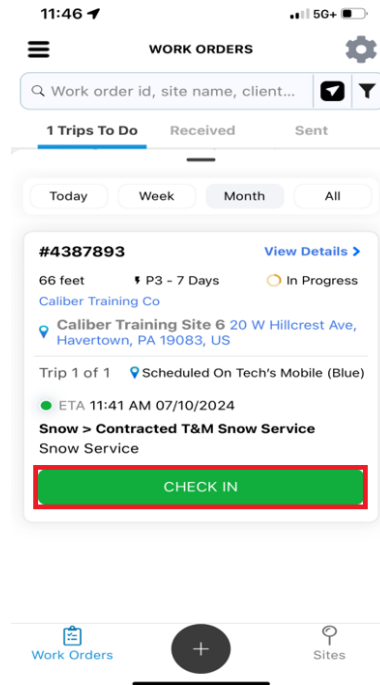
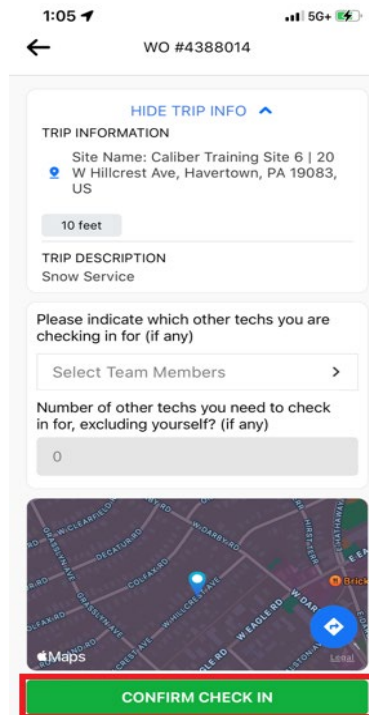


# How to Check in and Out of a Contracted Time & Material Snow Service

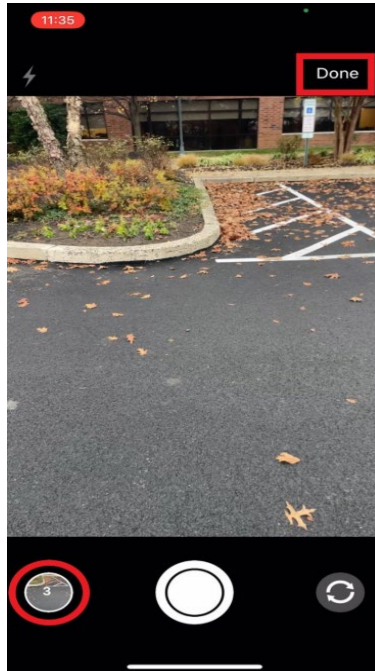
1. Locate the work order and select “Check in.”



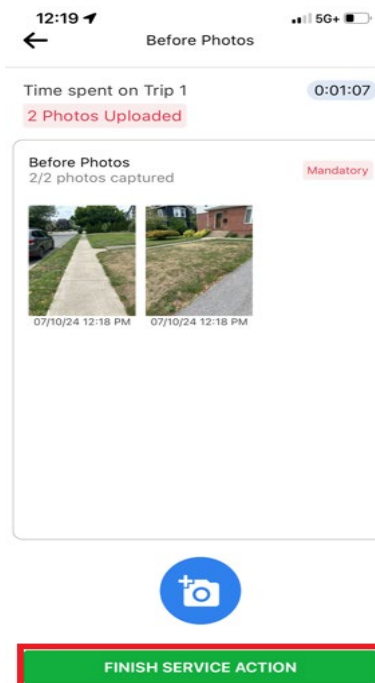
2. Next confirm your check-in to the location.



- Now take **BEFORE** photos of the site. The number of pictures will display in the bottom left corner as each photo is taken.
  - Click **“Done”** when finished.



- Next click **“Finish Service Action”** to move continue.



- Next you will add the time spent on each service task. You can do this by either:
  - Using the “+” and “-” buttons to increase or decrease the time in 5 minute increments.
  - Entering the time manually, for full hours type the number of hours; if minutes are needed type leading 0’s first.

