

TENSOR SYSTEMS®

Technician Training Manual

Tensor Shift workshop guide

Version 1.0 · August 2026

Simple daily instructions for technicians

Screenshots use fictional training data.

Your daily routine

Use this same flow for every assigned job. Tensor Shift records your working time and keeps the workshop team informed.

1

Sign in

Open Tensor Shift and sign in with your own technician account.

2

Choose a job

Read the job number, customer, work description, and notes before starting.

3

Start work

Tap **Start work**. Add a short note if it helps explain what you are doing.

4

Do and record the work

Follow the brief and materials list. Add clear photos when required.

5

Stop or switch

Tap **Stop work** for a break or when finished. Starting another job stops the current timer.

6

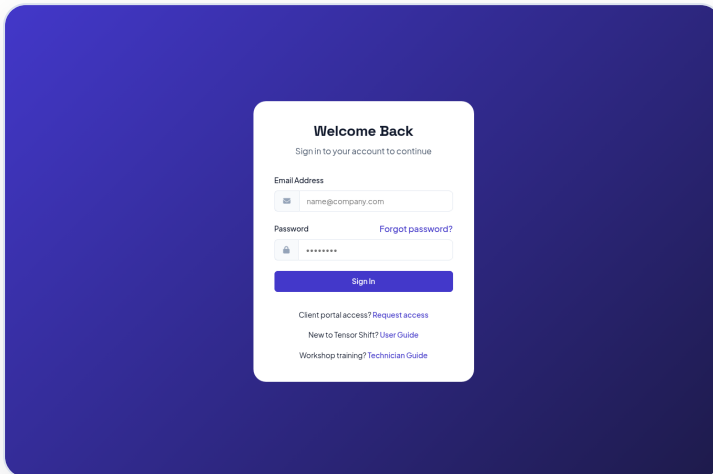
Send to QC

Complete your check, add the required photos, tick the confirmation, and send the job for inspection.

Important: Always use your own account. Never leave a timer running when you are no longer working on that job.

Sign in

2



The Tensor Shift sign-in screen.

1

Enter your email

Use the email address linked to your technician account.

2

Enter your password

Passwords are case-sensitive. Check uppercase and lowercase letters.

3

Tap Sign In

You will go directly to **My jobs**.

Cannot sign in? Use Forgot password? or ask the system owner to reset your account.

Do not share your password or use another technician's account. Your time and job actions are recorded against the signed-in user.

Choose and start work

Tensor Shift
WORKSHOP

Sipho

WORKSHOP

My jobs

Tuesday, 25 August · 2 assigned

Ready

WORKING NOW

No active job

Choose a job from your queue

Your active job and session timer will stay pinned here.

UP NEXT

My queue

2 Jobs

JOB-TRAIN-101 In Progress

Training Customer

Fit the canvas panels and complete the final hardware check.

Added 2026/08/25 4h estimated

Check the left panel alignment before fastening.

Open job Start work

JOB-TRAIN-102 Pending

Example Projects

Assemble the frame and prepare it for inspection.

Added 2026/08/24 2.5h estimated

Confirm all corners are square before finishing.

Open job Start work

My jobs No active job Guide Refresh

Only your assigned jobs appear in the queue. Training names and job numbers are fictional.

1

Read before starting

Check the job number, customer, description, estimate, and any special note.

2

Open job

Use this to read the full brief and materials. Opening a job does not start the timer.

3

Start work

Use this when physical work begins. You can enter a short activity note.

4

No job listed?

Tap

Refresh

. If it is still missing, ask the production manager to check the assignment.

Working now, stopping, and switching

The screenshot shows the Tensor Shift WORKSHOP interface. At the top, there's a header with the logo and 'Sipho' profile. Below, the 'My jobs' section is highlighted with a green background. It shows a job titled 'JOB-TRAIN-101 Training Customer' with a session timer at 00:22:07. The job is in progress, with a 4h estimated time. Below this, the 'My queue' section shows a pending job 'JOB-TRAIN-102 Example Projects'. A bottom navigation bar contains icons for 'My jobs', 'Active job', 'Guide', and 'Refresh'.

The active job stays pinned at the top while its session timer is running.



Timer running

The green **Working now** card shows the active job and current session time.



Stop work

Stop the timer when you finish, take a break, or leave the job.



