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.



- 3. 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.



4. Next click "Finish Service Action" to move continue.



- 5. 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

WO #4635372	WO #4635372
SERVICE TASKS ^ 0/9 Tasks Completed At least one task is mandatory	SERVICE TASKS ^ 1/9 Tasks Completed At least one task is mandatory
Backhoe - 00.00 hh:mm +	Backhoe - 00.00 hh:mm +
Front End Loader - 00.00 hh:mm +	Front End Loader - 00.00 hh:mm +
Labor (per hour) - 00.00 hh:mm +	Labor (per hour) - 1 hh:mm +
Large Truck with - 00.00 hh:mm +	PERFORM TASK AGAIN
Materials	Large Truck with - 00.00 hhmm +
Pickup Truck with - 00.00 hh:mm +	Materials
Skid Steer - 00.00 hh:mm +	Pickup Truck with - 00.00 hh:mm +
Supervisor - 00.00 hh:mm +	Skid Steer - 00.00 hh:mm +
Tri-Axle Hauling - 00.00 hhmm +	Supervisor - 00.00 hh:mm +
	Tri Ayla Hauling
PAUSE TRIP COMPLETE	PAUSE TRIP COMPLETE

• 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.

SERVICE TASKS		-
1/10 Tasks Complete	d	
At least one task is man	dator	y
Backhoe	-	00.00 hh:mm +
Front End Loader	-	00.00 hh:mm +
Labor (per hour)	-	01:00 hh:mm + 🤣
PERFORM TASK	AGA	IN
Labor (per hour) (2)	-	00.00 hh:mm +
Large Truck with Plow	-	00.00 hh:mm +
Materials		
Pickup Truck with Plow	-	00.00 hh:mm +
Skid Steer	-	00.00 hh:mm +

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

WO #4635372	÷	-	Materials	
Front End Loader - 00.00 hh:mm	+ 0	me spent on Trip	1	0:02:1
Labor (per hour) - 01:00 hh:mm	+ 📀	Repair Form		
PERFORM TASK AGAIN				
Labor (per hour) - 01:30 hh:mm	+ 📀			
Large Truck with - 02 hh:mm	+ 📀			
PERFORM TASK AGAIN				
Materials	0			
Materials Pickup Truck with Plow	+ 0			
Materials Pickup Truck with - 00.00 htmm Plow Skid Steer - 00.00 htmm	+ 0			
Materials Pickup Truck with - 00.00 htmm Plow Skid Steer - 00.00 htmm Supervisor - 00.00 htmm	+ 0			
Materials Pickup Truck with - 00.00 hh:mm Skid Steer - 00.00 hh:mm Supervisor - 00.00 hh:mm Tri-Axle Hauling Snow - 00.00 hh:mm	+ 0 + 0 + 0			

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

MATERIAL USED	← MATERIAL USED
${\tt Q}$ Search material by Materials name, Code and Des	Q Search material by Materials name, Code and De
Ice Melt Per 50LB Included in Location Contract Bag	Ice Melt Per 50LB Included in Location Contract Bag
Code: Ice Melt Per 50LB Bag QTY: 999999999	Code: Ice Melt Per 50LB Bag QTY: 999999999
Unit of measure: Bag Price: 30	Unit of measure: Bag Price: 30
Description: Ice Melt Per 50LB Bag	Description: Ice Melt Per 50LB Bag
Calcium 50 lb bag Included in Location Contract	Calcium 50 lb bag Included in Location Contract
Code: Calcium 50 lb bag QTY: 9999999985	Code: Calcium 50 lb bag QTY: 9999999985
Unit of measure: EA Price: 30	Unit of measure: EA Price: 30
Description: Calcium 50 lb bag	Description: Calcium 50 lb bag
Bulk Rock Salt - (1 Included in Location Contract Ton)	Bulk Rock Salt - (1 Included in Location Contract Ton)
Code: Bulk Rock Salt Per Ton QTY: 999999999986	Code: Bulk Rock Salt Per Ton QTY: 999999999986
Unit of measure: Ton Price: 100	Unit of measure: Ton Price: 100
Description: Bulk Rock Salt Per Ton	Description: Bulk Rock Salt Per Ton
Rock Salt 50LB Bag	Rock Salt 501 B Bag
Code: Rock Salt 50LB Bag QTY: 999999998	Code: Rock Salt 50LB Bag OTV: 999999998
Unit of measure: Bag Price: 0	Unit of measure: Bag Price: 0
on tor medodre. bug	

• Next enter quantites and inventory soruce 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".