For example – if 2 hours just enter a 1 into the line. If 1 hours and 30 minutes enter 0130 into the line

The image displays two side-by-side screenshots of a mobile application interface for a work order (WO #4635372). Both screenshots show a 'SERVICE TASKS' section with a list of tasks and their corresponding time entries. The left screenshot shows 0/9 tasks completed, and the right screenshot shows 1/9 tasks completed. The 'Labor (per hour)' task is highlighted in the right screenshot, and a 'PERFORM TASK AGAIN' button is visible below it.

- Once time has been entered on a task a button “Perform Task Again” will allow another line to any of the services to enter time into. When Perform Task Again is selected the application will ask you to confirm you want to perform this action – Click yes.

The image displays a screenshot of a mobile application interface for a work order (WO #4635372). The 'SERVICE TASKS' section shows 1/10 tasks completed. The 'Labor (per hour)' task is set to 01:00, and a 'PERFORM TASK AGAIN' button is highlighted with a red box. Below it, a new 'Labor (per hour) (2)' task is visible with a time entry of 00:00.

6. To add Materials to the work order – select the materials task, then select “Repair Form”:

WO #4635372

Materials

Time spent on Trip 1 0:02:16

Repair Form

Front End Loader - 00:00 hh:mm +

Labor (per hour) - 01:00 hh:mm +

PERFORM TASK AGAIN

Labor (per hour) (2) - 01:30 hh:mm +

Large Truck with Plow - 02 hh:mm +

PERFORM TASK AGAIN

Materials

Pickup Truck with Plow - 00:00 hh:mm +

Skid Steer - 00:00 hh:mm +

Supervisor - 00:00 hh:mm +

Tri-Axle Hauling Snow - 00:00 hh:mm +

PAUSE TRIP COMPLETE FINISH TASK ACTION

- Materials included in the contract will be displayed for selection, select applicable materials:

MATERIAL USED

Search material by Materials name, Code and Des

Ice Melt Per 50LB Bag [Included in Location Contract](#)  
Code: Ice Melt Per 50LB Bag QTY: 999999999  
Unit of measure: Bag Price: 30  
Description: Ice Melt Per 50LB Bag

Calcium 50 lb bag [Included in Location Contract](#)  
Code: Calcium 50 lb bag QTY: 9999999985  
Unit of measure: EA Price: 30  
Description: Calcium 50 lb bag

Bulk Rock Salt - (1 Ton) [Included in Location Contract](#)  
Code: Bulk Rock Salt Per Ton QTY: 99999999986  
Unit of measure: Ton Price: 100  
Description: Bulk Rock Salt Per Ton

Rock Salt 50LB Bag  
Code: Rock Salt 50LB Bag QTY: 999999998  
Unit of measure: Bag Price: 0  
Description: Rock Salt 50LB Bag

ADD MATERIAL USED

MATERIAL USED

Search material by Materials name, Code and Des

Ice Melt Per 50LB Bag [Included in Location Contract](#)  
Code: Ice Melt Per 50LB Bag QTY: 999999999  
Unit of measure: Bag Price: 30  
Description: Ice Melt Per 50LB Bag

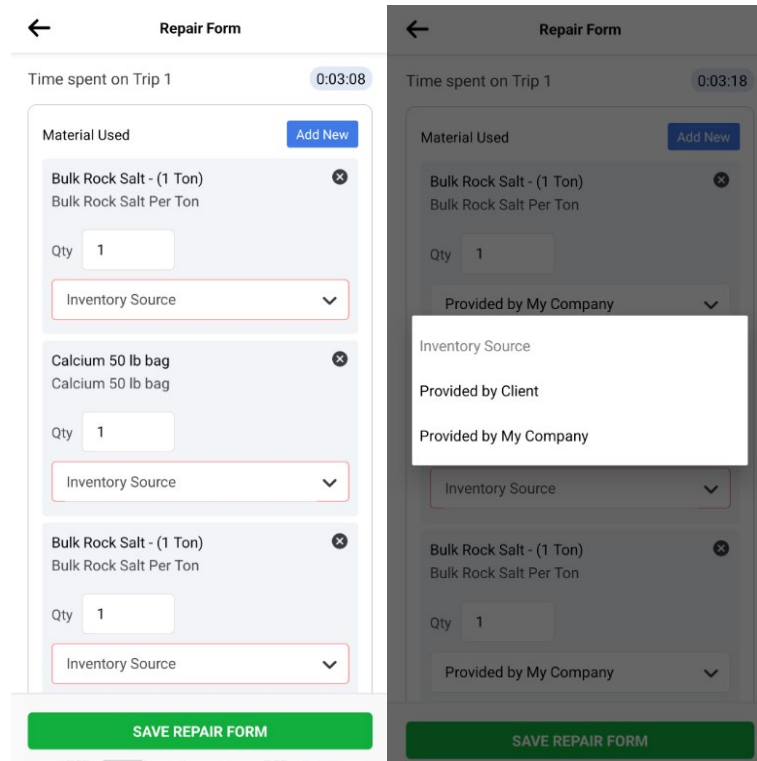
Calcium 50 lb bag [Included in Location Contract](#)  
Code: Calcium 50 lb bag QTY: 9999999985  
Unit of measure: EA Price: 30  
Description: Calcium 50 lb bag