Open job

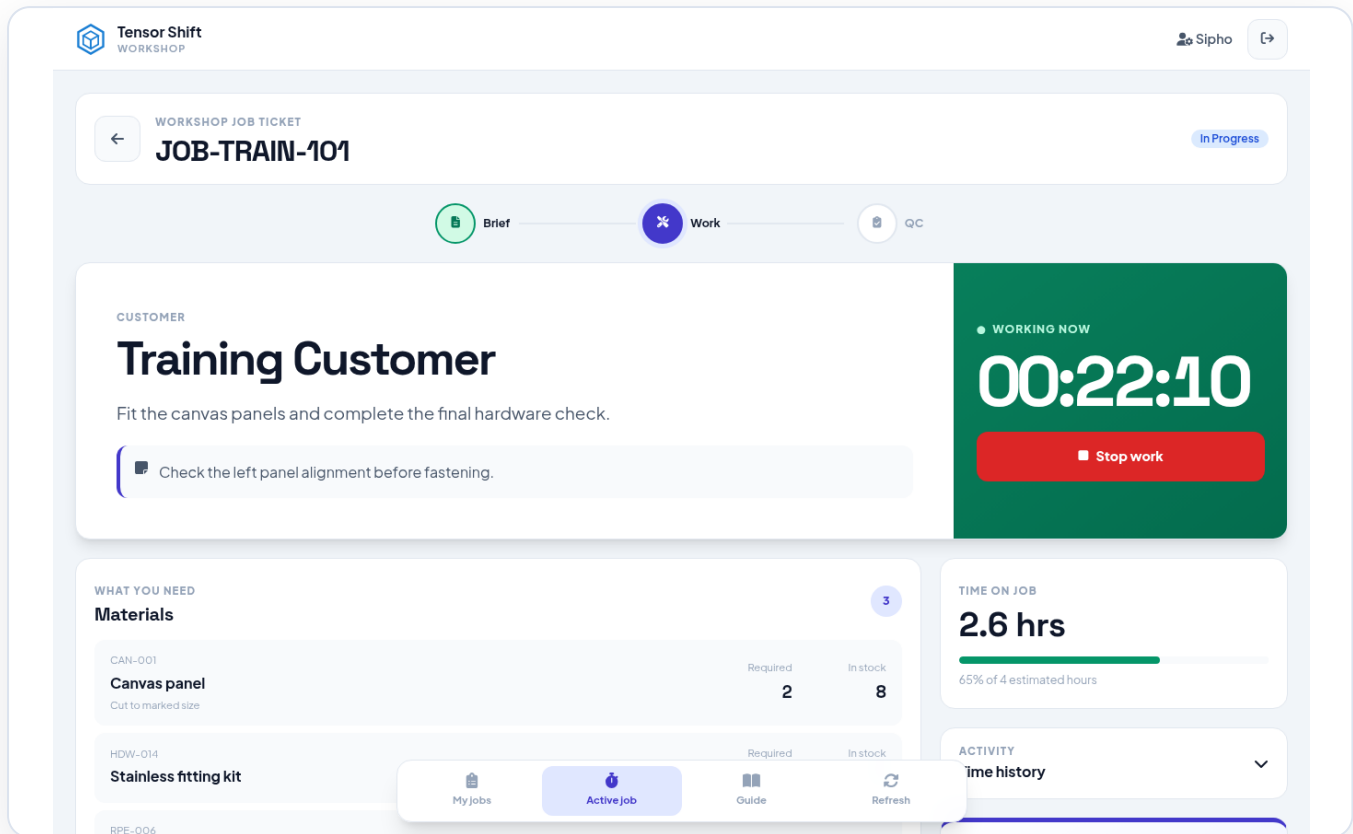
Return to the detailed job ticket without stopping the active timer.



Switch jobs

Tap **Switch & start** on another job and confirm. The current timer stops first.

Follow the brief and materials



The job ticket keeps the brief, active timer, materials, and recorded time in one place.

- ✓ Confirm the job number and customer before working.
- ✓ Read the description and highlighted instruction note.
- ✓ Check every material and the required quantity.
- ✓ Report a shortage before using an unapproved substitute.
- ✓ Use **Time history** to review recorded sessions.
- ✓ Use the bottom bar to return to My jobs or refresh.

If the brief, material quantity, or customer looks wrong, stop and ask the production manager before continuing.

Add photo evidence and send to QC

RPE-006
6 mm rope
Quantity in metres

Required
12

In stock
40

SHOW THE WORK

Photo evidence

Take or choose a photo
JPG, PNG or WebP · maximum 10MB

What does this photo show?

Add photo

No photos added yet.

FINISH THIS JOB

Ready for inspection?
This stops your timer and hands the job to quality control.

☐ I have checked the work and added the necessary photos.

Send to QC

Photo evidence is on the left; the final QC hand-off is on the right.

1

Take or choose a photo

Use a clear JPG, PNG, or WebP image. Maximum size is 10 MB.

2

Add a caption

Briefly explain what the photo shows, then tap **Add photo**.

3

Hand over to QC

Check your work, tick the confirmation, and tap **Send to QC**.

After sending: the timer stops and the job waits for inspection. If QC returns it, read the rework note, fix the listed items, add new evidence if needed, and submit it again.

Before you finish your shift

- ✓ Every work session is recorded against the correct job.
- ✓ Job instructions and material quantities were checked.
- ✓ Finished jobs were sent to QC — not only stopped.
- ✓ No timer is left running for a break, completed work, or the end of shift.
- ✓ Required photos are clear and have useful captions.
- ✓ You signed out on any shared tablet or computer.

**Wrong or missing job**

Refresh once, then ask the production manager to verify the assignment.

**Incorrect information**

Do not guess. Report the wrong brief, materials, quantities, or customer details.

**Screen not updating**

Tap

Refresh

. If the same error remains, take a screenshot and report the exact action.

**Need help**

Tell your supervisor the job number, what you tapped, and the message shown on screen.

Best error report: "On JOB-123, I tapped Add photo and received 'Request unsuccessful' at 14:20." A job number, action, exact message, and screenshot make the issue much faster to solve.