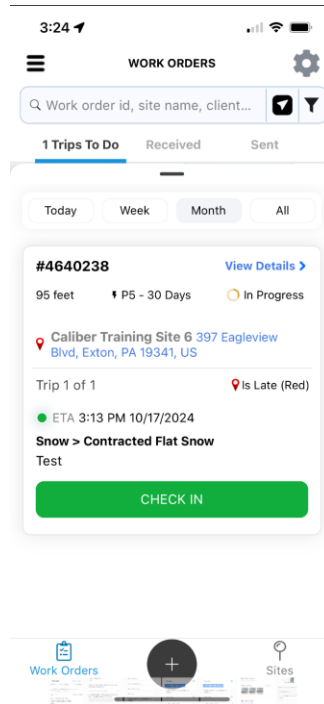
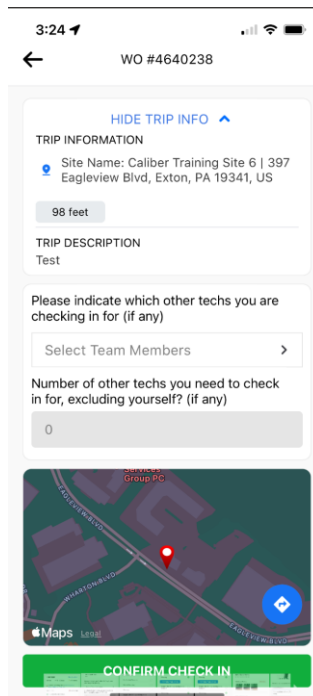


How to Check in and Out of a Contracted Flat Snow Service

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 Action”** 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

SERVICE TASKS
3/6 Tasks Completed
At least one task is mandatory

Full De-Icing

No Service Required

Partial De-Icing

Plowing

Report site damage during snow removal

Shoveling

SERVICE ACTIONS
0/1 Actions Completed

Mandatory
3 After Photos

COMPLETE

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

WO #4640280

SERVICE TASKS
3/6 Tasks Completed
At least one task is mandatory

Full De-Icing

No Service Required

Partial De-Icing

Plowing

Report site damage during snow removal

Shoveling

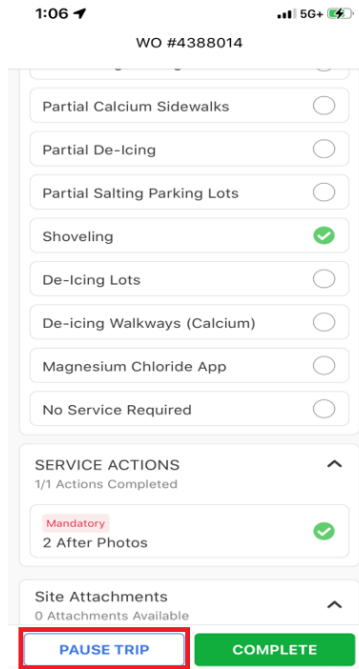
SERVICE ACTIONS
0/1 Actions Completed

Mandatory
3 After Photos

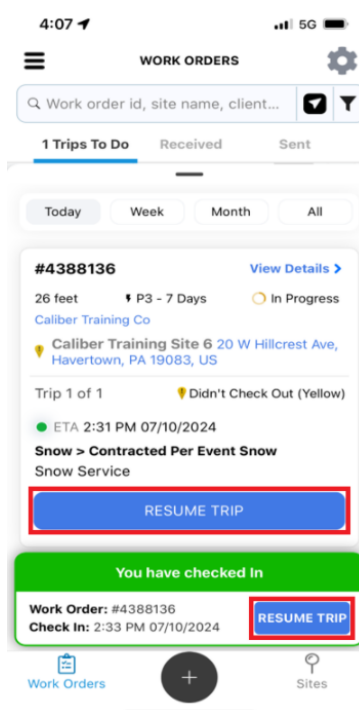
Site Attachments
0 Attachments Available

