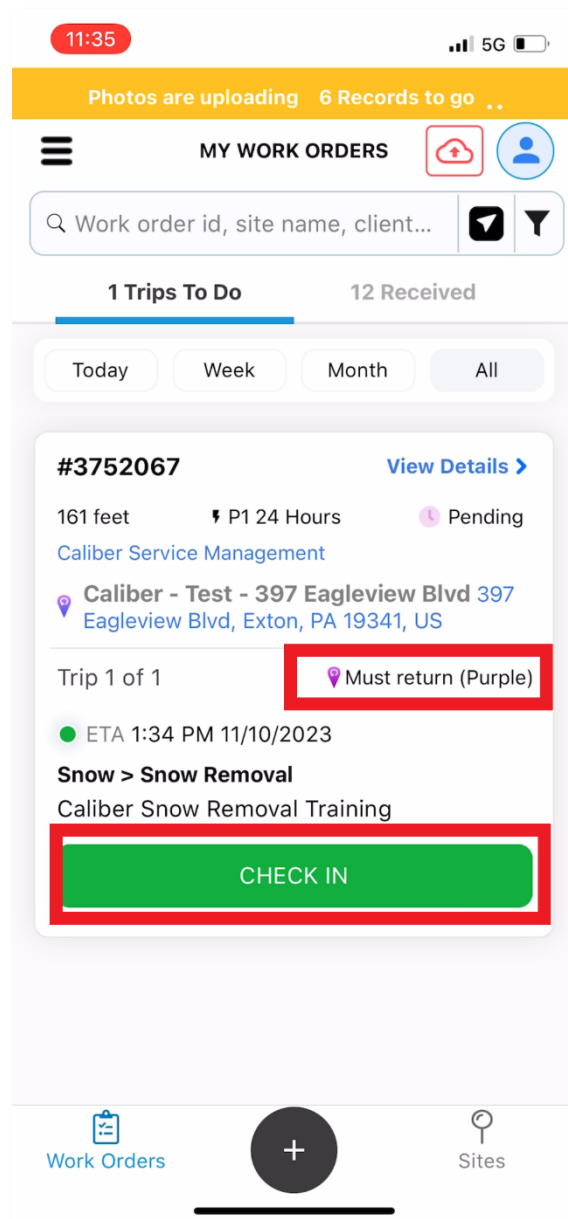




How to Check in & out of a trip created from “MUST RETURN”

1. Locate your work order and select → Check in





CALIBER

SERVICE MANAGEMENT

2. Once checked in → take your mandatory before photos

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

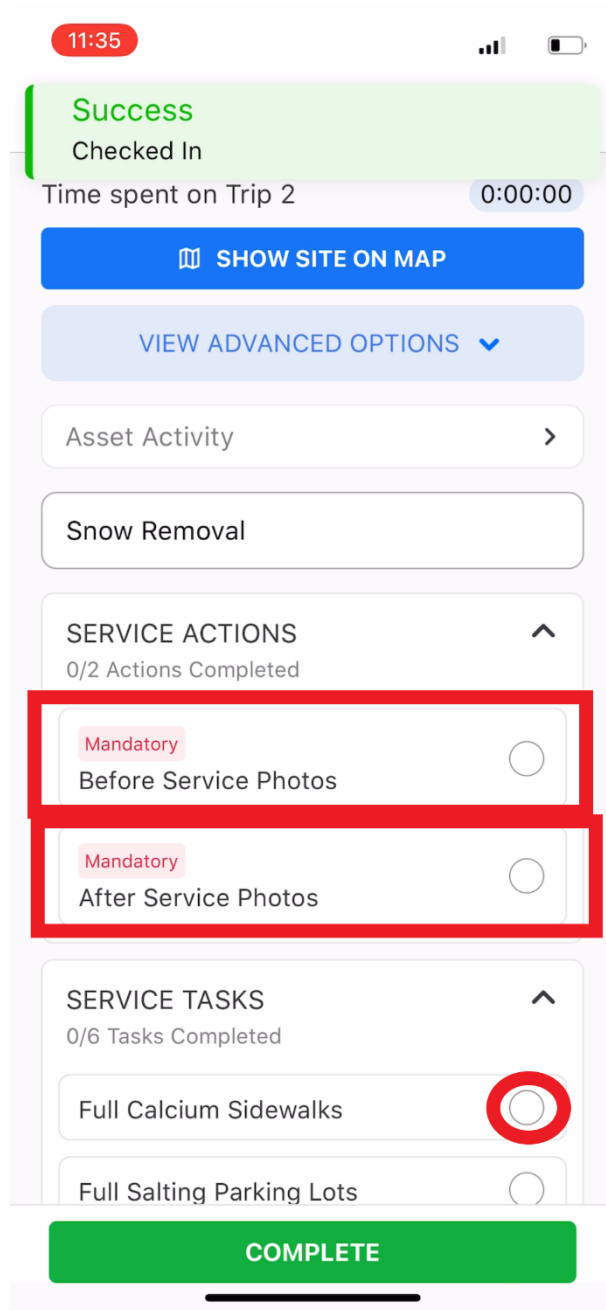
Full Salting Parking Lots

COMPLETE



3. Then complete your service → check any service tasks that were completed and then your mandatory “after service

photos”





4. Next → click on “complete”

A screenshot of a mobile application interface for a work order. At the top, the time is 11:36 and the work order number is WO #3752067. Below this, a section titled "2/2 Actions Completed" contains two items: "Mandatory Before Service Photos" and "Mandatory After Service Photos", both with green checkmarks. A "SERVICE TASKS" section follows, showing "1/6 Tasks Completed". The tasks listed are: "Full Calcium Sidewalks", "Full Salting Parking Lots", "Partial Calcium Sidewalks", "Partial Salting Parking Lots" (with a green checkmark), "Shovel Labor (per hour)", and "Plowing". Below the tasks is a "Site Attachments" section with "0 Attachments Available". At the bottom of the screen, a large green button with the word "COMPLETE" in white text is highlighted with a red border.



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5. You can now review your service and select → “Check out”

