

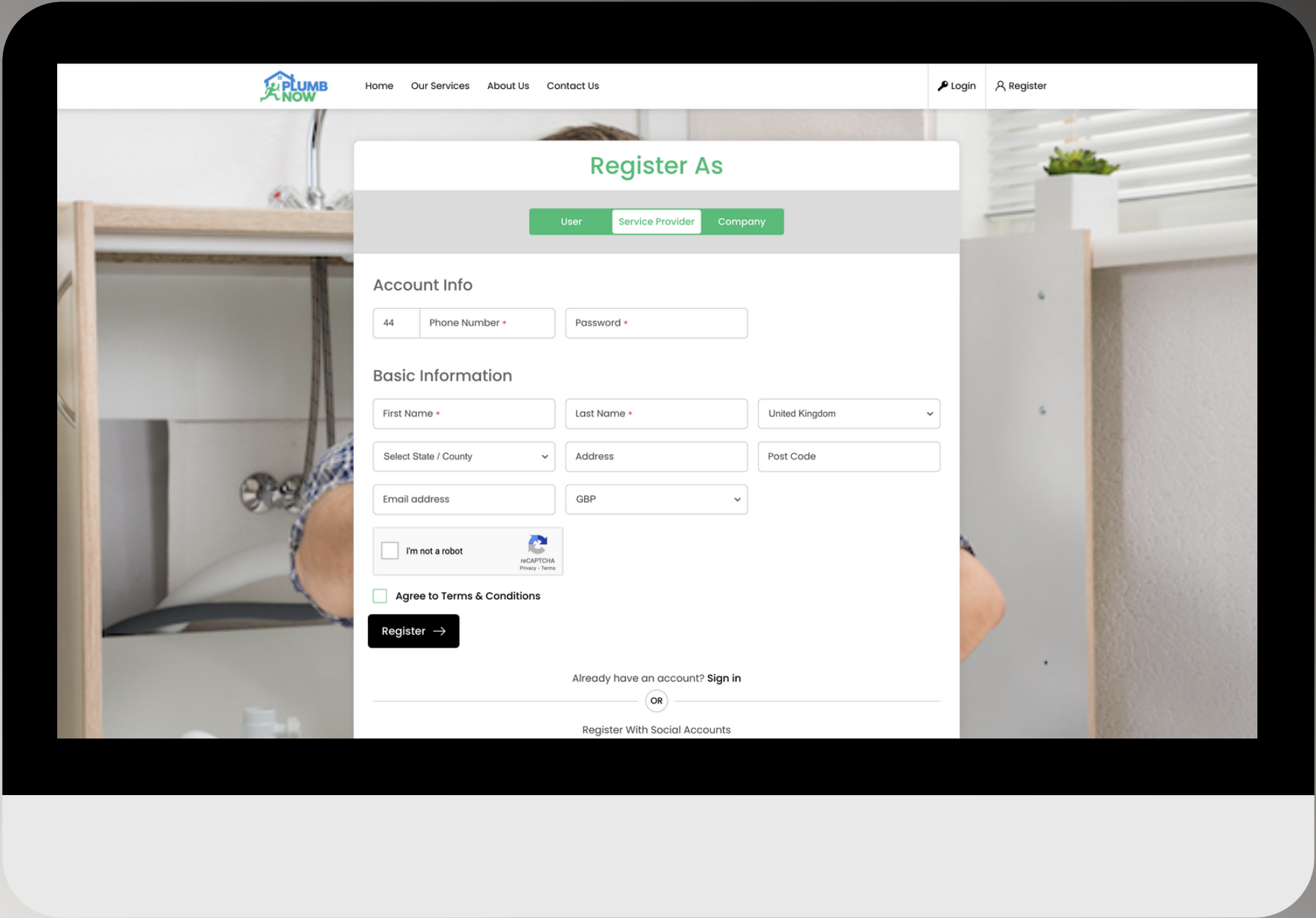
# REGISTER YOUR COMPANY AND PROVIDERS

## STEP 1

Please visit [www.plumbnow.net/sign-up](http://www.plumbnow.net/sign-up) and select 'Register' from the Home Screen

Ensure 'Company' from the tab is selected

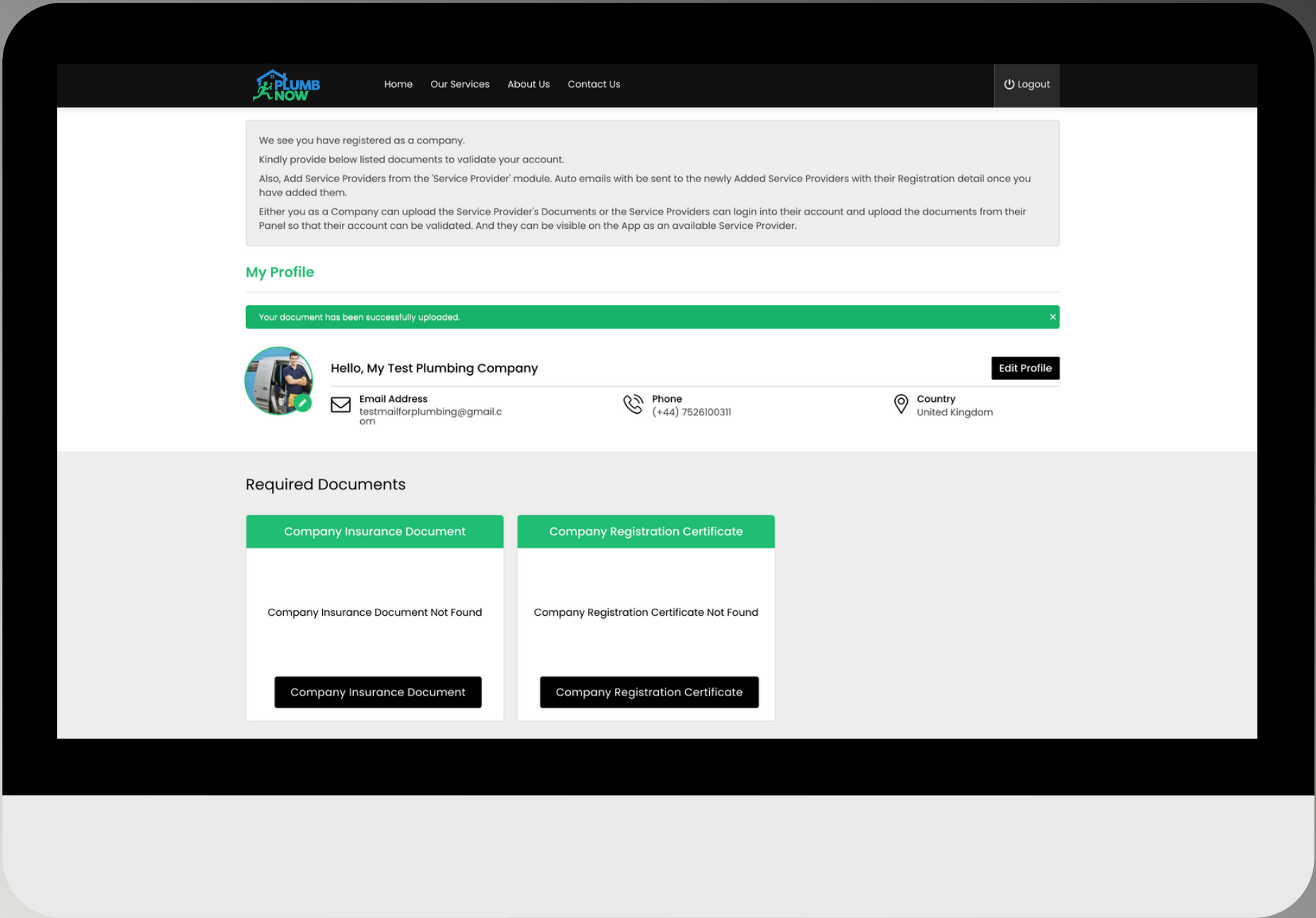
Start by filling out the registration form for your company