COMPLETE

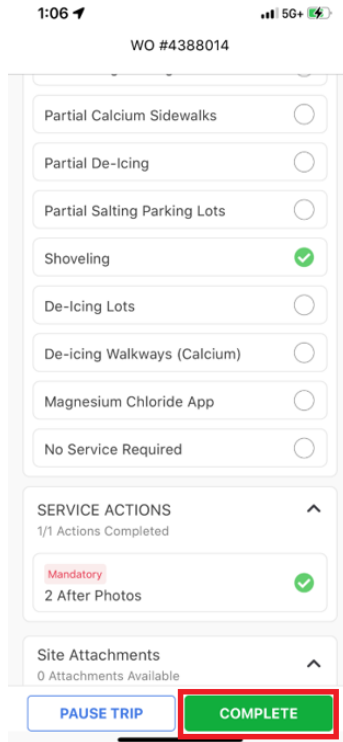
7. If you need to leave the site for a short period of time before services are completed, select **“Pause Trip”**. This functionality will allow check in to another work order if you have crews running on a site and need to move to another site and begin services.



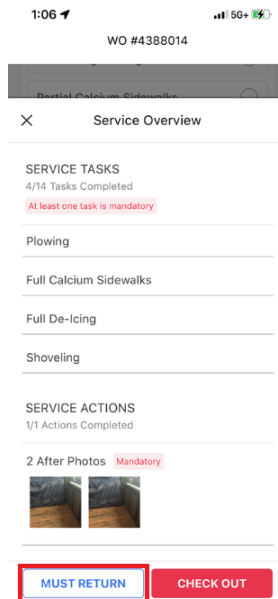
8. Once you have returned to the site, click **“Resume Trip”**.



9. After returning to the site, complete all tasks and click **“Complete”**.

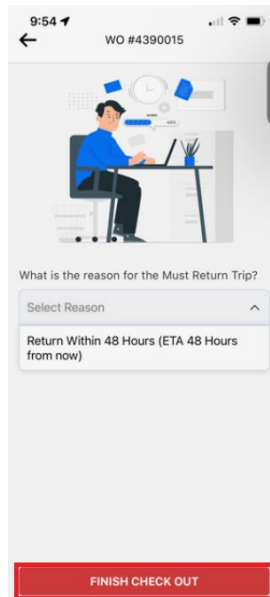


10. **“Must Return”** will be selected through the duration of the storm and until conditions are safe. This will create additional trips for the duration of the storm.



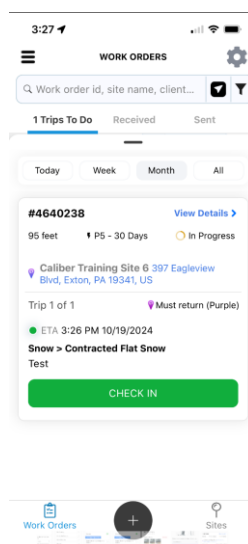
11. Click on the drop-down and select the default “Return Within 48 Hours (ETA 48 Hours from now)” option to create a new trip for your return.

12. Finally, click “**Finish Check Out**”

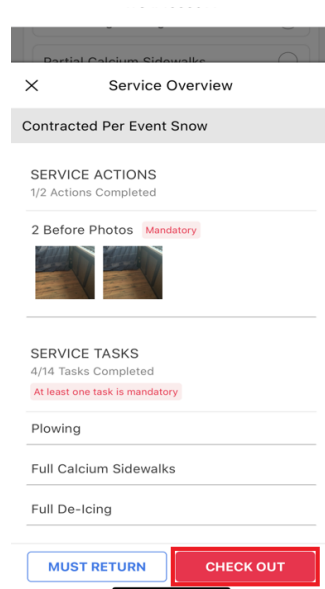


13. You will see the new return trip created with the “**must return**” purple pin, indicating a new trip to check into.

- 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”**.

