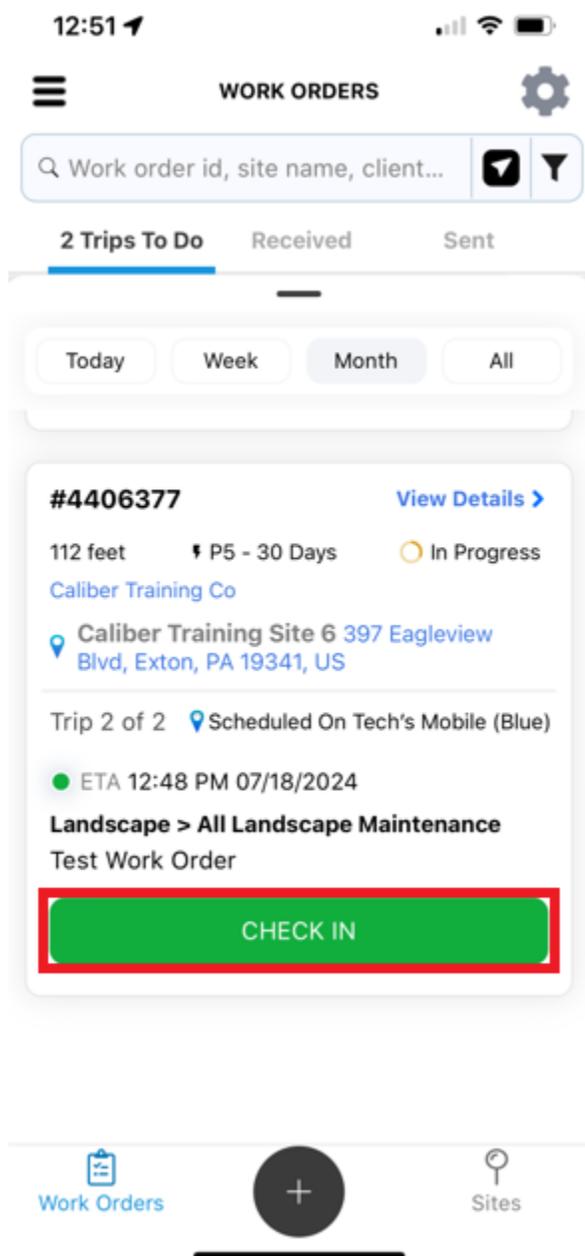




How to Check in & out of a Work Order

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





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

1:22

← WO #4406377

[HIDE TRIP INFO](#) ^

TRIP INFORMATION

Site Name: Caliber Training Site 6 | 397 Eagleview Blvd, Exton, PA 19341, US

112 feet

TRIP DESCRIPTION
Test Work Order

Please indicate which other techs you are checking in for (if any)

Select Team Members >

Number of other techs you need to check in for, excluding yourself? (if any)

0

CONFIRM 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.

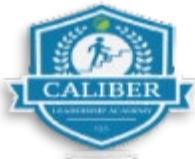
- Click **“Done”** when you have the required amount.





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.

