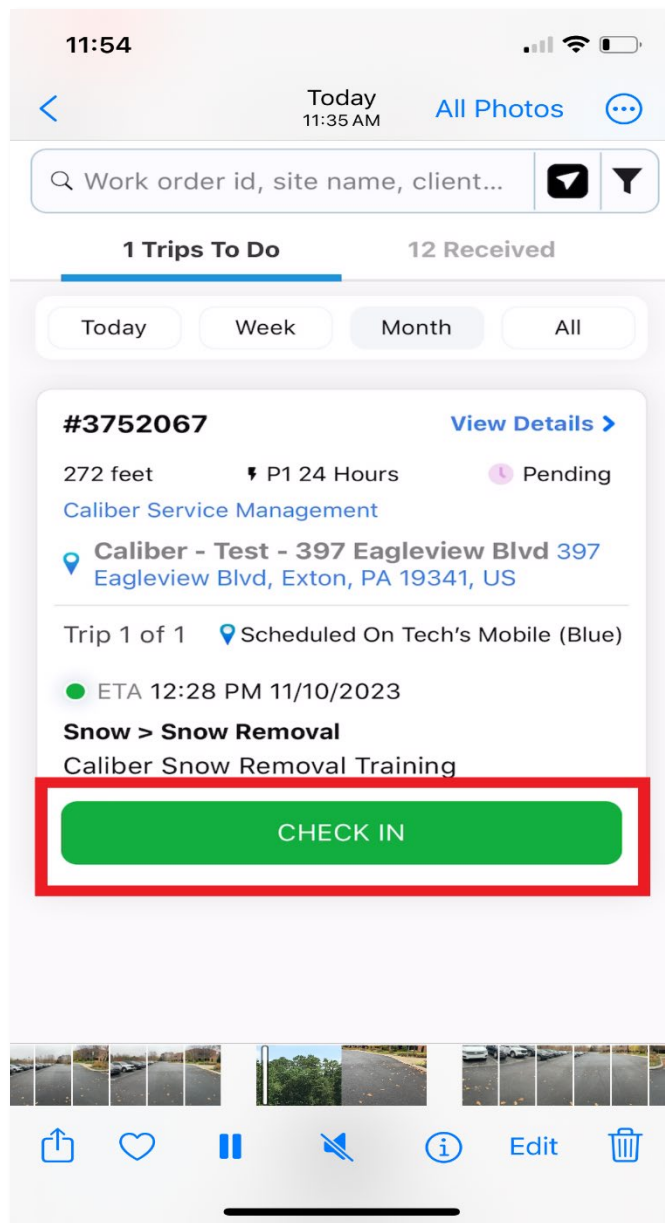




## How to Check in & out of a Snow Removal Work Order

1. Locate your work order and select → Check in

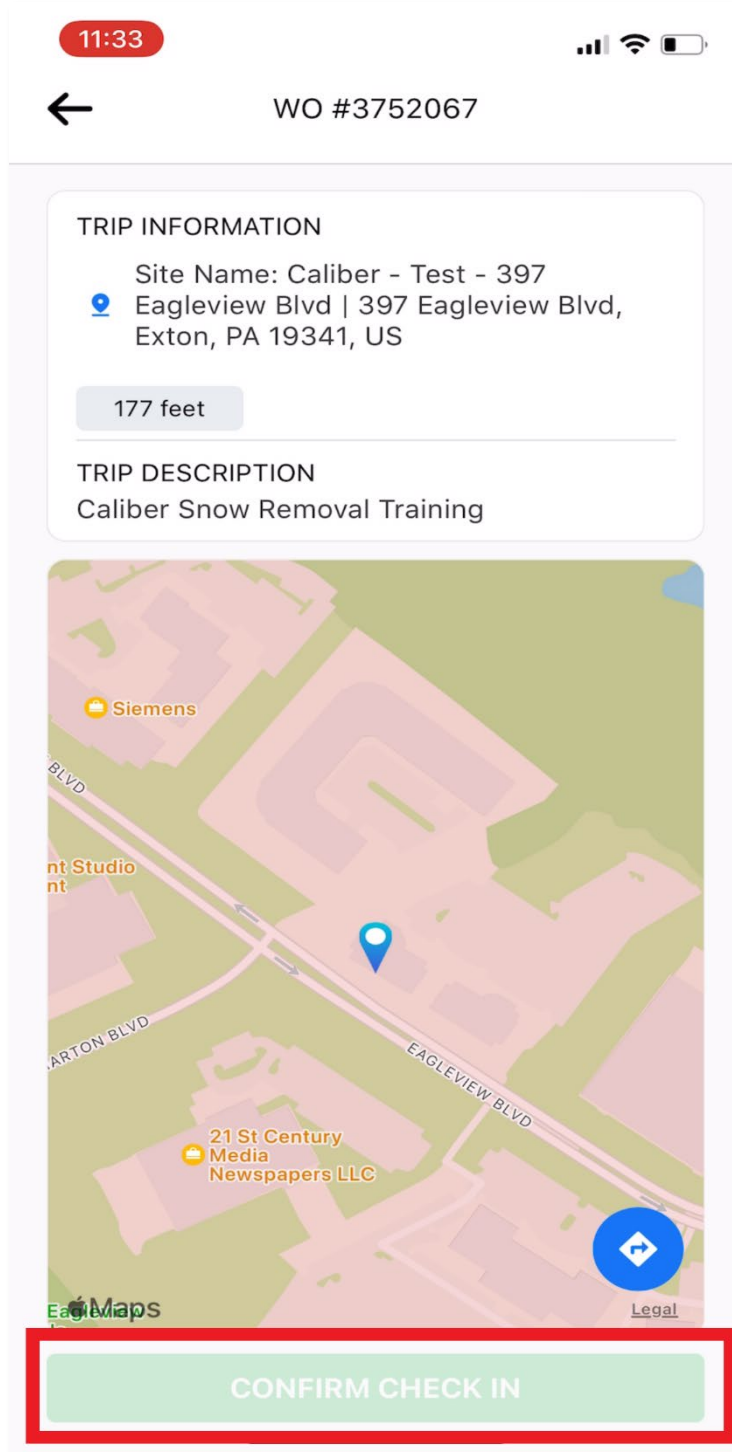




# CALIBER

SERVICE MANAGEMENT

2. Next → you will be asked to confirm your check in location





# CALIBER

SERVICE MANAGEMENT

### 3. Now you will take your BEFORE photos as you arrive on site

11:33 📶 📶 🔋

**Success**  
Checked In

Time spent on Trip 1 0:00:00

[🗺️ SHOW SITE ON MAP](#)

