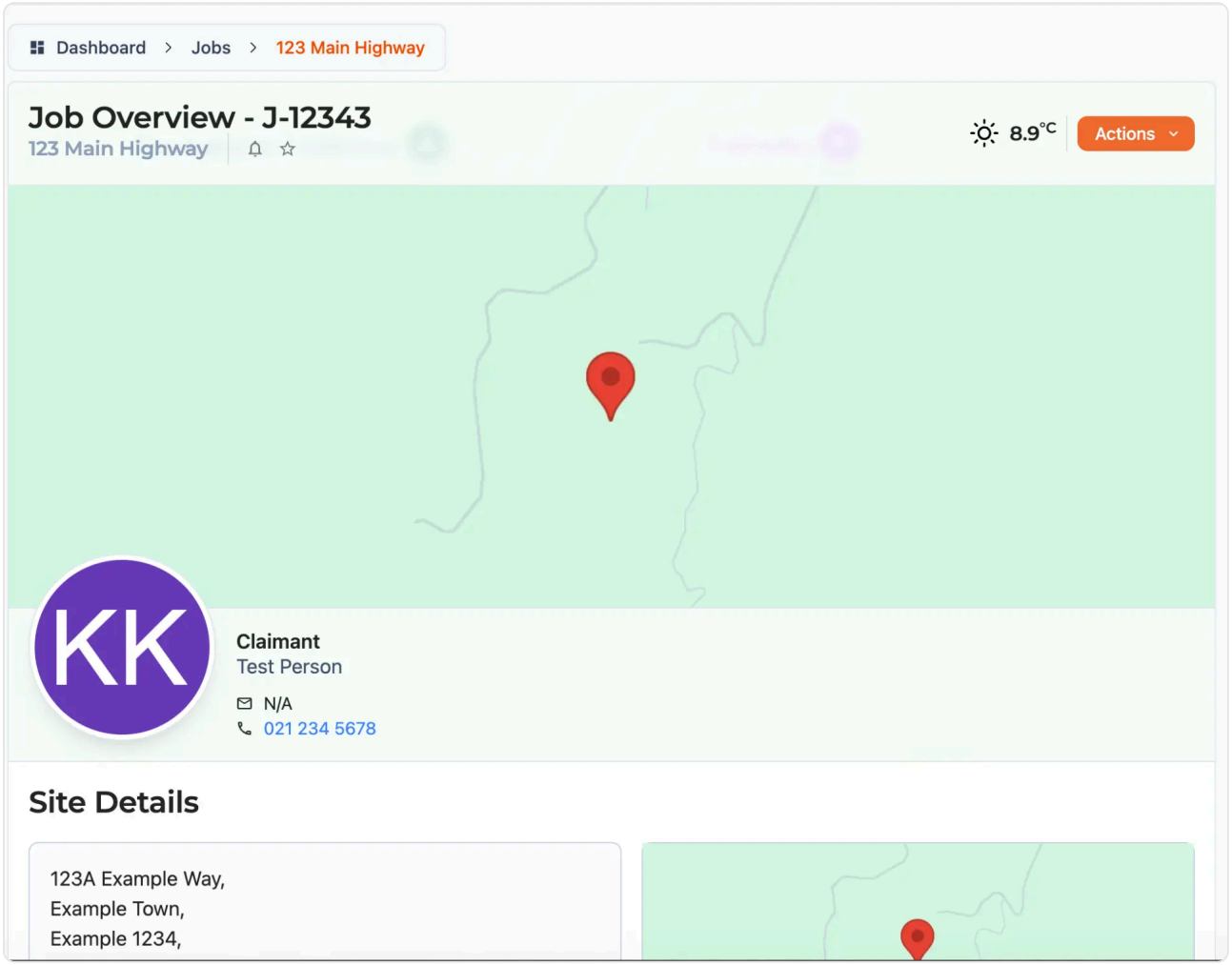
Te Tirotiro i tētahi Mahi

EST. 9 MINUTE READING TIME

Kia mōhio mai: I whakamāoritia aunoatia tēnei whārangi mai i te reo Ingarihi taketake, koia tonu te putanga whaimana. Pānuitia ki te reo Ingarihi

Mā te whakatuwhera i tētahi mahi mai i tō papatohu koe e kawe ki tōna tirohanga whānui - he whārangi kotahi e whakahiato ana i ngā mea katoa e mahia ana i taua mahi, mai i ngā tāngata e whai wāhi mai ana ki ngā whakaahua hou rawa, ngā tuhinga, te kokenga, ā, tae noa ki te huarere i te wāhi mahi. Kua whakaritea te toenga o te mahi ki ētahi wāhanga ka taea e koe te whakawhitiwhiti mā te whakamahi i te tahua whakatere.