# STEP 2

View all the relevant information about your company on your home screen

Only you as a fleet manager have access to this area

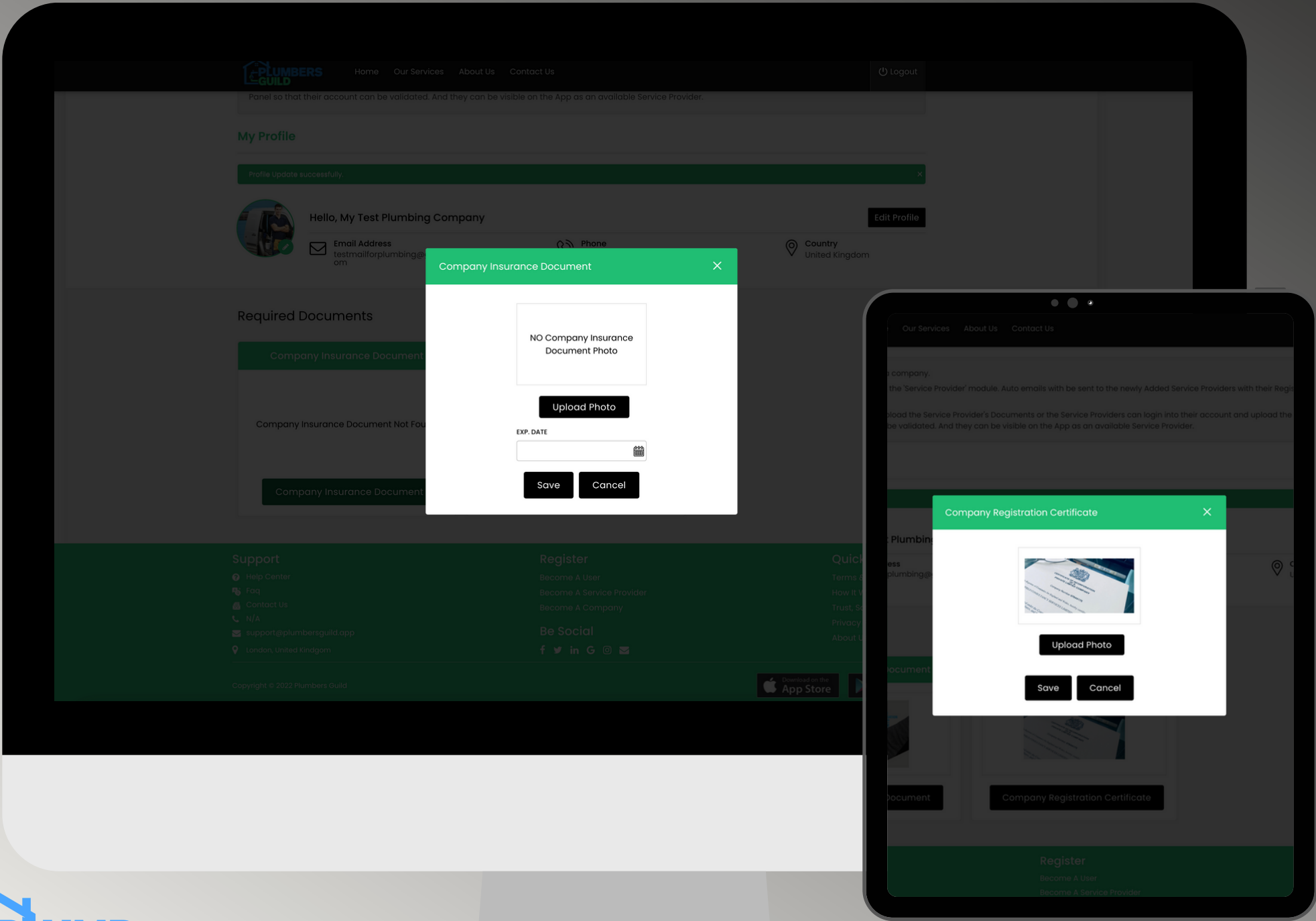


# STEP 3

Upload your company insurance document and registration certificate

Documents will be reviewed and approved by our team

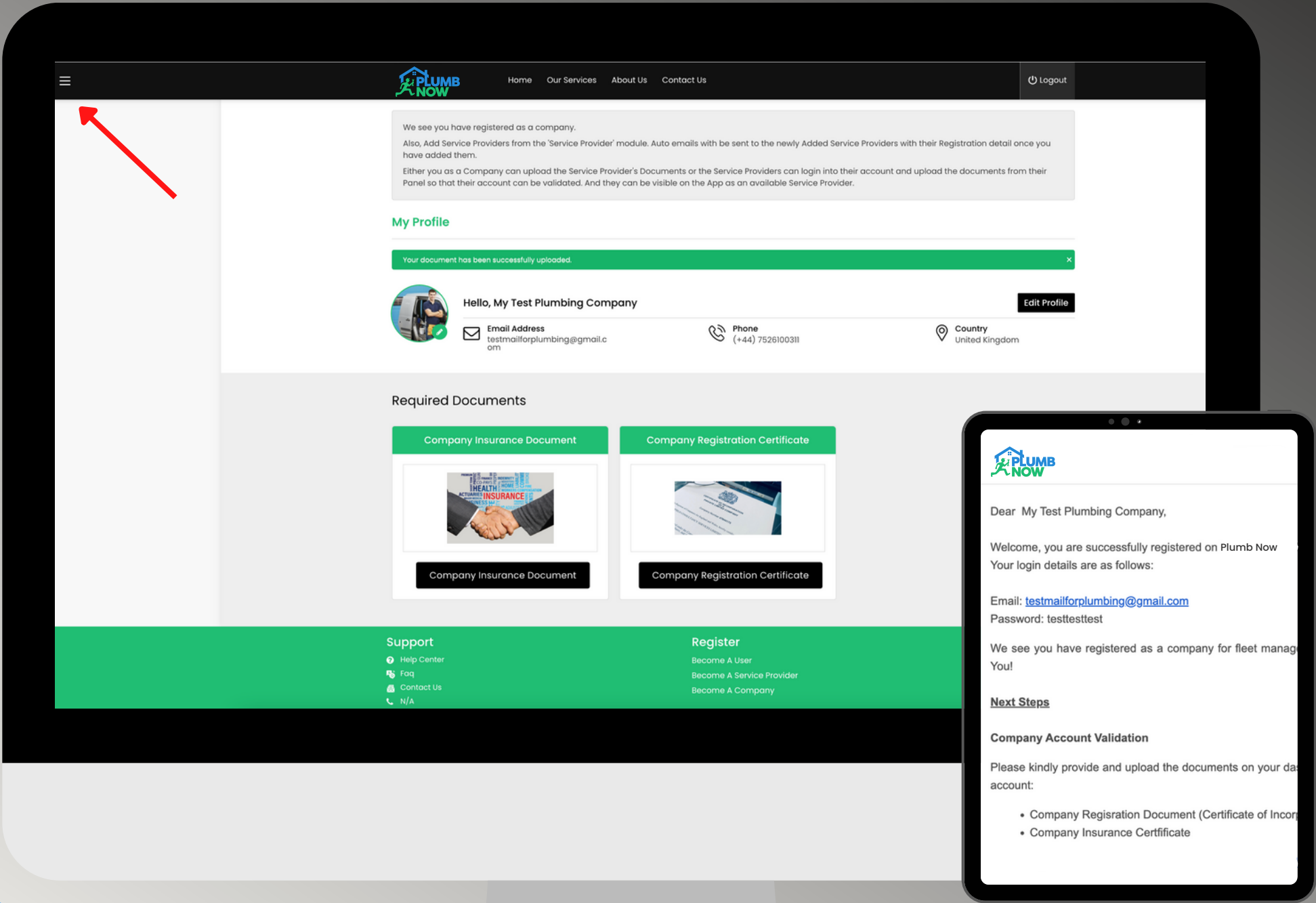
You can only start assigning jobs to your staff (your own service providers) once your company has been approved



