

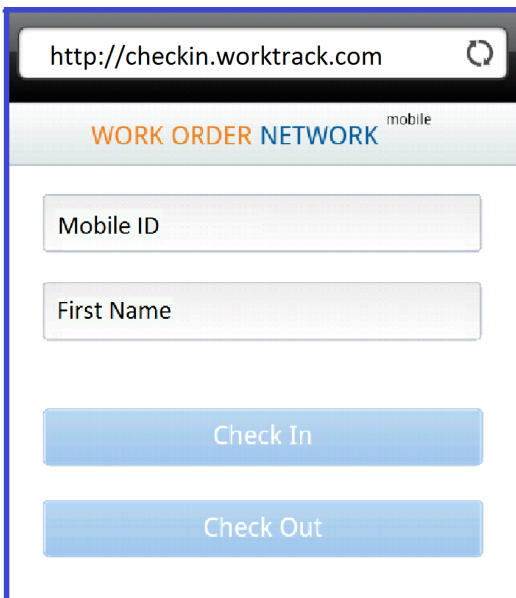
## SMARTPHONE CHECK-IN / CHECK-OUT

*Utilize GPS to start work quickly and efficiently with The Work Order Network*

Use the *Mobile GPS Check-In/Check-Out* app on your Smartphone to confirm your location when starting or completing a work order on-site. To begin, ensure that all Location Services on your iPhone or Android are enabled and follow the instructions below.

### Instructions

- 1 Once you arrive on site, use your Smartphone's internet browser to navigate to [checkin.worktrack.com](http://checkin.worktrack.com) and enter your company's Mobile ID and your first name. Your Mobile ID can be found within the work track web application.



http://checkin.worktrack.com

WORK ORDER NETWORK mobile

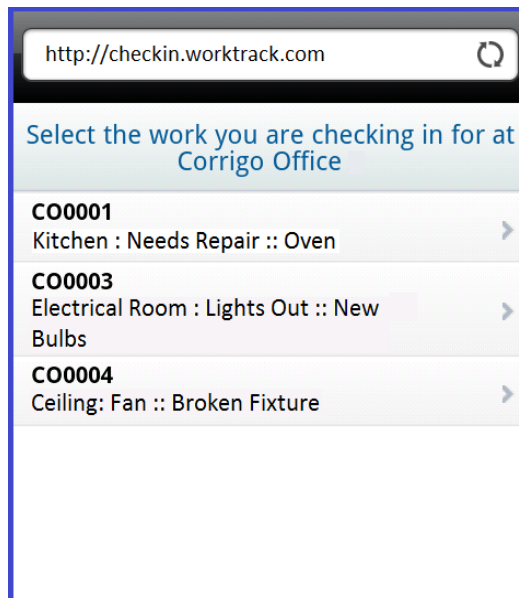
Mobile ID

First Name

Check In

Check Out

- 2 Upon Check-In, select your current work-site location and the specific work order to complete. Depending on the number of immediate work orders within your vicinity, you may skip one or both of these steps and be taken directly to Step 3 to confirm Check-In.

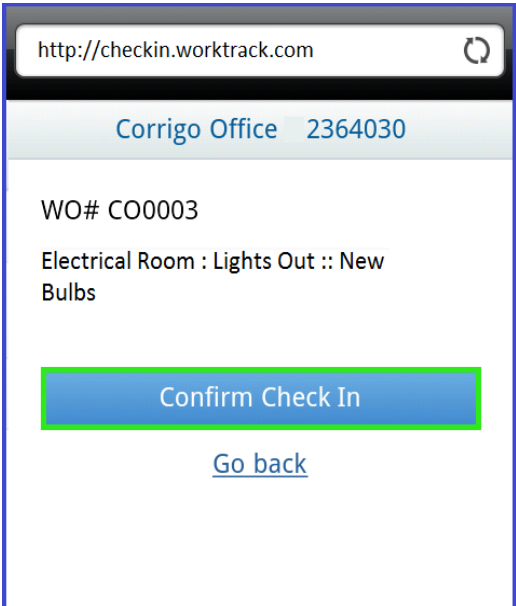


http://checkin.worktrack.com

Select the work you are checking in for at Corrigo Office

- CO0001  
Kitchen : Needs Repair :: Oven
- CO0003  
Electrical Room : Lights Out :: New Bulbs
- CO0004  
Ceiling: Fan :: Broken Fixture

- 3 Click on the Confirm Check-In button to begin work. After a work order is completed (or if work needs to be put on hold) press the Check-Out button.



http://checkin.worktrack.com

Corrigo Office 2364030

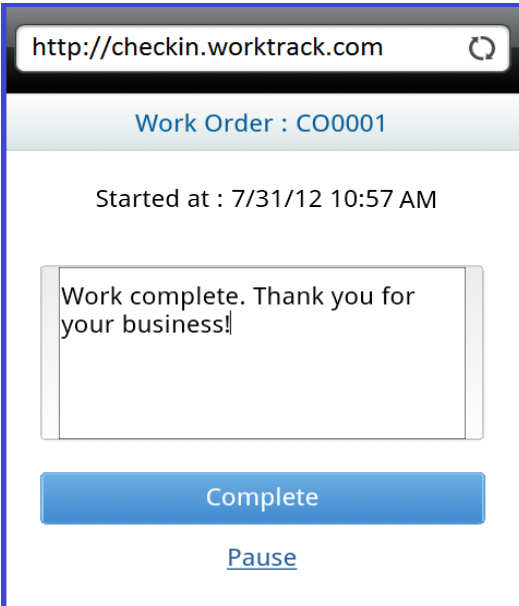
WO# CO0003

Electrical Room : Lights Out :: New Bulbs

Confirm Check In

[Go back](#)

- 4 Enter any notes related to the completed work order and then press the Complete button. If you need to stop progress on a current work order, press "Pause" and then begin Step 1 when ready to resume.



http://checkin.worktrack.com

Work Order : CO0001

Started at : 7/31/12 10:57 AM

Work complete. Thank you for your business!

Complete

[Pause](#)