[VIEW ADVANCED OPTIONS](#) ▾

Asset Activity >

Snow Removal

**SERVICE ACTIONS** ^  
0/2 Actions Completed

**Mandatory** Before Service Photos

**Mandatory** After Service Photos

**SERVICE TASKS** ^  
0/6 Tasks Completed

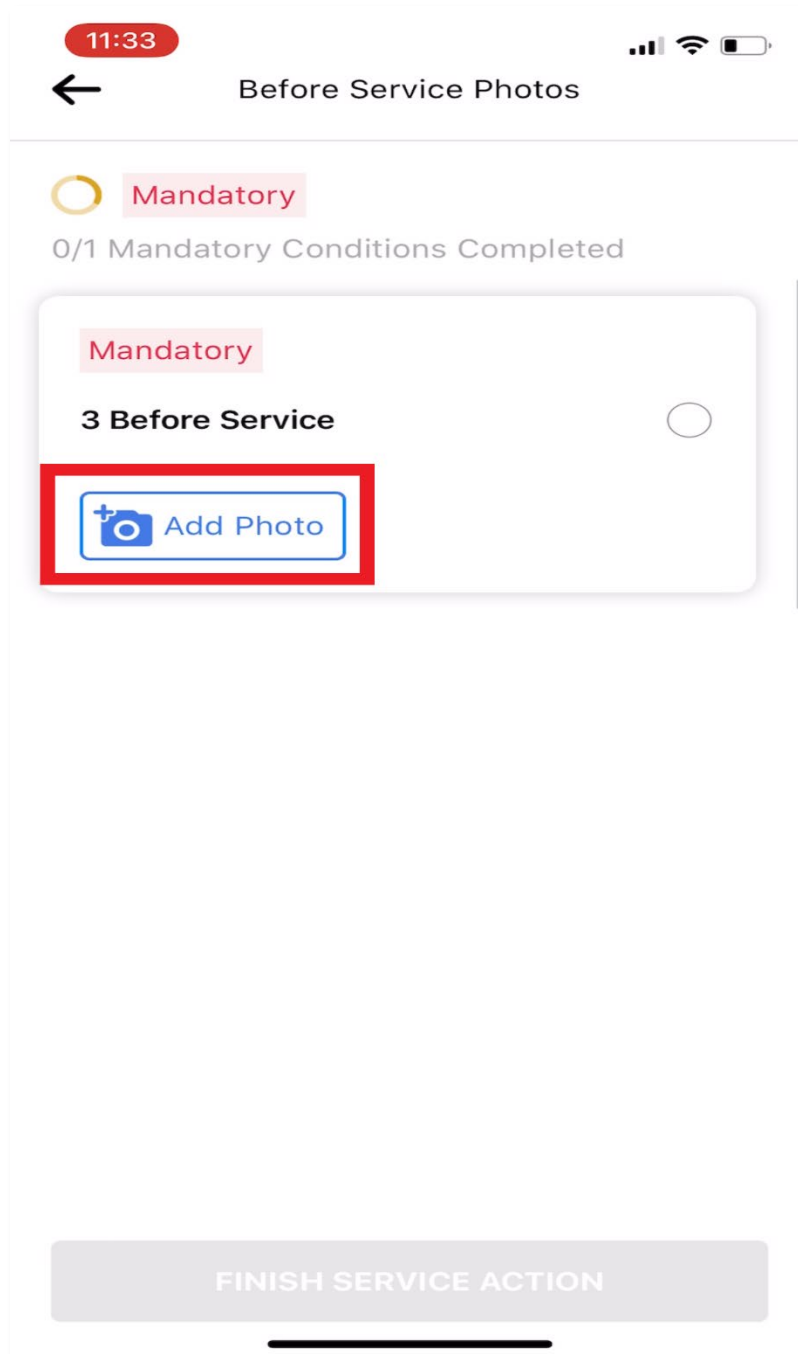
Full Calcium Sidewalks

Full Salting Parking Lots

**COMPLETE**



4. Select “add photo” and take you mandatory (3) photos





**CALIBER**  
SERVICE MANAGEMENT

5. You will see the number of pictures in the bottom left as you take them
  - a. Click “done” when you have the required amount

