

The Do's and Don'ts of a Green Light Assignment



Download Autotask Live app



Notify Green Light if you are going to be late immediately



Notify Green Light if you are unable to complete assignment



Notify Green Light if you are unable to continue assignment



Check the COVID19 restrictions in your area to see if you meet the requirements



Notify Green Light immediately if you have any symptoms associated with COVID19



Notify Green Light immediately if you have been told to get tested or isolate by the state government



Ensure site contact completes relevant sign off sheet and attach to ticket



If the Site Contact asks you to complete another task – do not complete until you have written approval from Green Light



If the Site Contact asks you to complete overtime – do not complete until you have written approval from Green Light



Adhere to all health and safety instructions on site



Report any risks on site to Green Light and site contact



Enter time entry into Autotask via browser or app



If the Site Contact discusses employment – please notify Green Light



Keep your personal details up to date in Astute