- 4:07 1 .II 5G 🔳 Ċ: ≡ WORK ORDERS Q Work order id, site name, client... 1 Trips To Do Received Sent All Today Week Month #4388136 View Details > • P3 - 7 Days 26 feet O In Progress Caliber Training Co Caliber Training Site 6 20 W Hillcrest Ave, Havertown, PA 19083, US Pidn't Check Out (Yellow) Trip 1 of 1 • ETA 2:31 PM 07/10/2024 Snow > Contracted Per Event Snow Snow Service You have checked In Work Order: #4388136 Check In: 2:33 PM 07/10/2024 9 2 Work C Sites
- 7. Once all information for tasks performed an materials used has been entered, complete **"After service photos."**

4:20 -	4:20 1 5G+
WO #4622661	WO #4622661
PERFORM TASK AGAIN	PERFORM TASK AGAIN
Tri-Axle Dump (per 00:05 hh:mm +	Tri-Axle Dump (per 00:05 hh:mm +
Tri-Axle Hauling Snow - 00:05 hh:mm +	Tri-Axle Hauling Snow - 00:05 hh:mm +
Truck plow (hourly)	Truck plow (hourly)
Truck w/ - 00:05 hh:mm +	Truck w/ - 00:05 hh:mm + ()
Truck w/ Plow & Ope 00:05 hh:mm +	Truck w/ Plow & Ope 00:05 hh:mm +
Truck w/ Plow (per h 00:05 hh:mm +	Truck w/ Plow (per h 00:05 hh:mm +
SERVICE ACTIONS ^	SERVICE ACTIONS 0/1 Actions Completed
Mandatory 2 After Photos	Mandatory 2 After Photos
Site Attachments Available	Site Attachments O Attachments Available
PAUSE TRIP COMPLETE	PAUSE TRIP COMPLETE

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.

5:00 -	1	📲 5G
	WO #46	622661
	_	_
Tri-A	xle	
×	Service C	Verview
Contrac Complete	ted T&M Snow below actions for th	Service trade service
SERVIO 1/1 Actio	CE ACTIONS	
2 Befor	re Photos	Mandatory
Y		
SERVIO	CE TASKS	
1/36 Tas	ks Completed	
At least	one task is mandator	y .
Superv	isor	01:00 hh:mm
SERVIO 1/1 Actio	CE ACTIONS	
2 Aftor	Photos	Mandatory
MUS	TRETURN	CHECK OUT

- 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.

=	WORK ORDER	s 1
- Work order	id, site name	client
1 Trips To Do	• Received	Sent
Today	Week Mo	nth All
#4390530		View Details :
105 feet	P3 - 7 Days	O In Progress
O - Uh Tool 1	a Co	
Caliber Training		
Caliber Training Caliber Tra Pike, Glenn	aining Site 6 12 noore, PA 19343,	35 Pottstown US
Caliber Training Caliber Training Pike, Glenn Trip 1 of 1	aining Site 6 12 noore, PA 19343,	35 Pottstown US lust return (Purple
Caliber Training Caliber Training Pike, Glenn Trip 1 of 1 • ETA 3:35 F	aining Site 6 12 noore, PA 19343,	35 Pottstown US lust return (Purple
Caliber Training Caliber Tr. Pike, Glenn Trip 1 of 1 ETA 3:35 F Snow > Contri	aining Site 6 12 noore, PA 19343, PM 07/13/2024 racted T&M Sno	35 Pottstown US lust return (Purple w Service
Caliber Training Caliber Tra Pike, Glenn Trip 1 of 1 ETA 3:35 F Snow > Contra Snow Service	e aining Site 6 12 noore, PA 19343, PM 07/13/2024 racted T&M Sno e	35 Pottstown US Ilust return (Purple w Service
Caliber Training Caliber Tr. Pike, Glenn Trip 1 of 1 • ETA 3:35 F Snow > Contr Snow Service	e CHECK IN	35 Pottstown US Iust return (Purple w Service
Caliber Training Caliber Tr. Pike, Glenn Trip 1 of 1 • ETA 3:35 F Snow > Contr Snow Service	e CHECK IN	35 Pottstown US Iust return (Purple w Service
Caliber Training Caliber Tr. Pike, Glenn Trip 1 of 1 • ETA 3:35 F Snow > Contri Snow Service	e check IN	35 Pottstown US fust return (Purple w Service
Caliber Training Caliber Tr. Pike, Glenn Trip 1 of 1 • ETA 3:35 F Snow > Contri Snow Service	e check in aning Site 6 12 hoore, PA 19343, PM 07/13/2024 racted T&M Sno e CHECK IN	35 Pottstown US fust return (Purple w Service
Caliber Training Caliber Tr. Pike, Glenn Trip 1 of 1 ETA 3:35 F Snow > Conti Snow Service	e alining Site 6 12 hoore, PA 19343, PM 07/13/2024 Aracted T&M Sno e CHECK IN	35 Pottstown US Itust return (Purple w Service

- 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".