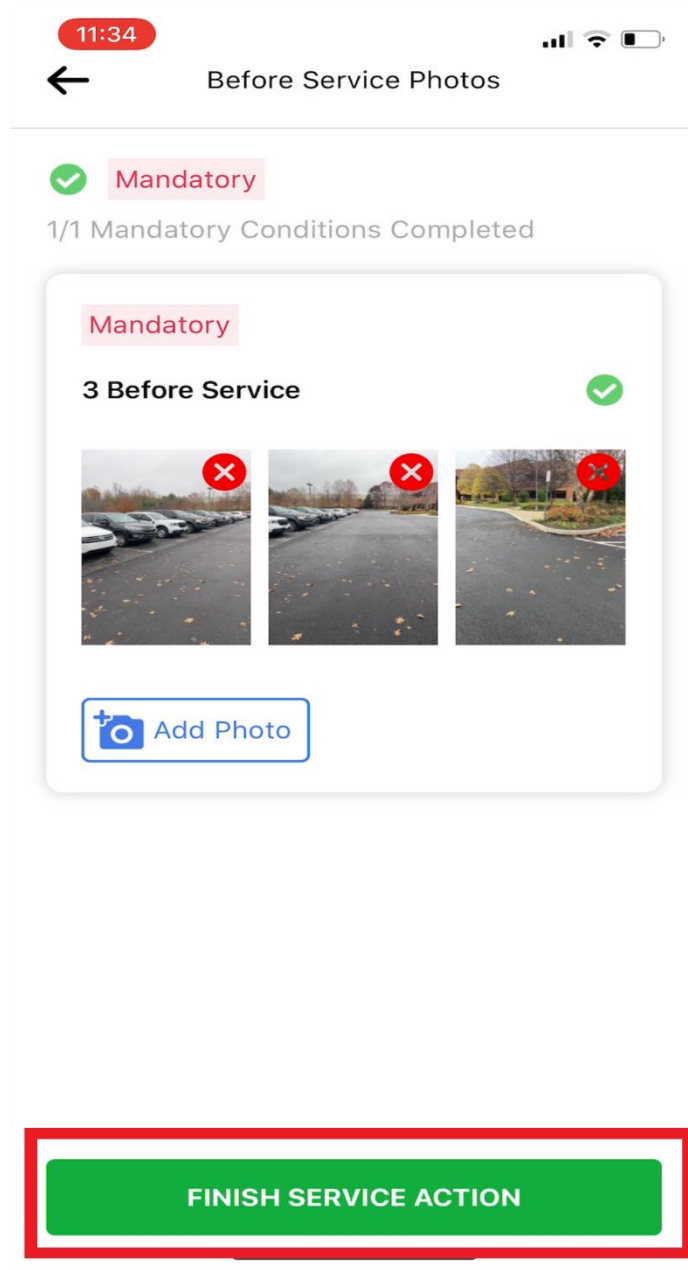




# CALIBER

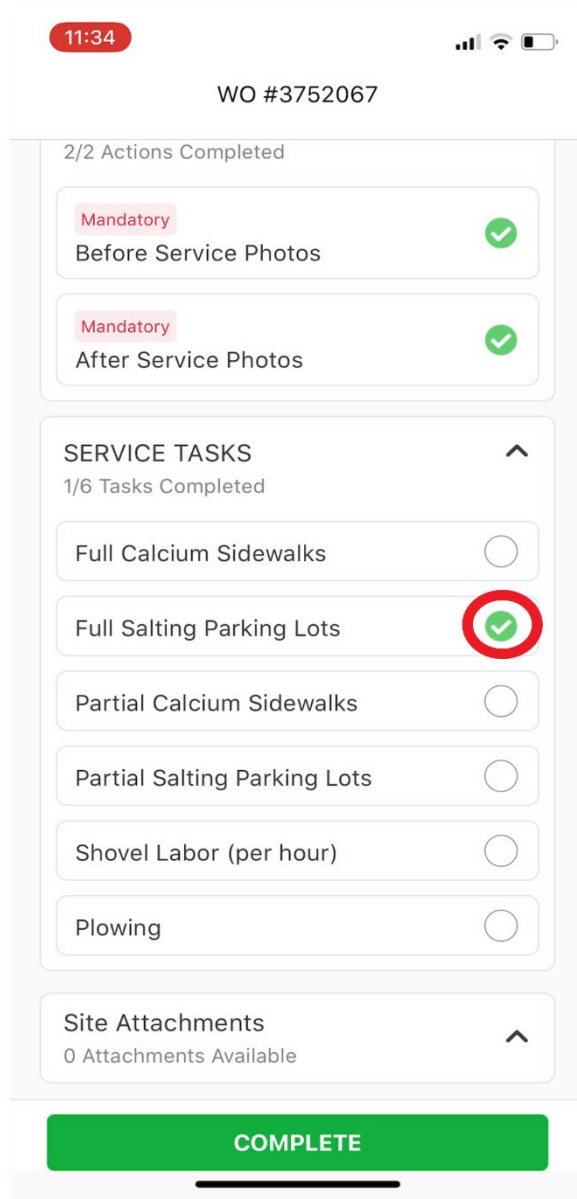
SERVICE MANAGEMENT

6. Next you will click “finish service action” to move forward



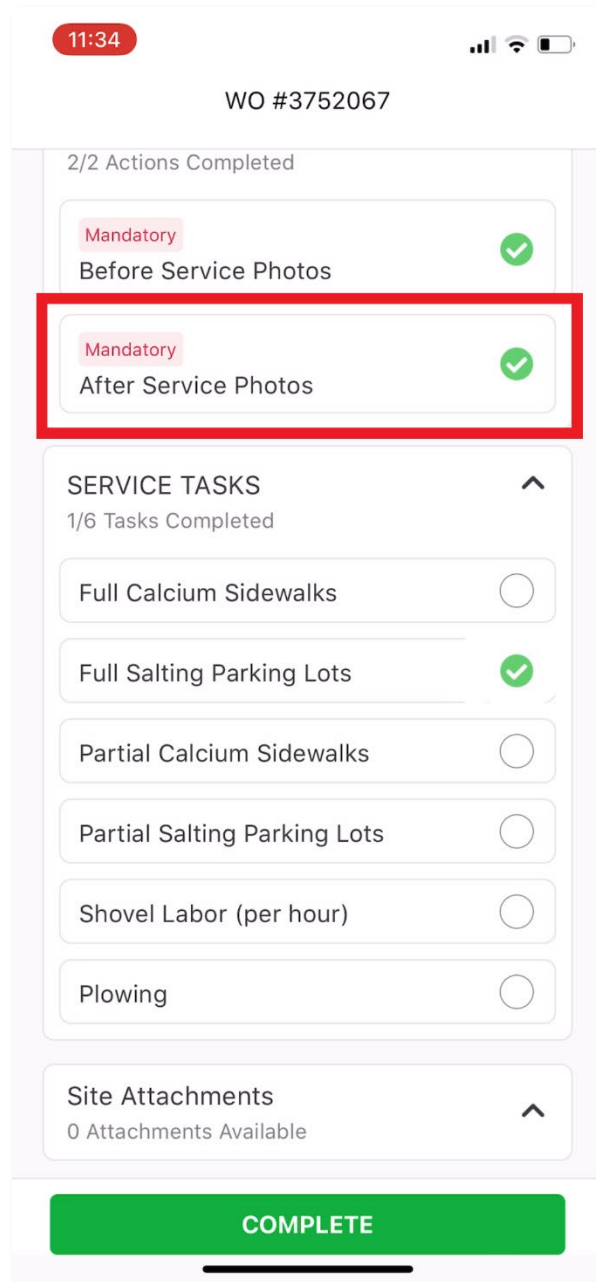


7. Then you will select any “service tasks” that you completed while on site





8. Next, you will complete your service and take your “after service photos”







# CALIBER

SERVICE MANAGEMENT

8. Next, press “complete” to finish your trip.

11:34 📶 📶 🔋

WO #3752067

2/2 Actions Completed

**Mandatory** ✓  
Before Service Photos

**Mandatory** ✓  
After Service Photos

**SERVICE TASKS** ^  
1/6 Tasks Completed

Full Calcium Sidewalks

Full Salting Parking Lots

Partial Calcium Sidewalks

Partial Salting Parking Lots

Shovel Labor (per hour)

Plowing

**Site Attachments** ^  
0 Attachments Available

**COMPLETE**



# CALIBER

SERVICE MANAGEMENT

**\*\*\*IF IT IS STILL SNOWING OR YOU WILL RETURN TO THE SITE LATER THEN YOU MUST SELECT "MUST RETURN"\*\*\***

11:34



WO #3752067

2/2 Actions Completed

## Service Overview

### Snow Removal

SERVICE ACTIONS  
2/2 Actions Completed

Before Service Photos **Mandatory**

After Service Photos **Mandatory**

SERVICE TASKS  
1/6 Tasks Completed

Full Salting Parking Lots

**MUST RETURN**

**CHECK OUT**

9. Click on the drop down and select the default “it is still snowing” option so you will have a new trip to check into upon return

10. Finally, click “finish check out”

