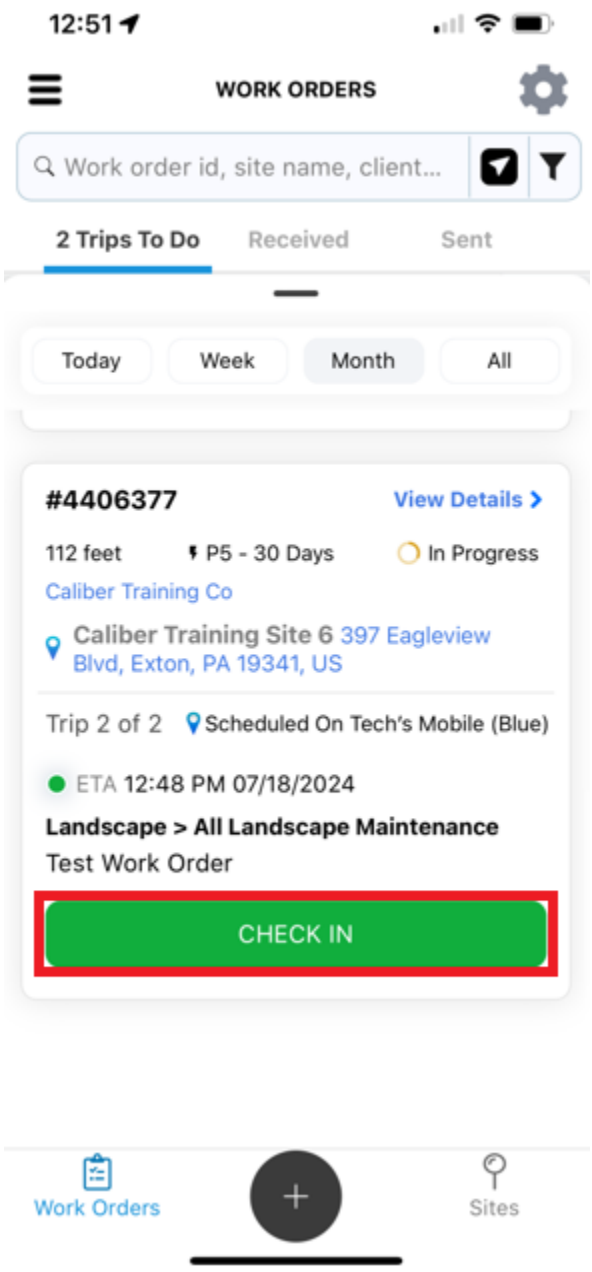
