

1. **Log in** – enter user name and password, then submit
2. **Clock IN**
 - a. Verify **location** before clocking in if working in multiple locations and Select appropriate hourly type
 - b. Select **"CLOCK IN"**
3. Click on **"Work Order Entry"** to set status **"AT WAREHOUSE"** or **"EN-ROUTE TO NEXT JOB"**
4. Click on **"SET ETA"** & or **"SET ON SITE"** to go to the job you want to work on
5. Click on **"ENTER JOB CODES"**
 - a. Click on **"SELECT CODE TO ADD"**
 - b. Select all applicable codes
 - c. Update the quantity to reflect how many were completed on the job
 - d. Select **"SAVE CODES"** or **"SAVE"** in top right of screen
6. Click on **"ASSIGN CPE"**
 - a. Technician must have **"SET ON SITE"** status on job to add CPE
 - b. Assign CPE to customer by clicking customer button next to piece of equipment
 - c. Select **"SAVE EQUIPMENT"** or **"Save"** in top right of screen
7. If you have Customer Returns select **"CUSTOMER RETURNS"**, input equipment type and enter serial. Select **"Save"**
8. Upload Images – (Upload all appropriate images based on company policy)
 - a. Select **"Upload Images"**
 - b. Click on Green **"Upload Files"** button. You will choose between Camera or Photo Gallery.
 - c. Select/take photos to upload. Upload is complete when photo appears in Images section.
 - d. Select **"Manage"** to return to work order.
9. THEN CLICK on **"OPEN WORK ORDER"**
 - a. Be sure start and stop time is entered
 - b. Select **"SUBMIT"** button and the job will be closed
10. Select **"Set Not Done"** if applicable
 - a. Select Not Done Code and input required comments and select **"SUBMIT"** button
11. AT THE beginning of your LUNCH BREAK
 - a. Click on **"HOURS"** at the bottom of the screen
 - b. Select **"CLOCK OUT"**
 - c. At end of your lunch break, select **"PRODUCTION"** hourly type and select **"CLOCK IN"**
12. AT THE END OF YOUR DAY, **CLOCK OUT**