DELIVERY VISIBILITY

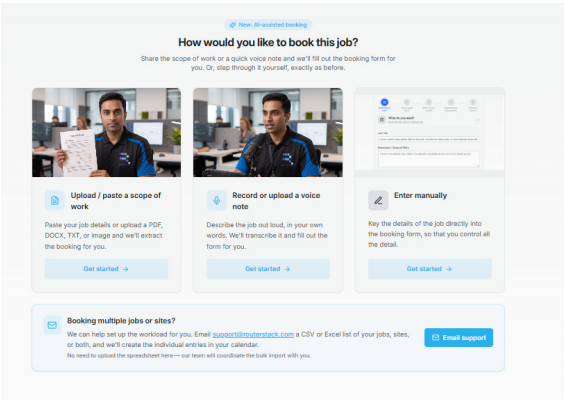
FROM SITE VISIT TO SIGN-OFF

A guide to RouterStack delivery visibility



BOOK AND COORDINATE

A clear brief starts the record



Upload a scope, record a voice note or enter the details yourself

Include the site, work window, access contact, remote direction and evidence you need. Assigned technician details help your team coordinate the visit.

OUR SAMPLE JOB

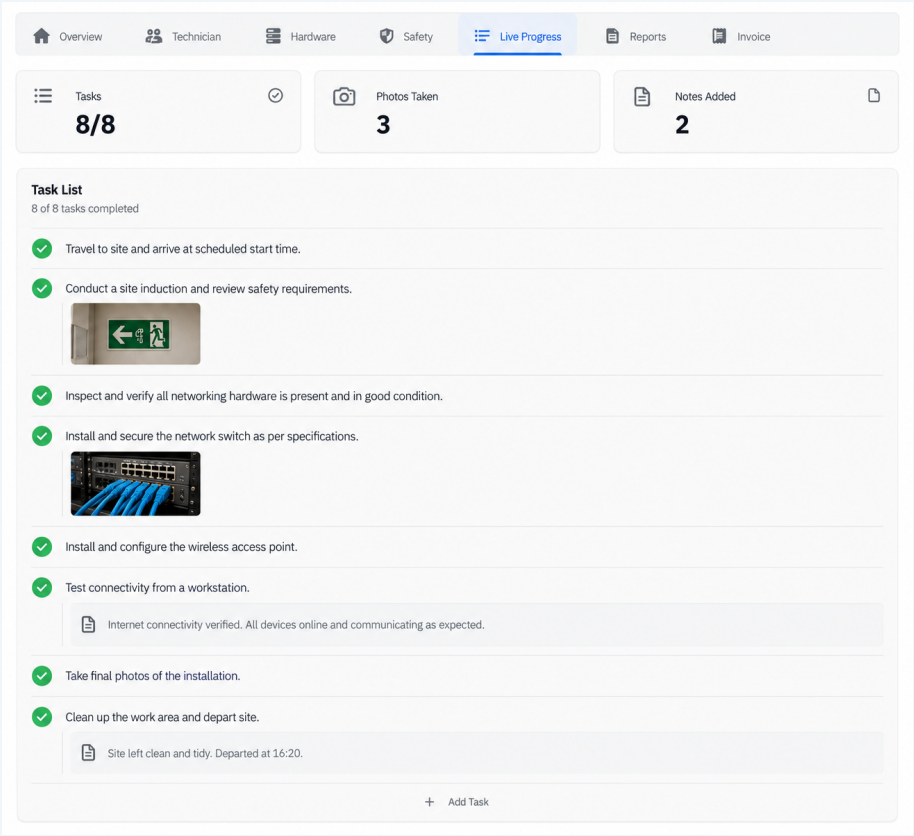
SAMPLE-001 / Network installation / 123 Sample St

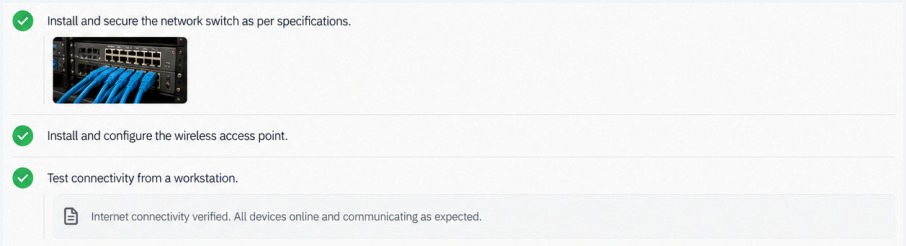
FOLLOW THE VISIT

Evidence your team can use as work progresses

Technicians use NODE on site. Your remote team follows submitted updates in the client web portal at routerstack.net

SAMPLE-001 / NETWORK INSTALLATION





Task photos and notes sit with the work they describe

Know who is attending

Assigned technician identity and contact details support direct coordination.

Follow attendance

View travel status, ETA, arrival and departure records as they are submitted.

See the work develop

Task updates, photos and notes give the remote team context for guidance and verification.

Keep the context

Reports and audits remain with the job, alongside the activity recorded during the visit.

One place to follow the visit

Your team keeps technical direction while RouterStack coordinates physical attendance. Updates depend on technician submission and connectivity.

REVIEW THE OUTCOME

Evidence your customer can use after the visit

A structured completion record brings the work, attendance and supporting detail together for review and handover

COMPLETION REPORT

SAMPLE-001

Sample Job / Network installation

123 Sample St, Sample City

TECHNICIAN Sample Technician

8/8	3	2
TASKS	PHOTOS	NOTES

WORK SUMMARY

Network switch installed and patched. Wireless access point configured. Connectivity verified with remote direction; all devices online at completion.

TASK RECORD

Site induction and safety review

Hardware checks and switch installation

Wireless setup and connectivity testing

Final photos, tidy-up and departure



Submitted switch photo



Installation illustration

DEPARTURE NOTE Site left clean and tidy. Departed at 16:20.

Sample record - demonstration layout; includes an illustrative photo

Attendance & sequence

On-site and off-site timings, with task completion timelines.

Equipment & costs

Uplifted or decommissioned assets, consumables and expenses, where recorded.

Evidence & exceptions

Photos, notes, audits, safety information and follow-up items.

Review & sign-off

Recorded outcomes and available sign-offs support the agreed handover.

Agree the record you need before the visit. Available fields depend on the job type and the information captured; the sample sheet shows a selected view, not every report field.

PUT THE RECORD TO WORK

One visit
More useful handovers

Give each team the context it needs without rebuilding the story from disconnected messages



For your service desk

Reconcile the site visit with the ticket, review the outcome and identify anything that still needs attention.

For your project team

Track work across sites and retain installation, asset and exception detail for the next stage.

For your customer

Share a clear completion record that explains the work performed and supports your own service reporting.

Book your next site visit

Tell us the outcome you need and the evidence your team will use

www.routerstack.net/login

Need help with the scope? support@routerstack.com