WO #46	33589
Front End Loader -	01:00 hh:mm + 💙
PERFORM TASK AGAI	N
< Service C	Verview
Duonnoo	01.00
Backhoe (2)	00:30 hh:mm
Front End Loader	01:00 hh:mm
Labor (per hour)	01:00 hh:mm
1 0	
Materials	
Supervisor	02:00 hh:mm
SERVICE ACTIONS 1/1 Actions Completed	
MUST RETURN	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.



- 3. 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.



4. 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":

9:22 -	? 🚺	9:22 🕇		.II 🕈 💋
WO #4707638		÷	Materials	
Front-End Loader w/ 00000 hh:mm +	0	Tiempo dedica	do a Trip 1	00:00:00
Front-End Loader w/ P 01:30 hh:mm +	0	Repair Form		
REALIZAR LA TAREA DE NUEVO				
Ice Melt Blend (per 10lb bag)	0			
Large Truck with Plow - 01:30 hh:mm +	0			
REALIZAR LA TAREA DE NUEVO				
Materials	0			
Pickup Truck with Plow - March hh:mm +	0			
Salt Truck w/ - hh:mm +	0			
Shovel & - hh:mm +	0			
Shovel Labor (per hour) - March hh:mm +	0			
PAUSAR TRIP COMPLE	то	TERM	INAR TAREA AC	CIÓN

• 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.:

9:27 1	.11 🗢 💋	← Repair Form	
, nopul rolling		Time spent on Trip 1	0.03.18
Tiempo dedicado a Trip 1	0:09:13		
Material utilizado	Agregar Nuevo	Material Used Bulk Rock Salt - (1 Ton)	Add New
Bulk Rock Salt - (1 Ton) Bulk Rock Salt Per Ton	٢	Bulk Rock Salt Per Ton	
		Provided by My Company	~
Calcium 50 lb bag Calcium 50 lb bag	⊗	Inventory Source	
Cnt 1		Provided by Client	
Rock Salt 50LB Bag Rock Salt 50LB Bag	۲	Inventory Source	~
Cnt 1		Bulk Rock Salt - (1 Ton) Bulk Rock Salt Per Ton	۵
Notas de trabajo			
Escribir nota		Qty 1	
		Provided by My Company	~
GUARDAR FORMULARIO DE RE	EPARACIÓN	SAVE REPAIR FORM	

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

WO #4707638	WO #4707638
Snow Blower - hh:mm +	Snow Blower - hh:mm +
Snow Blower - hh:mm +	Snow Blower w/ Operator hh:mm +
Supervisor - hh:mm +	Supervisor - hh:mm +
Truck w/ - hh:mm +	Truck w/ - hh:mm +
Truck w/ Plow & Ope hh:mm +	Truck w/ Plow & Ope hh:mm +
Truck w/ Plow (per h hh:mm +	Truck w/ Plow (per h hh:mm +
SERVICE ACTIONS ^	SERVICE ACTIONS
Obligatorio 2 After Photos	Obligatorio 2 After Photos
Archivos Adjuntos del sitio	Archivos Adjuntos del sitio 0 Archivos adjuntos disponibles

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.

	WO #4707638	
		-
REALIZAR	LA TAREA DE NUEVO	
Truck w/ Plow	- 00:05 hh:mm +	0
REALIZAR	LA TAREA DE NUEVO	
Truck w/ Plow & Ope	- 00:05 hh:mm +	0
REALIZAR	LA TAREA DE NUEVO	
Truck w/ Plow (per h	- 00:05 hh:mm +	0
REALIZAR	LA TAREA DE NUEVO	
SERVICE AC	CTIONS completadas	^
Obligatorio		0
2 After Pho	tos	
Archivos Ad 0 Archivos adj	juntos del sitio juntos disponibles	~
PAUSAR		то

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.

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- 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.