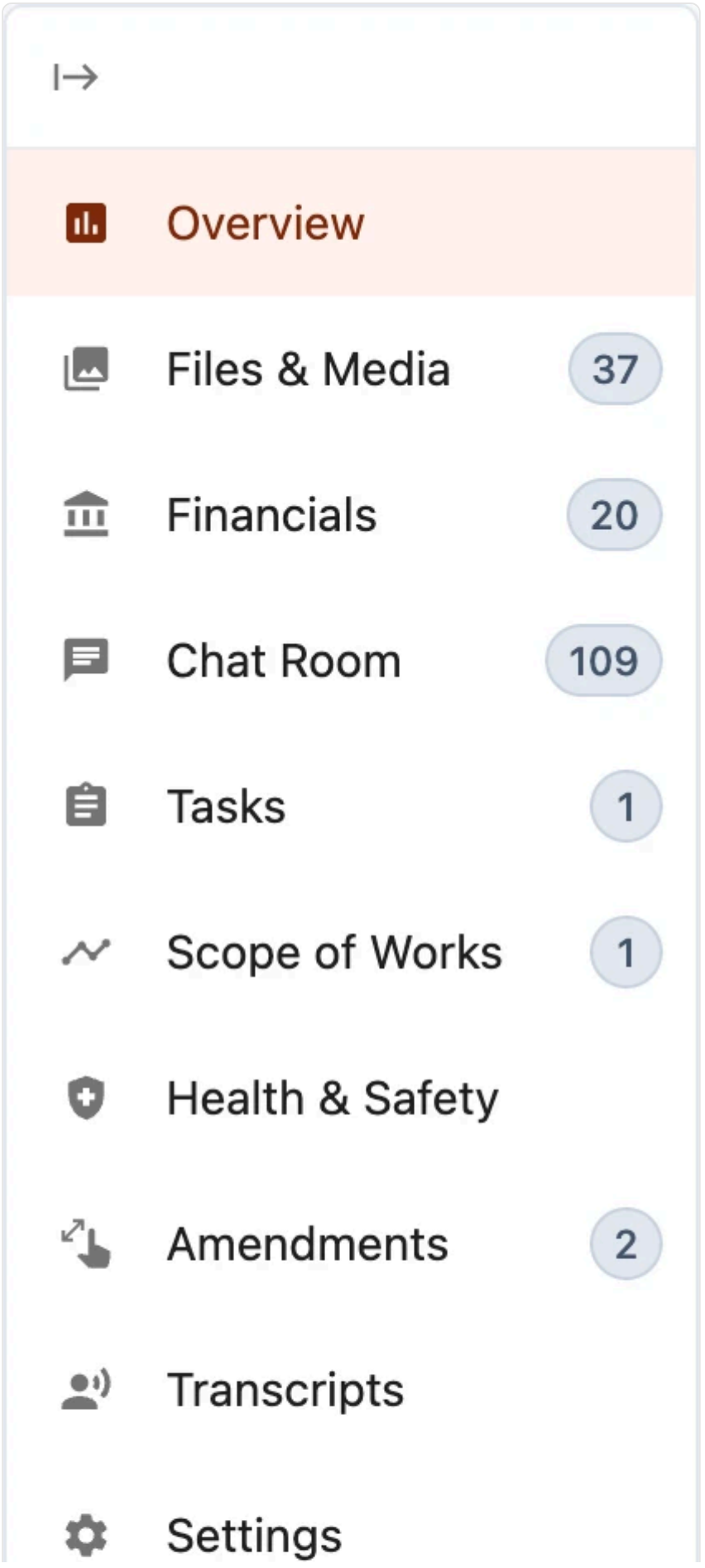
Te tihi o te whārangi tirohanga whānui mō tētahi mahi.

