

Your day, on your phone

How the DTA app works and how to use it. Jobs, merchant visits, certificates and your weekly hours, filled in as you go.

Engineer's guide · September 2026 · version 1

Sign in at **dashboard.dtaelectricalmechanical.co.uk**

What this is, in one page

The app replaces the paper job sheet, the WhatsApp about who was where, and the certificates you used to email in. You write down your day as you go: each place you go is an **entry**. Everything else follows from those entries.

The one rule: fill it in as you go. Add the job when you get there. Press Leaving now when you leave. Stamp the merchant visit at the counter. This is a health and safety record, not paperwork: the office needs to know where you are *while you are there*, and the only way it can is if you press the button at the time. You can catch up later if something stops you, and the record shows when you did.

Three tabs

TAB	WHAT IT IS FOR
Today	Your entries for the day. Add a job as you arrive, stamp a merchant visit at the counter, press Leaving now as you go. The arrow goes back to earlier days.
Week	Your hours for the week, worked out from your entries. Check it and send it in on Friday.
Certificates	The five certificates, filled in on site and sent to the office the moment you sign.

What happens with what you write

- **Hours.** Your timesheet is built from your entries. Travel between entries is counted automatically. You never type hours.
- **Job numbers.** You don't need one. Write where you were and what you did; the office attaches the job number afterwards. The hours are paid either way.
- **Merchant orders.** The app gives you a four-character order number to quote at the counter. The invoice comes back already knowing which job it was for.
- **Certificates.** Signed on the phone, numbered by the system, sent to the office instantly. No emailing PDFs.
- **Location and time.** Every button press is stamped with the time and, if your phone allows it, where you were. See the "Location and time stamps" page for what that means and why.

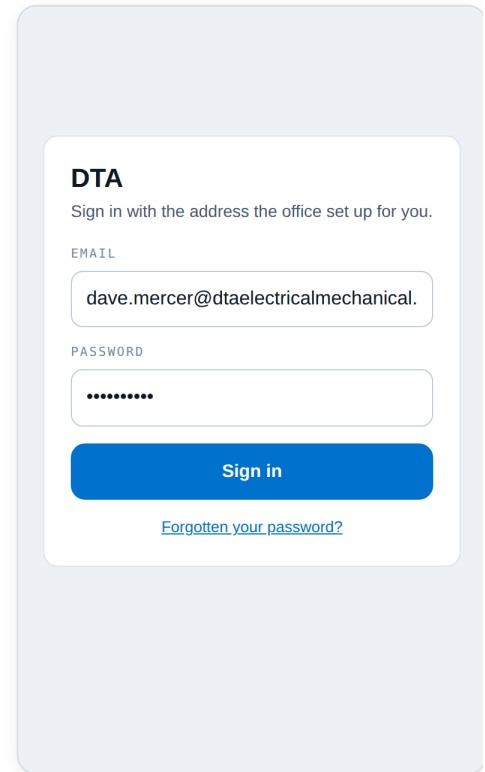
Words the app uses

Entry	One place you went: a job on a site, or a merchant visit.
Job	A site entry. "Add a job" means "write down that I was at a site doing something".
Job number	The office reference, like DTA-2026-00012. Optional for you.
Leaving now	The button that closes whatever you're on. Press it as you walk out.
Week locked	Once the office approves your week, nothing in it can change unless they reopen it.

Getting in

1. The office sends you an email with a sign-in link. Open it on your phone and set a password.
2. After that, go to **dashboard.dtaelectricalmechanical.co.uk** and sign in with your work email and that password.
3. **Put it on your home screen** so it opens like an app:
 - **iPhone (Safari):** tap the Share button, then *Add to Home Screen*.
 - **Android (Chrome):** tap the three dots, then *Add to Home screen*.
4. The first time you press a button the phone asks to use your location. **Allow it.** If you tap "only this time" it will keep asking; "while using the app" is the one you want.
5. You stay signed in. If you're ever asked to sign in again, use the same email and password. Forgotten it? Tap *Forgotten your password?* and the office address gets a reset link.

Own phone or company phone, the login is yours. Don't share it. Every entry and certificate is signed in your name.

