



CALIBER
SERVICE MANAGEMENT

Service Provider Manual

Field Force

Need Additional Support?

Reach us by phone or text message at:
+1-516-788-8411

Or Email Us at:
support@utilizecore.com

URL: UtilizeCore.com

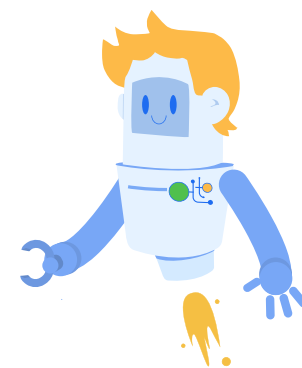
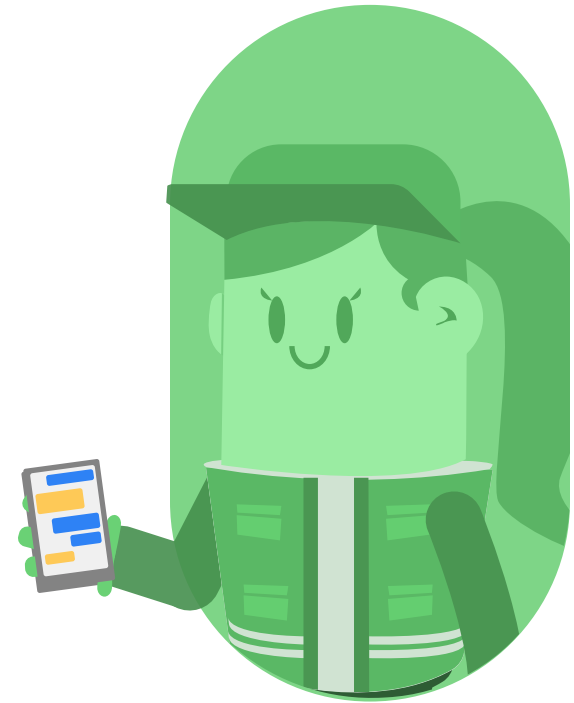




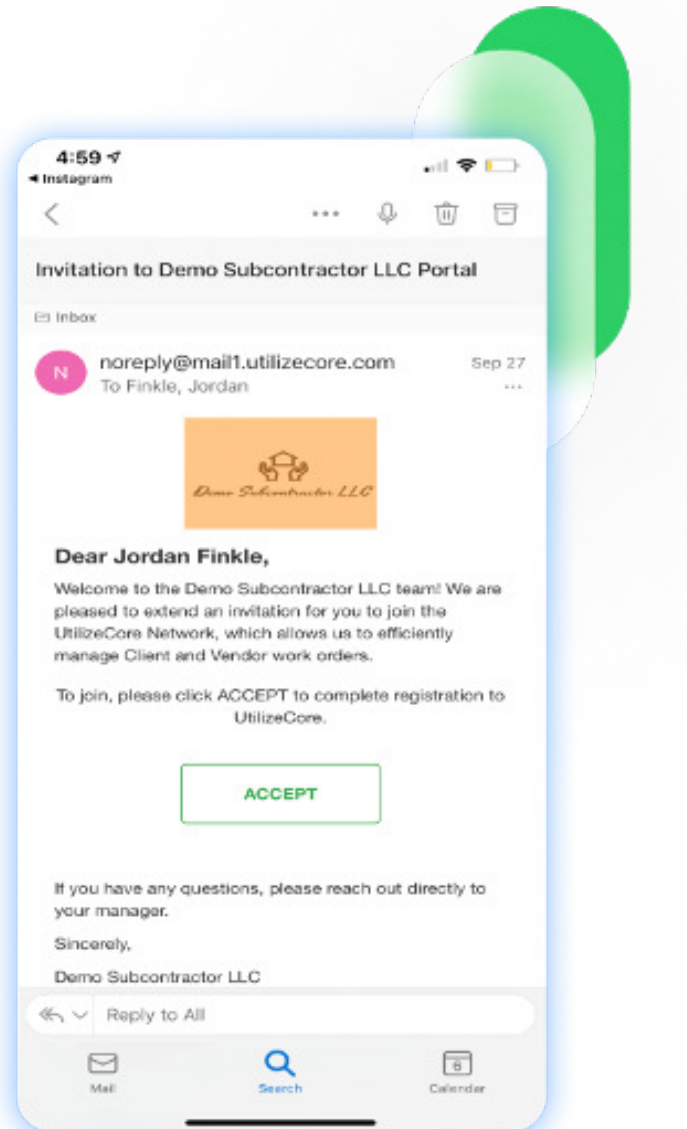
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How to Create Your UtililzeCore Account



