



AroFlo Field Cheat Sheet

— Basic Workflow

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Logging in to AroFlo Field

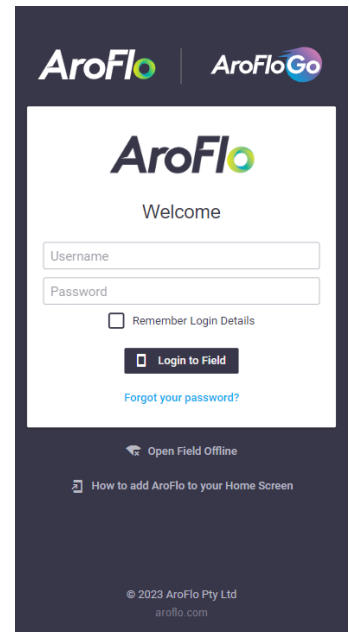
To log into AroFlo Field:

1. Open the browser on your mobile device.
2. Enter **field.aroflo.com** into the address bar at the top of the screen.
3. Enter your username and password.
4. Tap **Field Login**.

Don't want to login each time?

Just tap the checkbox beside **Remember Login Details**.

If another user had previously logged into AroFlo on the device you are using and selected this option, their login details will appear. To enter your own details, tap **Not You? Change User** below the password field.




Go to today's jobs

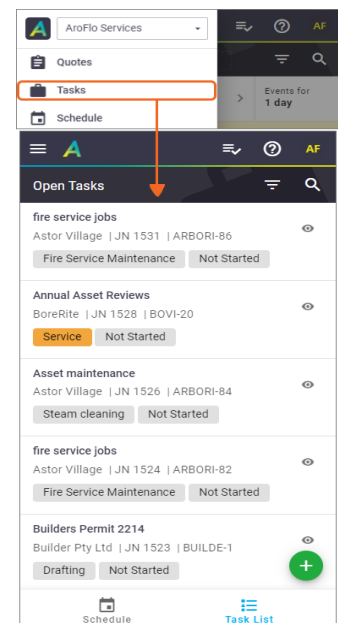
To access your Task List, go to the main menu and tap **Tasks**.

If you see the Schedule view, tap the **Task List** button at the bottom of the screen.

The Task List displays open jobs. Tap on a job to open it.

Task Overview

To see a summary of the key job details, rather than the full Task Worksheet, tap the  (eye icon) to the right of the listing. From the overview, tap **View Task** to open the Task Worksheet, or tap away to close the overview.



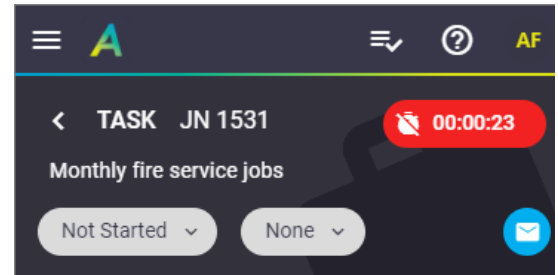
Record your labour

There are several ways to record labour in AroFlo. We'll show you the easiest way below. For information on other methods, check out the help page [Record Labour on a Task](https://help.aroflo.com) at help.aroflo.com.

At the start of the job:

The easiest way to record labour on a job is to use the **Start Timer** button:

1. From the Task List, tap the job you want to work on. The Task Worksheet opens.
2. In the top right of the Task Worksheet, tap the timer button.
3. Tap the Status button (directly below the timer) and select **In Progress** then **Save**. This lets the other staff know you've started the job.
4. Get stuck into the job while AroFlo keeps track of the time for you.



Can't see the Start Timer button?

You may have a timer running on another job, or your user permissions may need to be altered. Contact your Site Administrator so they can troubleshoot the issue for you.

At the end of the job:

1. Open the task.
2. Tap the elapsed time. The Labour Timer window opens.
3. Tap **Stop Timer**.

Working with others?

By default, the logged-in user is displayed on the Labour Timer window. To record labour for additional users, tap **Select Users** and select the users from the list. Tap **Add Scheduled Users** to add everyone who shares the same schedule as you.

4. Check that the correct Work Type is displayed (e.g., Normal Time, Double Time). Tap the down arrow to change the selection, if necessary.
5. If your business uses Tracking Centres, check the right one is displayed.
6. **Optional:** Add a Note or use one of the Descriptions your business has set up. This info may appear on invoices.
7. Tap **Create Timesheet Entry** to save.

Stopped your timer too soon?

No problem. Just tap **Cancel** > **Save** and the timer will resume recording.

A screenshot of the 'Labour Timer' window in the AroFlo app. The window has a close button (X) in the top right corner. It contains several sections: 'Resources' with two blue buttons: '+ Select Users' and '+ Add Scheduled Users'; a user selection section showing 'Andrew Flynn' and a dropdown menu set to 'Normal Time' with a red X; 'Start' and 'Finish' time input fields with values '11:20 AM' and '01:58 PM' respectively; a 'Tracking Centre' dropdown menu set to 'Administration'; and a 'Note' section with a 'Descriptions' button and a large text input area. At the bottom, there are two buttons: a red 'Cancel' button and a green 'Create Timesheet Entry' button.

Set the Status to Complete

Once you've created your labour entry, tap the Status button that you earlier set to In Progress, change the status to **Completed**, tap **Save**, and then go back to the **Main Menu > Tasks** to see your next job.

Add AroFlo to Your Home Screen

You can add AroFlo Field to your devices home screen to easily access it later. To do this go to your browsers settings and look for something like 'Add to Home Screen' or 'Add Page Shortcut'.

For more detailed instructions, see our page [Adding AroFlo to your Home Screen](https://help.aroflo.com) at help.aroflo.com.

Additional Resources

For more help just click a card below, or search for the following terms at help.aroflo.com to be taken to the documentation on using that feature in AroFlo Field:



Log In

Log in instructions for AroFlo Field



Schedules

View your scheduled events (tasks, overheads, ad-hoc events) in either a Timeline, Calendar, or Map format.



Tasks

The task sheet is the main place where Field users go to access and record information about a job.



Timesheets

The Timesheet section of AroFlo Field is used for recording non-productive time (such as overheads) or managing user timesheets.



Notes

Notes are featured throughout AroFlo Office and Field and are used for reference and communication purposes.



Documents and Photos

AroFlo's documents and photos functionality makes it easy for users to upload, download, search, view and email documents or photos within Office and Field.