Ko ngā wāhanga me ngā taipitopito ka taea e koe te kite, kei ngā whakaaetanga kua hoatu ki a koe mō taua mahi. Mehemea kāore tētahi mea e whakamāramatia ana i konei e kitea e koe, ko te tikanga i te nuinga o te wā kāore anō kia tukua he urunga mōu ki taua mea - whakapā mai ki a mātou i support@samconsulting.co.nz mehemea ki ōu whakaaro me whai urunga koe.

Te Rapu i Tō Huarahi

Kei te tahua whakatere o te mahi te rārangi o ia wāhanga e whai urunga ana koe. I runga i te mata rahi ake, ka noho ki te taha o te whārangi, ā, ka taea te whakakōpē kia nui ake te wāhi mōu; i runga i te waea, i te papa rorohiko rānei, ka retireti

mai ina whakatuwheratia e koe. Mā tētahi tau iti kei te taha o tētahi wāhanga e tohu te nui o ngā mea kei roto - hei tauira, e hia ngā kōnae, ngā tūmahi rānei kei taua mahi.


Overview
Files & Media
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Financials
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1
Scope of Works
1
Health & Safety
Amendments
2
Transcripts
Settings

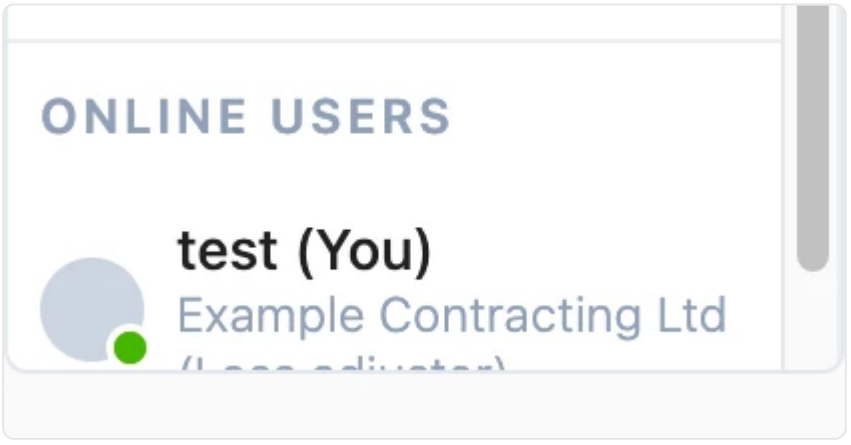
Ko ngā wāhanga ka kitea pea e koe ko:

- **Tirohanga Whānui** - te whārangi whakarāpopoto ka tau atu koe.
- **Kōnae me ngā Rongorau** - ngā whakaahua, ngā tuhinga, me ngā whakaaturanga 3D o te mahi.
- **Ngā Pūtea** - ngā tūtohu utu me ngā tuhinga pūtea.
- **Rūma Kōrero** - te kōrerorero katoa mō te mahi.
- **Ngā Tūmahi** - ngā mea hei mahi, ā, ko wai hoki kei te mahi.
- **Te Whānuitanga o ngā Mahi** - te hōtaka o ngā mahi hei whakatutuki.
- **Ngā Whakatikatika** - ngā huringa me ngā rerekētanga ki te whānuitanga taketake.
- **Ngā Tautuhinga** - te whirihoranga o te mahi, e wātea ana ki ngā kaiwhakahaere mahi anake.

Ka mōhio tonu koe kei hea koe mā ngā breadcrumbs (ngā tohu ara) kei te tihi o te whārangi, ā, ka taea te hoki whakamuri ki tō rārangi mahi katoa mai i reira i ngā wā katoa.

Ko Wai Atu Kei Konei

Ki te taha raro o te tahua whakatere ka kite koe i te hunga e tirotiro ana i te mahi i tēnei wā tonu, me tētahi ira kākāriki ki ia tangata hei tohu kei te tuihono rātou. Mā te kōwhiri i tētahi ka whakaaturia ō rātou taipitopito whakapā, ā, mēnā e wātea ana, he huarahi tere hoki ki te īmēra, ki te waea atu rānei ki a rātou, ki te whakatuwhera rānei i te kōrerorero.