1. Click accept on e-mail invitation from **noreply@mail1.utilizecore.com**




2. Download the UtilizeCore Mobile App or **Scan the QR code**



3. Sign into the app using your email or phone and password

If you forgot your password; select "Recover Your Password" to reset your password.


UtilizeCore



We are happy you're back, Sign In!

Email or Phone*

Password*

Remember Me

[Login with Access Pin](#)

Dont have a account? [Sign Up Now](#)

Forgot Password? [Recover Your Password](#)

Let's Go!

How to Complete

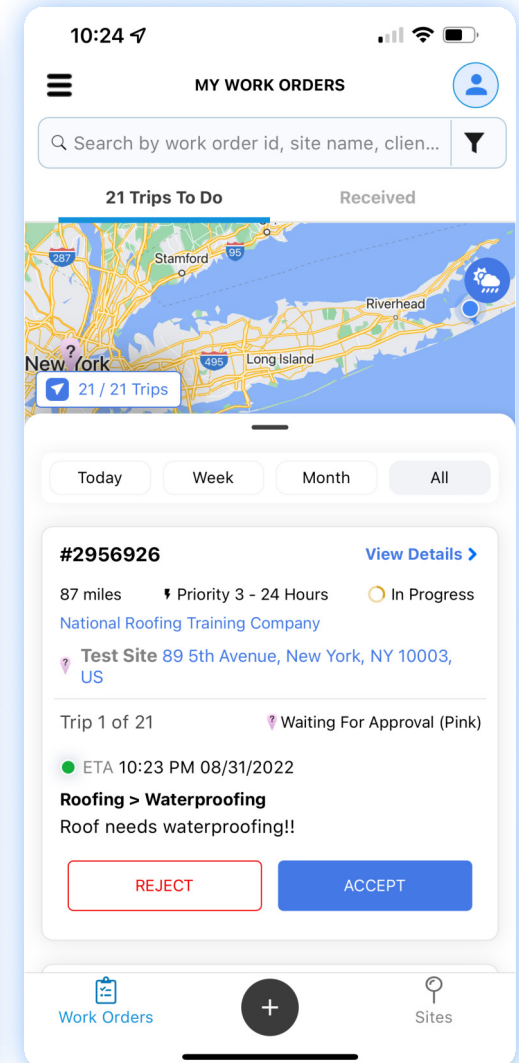
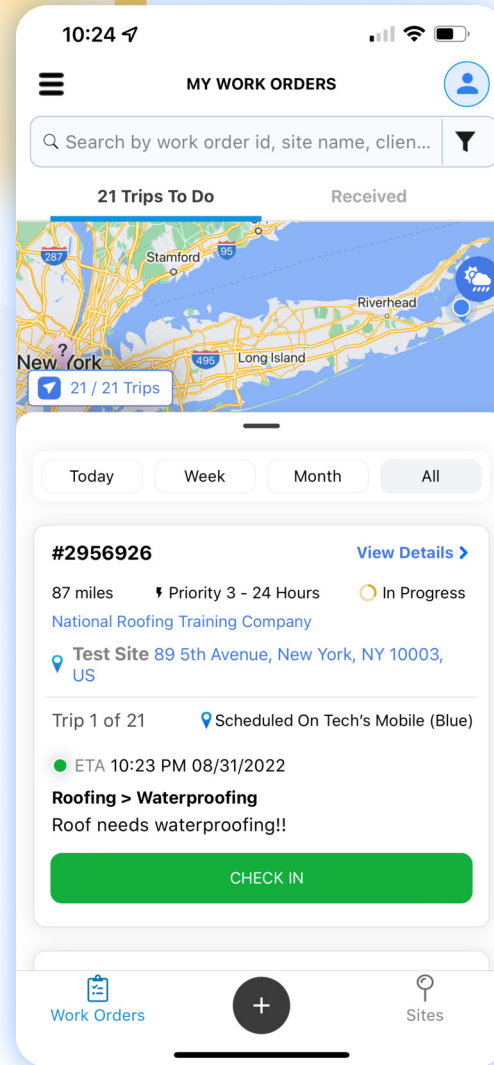
Work Orders from your phone.