# STEP 4

Click on the three lines (hamburger symbol) at the top left corner to proceed

Once your company sign up is complete you will receive an email with your login details and all relevant information you need as a fleet manager

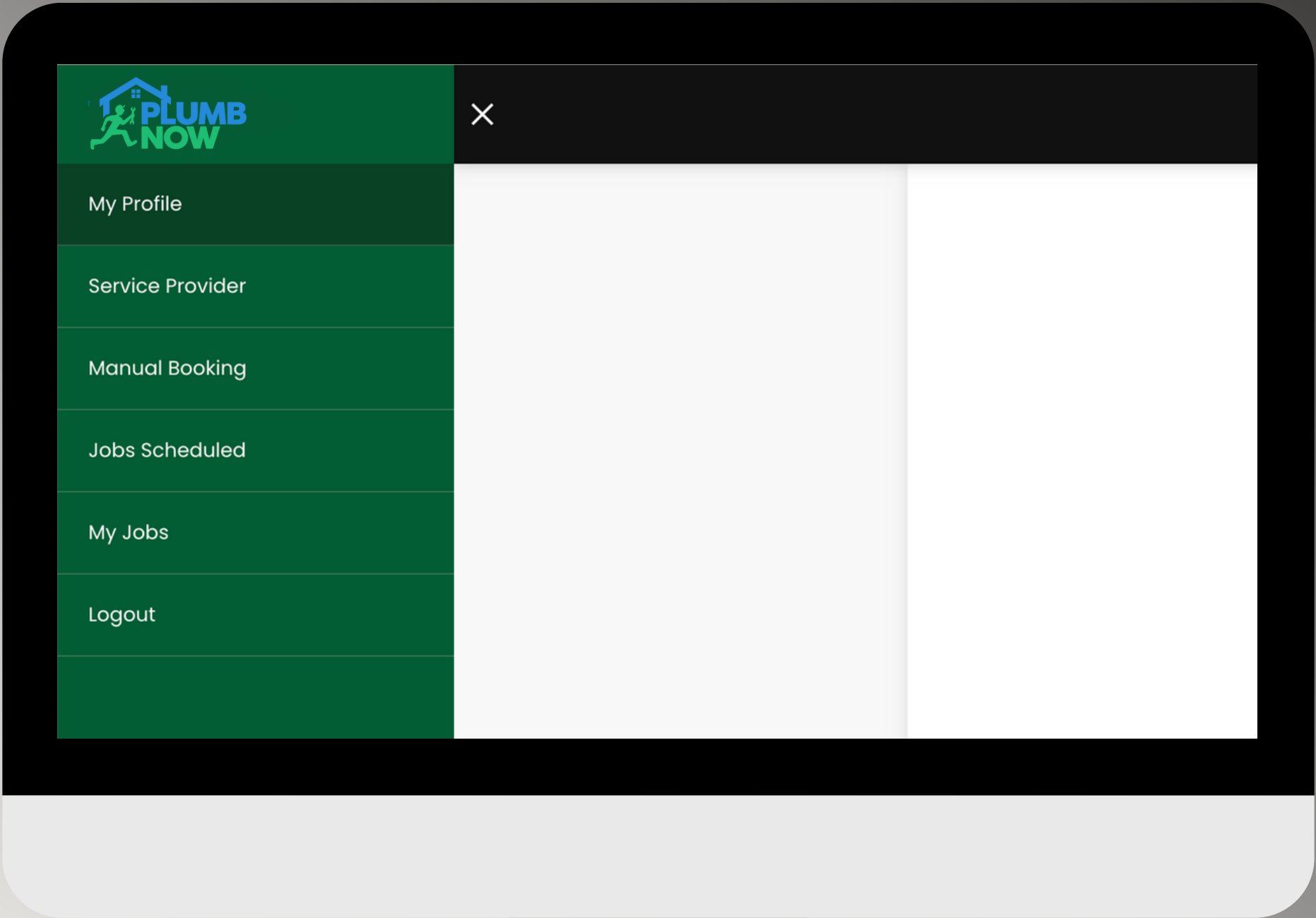




# STEP 5

The main dashboard shows you all the options to choose from

Proceed by selecting 'Service Provider' in order to register new service providers from your team and see existing accounts