A mockup of the DTA sign-in screen. It features a light blue background with a white sign-in card in the center. The card has the title 'DTA' in bold, followed by the instruction 'Sign in with the address the office set up for you.' Below this are two input fields: 'EMAIL' with the text 'dave.mercer@dtaelectricalmechanical.' and 'PASSWORD' with masked characters '.....'. A blue 'Sign in' button is positioned below the password field. At the bottom of the card is a blue link that reads 'Forgotten your password?'.

DTA
Sign in with the address the office set up for you.

EMAIL
dave.mercer@dtaelectricalmechanical.

PASSWORD
.....

Sign in

[Forgotten your password?](#)

The sign-in screen

Today: the day screen

This is where you'll spend most of your time. It shows the day's entries top to bottom, the travel between them, and the hours so far.

At the bottom there are always three buttons:

- **Add a job** (or **Leaving ... now** while you're on one)
- **Merchant visit**
- **Certificate**

The arrow next to **Today** takes you back to earlier days, so you can fill in yesterday if you forgot. Earlier days need a reason when you change a time.

What the tags mean

Still here	You haven't pressed Leaving now yet.
No job number	Normal. The office attaches it later. Still paid.
XZK2	The order number for a merchant visit.
for Replace TMV...	Which job a merchant visit was for.
 added 08:02 · ...	When and where the button was pressed.

The coloured edge on an entry: green means still open, amber means a merchant visit.

DTA

Dave Mercer

Sign out

Today

Week

Certificates

<

Today

Monday 8 September

TODAY

3 entries

08:00

11:30

Replace TMV cartridge, Block C

Derby Hall · Boiler room behind the servery

3h 30m

No job number

1 certificate

 added 08:02 · 52.94215, -1.19603 ±14 m

 left 11:31 · 52.94218, -1.19599 ±9 m

09:40

10:05

City Electrical Factors

Nottingham West

25m

for Replace TMV cartridge, Block C

XZK2

 stamped 09:40 · 52.95102, -1.17944 ±20 m

 left 10:05 · 52.95099, -1.17950 ±12 m

Travel · 0h 30m

12:00

set

Fan not running, kitchen extract

Sherwood Hall Main Building

Still here

No job number

 added 12:01 · 52.93877, -1.20411 ±18 m

This day

4.00 hrs

of which travel

0.50

Leaving Fan not running, kitchen extract now

Merchant visit

Certificate

A day with two jobs and a merchant visit

Adding a job

Tap **Add a job** as you arrive. Six fields, most of which you know already.

1. **Client, then site.** Pick the client first; the site list narrows to their buildings. If the building isn't listed, choose *Not on the list, add it...*, type the name and postcode, and it goes on the list for everyone.
2. **What the job was.** A few words in your own language. "Replace TMV cartridge, Block C." This is what the office reads.
3. **Where on site,** if it helps someone find it next time.
4. **Got there.** Quarter hours. If you're adding the job as you arrive, leave **Left** as *Still there* and press Leaving now when you go.
5. **Anything else worth saying.** Parts used, what you found, what's still to do.
6. **Job number** only if you happen to know it. Otherwise leave it: the office will attach one.

Press **Add to my day**. The phone takes a location fix at that moment.

Two jobs can't overlap. If you try to add one across a time you were already somewhere, the app tells you which entry is in the way. A merchant visit in the middle of a job is fine, see the next page.

If you have to catch up

Same sheet, but set both times. The app suggests the next free slot after your last entry. It works, and it is the exception: the entry is marked **written up later**, and the location stamp will be wherever you were when you wrote it, not the site. Do it the same day, never the next morning.