Bulk Rock Salt - (1 Ton) [Included in Location Contract](#)  
Code: Bulk Rock Salt Per Ton QTY: 99999999986  
Unit of measure: Ton Price: 100  
Description: Bulk Rock Salt Per Ton

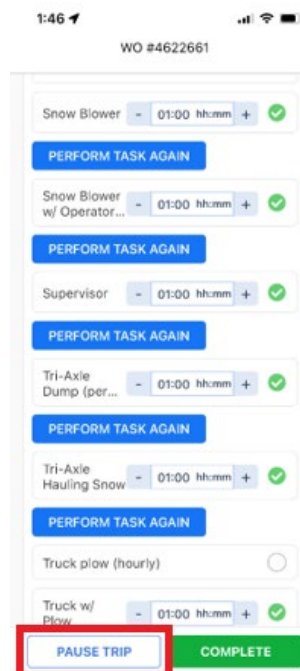
Rock Salt 50LB Bag  
Code: Rock Salt 50LB Bag QTY: 999999998  
Unit of measure: Bag Price: 0  
Description: Rock Salt 50LB Bag

ADD MATERIAL USED

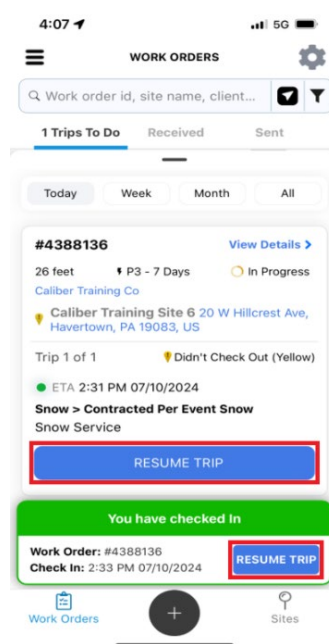
- Next enter quantities and inventory source as “Provided by My Company” on each line:



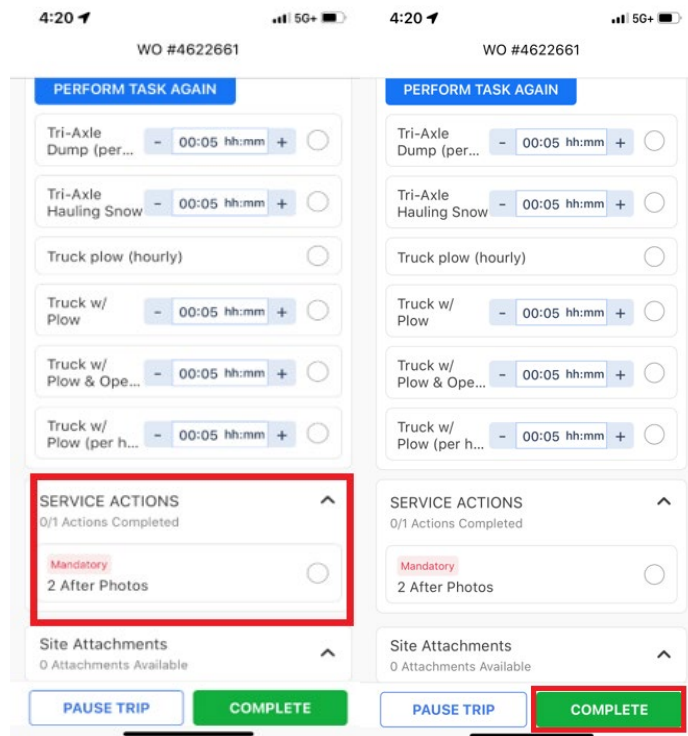
Note: If you need to leave the site for a short period of time before services are completed, select **“Pause Trip”**. This functionality will allow check in to another work order if you have crews running on a site and need to move to another site and begin services.