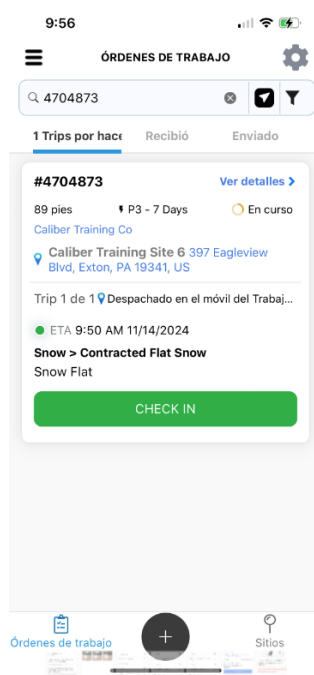


Video Example:

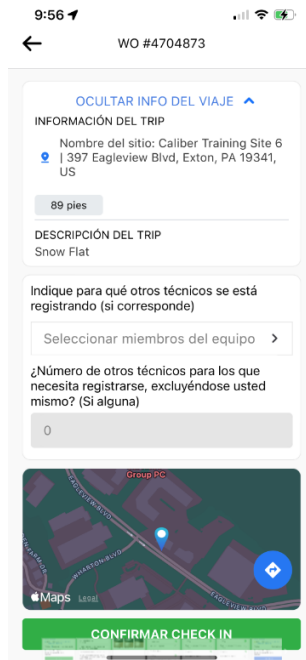


Cómo registrarse y salir de un servicio de nieve contratado

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



2. Luego confirme su registro en la ubicación.



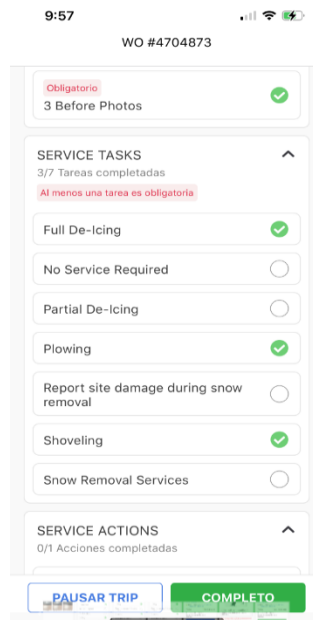
3. Ahora tome fotos ANTES del sitio. El número de fotos se mostrará en la esquina inferior izquierda a medida que se tomen.
 - Haga clic en “Completado” cuando termine.



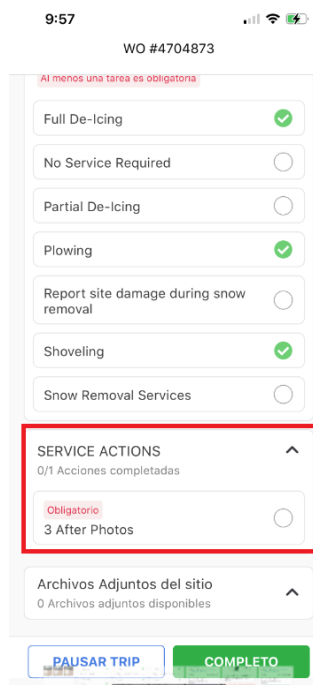
4. A continuación, haga clic en “Finalizar acción de servicio” para continuar.



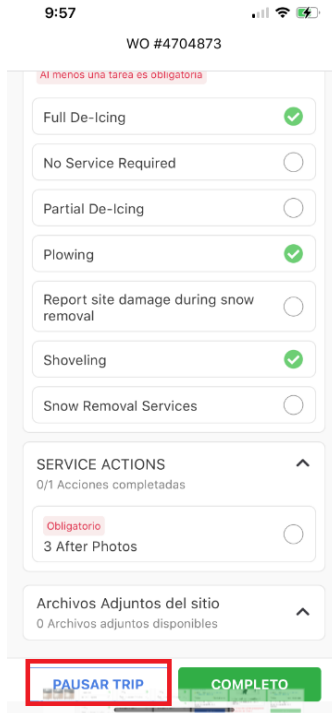
5. Ahora tome fotos ANTES del sitio. El número de fotos se mostrará en la esquina inferior izquierda a medida que se tomen.
- Haga clic en “Completo” cuando termine.



