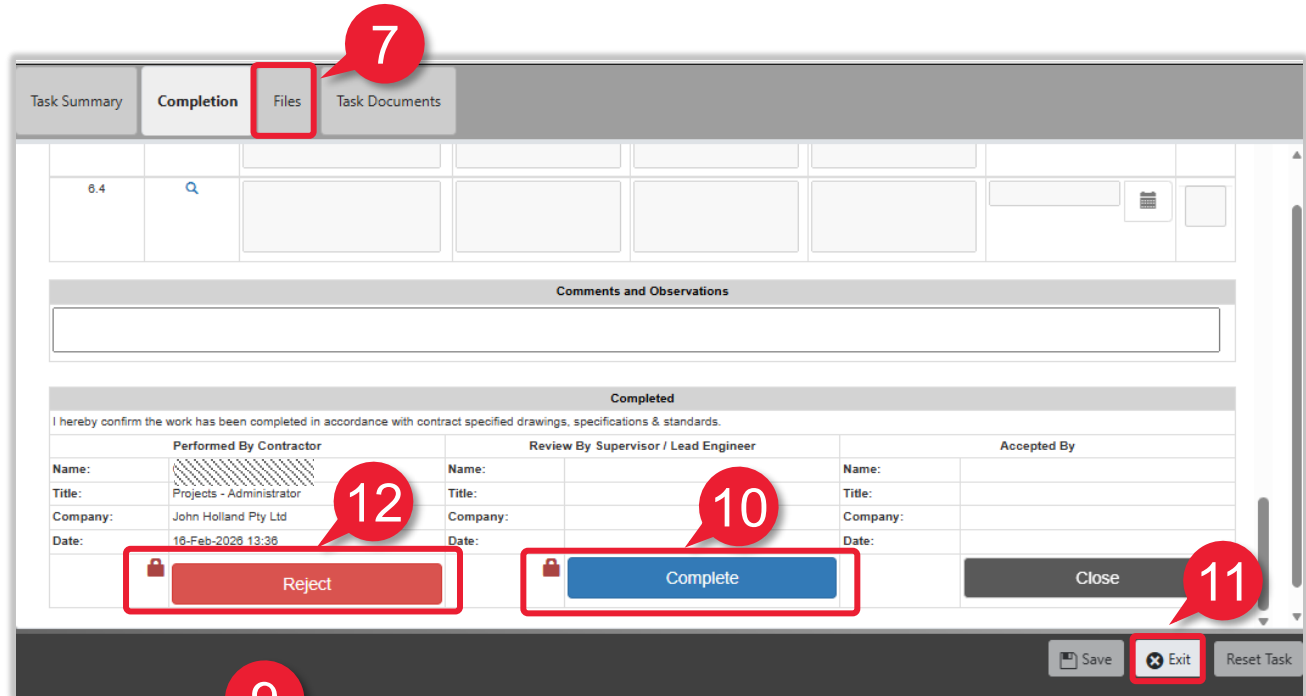
7. To see any photos or other attachments click the **Files** tab
8. To see the full photo click on the **image**
9. When ready to return to the form click the **Completion** tab
10. If you are happy with the task, click **Complete** - your details will be automatically filled
11. Once accepted, click **Exit** to close

Once Completed, the task moves to a completed status awaiting approval by a JH Supervisor.

To **Reject** a task:

12. If information is missing, or something else is required, click **Reject**
13. Rejecting a task will open a comment window, type a comment to tell the technician what additional information is required
14. Click **Submit**, then follow next steps to notify

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# Complete or Reject Tasks – Supervisors Only (continued)

To notify the technician who submitted the task:

15. Select the rejected task
16. Click **Notify** on the secondary panel, this will open an email pop up
17. Complete the **To** field by typing or searching:
  - a) Click **Show Address Book** if the email isn't found
18. Add a message to the email body if required
19. Click **Create E mail** – the email will be sent
20. The comment you made when rejecting the form at step 13 will be displayed within the form under Comments and Observations

The task can now be actioned by a field technician to add what is required and resubmit. The form will retain all information already recorded.

The screenshot shows a web application interface for managing tasks. The main area contains a table with the following columns: Actions, Task ID, Datasheet, Description, Is Executed, Execution, Discipline, and Task Type. A task with ID 'R1-02690-0001' and description '(Rework) Light Fitting & Bracke...' is highlighted in red and labeled with a red circle containing the number '15'. Below the table, there is a secondary panel with a 'Notify' button highlighted in red and labeled with a red circle containing the number '16'. The interface also includes a search bar, navigation tabs, and various filters.

The screenshot shows a 'Notification/E-Mail Editor' dialog box. The 'To' field is populated with an email address, and the 'Message' field contains text. A 'Show Address Book' button is highlighted in red and labeled with a red circle containing the number '17a', and a 'Create E-Mail' button is highlighted in red and labeled with a red circle containing the number '19'. The dialog also includes a 'Subject' field and a 'Body' field.

The screenshot shows a 'Comments and Observations' form. The 'MO (reset): Rejected, please attach a photo' comment is visible. The form includes fields for 'Completed By', 'Reviewed By', and 'Approved by JHG', along with 'Submit', 'Complete', and 'Close' buttons. The form also includes a 'Name', 'Title', 'Company', and 'Date' field for each role.