The screenshot shows the 'Add a job' form in the DTA app. At the top, there's a header with 'DTA', 'Dave Mercer', and a 'Sign out' link. Below this are three tabs: 'Today', 'Week', and 'Certificates'. The 'Add a job' section has a subtitle: 'This is the job sheet now. Fill it in when you get there, not later: the office needs to know where you are while you are on site.' The form consists of several fields: 'CLIENT *' with a dropdown showing 'University of Notti', 'SITE *' with a dropdown showing 'Derby Hall · NG7', 'WHAT THE JOB WAS' with a text box containing 'Replace TMV cartridge, Block C', 'WHERE ON SITE, IF IT HELPS' with a text box containing 'Boiler room behind the servery', 'GOT THERE' with a dropdown showing '08:00', and 'LEFT' with a dropdown showing 'Still there'. Below these is a note: 'Quarter hours only. Times already taken up by something else in your day are greyed out.' Then there's 'ANYTHING ELSE WORTH SAYING' with a text box containing 'Cartridge on the van; isolation valve seized, replaced.' and 'JOB NUMBER, IF YOU HAPPEN TO KNOW IT' with a dropdown showing 'Not sure, the office will attach it'. At the bottom is a blue button labeled 'Add to my day'.

The Add a job sheet

Leaving, and fixing a mistake

Leaving now

While an entry is open the big button reads **Leaving ... now**. Press it as you walk out. It closes the entry at that time and takes a location fix.

If you have a merchant visit open inside a job, the button closes the visit first, then the job.

Forgot to press it? Tap the entry and set the **Left** time by hand.

Changing an entry

Tap any entry on Today to open it. You can change the description, where on site, both times and the notes. The time fields grey out anything already taken by another entry.

On an earlier day you have to give a reason for a time change. It's recorded, and that's fine; wrong times happen.

Removing an entry

At the bottom of the edit sheet, **Remove this entry**, then confirm. Anything filed against it (a certificate, an order) keeps its own record.

Once your week has been sent in you can't change that week's entries. If something's wrong, ask the office to send the week back and you can fix it.

The screenshot shows the DTA mobile app interface. At the top, there's a header with 'DTA' on the left, 'Dave Mercer' and 'Sign out' on the right. Below the header are three tabs: 'Today', 'Week', and 'Certificates'. The main content area is titled 'Replace TMV cartridge, Block C'. Below the title, it says 'Derby Hall · Boiler room behind the servery' and 'Written down 08:02, closed 11:31'. There's a section 'WHAT THE JOB WAS' with a text input field containing 'Replace TMV cartridge, Block C'. Below that, it says 'Site: Derby Hall' and 'WHERE ON SITE' with a text input field containing 'Boiler room behind the servery'. There are two time fields: 'GOT THERE' with a dropdown showing '08:00' and 'LEFT' with a dropdown showing '11:30 · 3h 30m'. Below these is a 'NOTES' section with a text input field containing 'Cartridge on the van; isolation valve seized, replaced.'. At the bottom, there's a 'JOB NUMBER, IF YOU HAPPEN TO KNOW IT' section with a dropdown showing 'Not sure, the office will attach it'. A large blue 'Save' button is at the bottom. Below the 'Save' button, there's a 'Remove this entry?' section with two buttons: 'Yes, remove it' (red) and 'Keep it' (grey).

Tap an entry to edit it

Merchant visits

Going to the counter for parts is a normal part of a job, so the app treats it that way: a merchant visit sits inside the job you're on and its time is the job's time.

1. Tap **Merchant visit**.
2. Pick the **merchant** (and branch). Not listed? *Not on the list, add it...*
3. **Which job is it for.** It defaults to the job you're on. If the parts are for a different job today, pick that one. If they're van stock, choose *Not for a job today*.
4. A **note** of what you're getting helps the office match the invoice.
5. Press **I'm here, give me a number**.

You get a four-character **order number**. Quote it at the counter; it goes on the docket, and the merchant's invoice comes back already knowing which job it was for. The letters are chosen so they can't be misheard: no O, no I, no vowels.

When you leave the counter, press **Leaving ... now** on Today.

Waiting on a pipe freeze or another trade? Nip to the merchant rather than sit in the van. The visit still counts inside the job you're on, even if the parts are for a different job. Just pick the right job in the dropdown.

Two merchant visits can't overlap each other, and you can't be at two sites at once. A visit inside a job is the only overlap the app allows.

DTA Dave Mercer Sign out

Today Week Certificates

Merchant visit

Stamps the time now and gives you an order number to quote at the counter.