1. View your Work Orders from the “To Do” tab.

2. Select the WO you want to view (WO’s closest to your location will appear first)

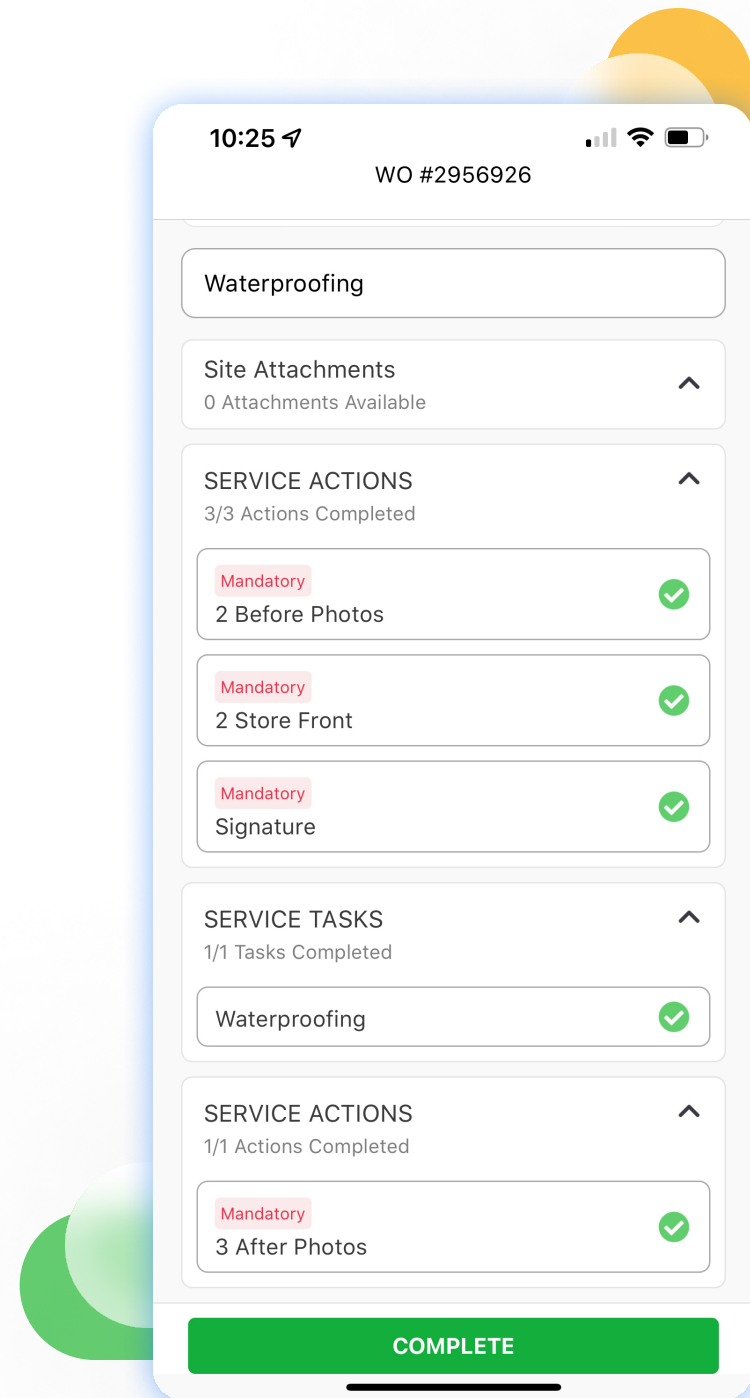
3. Select “Accept” or “Reject” to confirm or deny the work order.



