

# Client Hub

## What is Client Hub?

Your clients can approve a quote, check appointment details, pay an outstanding invoice, print a receipt, or request more work—all in one place. It is a mobile friendly site, so clients can view it with a computer or a mobile device.

Your clients can access client hub via a secure email link or you can add a log in button on your website—no pesky passwords to remember in either case.

## How does logging into Client Hub work?

Jobber uses a modern secure email-based authentication that does **not** require a password. Clients will access their account all through their email. So as long as they have access to their email account, they have access to their Client Hub account.

## How can your clients log into Client Hub?

Clients will have a number of different ways that they can access the Client Hub. If you email them an invoice or a quote, that email will now contain a link that will securely log them into Client Hub.

If you have your Work Request link added to your website or FaceBook page and your client submits a request they will be directed to their Client Hub page afterwards.

You may also want to send them a link to the Client Hub directly.

## Work Requests

Clients can request work through the Client Hub by selecting this first menu option.. Submitted requests will remain in Client Hub for their records.



Jobber

+ New Request

 Requests

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 **JOBBER**

Your work requ

Requested on 25/02/20



10450 82 Ave NW  
Edmonton, Alberta T6L

## Quotes

Quotes will appear as either **Awaiting Response** or **Approved** in Client Hub.



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## Your quotes

### Awaiting response

#### Quote #18

Sent 29/11/2018

10450 82 Ave NW  
Edmonton, Alberta T6E

#### Quote #15

Sent 05/10/2018

7946 Lorenza Tunnel  
West Americaborough

### Approved

#### Quote #19

Sent 22/10/2018

10450 82 Ave NW  
Edmonton, Alberta T6E

Your clients can also pay quote deposits through the hub. The pay button is in the top right.

They can also print off or download a copy of their quote or payment receipt. The print button is in the top left of the Quote.

## Appointments

In the Client Hub, clients are able to see a list of all their previous appointments and the next five of their upcoming appointments. They will appear in a list showing the date, time, and property location.

**Quest Provider**

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### Your appointments

#### Today

**Feb 11, 2019** CONFIRMED

🕒 10:00AM

📍 10520 Jasper Ave  
Edmonton, AB T5J 1Z7

#### Upcoming

**Feb 19, 2019**

🕒 10:00AM

📍 10520 Jasper Ave  
Edmonton, AB T5J 1Z7

#### Past

**Feb 05, 2019** CONFIRMED

🕒 10:00AM

📍 10520 Jasper Ave  
Edmonton, AB T5J 1Z7

For scheduled assessments or visits, when your clients click into the cards, they will be able to see who's coming and when. For any upcoming or past appointments, they'll see the date, time, address, as well as the first name and photo of any team members assigned to the work. If the assigned team member doesn't have a photo, we will just show their initials.

Quest Provider

← View All

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**CONFIRMED**

**Appointment on Feb 11, 2019**

10:00AM

10520 Jasper Ave  
Edmonton, AB T5j 1Z7

**Who's coming?**

  

David      Darryl      Katie-Lynn

## Invoices

Invoices that are **Awaiting Payment**, **Paid**, and **Past Due** will be visible.



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## Your invoices

### Past due

#### For Services Rendered

 Sent 12/10/2018 | Due  
 123 Example Street  
Toronto, Ontario

#### For Services Rendered

 Sent 05/10/2018 | Due  
 123 Example Street  
Toronto, Ontario

### Paid

#### For Services Rendered

 Sent 21/01/2019 | Due  
 123 Example Street  
Toronto, Ontario