A screenshot of a mobile application interface. At the top, the time is 11:34, and the work order number is WO #3752067. Below this is an illustration of a person sitting at a desk with a laptop, surrounded by icons representing work, a clock, and documents. A progress bar labeled "WORK" shows 45% completion. Below the illustration, the text "What is the reason for the Must Return Trip?" is followed by a dropdown menu. The dropdown menu is open, showing the selected option: "It is still snowing (ETA 2 Hours from now)". At the bottom of the screen, there is a red button labeled "FINISH CHECK OUT".

11:34

← WO #3752067

What is the reason for the Must Return Trip?

It is still snowing (ETA 2 Hours from now) ✓

FINISH CHECK OUT



# CALIBER

SERVICE MANAGEMENT

11. You will see the new return trip created with the “must return” purple pin

The screenshot displays the 'MY WORK ORDERS' screen in the Caliber Service Management mobile app. At the top, there is a search bar with the placeholder text 'Work order id, site name, client...'. Below the search bar, there are two tabs: '1 Trips To Do' (active) and '12 Received'. The 'Trips To Do' tab is selected, and the view is set to 'Today'. A work order card is shown for work order #3752067, which is 'Pending' and has a 'P1 24 Hours' duration. The location is 'Caliber - Test - 397 Eagleview Blvd 397 Eagleview Blvd, Exton, PA 19341, US'. Under the location, it shows 'Trip 1 of 1' and a purple pin icon with the text 'Must return (Purple)'. Below this, the ETA is 'ETA 1:34 PM 11/10/2023' and the service type is 'Snow > Snow Removal' for 'Caliber Snow Removal Training'. A green 'CHECK IN' button is at the bottom of the card. The bottom navigation bar includes 'Work Orders', a central '+' button, and 'Sites'.