MERCHANT

City Electrical Factors · Nottingham West

WHICH JOB IS IT FOR

Replace TMV cartridge, Block C, 08:00, still

Follows that entry, and picks up its job number when the office attaches one.

NOTE

22mm TMV cartridge, 2 off

I'm here, give me a number

The merchant sheet

DTA Dave Mercer Sign out

Today Week Certificates

Your order number

Quote this at the counter. It prints on the docket and comes back on the invoice already knowing its job.

XZK2

City Electrical Factors, arrived 09:40. Tap "Leaving now" on the day screen when you go.

Done

Your order number

Certificates

Open the **Certificates** tab, or the Certificate button on Today. Pick the form.

1. **Client, then site.** The site name and postcode fill into the form for you.
2. Fill in the sections. Required fields are starred. The form saves itself on the phone as you go, so a lost signal or a dead battery doesn't lose your work: come back and *Resume the draft*.
3. Press **Sign and send to the office**. That signs it in your name at that moment.

You get a certificate number straight away. The office sees it at the same time. Nothing to email.

Where it goes in your day

The certificate attaches itself to whichever entry covers the time you signed it. If you sign before you've added the job, Today shows a yellow card: **Add the visit around it** builds the entry for you and you tidy the times.

Mistakes

- A sent certificate **cannot be edited**, by anyone. A correction is a new certificate.
- You **can delete** one while the week is still open: Certificates tab, *Signed recently*, Delete, confirm. Once the week is approved it shows **Week locked** instead.

A certificate form, part way through

Certificates, continued

After you send

You'll see the number and where it landed in your day. From here you can go back to Today, back to the list, or start another of the same form for the next valve or appliance.

If it says "Not in your day yet"

You signed at a time no entry covers. Go to Today and tap **Add the visit around it**. It makes a site entry around the signing time; open it and set the real arrival and leaving times.

Signed recently

Under the list of forms. Shows the number, whether it's been sent, approved or sent back, and the result. Delete is here while the week is open.

The screenshot shows the DTA app interface. At the top, there's a header with 'DTA' on the left, 'Dave Mercer' in the center, and a 'Sign out' button on the right. Below the header is a navigation bar with three tabs: 'Today', 'Week', and 'Certificates'. The 'Certificates' tab is selected. The main content area shows a green status bar at the top that says 'Sent to the office.' Below that, it says 'CERTIFICATE NUMBER' followed by a large blue box containing the text 'DTA - C - 2026 - 000041'. Underneath the box, there's a paragraph: 'TMV Commissioning and Maintenance Report, signed 10:42. It cannot be edited now; a correction is a new certificate.' Below that, another paragraph says: 'It sits inside the visit that covers 10:42 in your day.' At the bottom of the main content area, there are two buttons: 'Today' and 'Certificates'. Below the main content area, there's a light blue bar with the text 'Another TMV Commissioning and Maintenance'.

Sent, with its number

The screenshot shows the DTA app interface. At the top, there's a header with 'DTA' on the left, 'Dave Mercer' in the center, and a 'Sign out' button on the right. Below the header is a navigation bar with three tabs: 'Today', 'Week', and 'Certificates'. The 'Today' tab is selected. The main content area shows a blue header with a back arrow on the left and the word 'Today' on the right. Below the header, there's a yellow box containing the text 'TMV Commissioning and Maintenance Report at 10:42'. Below the box, there's a paragraph: 'You signed this on site, so you were there. Nothing in your day covers that time yet.' At the bottom of the yellow box, there's a button that says 'Add the visit around it'.

Today offers to add the visit

Your week

The **Week** tab adds up your entries: on jobs, travel, merchant runs, and anything still waiting for a job number. That last one is **still paid**; it just hasn't been costed to a job yet.

Friday

1. Check each day. Missing a job? Go back to that day on Today and add it.
2. Press **Check and send in**.

Once sent, the week is settled: you can't change its entries or delete its certificates. The office checks it and approves it. If something needs changing they send it back with a note, you fix the day on Today, and send it in again.

Approved means locked, for everyone. After the office approves a week, nothing in it changes unless they reopen it. That's what makes the record worth something.

