

WRITE A JOB IT CAN READ

PRODUCT	See You Soon for iPhone
FOR	Anyone writing jobs into a calendar
WORKS IN	Any calendar app that syncs to the iPhone
FORMATS	UK numbers and postcodes

See You Soon reads each job from the calendar on your iPhone. Write the job in any calendar app that syncs to the phone. This sheet shows where to put the address, the customer and the number so the app finds them.

Phone numbers and postcodes in the notes are read in UK formats only.

01 THE ADDRESS

The app looks in this order and uses the first address it finds.

ORDER	WHERE YOU PUT IT	WHAT THE APP DOES	JOB DETAIL SAYS
1	The location field, picked from the suggestions in Apple's Calendar app, or dropped as a pin.	Uses the exact spot the event carries.	"From the event's location"
2	The location field, typed.	Looks the text up on Apple Maps. That needs a connection.	"Looked up from the event's location text"
3	An Apple Maps link, in the location field or in the notes.	Reads the place from the link.	"From a Maps link in this event"
4	A line in the notes that holds a UK postcode.	Looks that line up on Apple Maps. A label before a colon, such as "Address:", is dropped.	"Read from the event notes"

- Use the location field where you can. Write the street and the postcode.
- When the location field holds any text, the app does not look in the notes for an address.
- The app rejects a map answer that shares nothing with the text you wrote.
- With no address found, the job shows "No address" and has no leave time.

02 THE CUSTOMER

- Add the customer to the event as an invitee. The app uses the first invitee's name.
- Or start a line in the notes with "Customer:", "Client:", "Contact:", "Name:" or "Tenant:", then the name. Capital letters do not matter.
- When the event has both, the app uses the invitee.
- The app reads labelled lines only. It does not pick a name out of a sentence.
- With no customer found, the job shows its title.

03

THE PHONE NUMBER

- Put the number anywhere in the notes. The app takes the first one in a UK format, starting with 0 or +44.
- These shapes are read: 07700 900123, +44 7700 900123, 0121 496 0000, (0121) 496 0000.
- A number in another country's format is not read from the notes.
- With a name and no number in the notes, the app looks in Contacts under the same name. That needs contacts access.
- A UK number that cannot take a text, such as a landline, gets Call and no Message.

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WHAT DOES NOT COUNT AS A JOB

- An all-day event. It has no start time, so there is no leave time to work out.
- A cancelled event, or an event in the birthdays calendar.
- An event in a calendar not marked as a job calendar. Its time is still booked out in "Find a time" and "Coming up". Until you choose job calendars in Settings, every watched calendar counts as work.
- An event in a calendar switched off under "Watched calendars". The app does not read it.

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WHAT THE APP WRITES BACK

A job you save in the app is an ordinary calendar event. The title, the times and the location go in their own fields. The notes are written in this order:

1. Customer: and the customer's name.
2. The phone number, on its own line.
3. Your own notes.
4. A blank line, then one line for each time the app moved the job.

A moved line reads Moved 15:40 to 16:15, not told or Moved 15:40 to 16:15, told 15:22. Where there is no text to send, it ends no text to send. Leave these lines in place, because the app reads them back.

CONFIRM IN RELEASED BUILD

The app also changes an event when you tap "Finished", "Update my day", "Add" or "Here", and when you edit a job. On a repeating event, the change applies to that one occurrence. Cancel and Delete remove the event, and that cannot be undone in the app.

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A WORKED EXAMPLE

FIELD	WHAT TO TYPE
Title	Boiler service
Starts and ends	Tuesday, 14:00 to 15:00
Location	12 Blackstock Road, London N4 2DW
Notes, line 1	Customer: Mrs Patel
Notes, line 2	07700 900456
Notes, line 3	Side gate. Ring on arrival.

See You Soon shows this as a job for Mrs Patel at that address, with Navigate, Call and Message. It shows a leave time when the map places the address and a route comes back. For the first job of the day, it also needs your location or a starting point set in Settings.