



SMMware Subscriber News

June 24, 2021,

Summary

- Uploading Receipts for Expenses
- Job Listings: Filter by Organization

Uploading Receipts for Expenses

When you add an expense, you can now upload a scan (either to an image or a PDF) of the receipt.

When entering an expense

[Edit Existing Entries](#)
Entries made more than 3 days after work was done will be flagged as late
** Per row, all fields are required.

| Date | Expenses | Description |
|---|---|-------------|
| <input type="text"/> --select a job-- | \$ <input type="text"/> A Mothers Hand (ID: 233) Company <input type="radio"/> Reimbursable <input type="radio"/> | |
| Receipt <input type="text"/> ? : <input type="button" value="Browse..."/> No fil...cted. <input type="button" value="Clear"/> | | |


To add more than one item at a time, start by clicking on "Show another empty row" below

When editing an expense, to open a popup for the receipt

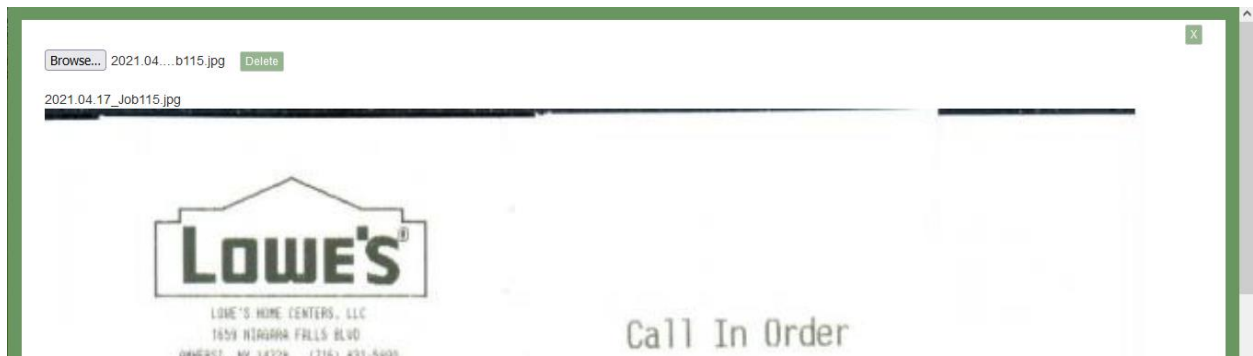
Record My Expenses

Editing details for item 8815, Associate System Administrator

Approval State: Unapproved

| | | |
|---|-----------------------------|---|
| Date: | Job: | Expense |
| 2021-05-07 | Amen, Debbie (511) - Move ▾ | \$ 45.00 |
| Expense Type: | | Scanned Receipt: |
| <input type="radio"/> Company <input checked="" type="radio"/> Reimbursable | |  |
| Description: | | |
| Boxes | | |

The receipt popup, to view or update the receipt



Job Listings: Filter By Organization

If you want to know how many moves you made to a given Senior Living Center, SMMware can now answer that question for you.

Then in the Job Listing view, you can filter against the list of Senior Living Centers (or whatever other organization type you might care to configure the dropdown for). The other filter settings like Date Range also apply, allowing you to fine tune your question.

For a job to be included in the filtering results above, in the job profile the dropdown of Senior Living Centers now remembers what you picked. For results to appear in the listing filter, the job must have the dropdown set for the move-to address.

Client Fee Model: Per Job Rate

Associate Pay Model: Per Associate Profile

Moving Information

Current Address (from Client Profile)

Move Out Date:



Address Title:

Asbury Methodist Village

Address 1:

301 Russell Ave.

Address 2:

City:

Gaithersburg

State:

MD

Zip:

20877

Country:

New Address

Move In Date (new address):



Address Title:

Aspenwood Senior Living Community

Address 1:

14400 Homecrest Road

Address 2:

City:

Silver Spring

State:

MD

Zip:

20906

Country:



Thanks, and stay safe.

- Brian Jacobs