

# Driver Quick Reference

[kit.liquidrenovations.com/driver/](http://kit.liquidrenovations.com/driver/)

## SIGN IN

- Go to [kit.liquidrenovations.com/driver/](http://kit.liquidrenovations.com/driver/)
- Enter your name (e.g. Kenneth)
- Enter your 4-digit PIN
- Tap Sign In — today's jobs load

## LOAD MATERIALS

- Expand Materials To Load section
- Tap each checkbox as you load the item
- Checked items show a strikethrough — saved automatically
- Per-mix ratio shown in parentheses e.g. (10)

## UPLOAD PHOTOS / VIDEOS

- Tap Upload Photo to open camera
- Photo saves to Google Drive automatically
- Tap Upload Video for video clips
- Thumbnails appear on the card when done

## PRINT

- Tap Print Details for a single job sheet
- Tap Print Day for the full daily run sheet
- Use the ← Close & Return bar to go back
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## READ THE JOB CARD

- Job title = customer name
- Check Lead, Builder, Region, and Order
- Note the Mixes and product name
- Read any Notes for gate codes or instructions

## MATERIAL USED

- After delivery, open Material Used section
- Select product from dropdown
- Enter quantity used
- Tap + Add More for extra products

## COMPLETE THE JOB

- Fill Comments box with any notes for admin
- Check Issues? if a problem occurred
- Check Photos? to confirm photos were taken
- Tap LOADED to mark delivery complete

## TIPS

- Tap the address to open Google Maps
- Use date nav at top to view other days
- Jobs do not disappear after LOADED — you can review
- Contact admin if PIN is not working

# Plaster Crew Lead Quick Reference

[kit.liquidrenovations.com/crew-lead/](http://kit.liquidrenovations.com/crew-lead/)

## SIGN IN

- Go to [kit.liquidrenovations.com/crew-lead/](http://kit.liquidrenovations.com/crew-lead/)
- Enter your name and 4-digit PIN
- Tap Sign In — today's jobs load
- Use date nav to check upcoming days

## READ THE MIXES HEADER

- Top of each card shows: 8 MIXES PS FRENCH GREY
- Number = total mixes for the job
- Product name = the plaster product being used
- Per-mix ratios shown in parentheses e.g. (10)

## MATERIALS RECEIVED

- Open Materials To Load section
- Check each item as it arrives on site
- Verify quantities match what is shown
- Flag any shortage in the Comments box

## MATERIAL USED

- Open Material Used after the job
- Select product and enter quantity used
- Tap + Add More for each additional product
- Enter actual bags or gallons used

## UPLOAD PHOTOS

- Tap Upload Photo before and after plaster
- Photo goes to Drive under Builder > Job folder
- Multiple photos can be uploaded per card
- Thumbnails appear instantly on the card

## COMPLETE THE CARD

- Check Issues? if any problem occurred on site
- Check Photos? to confirm site photos were taken
- Add comments for admin — notes, issues, used amounts
- Tap RECEIVED to submit the crew report

## JOB REPORT

- Go to [kit.liquidrenovations.com/job-report/](http://kit.liquidrenovations.com/job-report/)
- Select any date to see full detail for each job
- Crew Report section shows your submitted notes
- Tap Print for a full printable job report

## TIPS

- Tap address for Google Maps directions
- Region footer shows your area e.g. Mt P / Sullivan's
- Order / Orden badge shows job sequence (First / Second)
- Contact admin if materials info is missing

# Prep | Detail Crew Quick Reference

[kit.liquidrenovations.com/prep-detail/](http://kit.liquidrenovations.com/prep-detail/)

## SIGN IN

- Go to [kit.liquidrenovations.com/prep-detail/](http://kit.liquidrenovations.com/prep-detail/)
- Enter your name and 4-digit PIN
- Tap Sign In — today's prep jobs load
- Use date nav to check other days

## READ THE JOB CARD

- Job title = customer name
- Check Lead, Builder, Region, and Order badge
- Read Notes for any special instructions
- Tap the address to open Google Maps

## MATERIALS RECEIVED

- Open Materials To Load / Check Received section
- Check each item as it arrives on site
- Note the quantities listed for each material
- Flag any missing items in the Comments box

## MATERIAL USED

- After the job, open Material Used
- Select product from dropdown
- Enter quantity used (supports decimals)
- Tap + Add More for additional products

## UPLOAD PHOTOS

- Tap Upload Photo before and after prep work
- Capture any issues or conditions on site
- Photos save automatically to Google Drive
- Review thumbnails on the card to confirm upload

## COMPLETE THE CARD

- Check Issues? if any problem occurred
- Check Photos? to confirm photos were taken
- Add any notes for the crew lead or admin
- Tap RECEIVED to submit the prep report

## PRINT

- Tap Print Details for a single job sheet
- Use ← Close & Return bar to come back
- Tap Print Day for full run sheet
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## TIPS

- Prep jobs show PREP ribbon at top of card
- Order / Orden badge shows sequence — check it first
- Contact admin if job info appears incorrect
- Attachments section shows any PDF plans or forms

# Admin & Front Office Quick Reference

[kit.liquidrenovations.com/wp-admin](http://kit.liquidrenovations.com/wp-admin)

## DAILY ROUTINE

- Check Dashboard — Today's Schedule and Activity Log
- Verify jobs loaded for today in each portal
- Review any Issues? flagged by crew overnight
- Import upcoming week from Cal Import as needed

## IMPORT FROM GOOGLE CALENDAR

- Cal Import → select date range → Import Jobs
- Open each imported job to set Lead, Driver, Region
- Job title, address, notes, and materials auto-fill
- Re-importing the same range will not duplicate jobs

## STAFF & PINS

- Staff → Edit to update or set a 4-digit PIN
- Clear PIN immediately when staff member leaves
- Position setting controls which portal they see
- Supervisor / Manager can access all portals

## JOB REPORT

- Go to [kit.liquidrenovations.com/job-report/](http://kit.liquidrenovations.com/job-report/)
- Use date nav to select any date
- Crew Report shows notes, materials used, issues
- Print button generates a full printable report

## CREATE A JOB

- Jobs → Add New Job
- Title = customer name (e.g. Heritage: Evans)
- Select Job Type, Order, Builder, Lead, Driver
- Set Region, add Notes, then set Materials

## MANAGE MATERIALS ON A JOB

- Enter mixes count and select the product name
- Click + Add Material for each item to load
- Enter quantity and unit (bags or gallons)
- Per-mix ratios are calculated automatically

## REGIONS & COMMUNITIES

- Regions → Edit to update area description text
- Area text (not color name) shows on job cards
- Community → Add for gated communities with codes
- Assign community to a job in the job edit form

## TIPS & REMINDERS

- Drag calendar pills to reschedule (Ctrl+Z to undo)
- Analytics refresh from PHP data — always current
- Activity Log shows all staff actions with timestamps
- Cache issue? Purge LiteSpeed cache in WP admin