## How to Check in and Out of a Contracted Flat 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 Acton" to move continue.



- 5. Then you will select any "service tasks" that you completed while on site.
  - If you need to perform the same service multiple time, select perform task again and select the service again.

WO #4640280	
Mandatory 3 Before Photos	0
SERVICE TASKS	^
3/6 Tasks Completed At least one task is mandatory	
Full De-Icing	0
No Service Required	$\bigcirc$
Partial De-Icing	$\bigcirc$
Plowing	0
Report site damage during snow removal	$\bigcirc$
Shoveling	0
SERVICE ACTIONS 0/1 Actions Completed	^
Mandatory 3 After Photos	$\bigcirc$
COMPLETE	

6. Next, you will complete your service and take your "After service photos".

WO #4640280	
3/6 Tasks Completed	
At least one task is mandatory	
Full De-Icing	0
No Service Required	0
Partial De-Icing	0
Plowing	0
Report site damage during snow removal	0
Shoveling	0
SERVICE ACTIONS	^
0/1 Actions Completed	
Mandatory	
3 After Photos	0
Site Attachments	
0 Attachments Available	^
COMPLETE	

7. 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.

1:06 🕇	•II 5G+ 🌠
WO #4388014	
Partial Calcium Sidewalks	0
Partial De-Icing	0
Partial Salting Parking Lots	0
Shoveling	0
De-Icing Lots	0
De-icing Walkways (Calcium)	0
Magnesium Chloride App	0
No Service Required	0
SERVICE ACTIONS 1/1 Actions Completed	^
Mandatory 2 After Photos	0
Site Attachments 0 Attachments Available	^
PAUSE TRIP COMPLETE	

8. Once you have returned to the site, click "Resume Trip".

4:07 🕇	• <b>11</b> 5G	
WORK	ORDERS	¢
Q Work order id, site r	name, client	T
1 Trips To Do Rec	eived Sent	
Today Week	Month Al	
#4388136	View Detai	ls >
26 feet FP3 - 7 D Caliber Training Co	ays 🔿 In Progr	ess
Caliber Training Si Havertown, PA 19083	<b>te 6</b> 20 W Hillcrest A 3, US	ve,
Trip 1 of 1 🕴	Didn't Check Out (Yel	low)
• ETA 2:31 PM 07/10/2	2024	
Snow > Contracted Pe Snow Service	r Event Snow	
RESU	ME TRIP	
You have	checked In	
Work Order: #4388136 Check In: 2:33 PM 07/10/		TRIP
Work Orders	+ P	S

9. After returning to the site, complete all tasks and click "Complete".

1:06 🕇	📲 5G+ 🎼
WO #4388014	
Partial Calcium Sidewalks	0
Partial De-Icing	0
Partial Salting Parking Lots	0
Shoveling	0
De-Icing Lots	0
De-icing Walkways (Calcium)	0
Magnesium Chloride App	0
No Service Required	0
SERVICE ACTIONS 1/1 Actions Completed	^
Mandatory 2 After Photos	0
Site Attachments 0 Attachments Available	^
PAUSE TRIP COM	MPLETE

10. **"Must Return"** will be selected through the duration of the storm and until conditions are safe. This will create additional trips for the duration of the storm.

1:06 🕇			ul 5G+ 👀
	WO #43	88014	
Partial	Calaium Sida	volke	
×	Service C	)verview	
SERVICI 4/14 Task	E TASKS s Completed		
At least on	ie task is mandator	Y.	
Plowing			
Full Calc	ium Sidewalks		
Full De-I	lcing		
Shovelin	g		
SERVICE 1/1 Action	E ACTIONS as Completed		
2 After F	Photos Mandate	ory	
MUST		CHEC	коит

11. Click on the drop-down and select the default "Return Within 48 Hours (ETA 48 Hours from now" option to create a new trip for your return.

12. Finally, click "Finish Check Out"



13. You will see the new return trip created with the "**must return**" purple pin, indicating a new trip to check into.

• Use "Must Return" until the storm has subsided, and conditions are safe, final check out of a work order can be performed



14. Review Service Overview, then click "Check Out".

Partial Calcium Sidowalka
× Service Overview
Contracted Per Event Snow
SERVICE ACTIONS 1/2 Actions Completed
2 Before Photos Mandatory
SERVICE TASKS 4/14 Tasks Completed
At least one task is mandatory
Plowing
Full Calcium Sidewalks
Full De-Icing
MUST RETURN CHECK OUT

Video Example:



## Cómo registrarse y salir de un servicio de nieve contratado

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. 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 "Completo" cuando termine.