Ngā Karere Mahi

Ka whai haere tētahi paepae **Job Messages** (Ngā Karere Mahi) kiato i a koe puta noa i te mahi, kua kuhuna ki te kokonga o raro o te mata, kia taea ai e koe te aro atu ki te kōrerorero me te kore e wehe i te whārangi kei runga nei koe. Ka

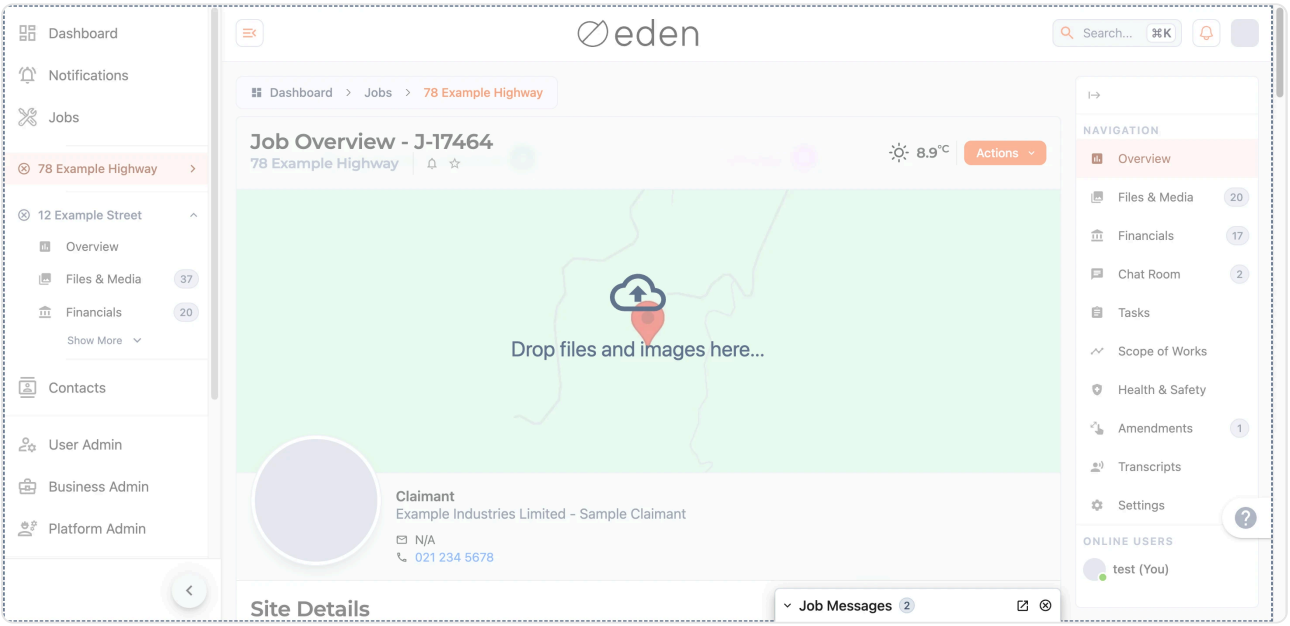
whakaaturia e ia te maha o ngā karere, ā, ka whakamiramiratia ki te whero ina whai karere kāore anō kia pānuitia e tatari mai ana ki a koe. I runga waea pūkoro ka puta tēnei hei pātene kōrerorero ka taea e koe te pā hei whakatuwhera.



Whakawhānuitia te paepae hei pānui me te whakahoki kōrero, tōia tētahi kōnae tōtika ki runga hei whakapiri atu, whakamahia rānei te pātene open-in-new (whakatuwhera ki tētahi matapihi hōu) kia peke atu ki te rūma kōrerorero whānui. Ka taea hoki e koe te huna i te paepae ki te pātene kati mēnā kāore koe e hiahia kite i a ia.

Te Tāpiri Tere i ngā Kōnae

Mēnā he whakaaetanga tāu ki te tāpiri kōnae, ka taea e koe te tō whakaahua, tuhinga rānei mai i tō rorohiko tōtika ki runga i te whārangi mahi ka tuku ai ki hea noa iho hei tukuake - kāore he take kia kimi i tētahi pātene motuhake i te tuatahi. Ka taea hoki e koe te whakapiri i tētahi whakaahua kua tāruatia e koe. Mā tētahi paepae iti koe e whakamōhio haere mō te tukuake i te wā tonu e mahia ana, me te whakarārangi i ngā mea kua tāpirihia.