4. Select the tasks and services you've completed

5. Add photos (where required)

6. Select Complete Service



7. Select Check Out



A screenshot of a mobile application interface. At the top, the status bar shows the time 10:25, a back arrow, and the text 'WO #2956926'. Below this is an illustration of a person sitting at a desk with a laptop, with various icons like a calendar, clock, and documents floating around. The main text asks 'What is the reason for the Must Return Trip?'. Below this is a dropdown menu with the text 'Select Reason' and an upward arrow. The dropdown is open, showing three options: 'Need Additional Time (ETA 1 Days from now)', 'Poor Weather Conditions (ETA 2 Days from now)', and 'Need Quote (ETA 3 Days from now)'. At the bottom of the screen is a red button with the text 'FINISH CHECK OUT'.

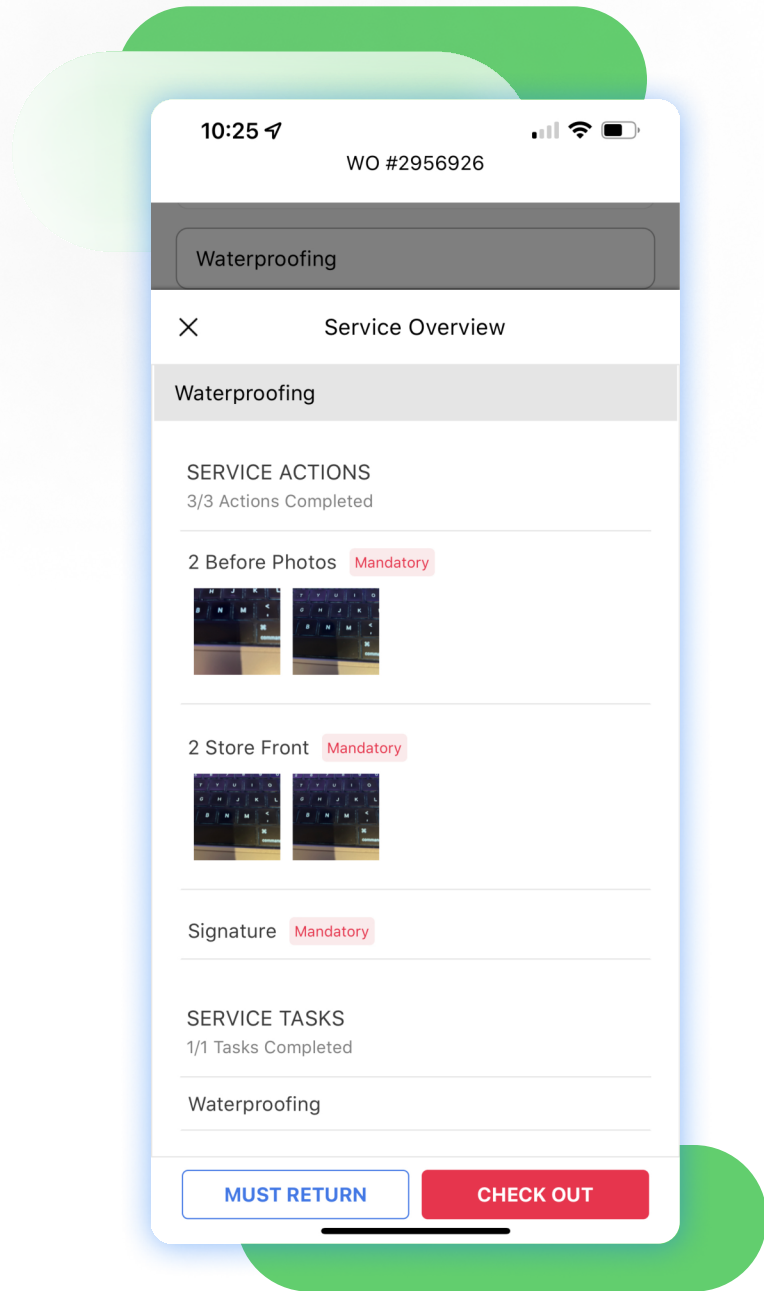
8.

Select Complete if work is complete

ONLY Select Must Return if additional work is required (ex. parts are required or poor weather conditions)

9.

By selecting work order complete, you will then be directed to the home page.



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