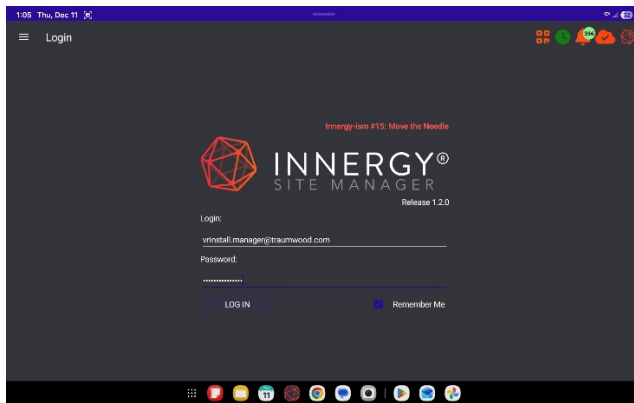


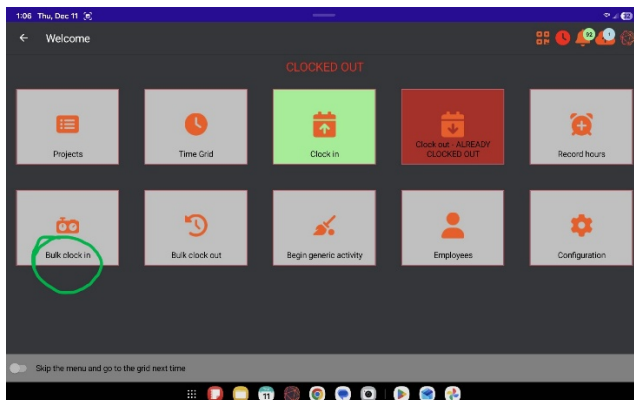


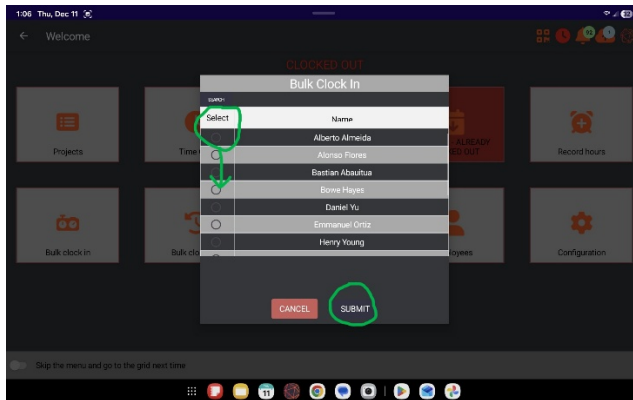
## Site Manager Clock In/Out Procedure

1. Log in to Site Manager
  - 1.1. User; [vrinstall.manager@traumwood.com](mailto:vrinstall.manager@traumwood.com)
  - 1.2. PW; VRInstall12345!



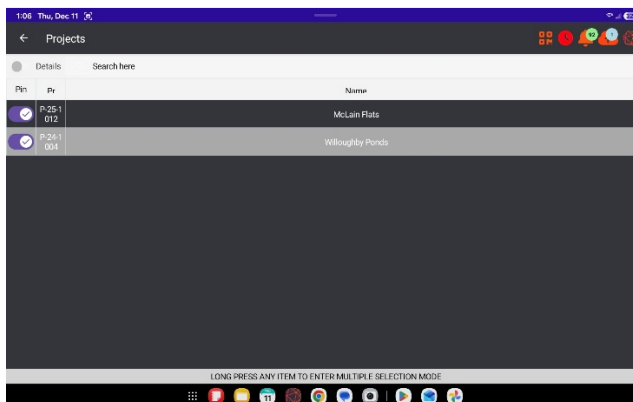
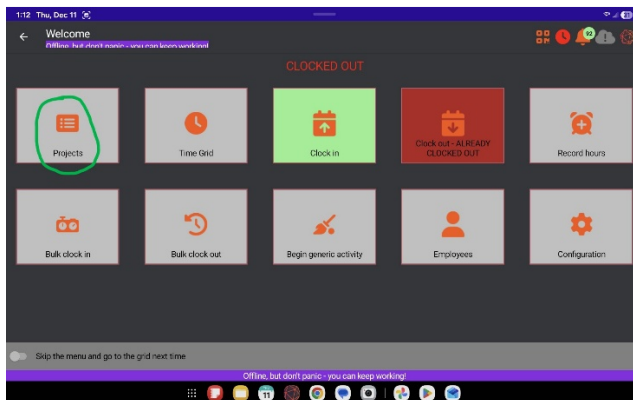
2. Press “Bulk Clock In”
  - 2.1. Choose All installers on site to clock in
  - 2.2. Press Submit