E whakaae ana a *EDEN* ki ngā whakaahua, ngā ataata, ngā oro, ngā PDF, ngā tuhinga tari noa (pēnei i a Word, Excel, me PowerPoint), me ngā pūranga kōpeke pēnei i te `.zip`. Ko ētahi atu mea katoa, ka āta whakakāhoretia.

Te Tahua Actions

E whakahuihui ana te tahua **Actions** i te kokonga o runga o te tirohanga whānui i ngā mea ka taea e koe te mahi mō te mahi katoa:

- **Favourite** - whakamaua te mahi ki runga rawa o tō papatohu. Ka taea hoki tēnei te mahi mai i te whetū e tata ana ki te ingoa o te mahi.
- **Notification Settings** - kōwhiria me pēhea, āhea hoki a *EDEN* whakamōhio ai i a koe mō tēnei mahi. Pānuitia ētahi atu kōrero i te tuhinga whakamōhiotanga.
- **Download PDF** - tiakina he kape pai mō te tā o te tirohanga whānui o te mahi.
- **Leave Job** - tangohia koe i te mahi.

Tuhipoka: mā te wehe i tētahi mahi ka whakakorea tō āhei ki te uru atu. Ki te wehe koe i tētahi e hiahiatia tonutia ana e koe, me pōwhiritia anō koe.

He Aha kei te Tirohanga Whānui

Kua hangaia te whārangi tirohanga whānui mai i ētahi wāhanga, ā, e whakarāpopoto ana ia wāhanga i tētahi taha o te mahi. Ko ngā wāhanga anake e whai whakaaetanga ana koe ki te kite ka puta mai.

Ngā Karere Kua Whakamaua

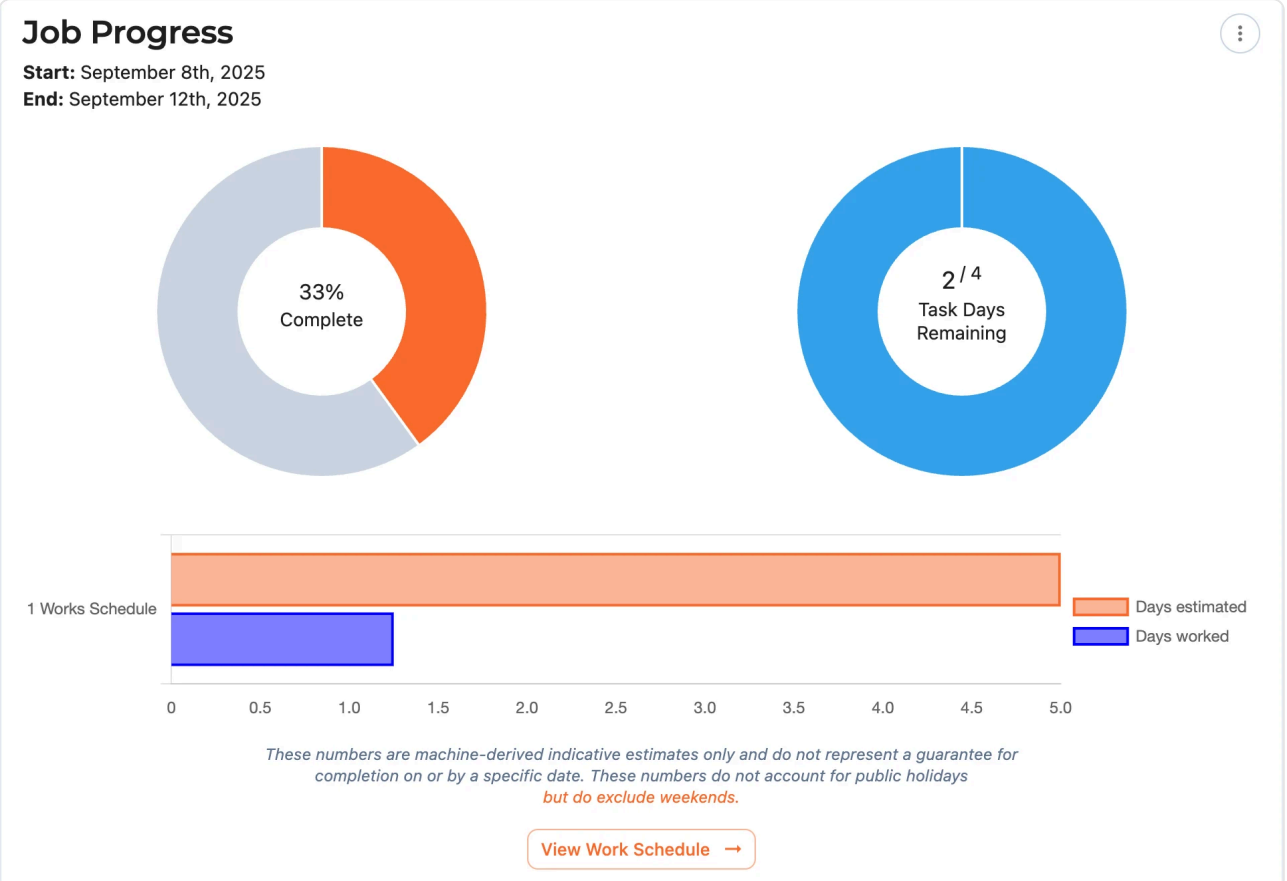
Ka taea te whakamau i ngā karere whakahirahira kia noho ki runga rawa o te tirohanga whānui, kia kore ai e mahue i tētahi. Mā te kōwhiri i tētahi, ka haria tōtika koe ki taua karere i te rūma kōrerorero.