1:23    

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SERVICE TASKS

3/11 Tasks Completed

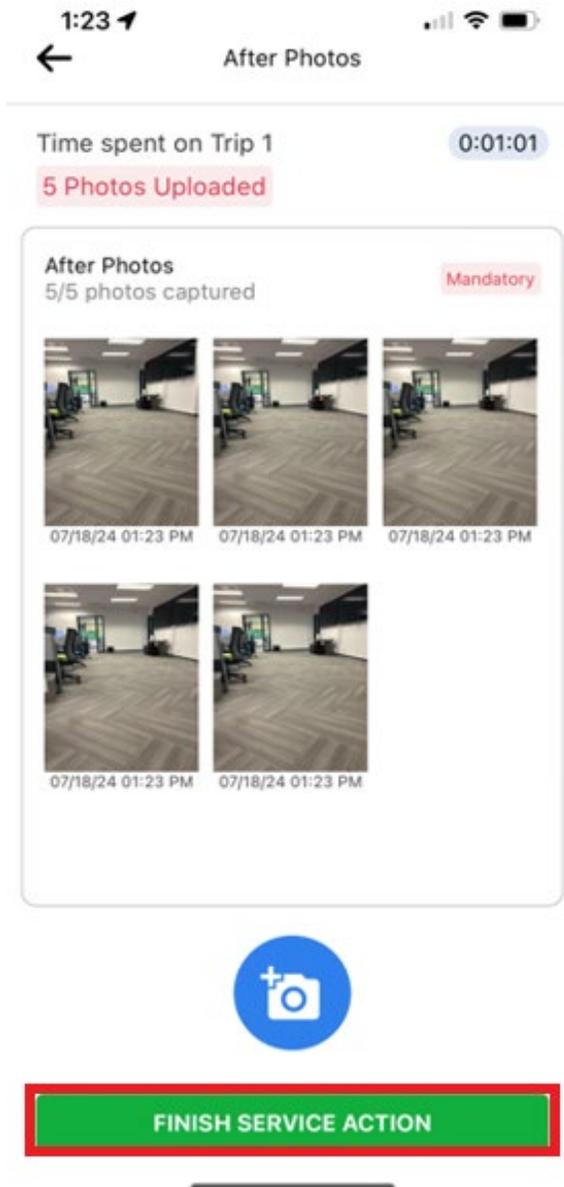
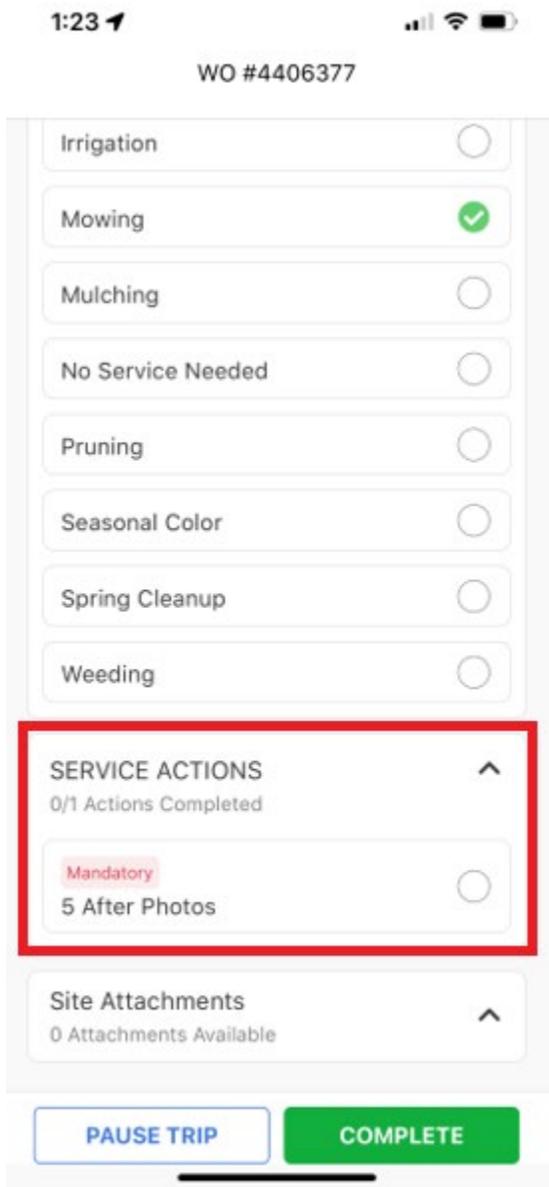
At least one task is mandatory

Edging	<input checked="" type="checkbox"/>
Fall Cleanup	<input type="checkbox"/>
Fertilizer	<input checked="" type="checkbox"/>
Irrigation	<input type="checkbox"/>
Mowing	<input checked="" type="checkbox"/>
Mulching	<input type="checkbox"/>
No Service Needed	<input type="checkbox"/>
Pruning	<input type="checkbox"/>
Seasonal Color	<input type="checkbox"/>
Spring Cleanup	<input type="checkbox"/>
Weeding	<input type="checkbox"/>

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



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





Step 7: Press “complete” to finish your trip.

1:23

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Irrigation	<input type="radio"/>
Mowing	<input checked="" type="radio"/>
Mulching	<input type="radio"/>
No Service Needed	<input type="radio"/>
Pruning	<input type="radio"/>
Seasonal Color	<input type="radio"/>
Spring Cleanup	<input type="radio"/>
Weeding	<input type="radio"/>

SERVICE ACTIONS

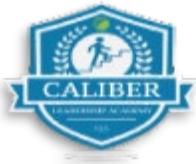
1/1 Actions Completed

Mandatory	<input checked="" type="checkbox"/>
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”