### 3. Press “Projects”

#### 3.1. Choose correct project if more than one



### 4. Press “Work Orders”

#### 4.1. Choose correct work order

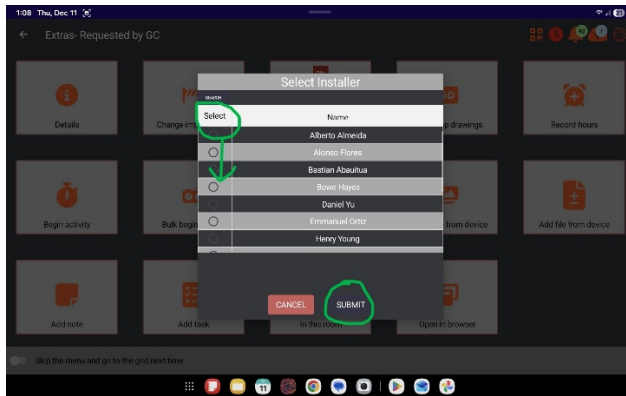
#### 4.2. Press “Bulk Begin Activity”

#### 4.3. Press “00.P Installation”

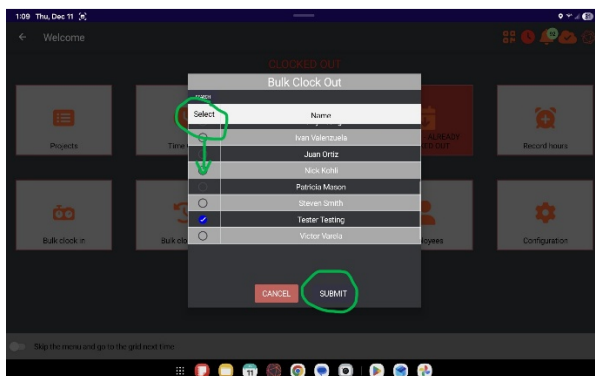
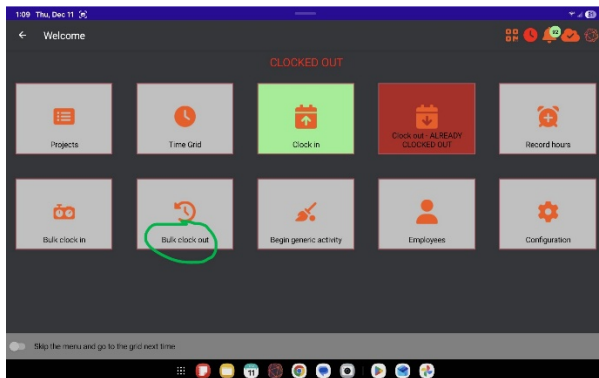
#### 4.4. Choose installers from list