Ngā Taipitopito Mahi me te Pae Mahi

Kei raro i te ingoa o te mahi me te whakaahua taupoki, ka kitea e koe te hoapā rawa matua mō te mahi, me te wāhitau pae mahi e whakaaturia ana i runga mahere. Whakamahia **Open in maps** hei tiki tohutohu ara. Kei te wāhanga **Job Details** e whakarārangitia ana te momo mahi, tōna tūnga onāianei, ngā nama tohutoro (tae atu ki te tohutoro Fergus mēnā he tohutoro tōna), he whakamāramatanga whānui ake mō te mahi, me te pakihi e whakahaere ana i te mahi.

Te Kokenga o te Mahi

Ina whakaritea he hōtaka mahi, ka whakaatu te tirohanga whānui i te haere o te mahi: te ōrau kua oti, te maha o ngā rā mahi kua oti whakaritea ki ērā i matapaetia, me tētahi wāwāhitanga mā ia tūemi mahi, me ngā rā tīmata, rā whakaoti hoki e manakohia ana.



Kia mahara: he whakatau tata tohu noa iho ēnei tatauranga, ā, ehara i te kī taurangi ka oti hei tētahi rā pūmau. Hei taunoa kāore ngā mutunga wiki e uru ana, ā, kāore hoki ngā rā whakatā tūmatanui e whakaarohia; ka taea e koe te

whiriwhiri kia whakaurua ngā mutunga wiki mai i te pātene kōwhiringa. Mō te tirohanga whānui katoa, whakamahia **View Work Schedule** hei huaki i te korahi o ngā mahi.