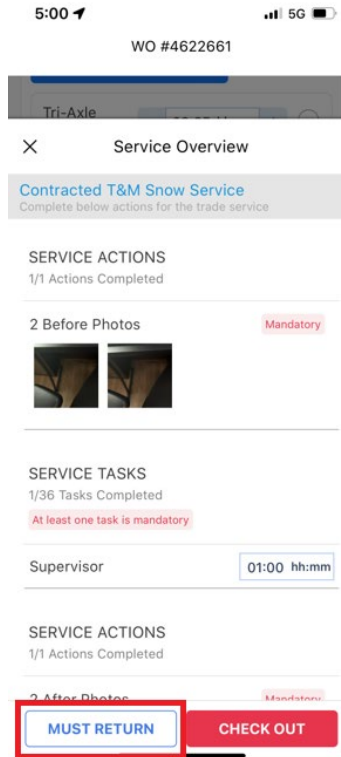
Once you have returned to the site, click **“Resume Trip”**.



7. Once all information for tasks performed and materials used has been entered, complete **“After service photos.”**

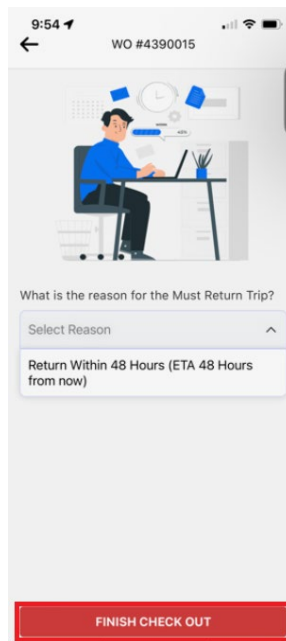


8. A summary of the work completed will display. **“Must Return”** will be selected through the duration of the storm and until conditions are safe. This will create additional trips within the same work order for service.

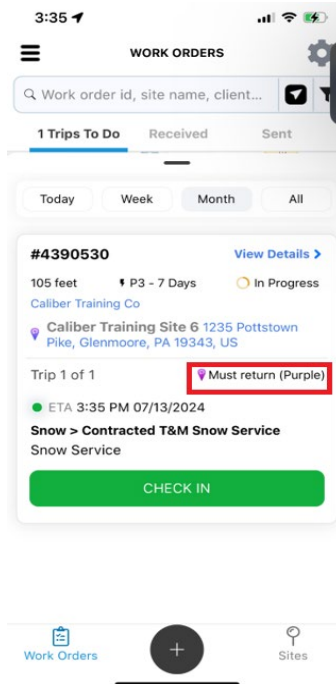


9. Click on the drop-down and select the default “Return Within 48 Hours (ETA 48 Hours From now)” option so you will have a new trip to check into upon return.

10. Finally, click “Finish Check Out”

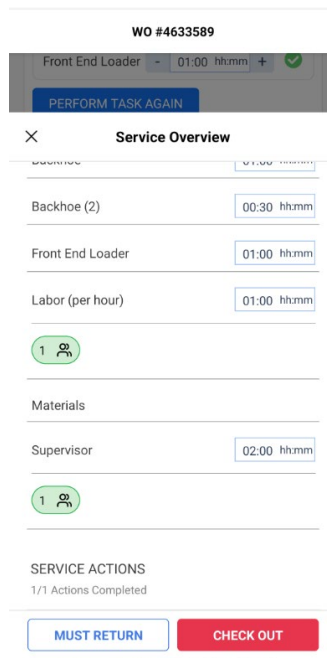


11. You will see the new return trip created with the “**Must Return**” purple pin. This creates a new trip that you will check into.



- Use “Must Return” until the storm has subsided, and conditions are safe, final check out of a work order can be performed.

12. Review Service Overview, then click “**Check Out**”.



13. After returning to the site, complete all tasks and click “**Complete**”. Use must return until the storm has concluded and conditions are safe.