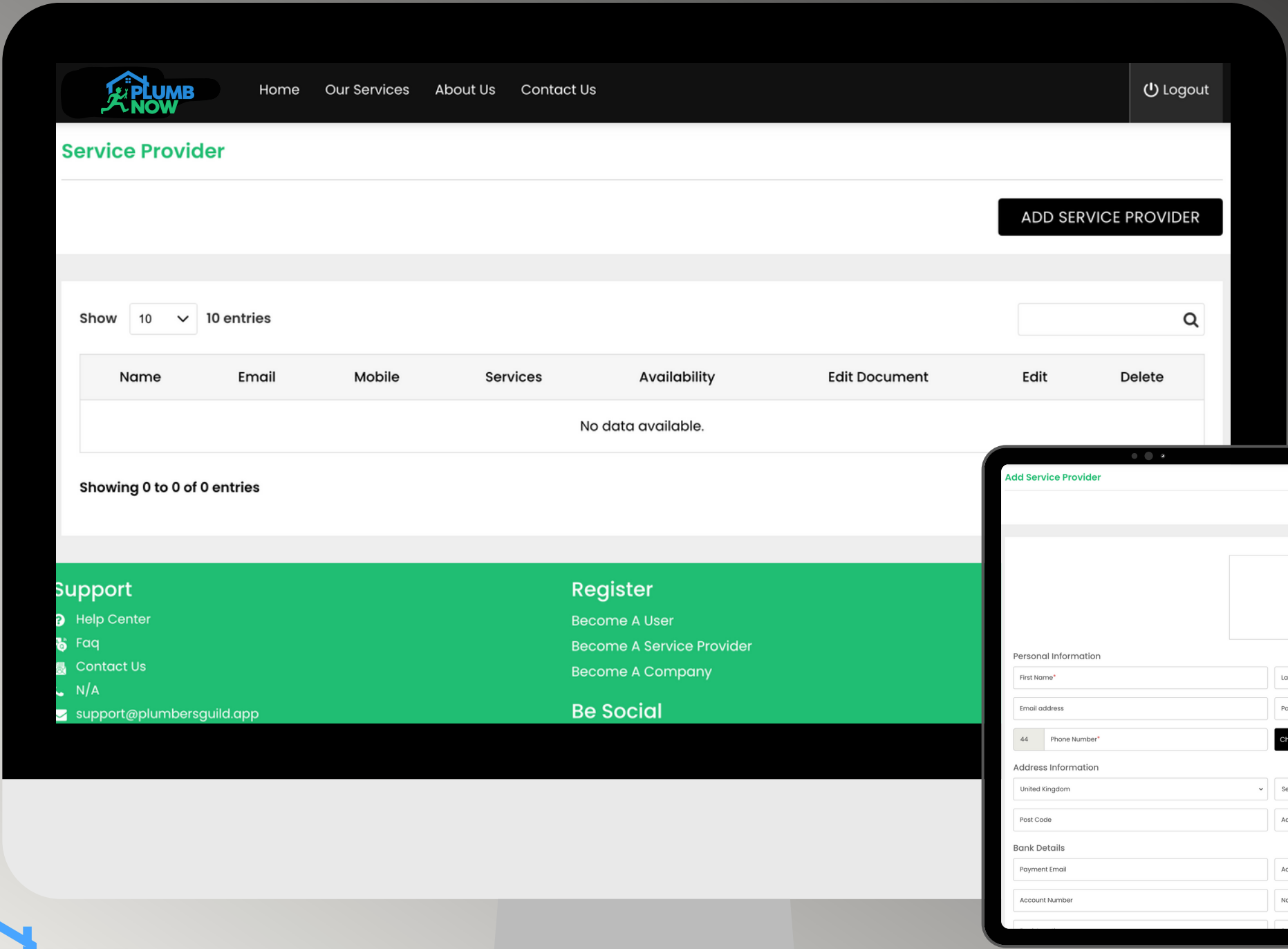


# STEP 6

Select 'Add Service Provider'

In this section you can add your team of engineers, you will need to have their documents ready in order to complete the registration process