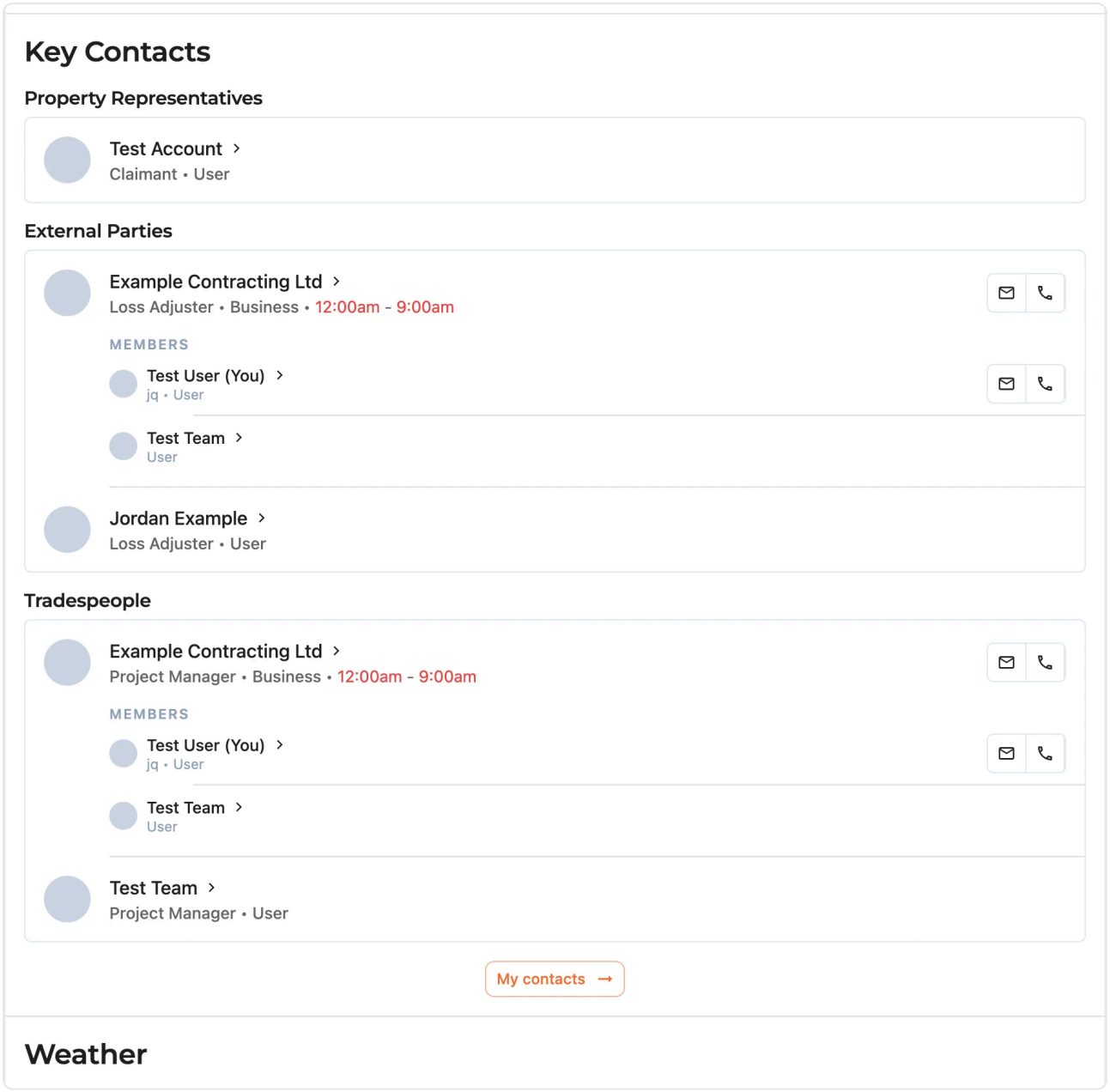
Ngā Whakaataatanga, ngā Kōnae me ngā Pūtea

Ina wātea ana, ka arokite te tirohanga whānui i ngā whakaataatanga 3D, ngā kōnae me ngā tuhinga pūtea o te mahi nō mua tata nei. Ko ngā tūemi kua pinea ka whakaaturia i te tuatahi. Tīpakohia tētahi whakaahua, tuhinga rānei hei huaki, ā, whakamahia te pātene **View all** kei raro i ia wāhanga kia kite ai i ngā mea katoa kei ngā wāhanga kōnae me te pāpāho, pūtea rānei.

