

BidBoss Instructions

PSS will repair all trip hazards as indicated in the PI that we come in contact within the field.

Record all hazard repairs and DnR panels into BidBoss – See instructions below:

1. Use the production side of BidBoss to record all repairs. Record heights, square footage, and before/after picture.
2. Use the survey side of BidBoss to record DnR. Record square footage and take a picture and record the address if applicable.
3. All pictures taken in BidBoss must be taken vertically on your phone. Ensure the pictures are clear and not blurry before submitting.
4. BidBoss Files should be named per below. There needs to be one file per day per technician.
 - a. The “**Contact Name**” section in BidBoss should be the technician’s initials.
5. In BidBoss, the “**Property Name / Spreadsheet Name**” section will be where you put the file name mentioned below:
 - a. For DnR files: Name of file should be “**Property**-D&R-Tech Initials-date”
 - b. For Hazard files: Name of file should be “**Property**-Repairs-Tech Initials-date”

For Example: “**VDOT-D&R-IK-2-25-23**” OR “**VDOT-Repairs-IK-2-25-23**”

Record when you are starting and stopping on a certain street.

In BidBoss, the “Property Name / Spreadsheet Name” will be where you put the file name.
For example: **“VDOT-FC-D&R-IK-2-25-23”**

A screenshot of a mobile application interface. At the top, a black status bar shows the time 8:28, a search icon, and signal/battery indicators. Below this is a blue header bar with a white left arrow and the text 'Back', and the text 'Add Survey'. The main section is titled 'Customer Information' and contains a list of input fields: 'Terminal ID', 'Company Name*', 'Property Name / Spreadsheet name*', 'Contact Name*', and 'Customer Type*'. The field 'Property Name / Spreadsheet name*' is circled in blue.

In BidBoss, the “Contact Name” will be where you put your initials. For Example: **“IK”**

A screenshot of the same mobile application interface as above. The 'Customer Information' section is visible, with the same list of input fields. In this screenshot, the field 'Contact Name*' is circled in blue.