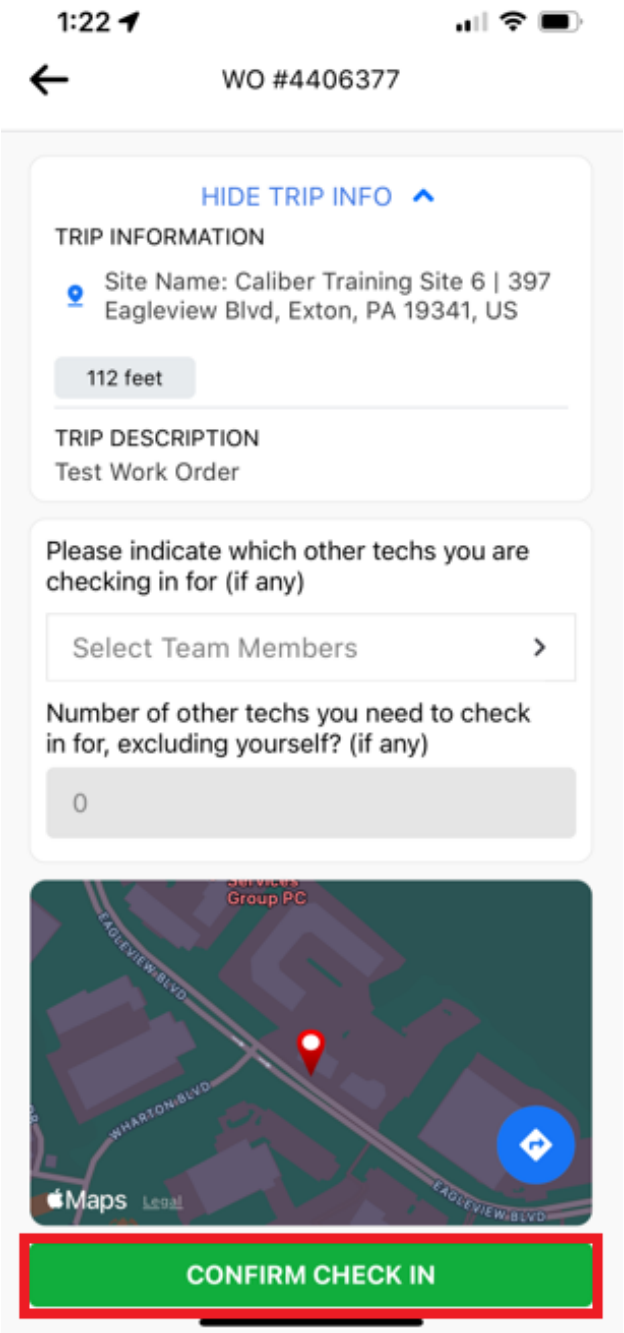
How to Check in & out of a Work Order

Step 1: Locate your work order and select **“Check in”.**



Step 2: Next you will be asked to confirm your **"check-in location".**

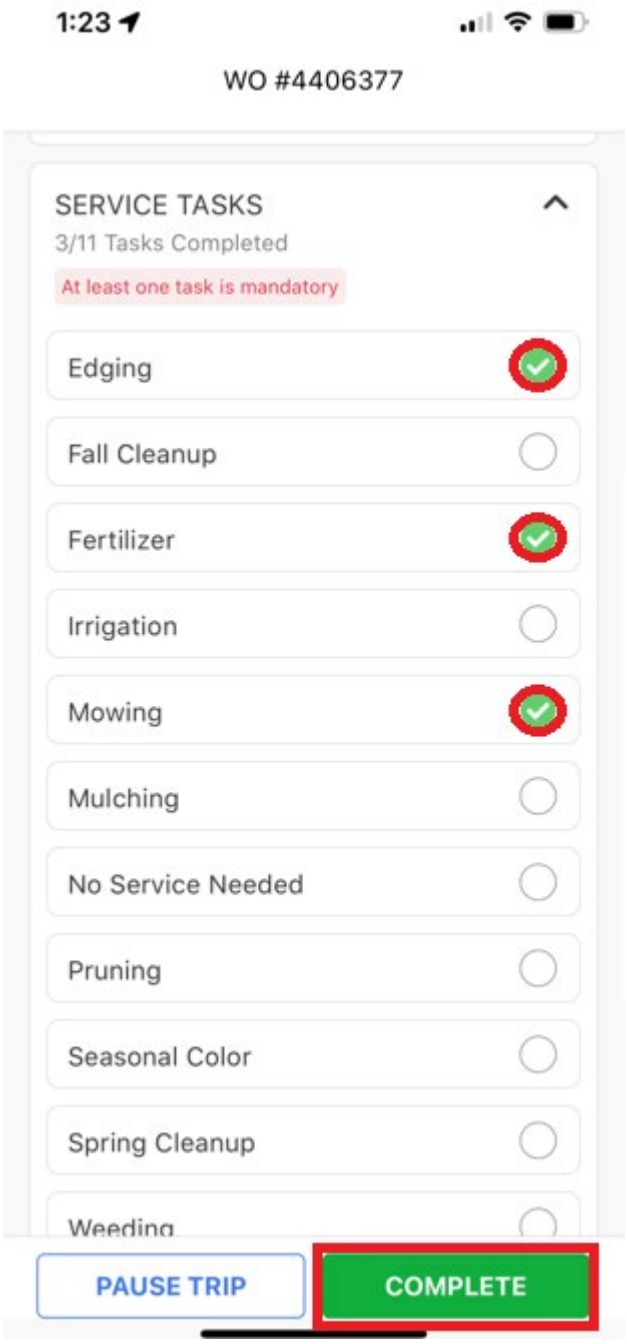


Step 3: Now you will take your **BEFORE** photos as you arrive on site. You will see the number of pictures in the bottom left as you take them.

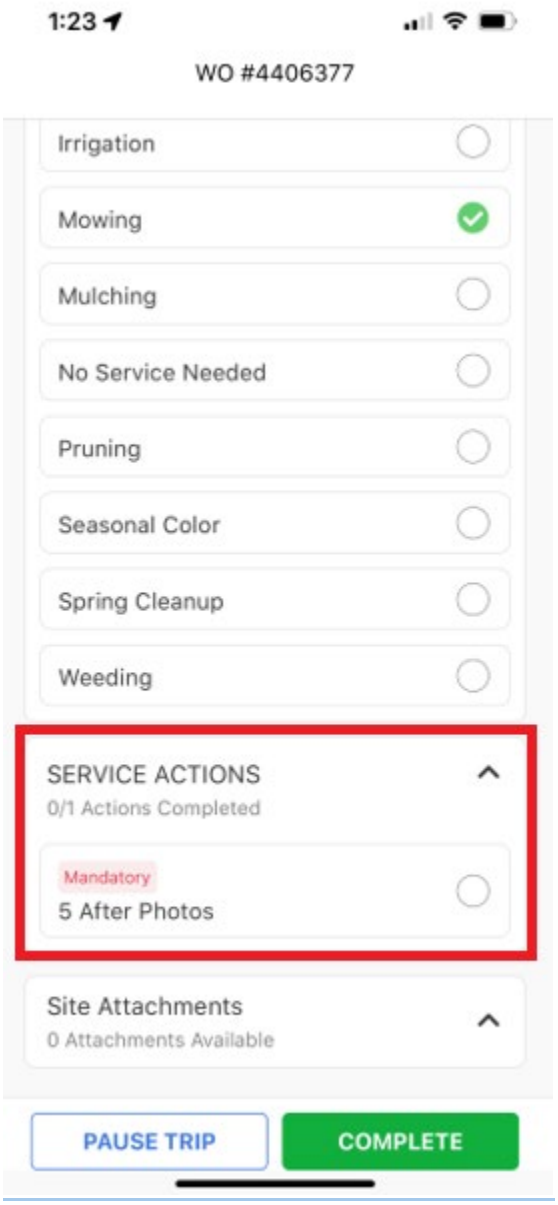
- Click **"Done"** when you have the required amount.

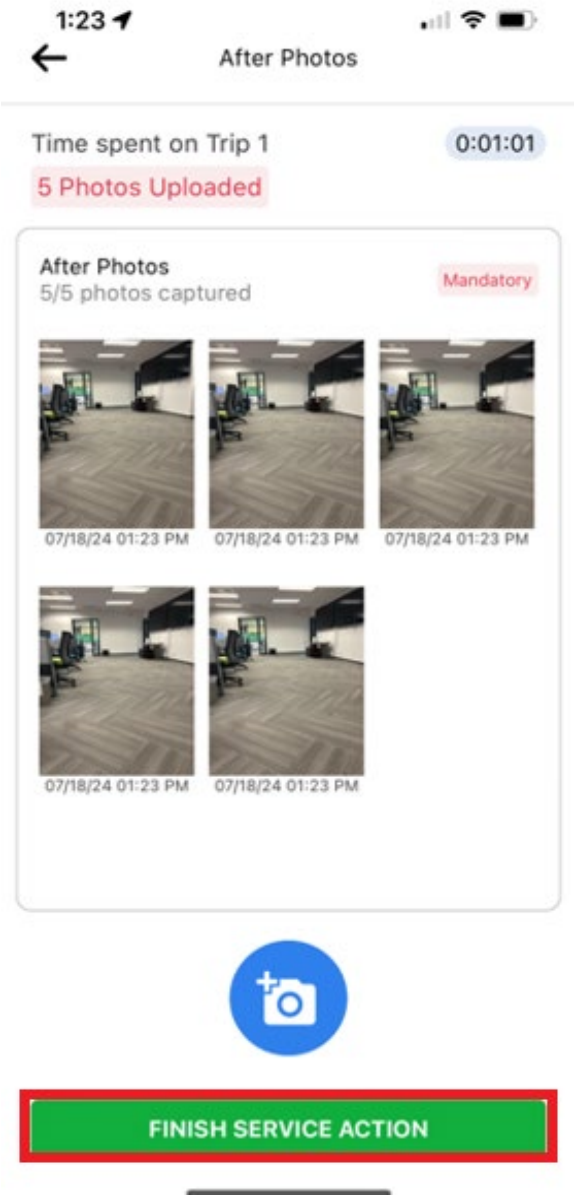
Step 4: Next you will click **“Finish Service Action”** to move forward.

Step 5: Then you will select any **“service tasks”** that you completed while on site.

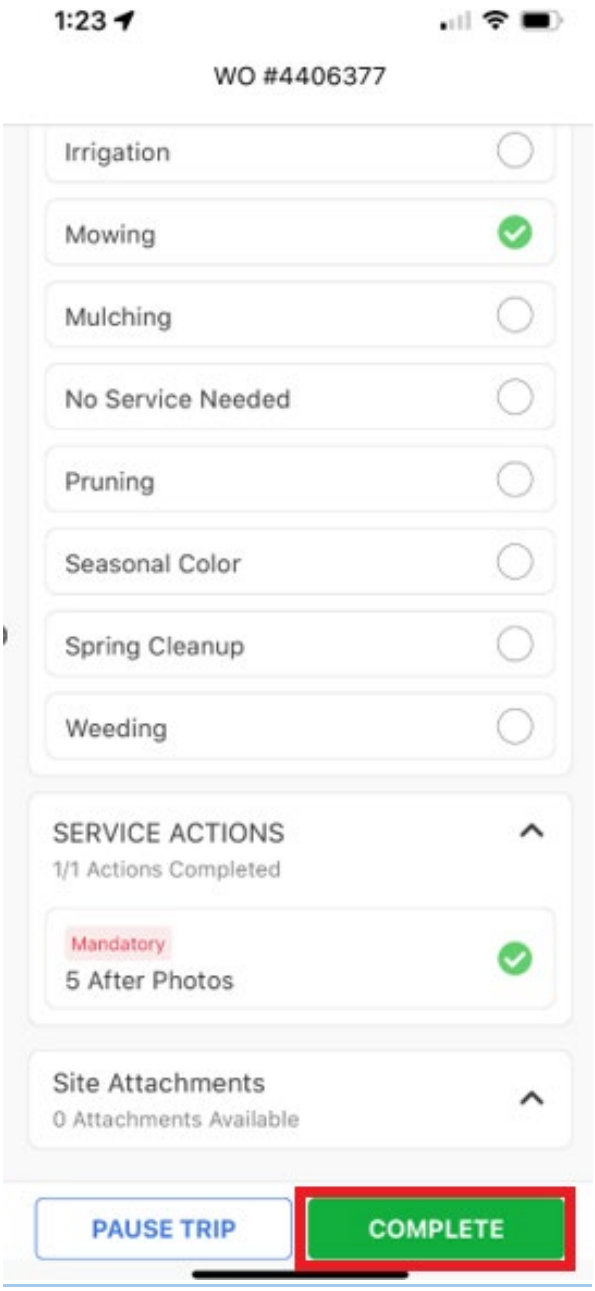


Step 6: Complete your service and take your **“After service photos.”** Then click **“Finish Service Action”.**





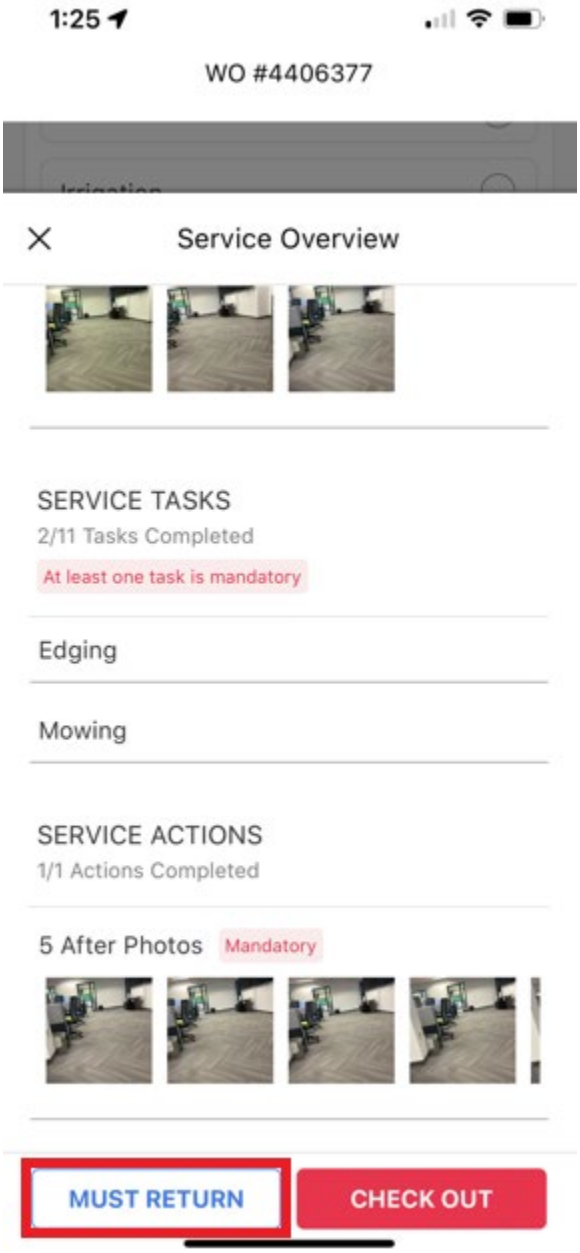
Step 7: Press "**complete**" to finish your trip.



How to Create a “Must Return”

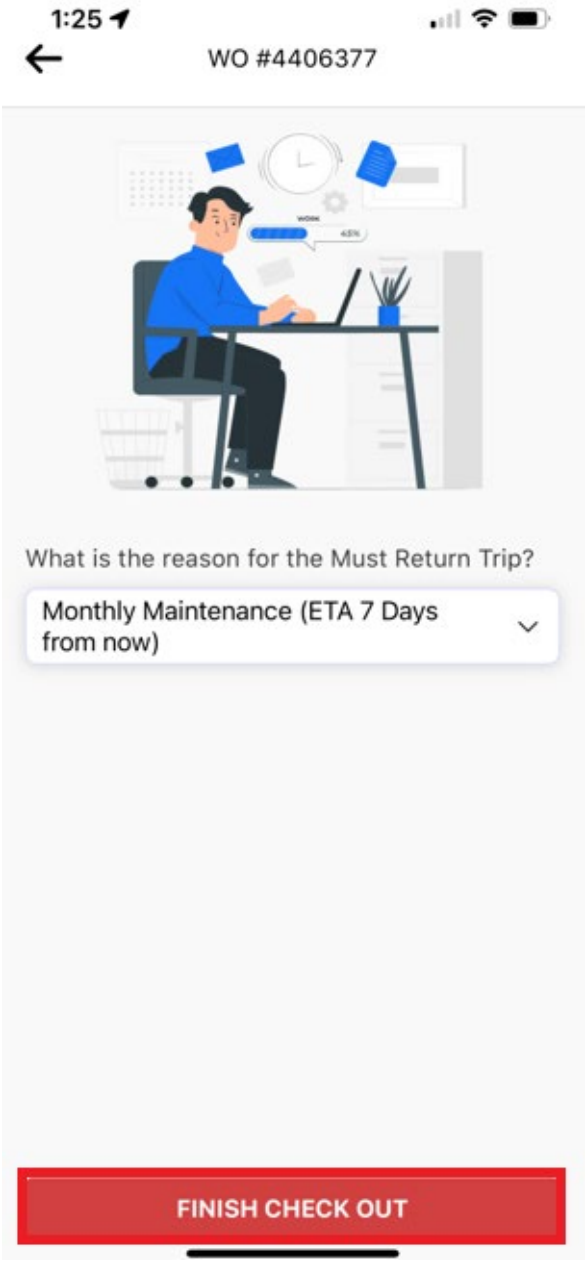
If you select "Must Return," this will create a new trip. You can return to a trip as many times as needed while the work order is open. Once the work order has expired, this feature will no longer be available, and the work order will be closed.

Step 8: Select **“Must Return”**



Step 9: Click on the dropdown and select ETA so you will have a new trip to check into upon return.

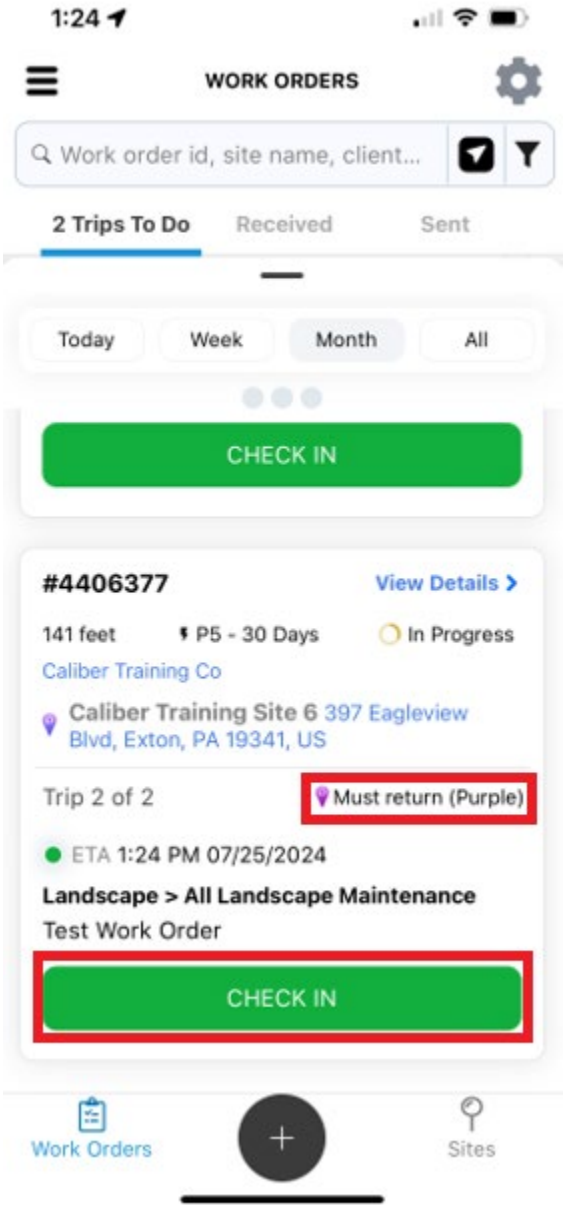
Step 10: Click “Finish Check Out”



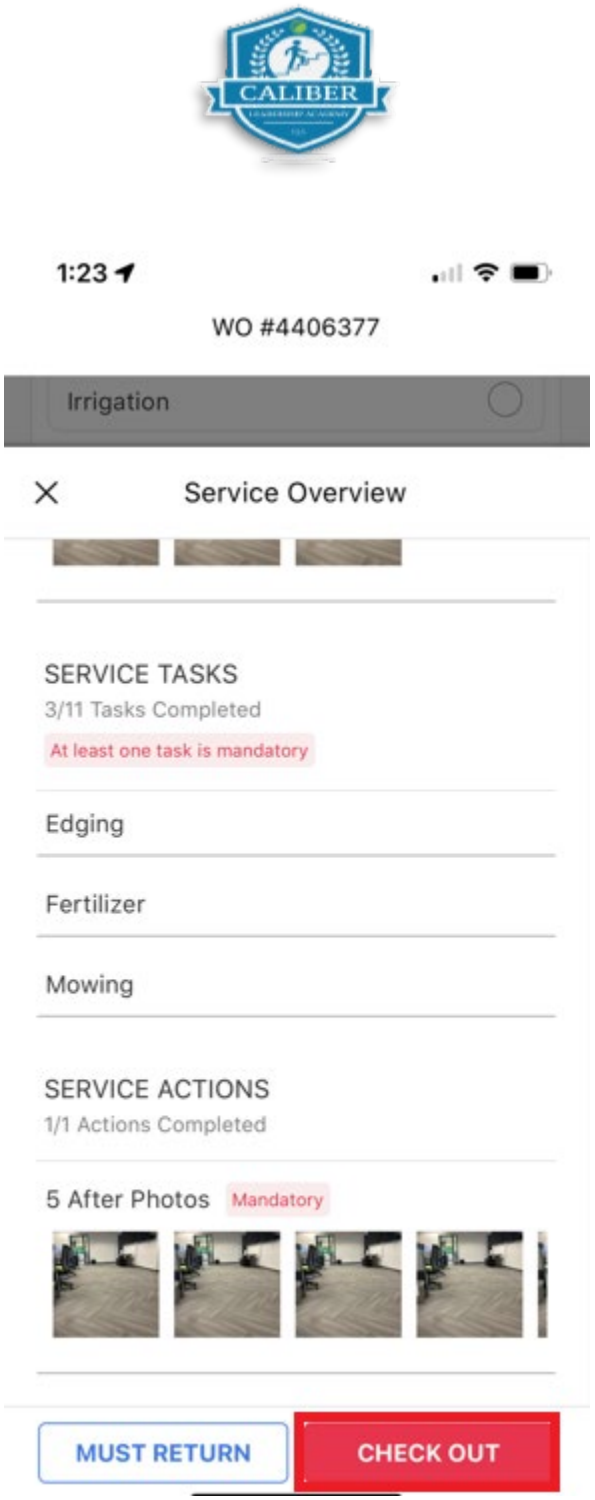
Step 12: You will notice the status of the work order has changed to **"Must Return"** This created a new trip inside of the work order. Once you have returned to the site, locate your work order, and select **"Check in."**

- Follow the same steps 1-8 to complete this process.

- You can select "Must Return" as many times as needed, following steps 9–12 each time.



14. Once you have finished service for the allotted timeframe and no longer need a new trip, review Service Overview, then click **“Check Out.”**


1:23
WO #4406377
Irrigation
Service Overview
SERVICE TASKS
3/11 Tasks Completed
At least one task is mandatory
Edging
Fertilizer
Mowing
SERVICE ACTIONS
1/1 Actions Completed
5 After Photos
Mandatory
MUST RETURN
CHECK OUT

How to Check in & out of a trip using “Must Return” Video