

SERVICE PROVIDER WORK ORDER TRAINING

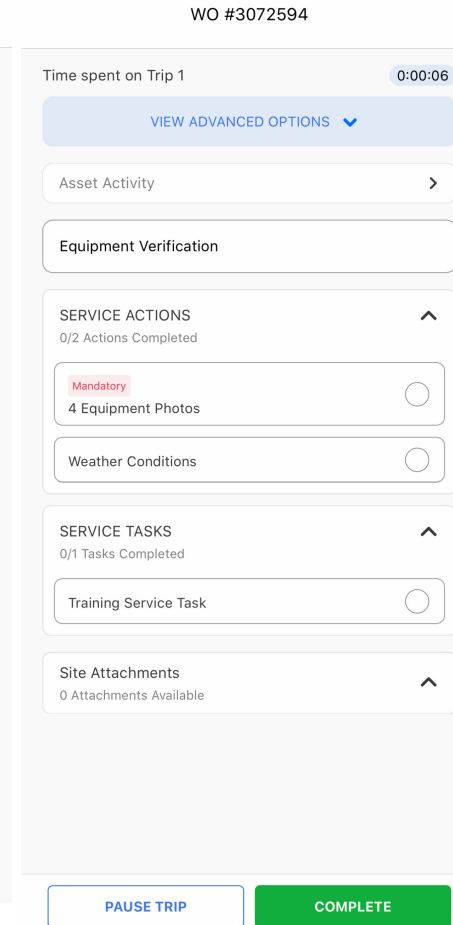
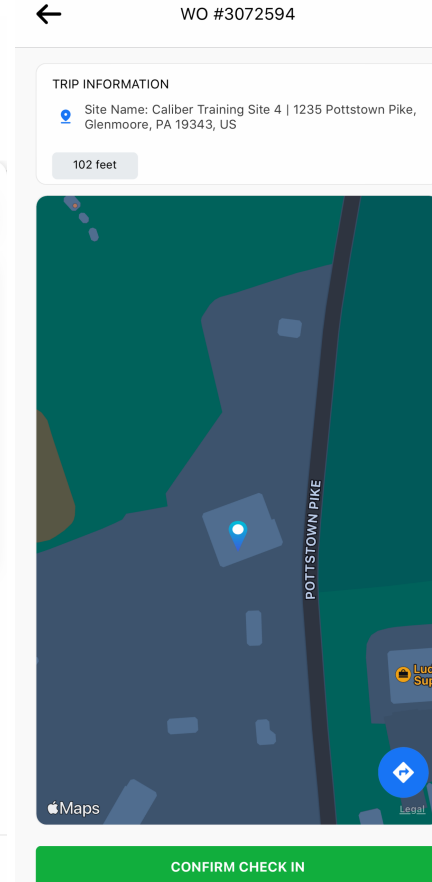
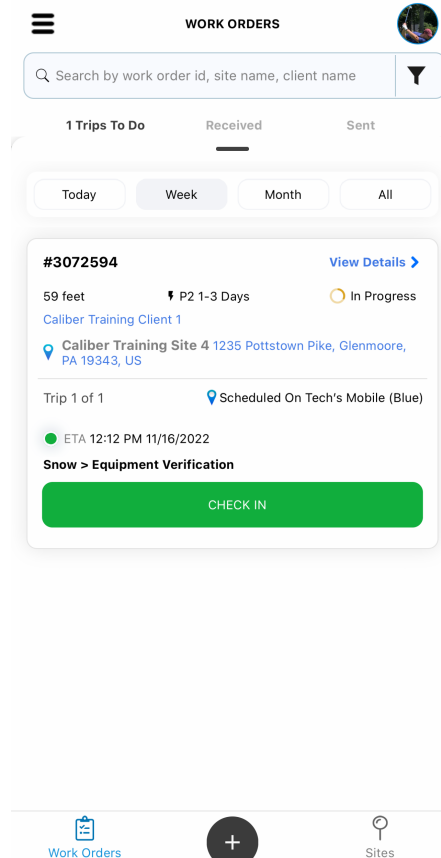
UtilizeCore

2022



OPENING A WORK ORDER & CHECKING IN

1. Open the UtilizeCore app and go to Work Orders. You will see 1 Trip To Do to your primary location address.
2. Click the green "Check In" button
3. Confirm the location is correct and click the green "Confirm Check In" button
4. The Work Order will open and you will see two actions to complete under Service Actions, **Equipment Photos** and **Weather Conditions**.
5. You will also see **Training Service Task** under Service Tasks.
6. Click on **Equipment Photos** under Service Actions.



COMPLETING SERVICE ACTIONS

- On the Equipment photos screen, hit the Camera + button and take pictures of all of your snow equipment. The minimum required is 4, but you can take more.
- Once the equipment photos are uploaded, hit "Finish Service Action", then from the Work Order screen hit **Weather Conditions**.
- Enter the current weather conditions for your site and hit "Finish Service Action".

The image displays three sequential screenshots of a mobile application interface, illustrating the steps to complete service actions.

Screenshot 1 (Left): Shows the "Equipment Photos" screen. At the top, it says "Equipment Photos" with a back arrow. Below that, it displays "Time spent on Trip 1" as "0:00:13" and "0 Photos Uploaded". A "Mandatory" tag is visible. The main area is empty, indicating no photos have been captured yet. At the bottom, there is a blue circular button with a camera icon and a plus sign, and a grey "FINISH SERVICE ACTION" button.

Screenshot 2 (Middle): Shows the "Equipment Photos" screen after 4 photos have been uploaded. It displays "4 Photos Uploaded" and "4/4 photos captured". The main area shows four photo thumbnails: three of a room with a large bull head sculpture and one of a laptop. Each photo has a timestamp of "11/16/22 12:19 PM". At the bottom, there is a blue circular button with a camera icon and a plus sign, and a green "FINISH SERVICE ACTION" button.

Screenshot 3 (Right): Shows the "Weather Conditions" screen. At the top, it says "Weather Conditions" with a back arrow. Below that, it displays "3/4 Conditions Completed". The main area has four input fields: "Temperature" set to "46 F", "Snow Fall" set to "0 in", "Wind" set to "10 Mph", and "Ice" with an empty circle. At the bottom, there is a green "FINISH SERVICE ACTION" button.

COMPLETING WORK ORDER & CHECKING OUT

- Once all the **Service Actions** are completed (and have green check marks) check off **Training Service Task** under **Service Tasks**.
- Hit the green "Complete" button.
- Review the Service Overview screen that pops up and hit "Check Out" to complete the Trip and the Work Order.
- We will automatically be notified that the work is complete. Thank you!

WO #3072594

Time spent on Trip 1 0:03:08

[VIEW ADVANCED OPTIONS](#) ▾

Asset Activity >

Equipment Verification

SERVICE ACTIONS 2/2 Actions Completed ^

Mandatory 4 Equipment Photos ✓

Weather Conditions ✓

SERVICE TASKS 1/1 Tasks Completed ^

Training Service Task ✓

Site Attachments 0 Attachments Available ^

[PAUSE TRIP](#) [COMPLETE](#)

WO #3072594

Time spent on Trip 1 0:03:16


[VIEW ADVANCED OPTIONS](#) ▾

✕ Service Overview

Equipment Verification

SERVICE ACTIONS 2/2 Actions Completed

4 Equipment Photos **Mandatory**



Weather Conditions

SERVICE TASKS 1/1 Tasks Completed

Training Service Task

[MUST RETURN](#) [CHECK OUT](#)