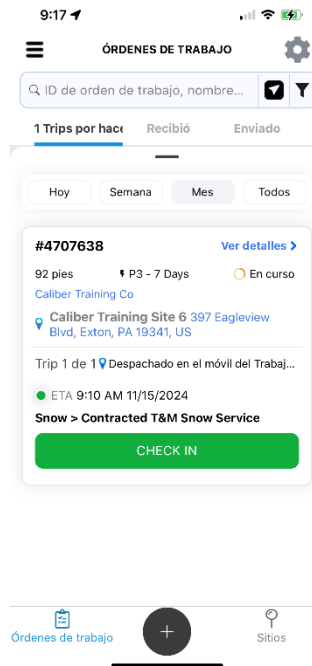


Video Example:



# Cómo registrarse y salir de un servicio de nieve contratado por tiempo y materia

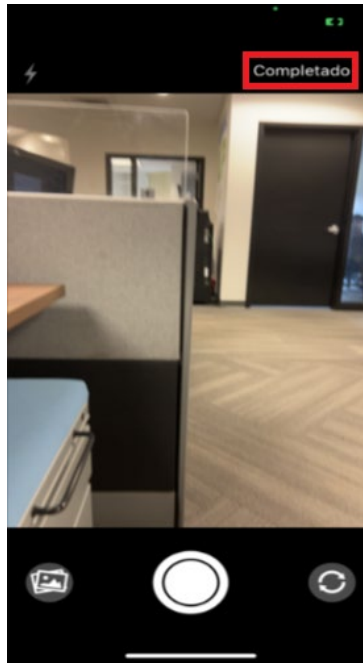
1. Localice la orden de trabajo y seleccione “Check In”.



2. Luego confirme su registro en la ubicación.



- Ahora tome fotos ANTES del sitio. El número de fotos se mostrará en la esquina inferior izquierda a medida que se tomen.
  - Haga clic en “Completado” cuando termine.

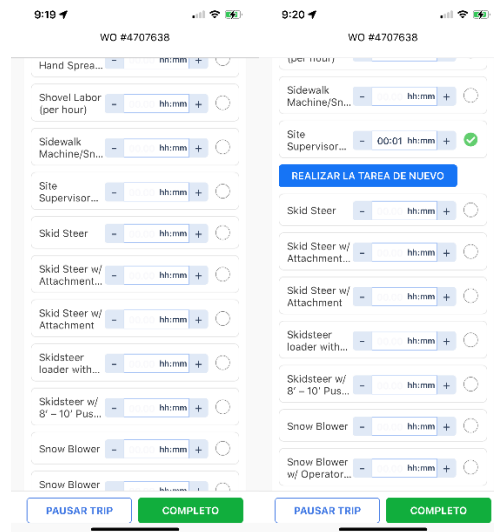


- A continuación, haga clic en “Finalizar acción de servicio” para continuar.