Each provider has to be approved by us before jobs can be given/accepted



# STEP 7

Add your employees Personal Information and a picture

**Important:** Add your COMPANY BANK DETAILS in this section, this ensures that all payments go to your company directly



HomeOur ServicesAbout UsContact Us

Logout

Add Service Provider

Back To Listing

Personal Information

First Name\*

Last Name\*

Email address

Password\*

44


Phone Number\*

Choose fileNo file chosen

Address Information

United Kingdom

Select State / County



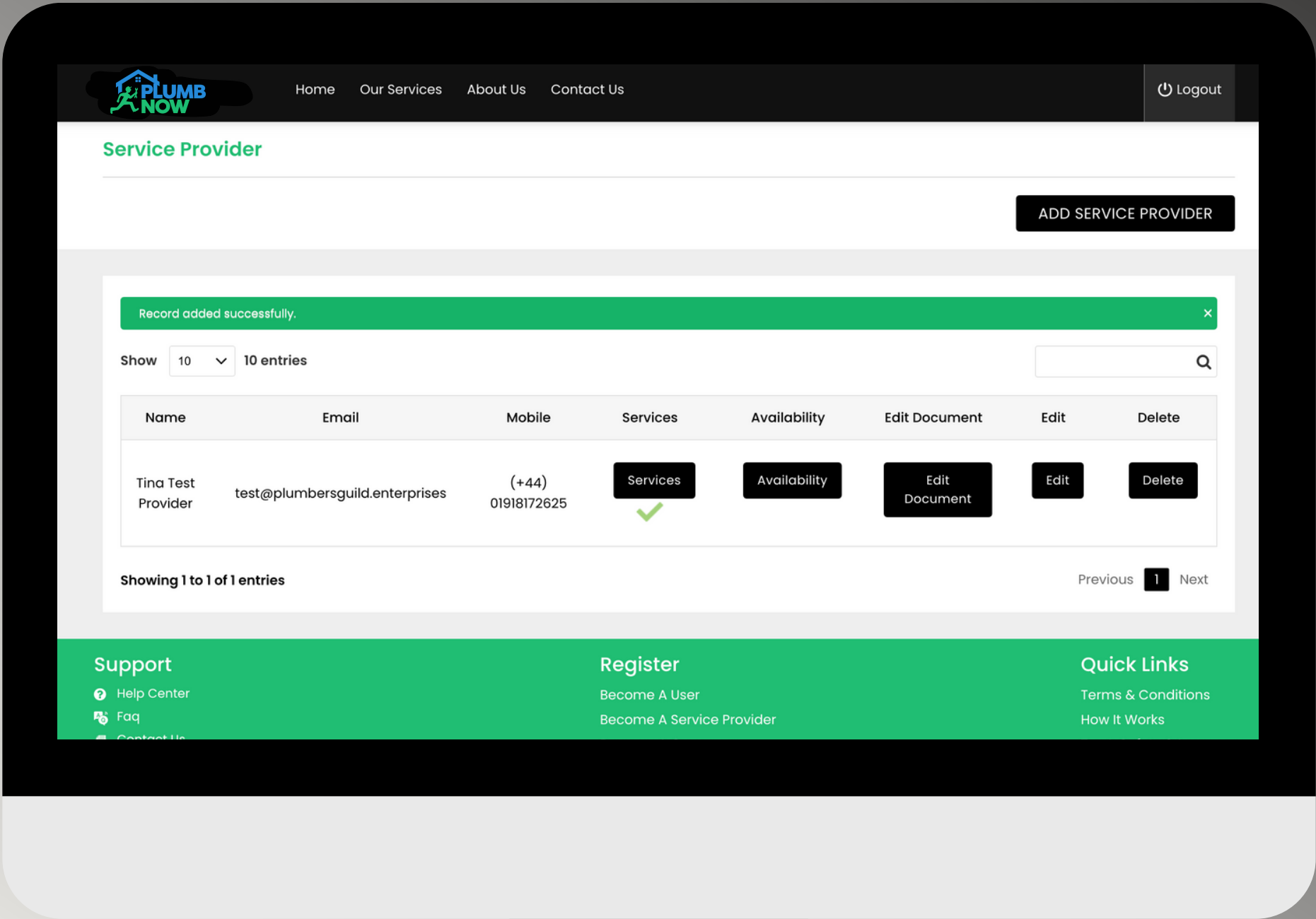
plumbnow.net

# STEP 8

This screen shows you all your registered team members

You can edit information for each provider at a later date

Each engineer has to download the Provider app, login with their details and set their availability to online in order to accept on-demand bookings

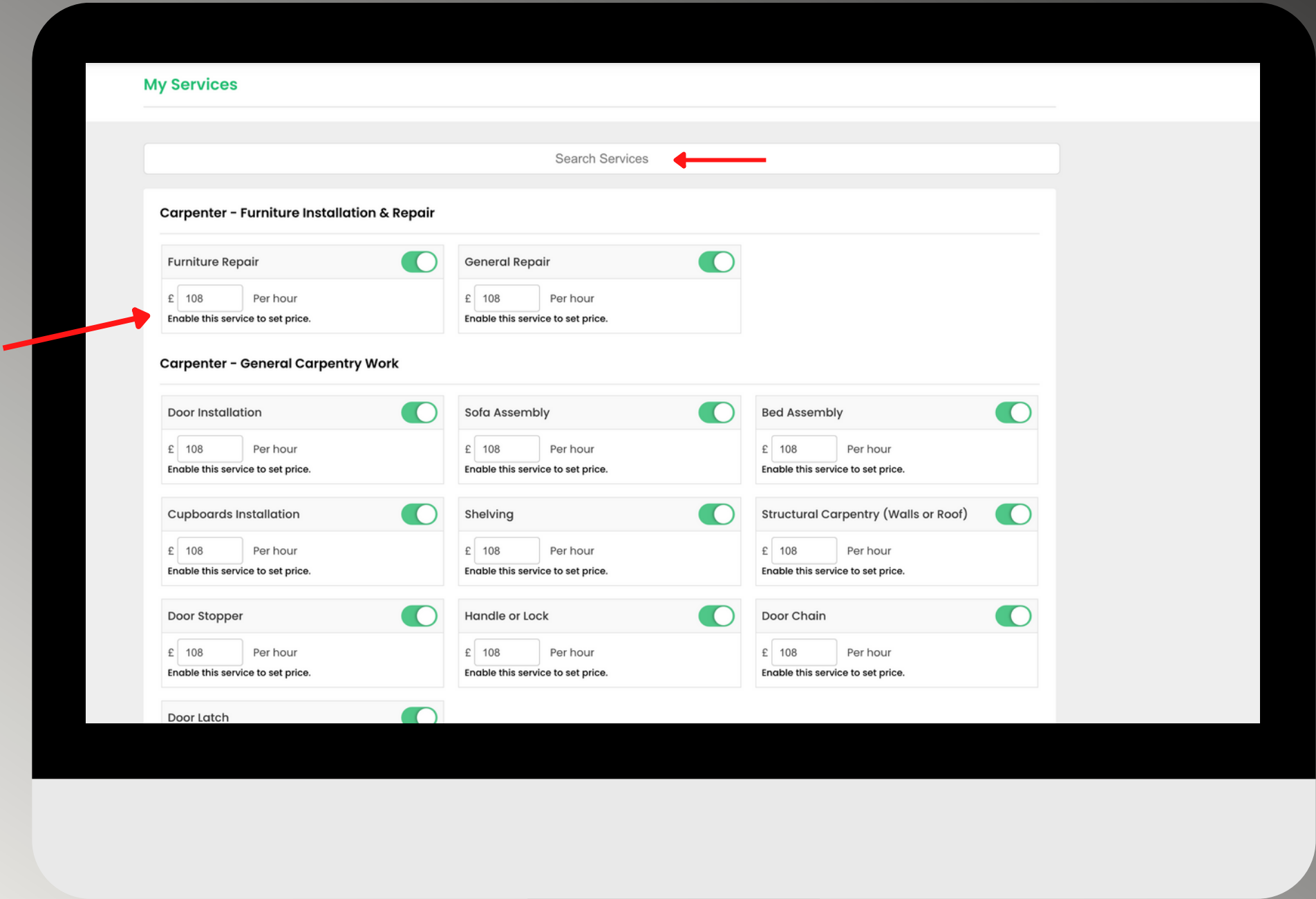


# STEP 9

Select 'Services' in order to activate the services your provider is available for