9:57	<b>∻ </b> ₩
WO #4704873	
Obligatorio 3 Before Photos	0
SERVICE TASKS 3/7 Tareas completadas Al menos una tarea es obligatoria	^
Full De-Icing	0
No Service Required	0
Partial De-Icing	0
Plowing	0
Report site damage during snow removal	0
Shoveling	0
Snow Removal Services	0
SERVICE ACTIONS 0/1 Acciones completadas	^
PAUSAR TRIP COMPLE	то

6. A continuación, completará su servicio y tomará sus fotos "Después del servicio".

9:57	II 🗢 🚯
WO #4704873	
Al menos una tarea es obligatoria	
Full De-Icing	0
No Service Required	0
Partial De-Icing	0
Plowing	0
Report site damage during snow removal	0
Shoveling	0
Snow Removal Services	0
SERVICE ACTIONS 0/1 Acciones completadas	^
Obligatorio 3 After Photos	0
Archivos Adjuntos del sitio O Archivos adjuntos disponibles	^
PAUSAR TRIP COMPL	ЕТО

7. 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.

9:57	11 🗢 🚺
WO #4704873	
Al menos una tarea es obligatoria	
Full De-Icing	0
No Service Required	0
Partial De-Icing	0
Plowing	0
Report site damage during snow removal	0
Shoveling	0
Snow Removal Services	0
SERVICE ACTIONS 0/1 Acciones completadas	^
Obligatorio 3 After Photos	0
Archivos Adjuntos del sitio 0 Archivos adjuntos disponibles	^
PAUSAR TRIP COMPI	LETO

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

0.00	•	·? .
ÓRDENES DE TRAB	BAJO	ų,
२ 4704873	8	<b>1</b>
1 Trips por hace Recibió	En	viado
#4704873	Ver d	etalles >
89 pies FP3 - 7 Days Caliber Training Co	0	En curso
Caliber Training Site 6 39 Blvd, Exton, PA 19341, US	7 Eaglev	view
Trip 1 de 1 💡 🗘	Check In	(Amarillo)
REANUDAR TE	RIP	
Check In registr	ado	
Check In registra Orden de trabajo: #4704873 Check In: 9:56 AM 11/14/2024	ado REANU	DAR TRIP

9. Después de regresar al sitio, complete todas las tareas y haga clic en "Completo".

WO #4704873		
Al menos una tarea es obligatoria		
Full De-Icing	0	
No Service Required	0	
Partial De-Icing	0	
Plowing	0	
Report site damage during snow removal	0	
Shoveling	0	
Snow Removal Services	0	
SERVICE ACTIONS 1/1 Acciones completadas	^	
Obligatorio 3 After Photos	0	
Archivos Adjuntos del sitio O Archivos adjuntos disponibles	^	
PAUSAR TRIP COMPLE	то	

10. "Debe regresar" se seleccionará durante la duración de la tormenta y hasta que las condiciones sean seguras. Esto creará viajes adicionales durante la tormenta.

1:06 -	1	•11 5G+ 🕪	
WO #4388014			
Dorti	ol Coloium Sido		
×	Service	Overview	
SERVIO	CE TASKS		
4/14 Tas	4/14 Tasks Completed		
At least one task is mandatory			
Plowing			
Full Calcium Sidewalks			
Full De-Icing			
Shoveling			
SERVIO	CE ACTIONS		
1/1 Actions Completed			
2 After Photos Mandatory			
MUS	ST RETURN	CHECK OUT	

- Haga clic en el menú desplegable y seleccione la opción predeterminada "Regresar dentro de 48 horas (ETA 48 horas a partir de ahora)" – "Return within 48 hrs (ETA 48hours from now) para crear un nuevo viaje para su regreso.
- 12. Finalmente, haga clic en "Finalizar salida".



- 13. Verá el nuevo viaje de regreso creado con el pin morado de "debe regresar", lo que indica un nuevo viaje para registrarse.
  - 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.



14. Revise el Resumen del Servicio, luego haga clic en "Salir".