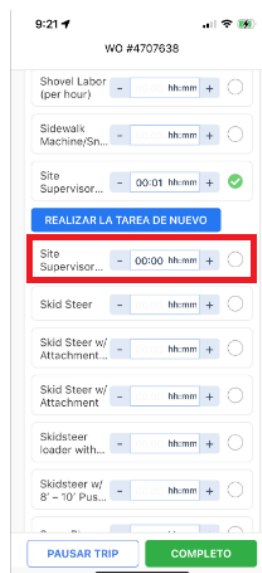


5. A continuación, agregará el tiempo dedicado a cada tarea de servicio. Puede hacerlo de dos maneras:

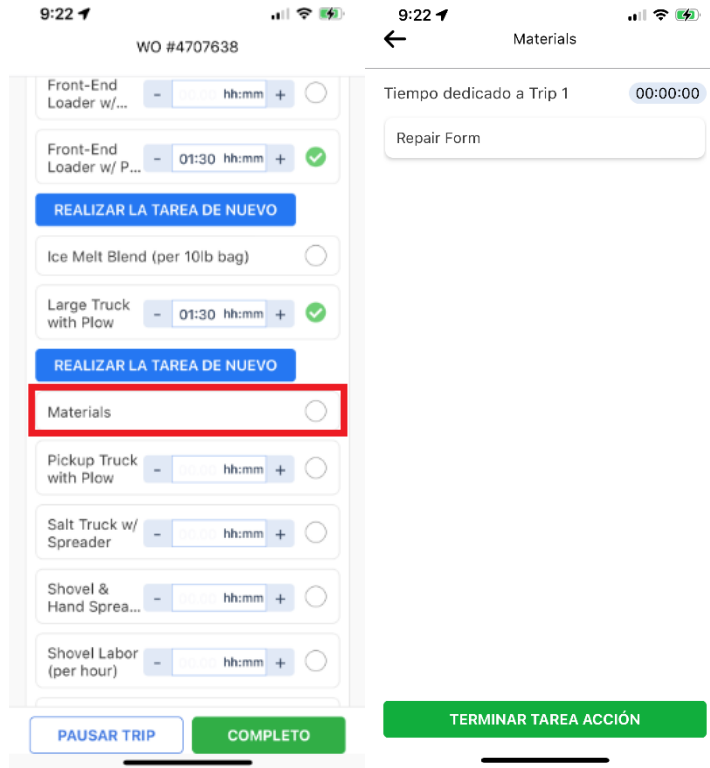
- Usando los botones “+” y “-” para aumentar o disminuir el tiempo en incrementos de 5 minutos.
- Ingresando el tiempo manualmente, para horas completas escriba el número de horas; si se necesitan minutos, escriba primero los ceros iniciales. Por ejemplo, si son 2 horas, solo ingrese un 1 en la línea. Si son 1 hora y 30 minutos, ingrese 0130 en la línea.



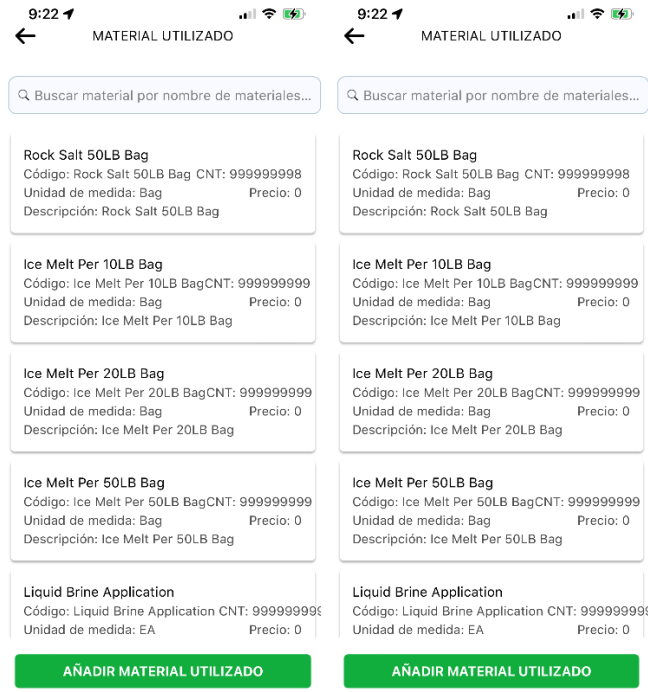
- Una vez que se haya ingresado el tiempo en una tarea, un botón “Realizar tarea nuevamente” permitirá agregar otra línea a cualquiera de los servicios para ingresar tiempo. Cuando se seleccione “Realizar tarea nuevamente”, la aplicación le pedirá que confirme que desea realizar esta acción. Haga clic en sí.



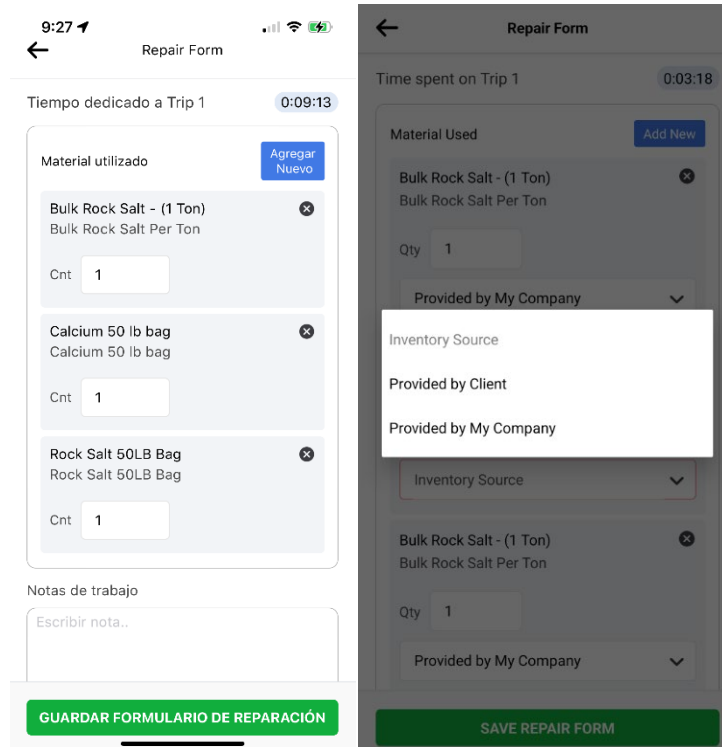
6. Para agregar materiales a la orden de trabajo, seleccione la tarea de materiales, luego seleccione “Formulario de reparación”:



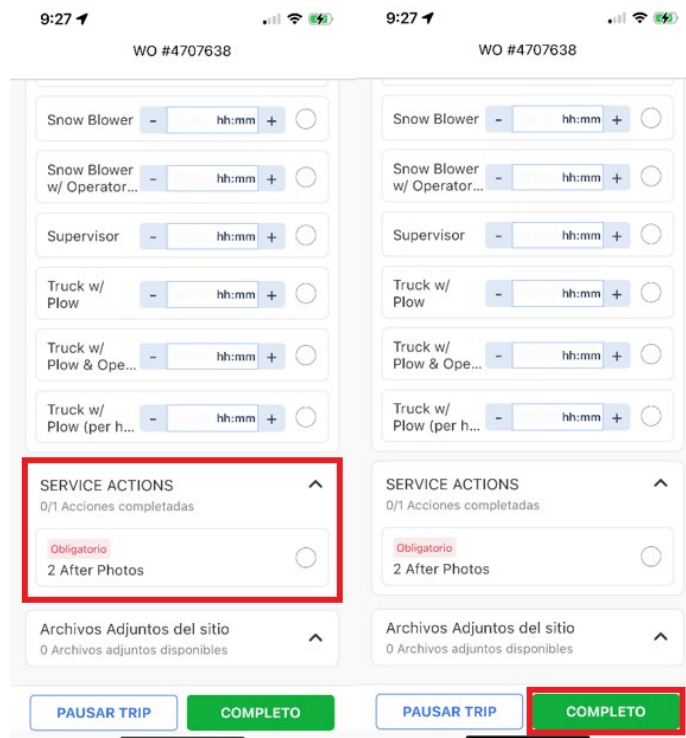
- Los materiales incluidos en el contrato se mostrarán para su selección, seleccione los materiales aplicables



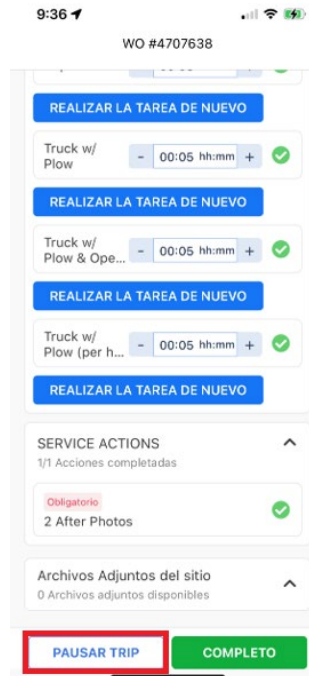
- Luego ingrese las cantidades y la fuente de inventario como “Proporcionado por mi empresa” “Provided by My Company” en cada línea.:



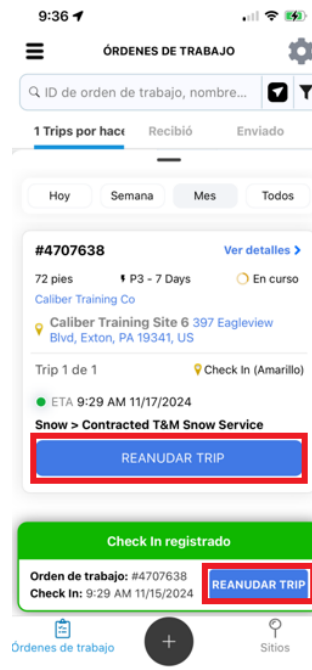
7. Una vez que se haya ingresado toda la información sobre las tareas realizadas y los materiales utilizados, complete las fotos “Después del servicio”.