You can adjust the price for each service according to your business needs

This section also needs to be approved by our team



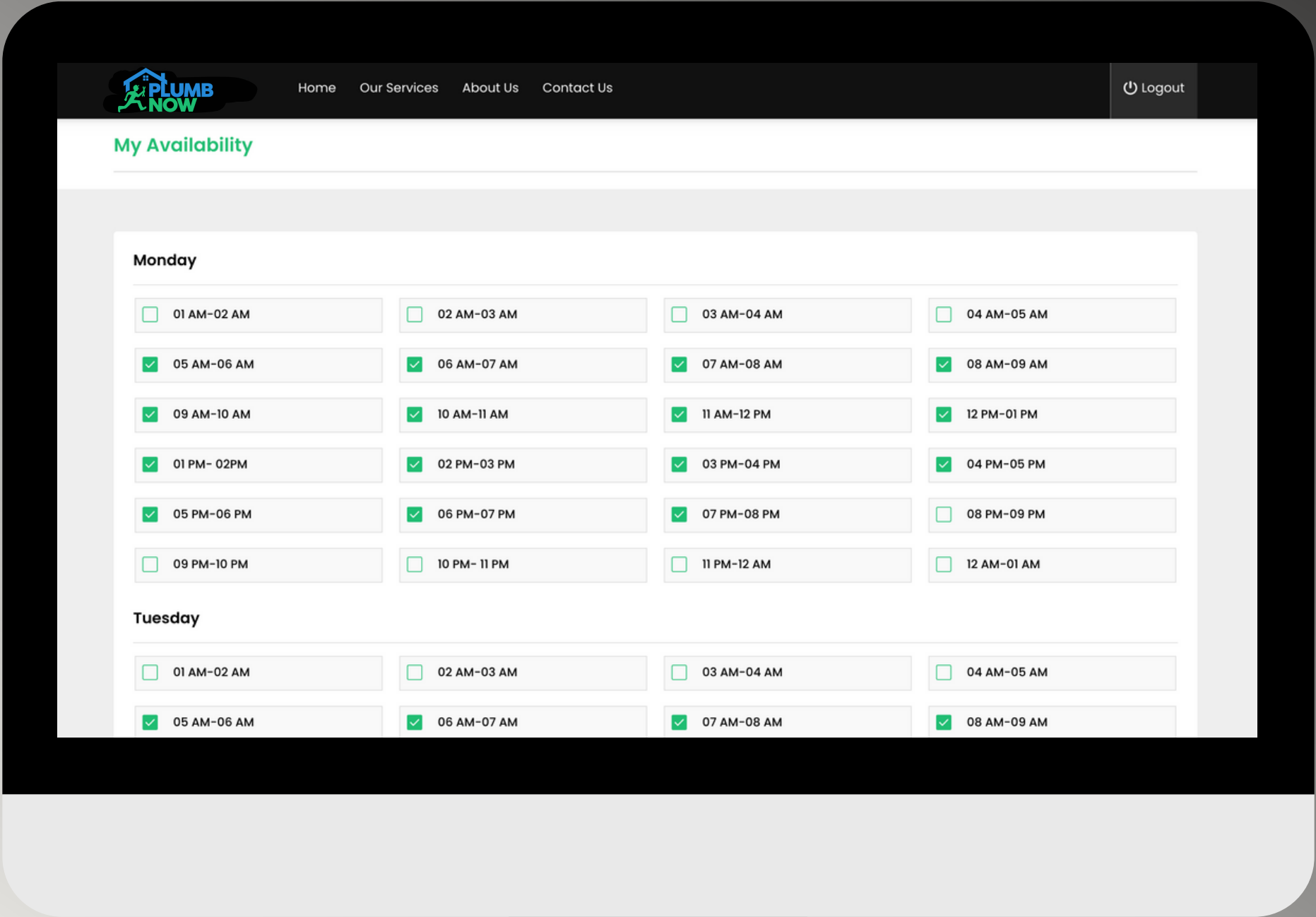


# STEP 10

Select the availability for your engineer

This can be changed later in the app by the provider if needed

Engineers can only be booked or assigned during selected time slots

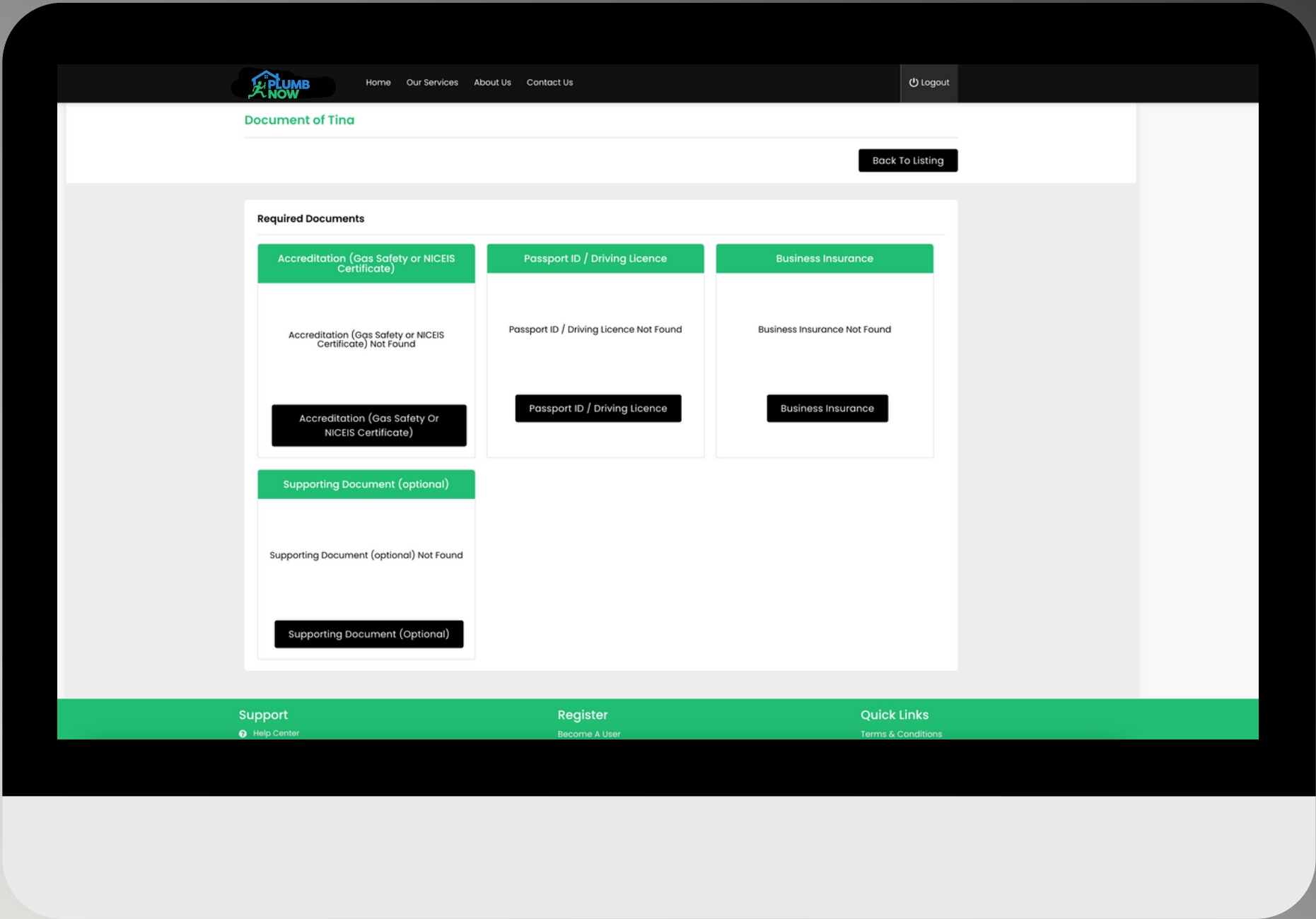


# STEP 11

## Select 'Edit Documents'

Upload all the relevant documents of your engineer  
These will be checked and verified by our team