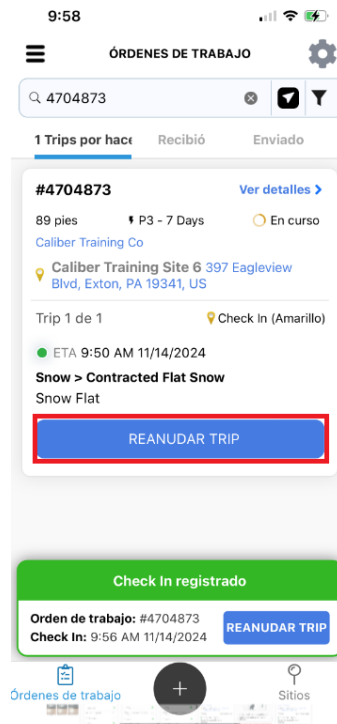
6. A continuación, completará su servicio y tomará sus fotos “Después del servicio”.



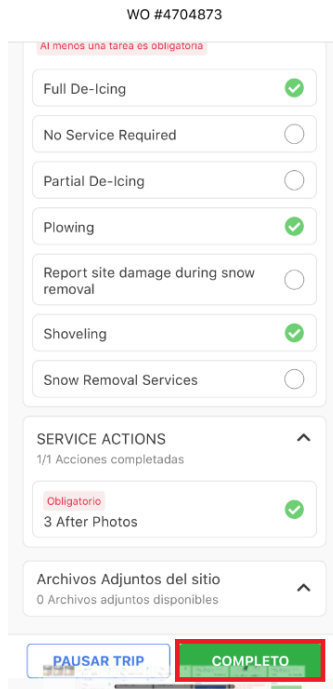
- Si necesitas salir del sitio por un corto período de tiempo antes de que se completen los servicios, selecciona "Pausar Trip". Esta funcionalidad te permitirá registrarte en otra orden de trabajo si tienes equipos trabajando en un sitio y necesitas moverte a otro sitio y comenzar los servicios.



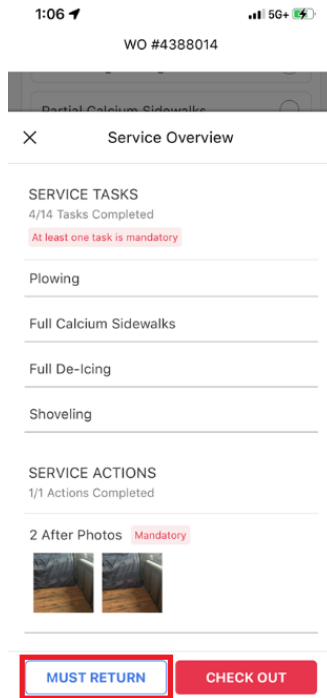
- Una vez que haya regresado al sitio, haga clic en "Reanudar Trip".



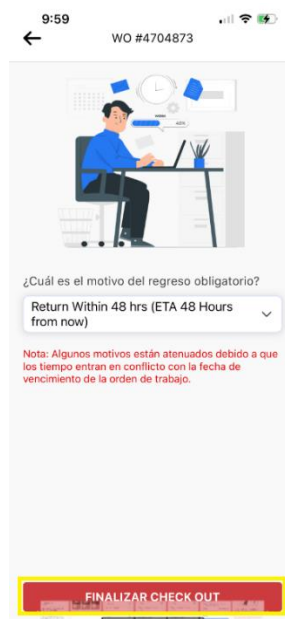
9. Después de regresar al sitio, complete todas las tareas y haga clic en “Completo”.



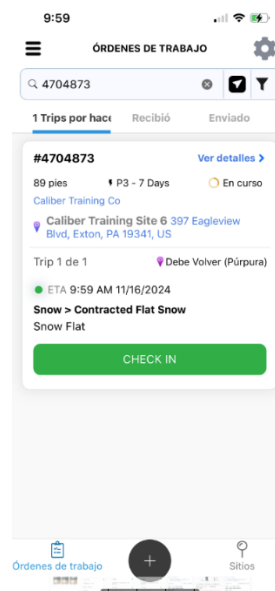
10. “Debe regresar” se seleccionará durante la duración de la tormenta y hasta que las condiciones sean seguras. Esto creará viajes adicionales durante la tormenta.



- 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.
- Finalmente, haga clic en “Finalizar salida”.



- 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.



- Revise el Resumen del Servicio, luego haga clic en “Salir”.