#### 4.5. Press “Submit”





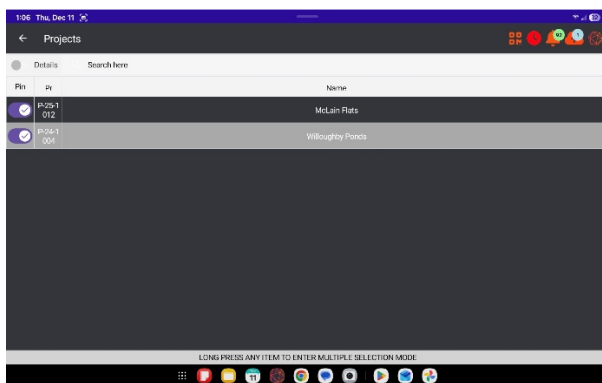
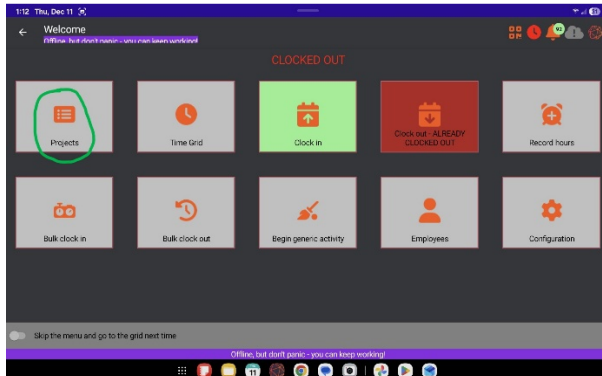
5. If there are multiple work orders being worked on at the same time then repeat step 4 with the correct work order and corresponding installers.
6. If installers need to be assigned a new work order during the day repeat step 4 for the new work order and corresponding installers
7. At the end of day press the back button until the Welcome screen appears
8. Press “Bulk Clock Out”
  - 8.1. Choose all installers on site that are clocked in
  - 8.2. Press “Submit”



# How to add photos

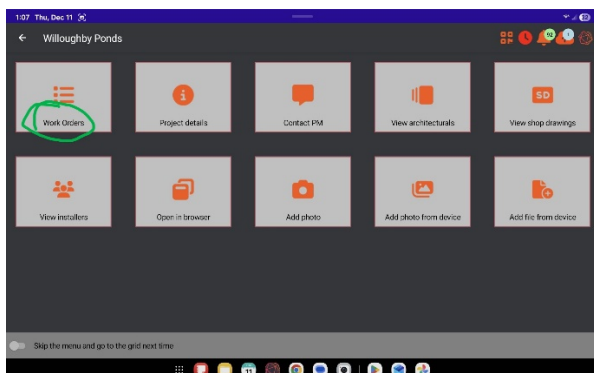
## 1. From Welcome screen press “Projects”

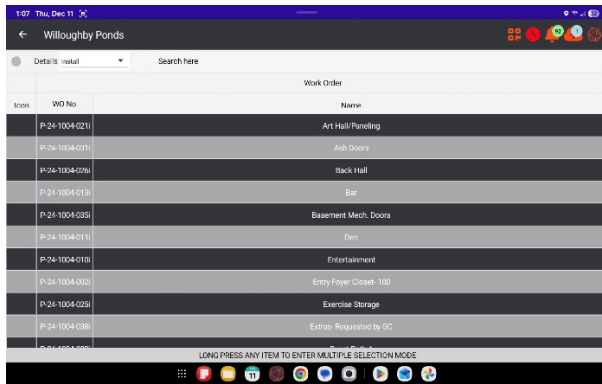
### 1.1. Choose correct project



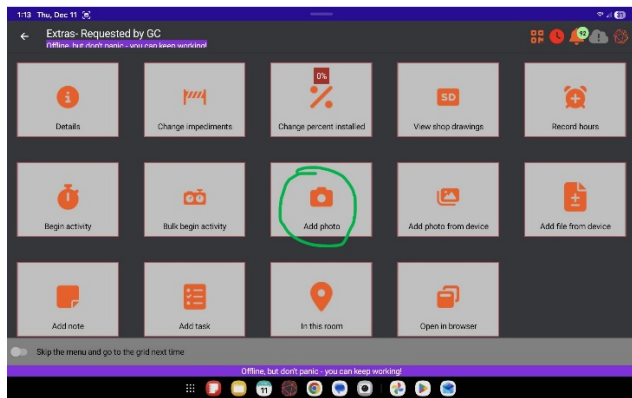
## 2. Press “Work Orders”