Once this is completed the registration is complete, you can now add further members of your team or proceed with the bookings page from the menu



# STEP 1 – BOOK CUSTOMER APPOINTMENT

Select 'Manual Booking' on the dashboard menu

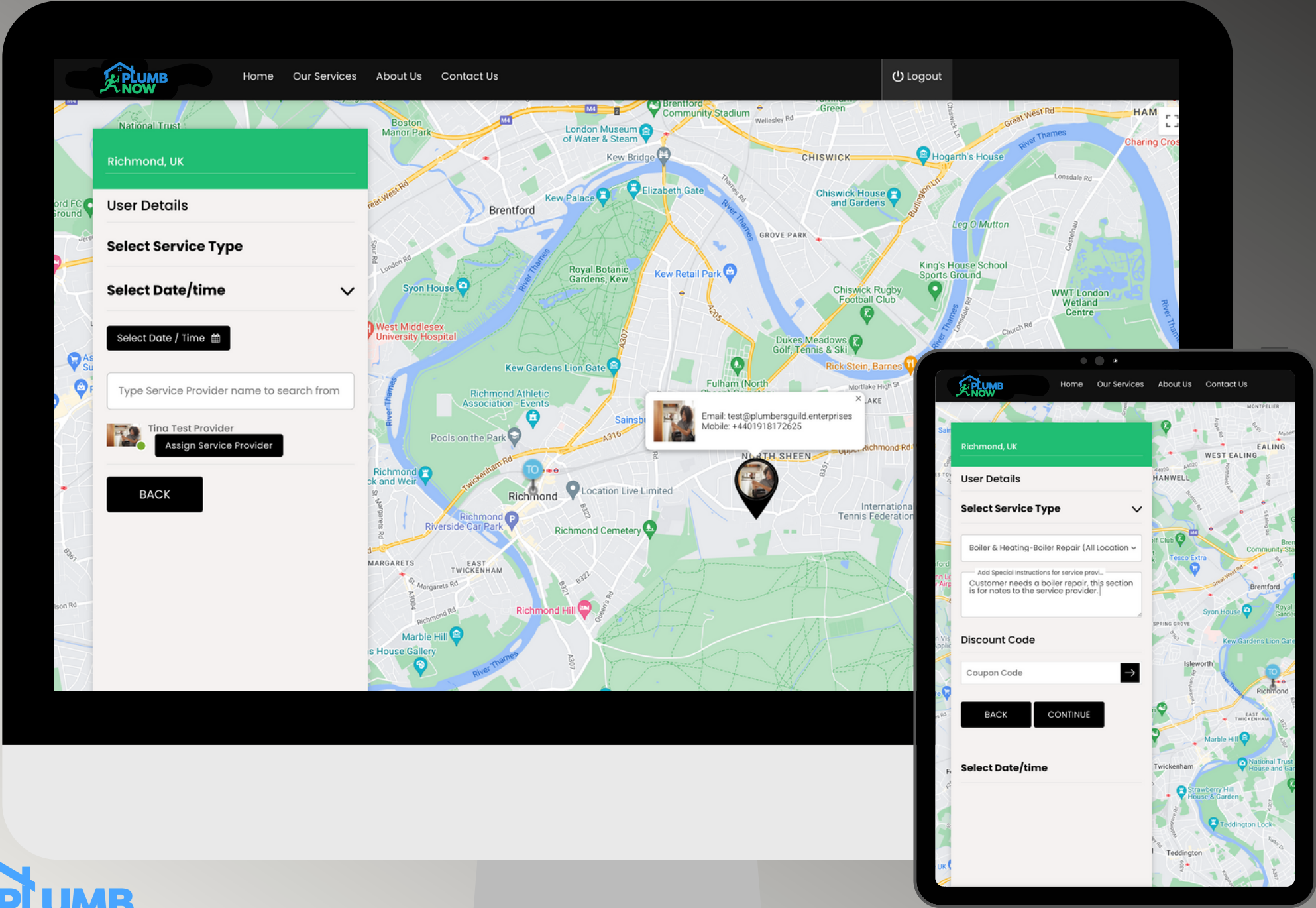
Enter the job location and user details from your customer

Select Service Type

You can add notes and special instructions for your service provider in this section

Select the required date and time and assign the job to one of your available providers