Travel

The gap between one entry ending and the next starting is travel, worked out for you. Gaps under a few minutes are ignored. A merchant visit inside a job doesn't create travel; it's part of the job.

Rounding

Site times sit on the quarter hour. If you press a button at 08:07 the entry says 08:00 or 08:15, whichever is nearer, and the exact moment you pressed is kept separately.

DTA

Dave Mercer

Sign out

Today

Week

Certificates

<

This week

Monday 8 Sep to Sunday 14 Sep

HOURS THIS WEEK

31.75

Not sent in yet.

On jobs	22.50
Travel	4.25
Merchant runs	1.00
Waiting for a job number	still paid 4.00

MON 8 SEP

8.00 h

08:00–11:30 DTA-2026-00012 · Replace TMV cartridge, Block C	3.50
11:30–12:00 Travel	0.50
12:00–16:00 Site entry, no job number yet	waiting for a job number, still paid 4.00

Check the days above. Once sent in, the week is settled and cannot be changed from here.

Check and send in

The Week tab

Location and time stamps

This part is here so nobody is surprised.

What is recorded

- **Every button press is time-stamped.** Add to my day, the order number, Leaving now. The entry's times are what you set; the stamp is when you pressed the button. Both are kept, so a job written up at 6pm is visibly a job written up at 6pm.
- **Every button press takes one location fix.** One reading, at that moment, with its accuracy in metres. It shows on your entry as a pin you can tap to see on a map.
- **Nothing runs in the background.** The app never tracks you between button presses. It doesn't know where you are at lunch, in the van, or at home. That's deliberate, and it's written into the system so it can't quietly change.

Why

Health and safety. Lone working in plant rooms and roof spaces is the normal day. The office can see, roughly, where each engineer last was and how long ago. If something goes wrong, that's the difference between a quick call and a search.

It also settles arguments the easy way. "Were we on site Tuesday?" is answered by the record, not by memory.

What you need to do

- Allow location for the app when the phone asks: *While using the app*. Don't choose *Never*.
- If you're in a basement with no signal, the button still works; the entry just shows no pin. That's normal and never treated as suspicious.
- Press Leaving now when you leave. It's the stamp that says you got out.

Writing a job up later stamps where the phone is when you write it, which is the van or your kitchen, not the site, and the entry is marked as written up later. It is allowed so that a dead battery or a basement doesn't lose the day, and it is the exception. For your own safety the office needs the live version: add the job when you arrive, press Leaving now when you go.

Quick reference

I WANT TO...	DO THIS
Start a job as I arrive	Today → Add a job → client, site, what → leave <i>Left</i> as Still there → Add to my day
Finish a job	Today → Leaving ... now
Get parts mid-job	Today → Merchant visit → merchant → which job → I'm here, give me a number → quote it → Leaving now when done
Parts for a different job, or van stock	Same, but change <i>Which job is it for</i>
Do a certificate	Certificates tab → form → fill in → Sign and send to the office
Fix a time	Today → tap the entry → change → Save (earlier days need a reason)
Catch up on a job I missed (the exception)	Today → Add a job with both times set. It is marked as written up later.
Add yesterday's job	Today → ◀ to yesterday → Add a job
Send my hours in	Week → check → Check and send in
Change a sent-in week	Ask the office to send it back, then fix it on Today
Delete a certificate I got wrong	Certificates → Signed recently → Delete → confirm, then do a new one
Add a site that isn't listed	In any site picker → <i>Not on the list, add it...</i>

Trouble

WHAT HAPPENED	WHAT TO DO
"That overlaps ..."	You already have an entry at that time. Fix that one first, or pick different times.
"That week has been sent in"	Ask the office to send the week back.
"That week has been approved and is locked"	Only the office can reopen it. Ask.
No signal in the plant room	Buttons still work; the entry has no pin. Certificates save on the phone and send when you're back in signal.
Phone died mid-certificate	Open the same form again and tap <i>Resume the draft</i> .
Forgot to press Leaving now	Tap the entry and set <i>Left</i> .
Wrong merchant or job on an order	Tell the office the order number; they'll move it.
Can't sign in	<i>Forgotten your password?</i> on the sign-in screen, or ask the office to send a sign-in link.