

How to Check in & out of a Work Order

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

2 Trips To Do Received Sent Today Week Month All Today Week Month All #4406377 View Details 2 112 feet P5 - 30 Days In Progress Caliber Training Co In Progress P 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 ord	ler id, site nam	e, cliei	nt	۵
#4406377 View Details : 112 feet FP5 - 30 Days In Progress Caliber Training Co In Progress 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 Eta 12:48	2 Trips To	Do Receive	d	Se	nt
 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 	Today	Week	Month		All
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Landscape > All Landscape Maintenance Test Work Order	Trip 2 of 2	Scheduled O	n Tech'	s Mobil	le (Blue
Test Work Order	• ETA 12:4	18 PM 07/18/20	24		
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		CHECK	IN		



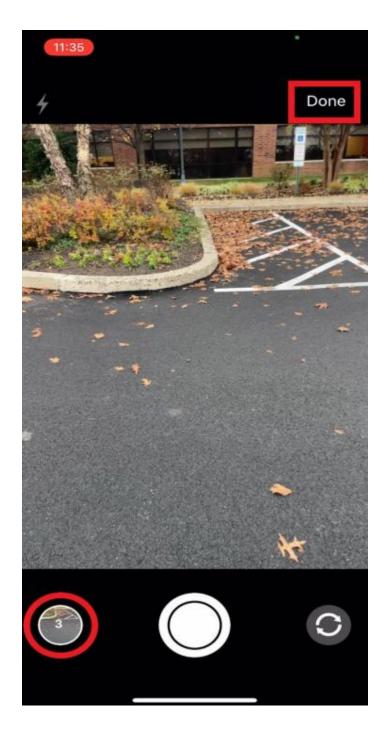
Step 2: Next you will be asked to confirm your "check-in location".

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←	WO #4406377	
TRIP INFOR		
Site N	ame: Caliber Training Sit	te 6 397
	view Blvd, Exton, PA 193	
112 feet		
TRIP DESC		
Test Work	Order	
	cate which other techs y n for (if any)	you are
Select 7	Feam Members	>
	other techs you need to uding yourself? (if any)	check
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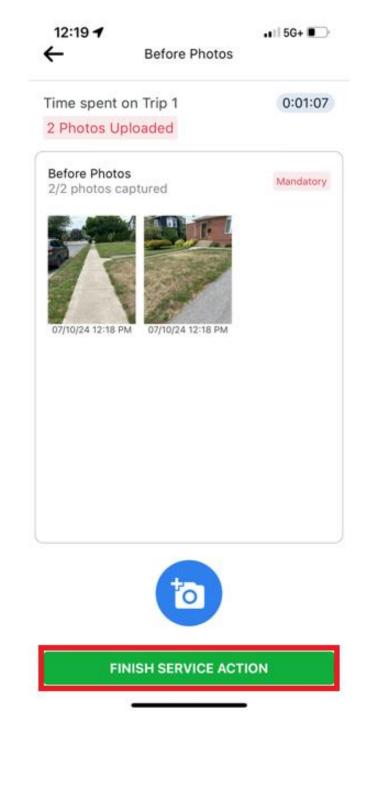
Step 3: Now you will take your **BEFORE** photos as you arrive on site. You will see the number of pictures in the bottom left as you take them.

• Click **"Done"** when you have the required amount.





Step 4: Next you will click "Finish Service Action" to move forward.



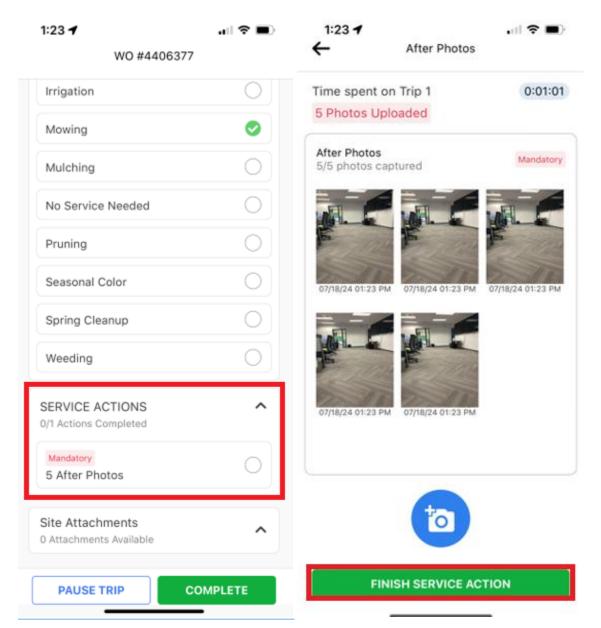


Step 5: Then you will select any "service tasks" that you completed while on site.

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WO #44063	77
SERVICE TASKS	^
3/11 Tasks Completed At least one task is mandatory	
Edging	0
Fall Cleanup	0
Fertilizer	0
Irrigation	\bigcirc
Mowing	0
Mulching	\bigcirc
No Service Needed	\bigcirc
Pruning	\bigcirc
Seasonal Color	\bigcirc
Spring Cleanup	\bigcirc
Weedina	\cap
PAUSE TRIP	COMPLETE



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





Step 7: Press "**complete**" to finish your trip.

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	WO #44063	77
	Irrigation	0
	Mowing	0
	Mulching	0
	No Service Needed	0
	Pruning	0
	Seasonal Color	0
)	Spring Cleanup	0
	Weeding	0
	SERVICE ACTIONS 1/1 Actions Completed	^
	Mandatory 5 After Photos	0
	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."**

	WO #440	6377
Irrigat	tion	0
<	Service Ov	erview
63		
	E TASKS	
	ks Completed	
Edging		
Fertilize	er	
Mowing	J	
	CE ACTIONS	
5 After	Photos Mandatory	1
MUS	TRETURN	CHECK OUT