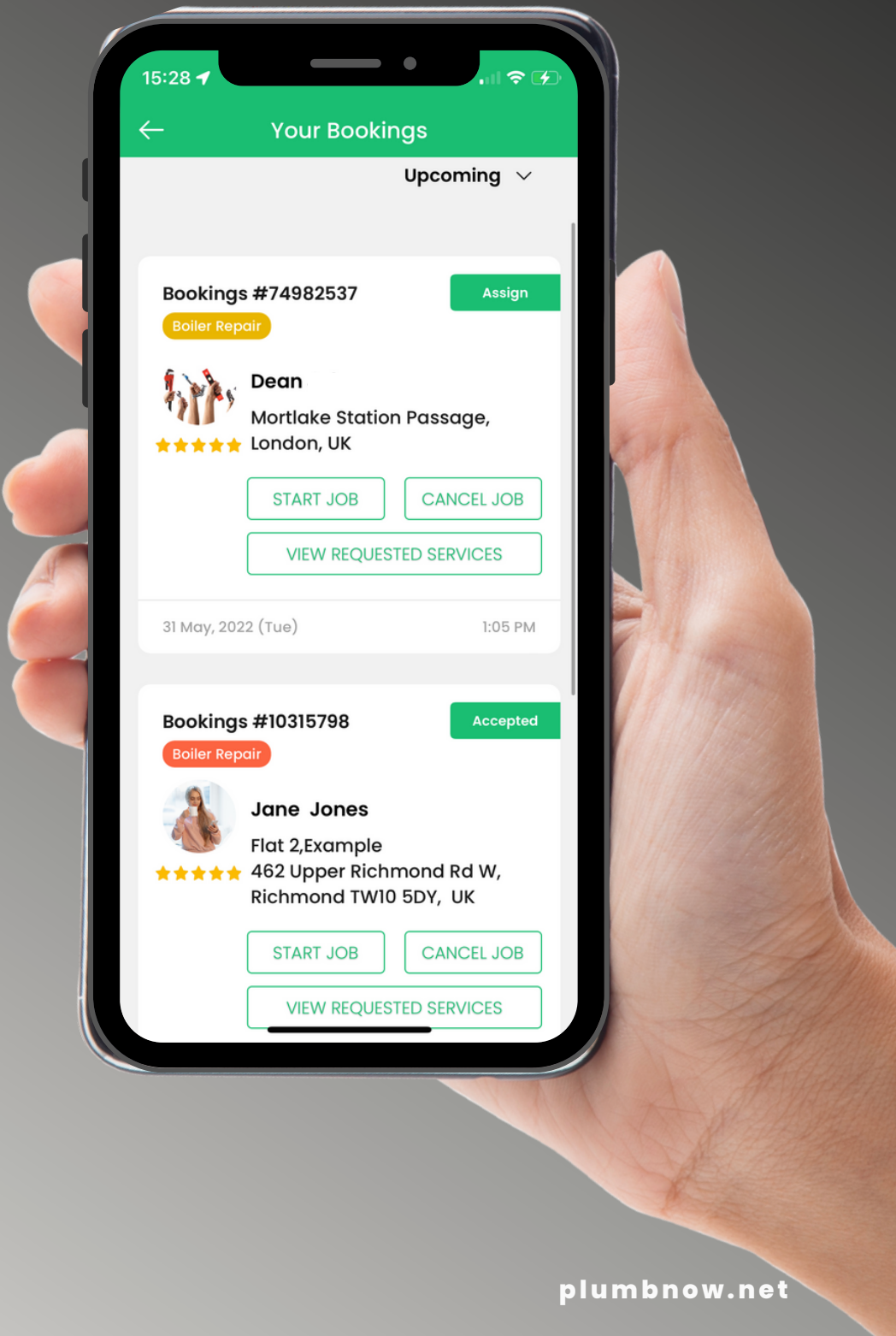
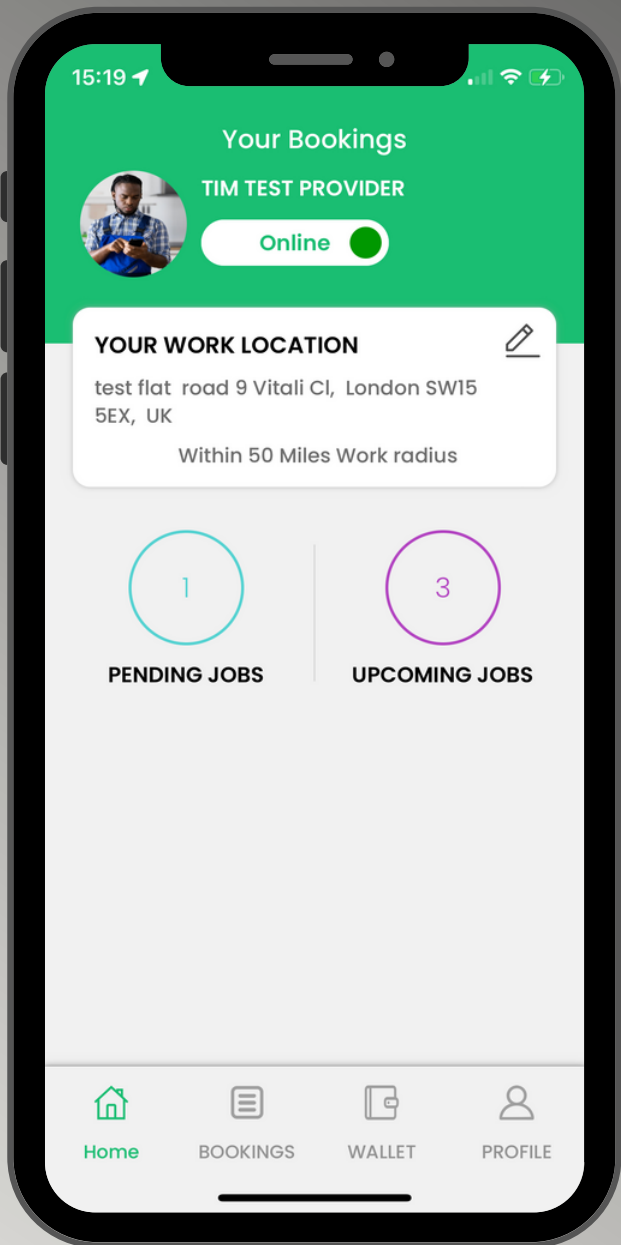
You can book for up to one month in advance



# SERVICE PROVIDER IN APP SCREEN

Only your Service Providers are able to accept scheduled bookings from yourself the fleet manager

Any pending, upcoming and past jobs on your Service Provider's app will be synched in real-time with your Dashboard






# STEP 2 – VIEW BOOKED JOBS

Select 'Jobs Scheduled' from the menu to view bookings from all your employees

You can view pending, expired and cancelled bookings

You can also cancel a booking easily and both the provider and user will be automatically notified



My Profile


Service Provider

Manual Booking

Jobs Scheduled

My Jobs

Logout



Home   Our Services   About Us   Contact Us

Jobs Scheduled

Show 10 entries

Tim

Booking No	User / Service Provider	Booking Date	Job Location	Job Details	Type
93370630	User Dean	May 30, 2022 05:08 PM	Mortlake Station Passage, London, UK	---	Service Provider Assigned <div>Cancel Booking</div>
	Service Provider				
	Tim Test Provider ( Service Type : Boiler Service)				
45046754	User name name	May 30, 2022 07:10 PM	Richmond, UK	---	Service Provider Assigned <div>Cancel Booking</div>
	Service Provider				
	Tim Test Provider ( Service Type : Boiler Repair)				

Showing 1 to 2 of 2 entries (filtered from 3 total entries)

Previous 1 Next



The system will show you if the booking was made by the fleet manager or directly through the app by the customer




# STEP 3 – VIEW COMPLETED JOBS

Select 'My Jobs' to see completed jobs

You can see all relevant information of the job including price, booking number, date and provider

Here you can also access your invoices by selecting the red invoice icon



My Profile

Service Provider

Manual Booking

Jobs Scheduled

**My Jobs**

Logout

Jobs

SEARCH BY DATE

FROM DATE

TO DATE

Select






From Date

To Date

Search

Reset

Show 10 entries

Booking No	Job Location	Service Provider	User	Booking Date	Fare	Type	View Invoice
89117806	test,test Sheen Gate, London, UK	Tim Test Provider	Dean	31-May-2022	£ 97.20	Boiler Repair	
88212237	test,test Sheen Gate, London, UK	Tim Test Provider	Dean	31-May-2022	£ 97.20	Boiler Repair	
86900569	Flat 2,Example 462 Upper Richmond Rd W, Richmond TW10 5DY, UK	Tim Test Provider	Jane Jones	31-May-2022	£ 97.20	Central Heating Repair	
86771313	Flat 2,Example 462 Upper Richmond Rd W, Richmond TW10 5DY, UK	Tim Test Provider	Jane Jones	31-May-2022	£ 97.20	Boiler Repair	
74631432	Flat 2,Example 462 Upper Richmond Rd W, Richmond TW10 5DY, UK	Tim Test Provider	Jane Jones	31-May-2022	£ 97.20	Boiler Repair	

# STEP 4 – VIEW INVOICE

View the job number, job breakdown and earnings

Please Note: Service Providers will receive an email with a job payment receipt for every completed booking