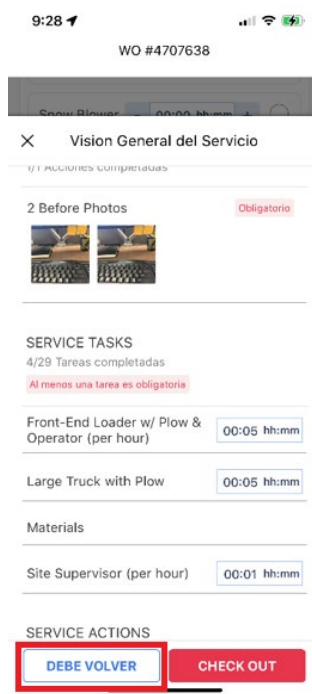
Nota: Si necesitas salir del sitio por un corto período de tiempo antes de que se completen los servicios, selecciona "Pausar trip". Esta funcionalidad te permitirá registrarte en otra orden de trabajo si tienes equipos trabajando en un sitio y necesitas moverte a otro sitio y comenzar los servicios.



Una vez que haya regresado al sitio, haga clic en "Reanudar trip".

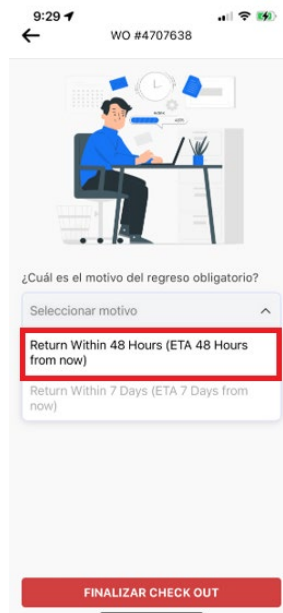


8. Se mostrará un resumen del trabajo completado. “Debe volver” se seleccionará durante la duración de la tormenta y hasta que las condiciones sean seguras. Esto creará viajes adicionales dentro de la misma orden de trabajo para el servicio.



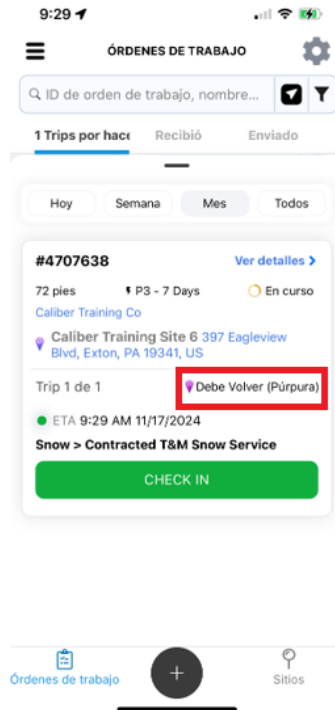
9. Haga clic en el menú desplegable y seleccione la opción predeterminada “Regresar dentro de 48 horas (ETA 48 horas a partir de ahora)” para que tenga un nuevo viaje para registrarse al regresar.

10. Finalmente, haga clic en “Finalizar check out”.



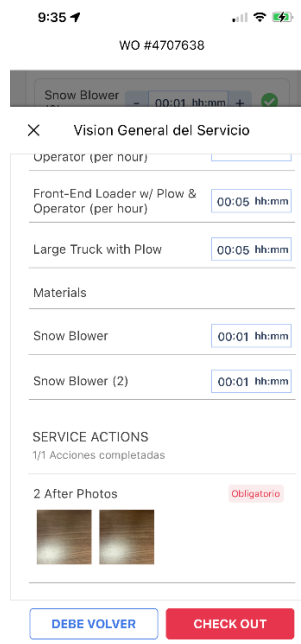


11. Verá el nuevo viaje de regreso creado con el pin morado de “Debe regresar”. Esto crea un nuevo viaje en el que se registrará.



- Use “Debe regresar” hasta que la tormenta haya disminuido y las condiciones sean seguras, se puede realizar la salida final de una orden de trabajo.

12. Revise el Resumen del Servicio, luego haga clic en “Check Out”.



13. Después de regresar al sitio, complete todas las tareas y haga clic en “Completar”. Use “Debe regresar” hasta que la tormenta haya concluido y las condiciones sean seguras.