



How to Check in & out of a Work Order

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

12:51

WORK ORDERS

Q Work order id, site name, client...

2 Trips To Do Received Sent

Today Week Month All

#4406377 [View Details >](#)

112 feet P5 - 30 Days In Progress

Caliber Training Co

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

Trip 2 of 2 Scheduled On Tech's Mobile (Blue)

ETA 12:48 PM 07/18/2024

Landscape > All Landscape Maintenance

Test Work Order

CHECK IN

Work Orders Sites



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.

12:19   5G+ 

← Before Photos

Time spent on Trip 1

0:01:07

2 Photos Uploaded

Before Photos

2/2 photos captured

Mandatory



07/10/24 12:18 PM



07/10/24 12:18 PM



FINISH SERVICE ACTION



Step 5: Then you will select any “service tasks” that you completed while on site.

1:23



WO #4406377

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 TRIPCOMPLETE



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

1:23   

WO #4406377

Irrigation

☐

Mowing

☒

Mulching

☐

No Service Needed

☐

Pruning

☐

Seasonal Color

☐

Spring Cleanup

☐

Weeding

☐

SERVICE ACTIONS

0/1 Actions Completed

Mandatory

5 After Photos




☐

Site Attachments

0 Attachments Available

PAUSE TRIP

COMPLETE

1:23   

← After Photos

Time spent on Trip 1


0:01:01

5 Photos Uploaded


After Photos

5/5 photos captured


Mandatory




07/18/24 01:23 PM




07/18/24 01:23 PM




07/18/24 01:23 PM



07/18/24 01:23 PM







07/18/24 01:23 PM



FINISH SERVICE ACTION




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


1:23    

WO #4406377


| | |
|-------------------|----------------------------------|
| 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 

5 After Photos

Site Attachments 





0 Attachments Available

PAUSE TRIP

COMPLETE




Step 8: 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**