Ngā Hoapā Matua

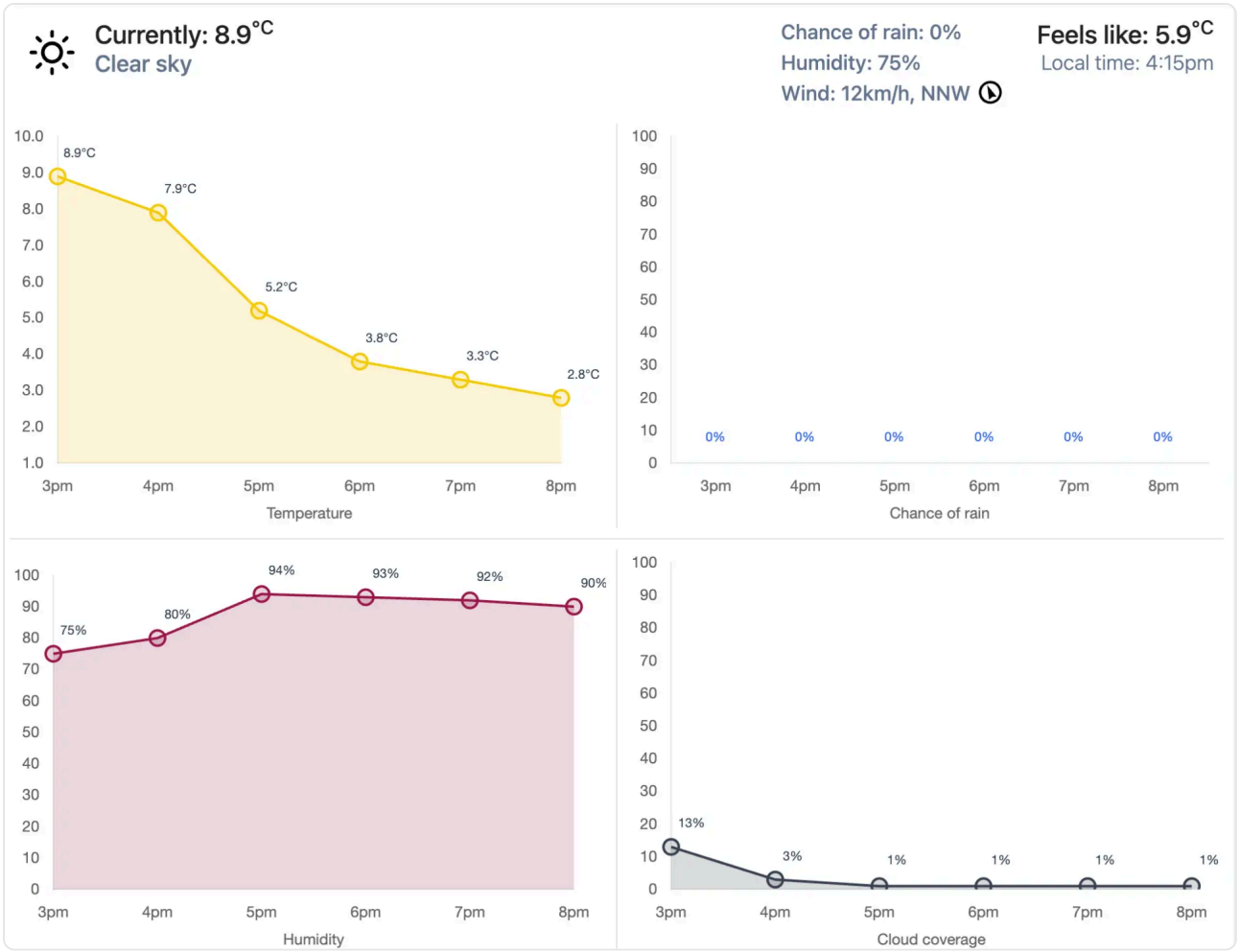
Mā te wāhanga **Key Contacts** e whakarōpū te hunga katoa e whai wāhi ana ki te mahi, kia kite ai koe, i te tirohanga kau noa, ko wai hei kōrero atu:

- **Property Representatives** - te rangatira, te kaikerēme, te kairēti, te kaiwhakahaere rawa rānei.
- **External Parties** - ngā loss adjusters (kaiwhakarite ngaronga), ngā kaiarotake, ngā kaiwhakahaere kaupapa, me ērā atu e pēnei ana.
- **Tradespeople** - te tīma e kawe ana i te mahi, e ārahina ana e te pakihi whakahaere.
- **Other Observers** - te hunga whai āheianga ki te whai i te mahi kāore nei e whai wāhi tōtika ana ki te hanganga.



Huarere

Hei whakamutunga, ka whakaatu te tirohanga whānui i ngā āhuatanga o te wā ki te pae mahi - te pāmahana, te tūponotanga o te ua, te haumākū, te hau, me te taupoki kapua - kua tīkina mai i te wāhi o te mahi, me tētahi hononga ki te matapae katoa.



Mā ēnei matapae e āhei ai ā mātou tīma mahi ki te whakamahere pai ake i ō rātou rā, ā, tērā pea ka pā ki ngā mea pērā i ngā mahi ki waho.