### 2.1. Choose correct work order



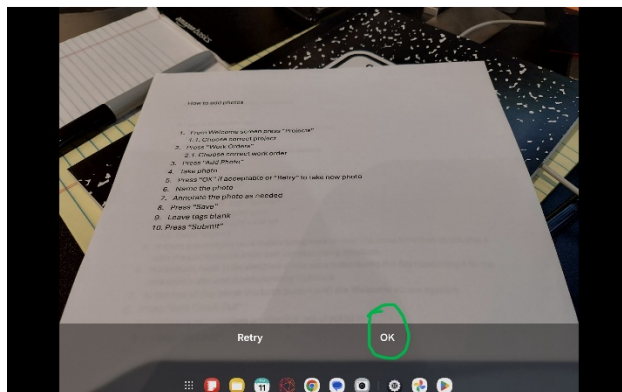


## 2.2. Press “Add Photo”

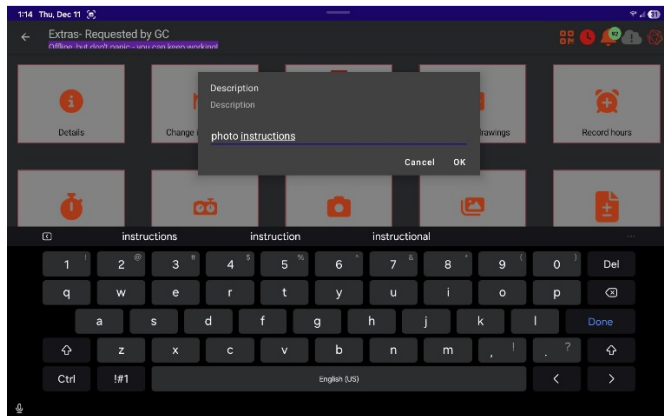


## 3. Take photo

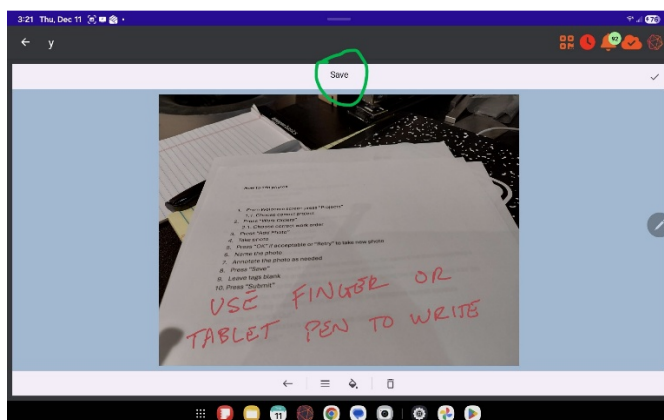
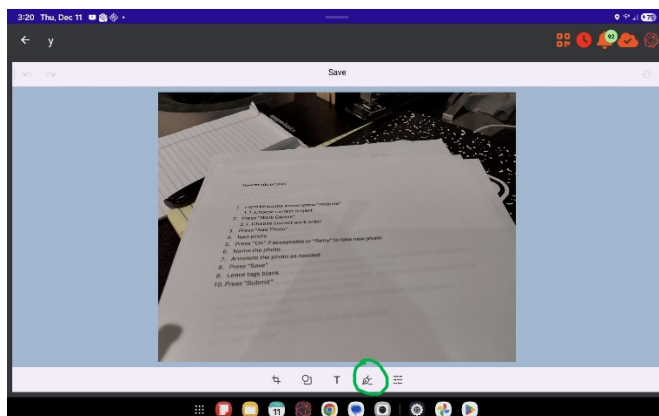
## 4. Press “OK” if acceptable or “Retry” to take new photo



## 5. Name the photo

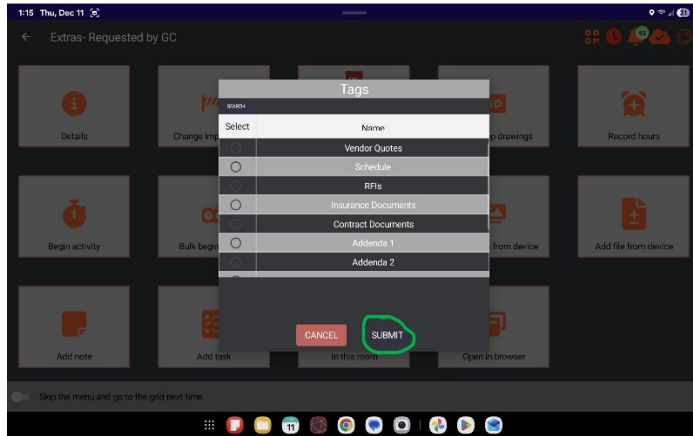


## 6. