

How to Check in & out of a Work Order

Step 1: Locate your work order and select "Check in".

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	RS	.
Q Work order id, site name	, client	1 T
2 Trips To Do Received	s	ent
Today Week M	lonth	All
#4406377	View I	Details >
112 feet	🔿 In l	Progress
Caliber Training Co Caliber Training Site 6 3 Blvd, Exton, PA 19341, US	397 Eaglev	iew
Trip 2 of 2 Scheduled On	Tech's Mot	oile (Blue)
• ETA 12:48 PM 07/18/2024	4	
Landscape > All Landscape Test Work Order	Maintena	ince
	1	





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

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÷	WO #4406377	
F TRIP INFORMA Site Name Eagleview	HIDE TRIP INFO TION e: Caliber Training Site 6 397 v Blvd, Exton, PA 19341, US	
112 feet		
TRIP DESCRIPT Test Work Ord	TION der	
Please indicate checking in for	e which other techs you are r (if any)	
Select Tear	m Members >	
Number of oth in for, excludin	ner techs you need to check ng yourself? (if any)	
0		
Maps Legal	Group PC	
C	ONFIRM CHECK IN	



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.

WO #4406	377
SERVICE TASKS	^
3/11 Tasks Completed At least one task is mandatory	
Edging	0
Fall Cleanup	0
Fertilizer	
Irrigation	0
Mowing	0
Mulching	0
No Service Needed	0
Pruning	0
Seasonal Color	0
Spring Cleanup	0
Weedina	\cap
PAUSE TRIP	COMPLETE



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





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

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WO #44063	377
Irrigation	0
Mowing	0
Mulching	0
No Service Needed	0
Pruning	0
Seasonal Color	0
Spring Cleanup	0
Weeding	0
SERVICE ACTIONS	^
1/1 Actions Completed	
Mandatory	
5 After Photos	•
Site Attachments	~
0 Attachments Available	
PAUSE TRIP	COMPLETE



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"



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	WO #44	406377	
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Irrigoti			0
×	Service (Overview	
			22
SERVICE	TASKS		
2/11 Tasks	Completed		
At least on	e task is mandator	У	
Edging			
Mowing			
SERVICE	ACTIONS		
1/1 Actions	s Completed		
5 After P	hotos Mandat	ory	
	A CONTRACT	A CONTRACT	
MUST	RETURN	CHE	скоит

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.

Work order id, site name, client 2 Trips To Do Received Sent Today Week Month All CHECK IN #4406377 View Detail 141 feet P5 - 30 Days Caliber Training Co Caliber Training Site 6 397 Eagleview Blvd, Exton, PA 19341, US Trip 2 of 2
2 Trips To Do Received Sent Today Week Month All CHECK IN #4406377 View Detail H41 feet \$ P5 - 30 Days O In Progre Caliber Training Co Caliber Training Site 6 397 Eagleview Blvd, Exton, PA 19341, US Trip 2 of 2
Today Week Month All CHECK IN #4406377 View Detail I41 feet \$ P5 - 30 Days O In Progre Caliber Training Co Caliber Training Site 6 397 Eagleview Blvd, Exton, PA 19341, US Trip 2 of 2
CHECK IN #4406377 View Detail I41 feet \$ P5 - 30 Days O In Progre Caliber Training Co Caliber Training Site 6 397 Eagleview Blvd, Exton, PA 19341, US Trip 2 of 2
#4406377 View Detail 41 feet 95 - 30 Days In Progression Caliber Training Co Caliber Training Site 6 397 Eagleview Blvd, Exton, PA 19341, US Frip 2 of 2 Wast return (Pur
141 feet P5 - 30 Days O In Progre Caliber Training Co Caliber Training Site 6 397 Eagleview Blvd, Exton, PA 19341, US Frip 2 of 2 Frip 2 of 2
Caliber Training Site 6 397 Eagleview Blvd, Exton, PA 19341, US Trip 2 of 2
Frip 2 of 2 Wust return (Pur
ETA 1:24 PM 07/25/2024
Landscape > All Landscape Maintenance Test Work Order
CHECK IN

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







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