1:25 ↖



WO #4406377



✕ Service Overview



SERVICE TASKS

2/11 Tasks Completed

At least one task is mandatory

Edging

Mowing

SERVICE ACTIONS

1/1 Actions Completed

5 After Photos Mandatory

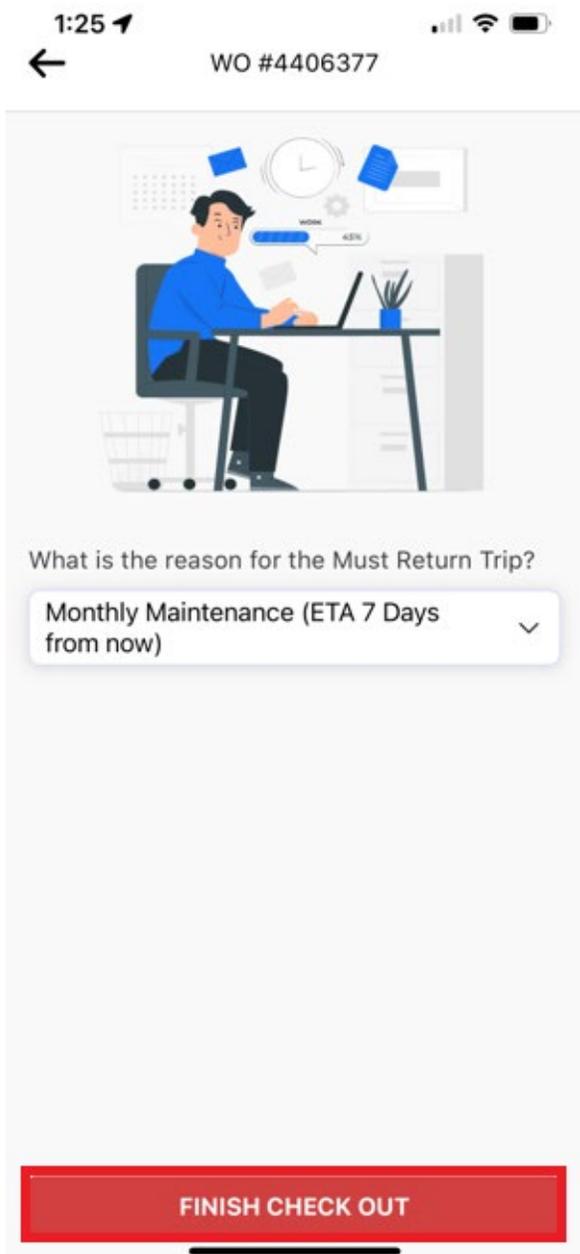


MUST RETURN

CHECK OUT

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"

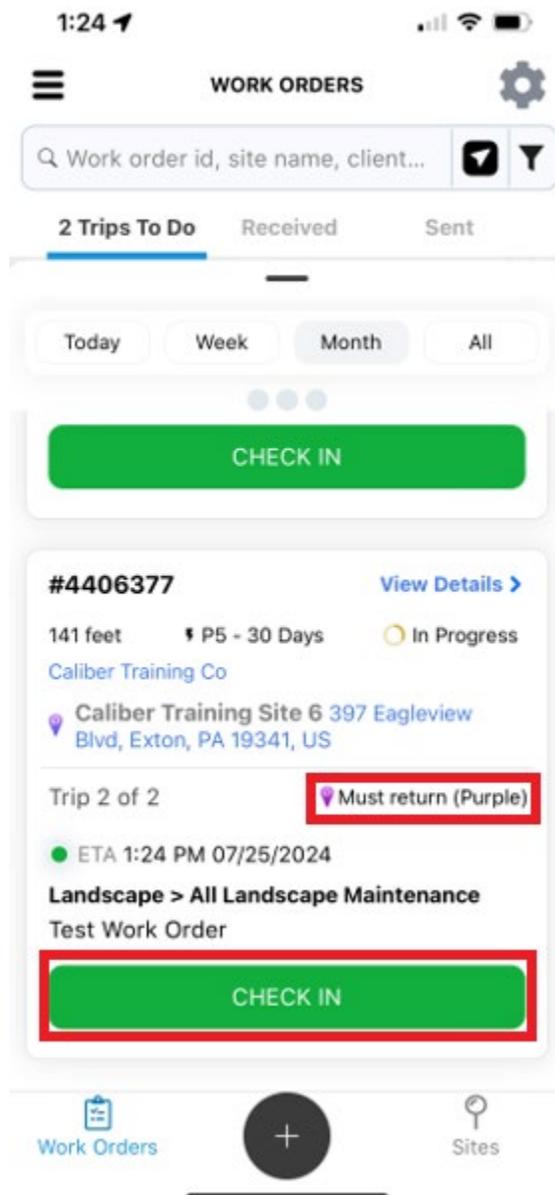


Step 12: You will notice the status of the work order has changed to **“Must Return”** This created a new trip inside of the work order. Once you have returned to the site, locate your work order, and select **“Check in.”**

- 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

