BidBoss Instructions

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

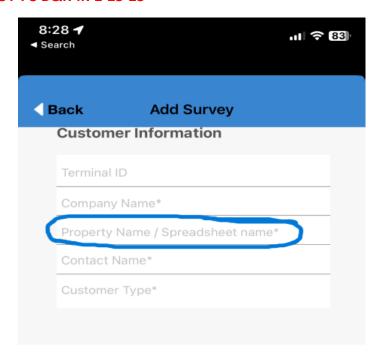
Record all hazard repairs and DnR panels into BidBoss – See instructions below:

- 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 Initialsdate"
 - 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"



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

