

SMARTPHONE CHECK IN/OUT INSTRUCTIONS

Before You Begin

In order to use the Smartphone Check In/Out application, you must:

- Know the unique Mobile ID assigned to your company within the Corrigo Work Order Network.
- Have a Smartphone (iPhone or Android) with Location Services enabled. Non-GPS phones and phones with Location Services disabled cannot be used to access the system.
- Manually enable all Location Services on your phone. This is in addition to accepting the location prompt the first time you log in to the app. For details on how to do this, see the *Location Services Settings* section below.

Note: If you have trouble checking in or checking out, read the *Help* section below.

Check In Instructions

Note: Prior to checking in to a work order via the Smartphone Check In/Out app, you must first accept the work order through the WorkTrack application.

To check in for a work order using the Smartphone Check In/Out app you must be at or near the work location. If you are not near any active, accepted work orders, the app will display a message stating, “*No nearby work orders or locations were found. Please make sure that you are at, or close to, the work site.*”

If you are near the location listed in at least one active, accepted work order, complete the following steps:

1. Use your Smartphone’s internet browser to navigate to the app, located at: <http://checkin.worktrack.com>.

Note: If you have not already done so, you should create a shortcut to the app on your main screen.¹ This will allow you to launch the app directly from the main screen instead of trying to find it in your list of other apps.



2. In the **Customer ID** field, enter the mobile ID assigned to your company.
3. In the **Name** field, enter your name.
4. Press the **Check In** button.
5. At the prompt “<Browser type> Would Like To Use Your Current Location,” press **OK**.²
6. At the prompt, “<Corrigo app URL>” Would Like To Use Your Current Location,” press **OK**.³
7. If your current location is within range of other active work orders, the system will provide you with a list of all nearby locations. Select the one that applies to you.

¹ Refer to the *Smartphone Shortcuts* section at the end of this document for information on how to do this.

² This step is only required the first time the app is run on your phone.

³ This step is also only required the first time the app is run on your phone.

8. After you select your exact location, the system then displays a list of all of your active work orders for that location. Select the work order you are checking in for.
9. Click the **Confirm Check In** button to finish.
10. When the system displays the message, *You have successfully checked in*, it is recommended that you keep the app open and running. This will make it easier for you to check out quickly when you are done.

Check Out/Pause Instructions

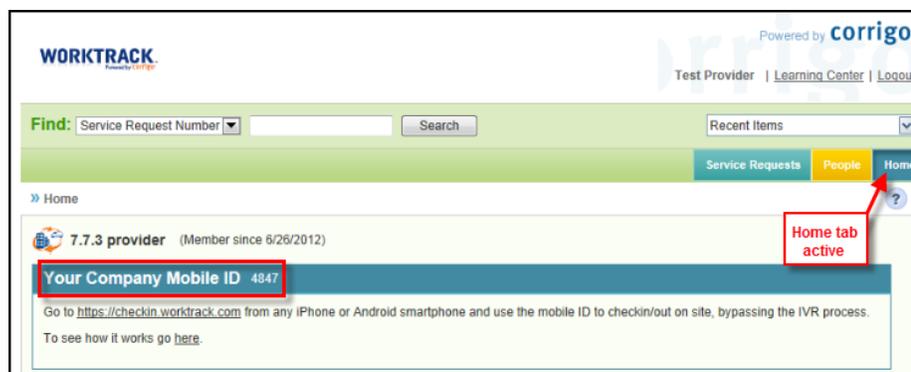
To check out of a work order using the Smartphone Check In/Out app, do the following:

1. Press the **Check Out** button, which can be accessed at the bottom of the Check In confirmation screen that you were at in Step 9 above or from your mobile device's main screen if you created a shortcut for the app.
2. In the text field that appears, enter a description of the work you performed. If you will be *pausing* the job rather than marking it as *complete*, you do not need to enter anything in the text field.
3. If the work is *not* done and you will return to complete it later, press the **Pause** link, otherwise, press the **Complete** button.
4. When the system displays the message, *You have successfully checked out*, press the **OK** button to return to the default log in screen.

Help

The following instructions might help you if you are having trouble checking in or checking out using the Smartphone Check In/Out app.

- If the system displays a message saying, “*Your customer ID is not valid*” and/or you do not know your Mobile ID, you can view it on the Home tab within WorkTrack.



- If the system displays a message saying, “*We are sorry, you cannot check in or out at this time as we cannot obtain your GPS location,*” make sure (1) that you have a phone with GPS on it and (2) that Location Services is enabled.
- If the system displays a message saying, “*No nearby work orders or locations were found. Please make sure you that are at, or close to the work site,*” make sure you are at the correct location listed on the work order.

Location Services Settings

Android Phones

To manually configure Location Services on your Android phone, do the following:

1. From the main screen, navigate to Settings > Location & Security (a.k.a. *Location* or *Location Services*) > My Location.
2. Set **Use wireless networks** to *enabled*.
3. Set **Use GPS satellites** to *enabled*.
4. Android 4 phone users will also see a **Location and Google search** setting which is not used by the Corrigo Smartphone Check In/Out app. This can be ignored.

iPhones

To manually configure Location Services on your iPhone, do the following:

1. From the main screen, navigate to Settings > Location Services.
2. Set **Location Services** to *On*.

Smartphone Shortcuts

Android Phones

To create an app shortcut on your Android phone's main screen, do the following:

1. Press and hold any open spot on the main screen.
2. In the "Add to Home screen" list that appears, select **Shortcuts**.
3. In the "Select Shortcuts" list that appears, select **Applications**.
4. Press and hold the app for which you want to create the shortcut, then drag it to the main screen.

iPhones

To create an app shortcut on the main screen of your iPhone, do the following:

1. Press the  icon in the bottom center of the screen.
2. Select the **Add to Home Screen** option.
3. Press the **Add** button in the top right corner of screen.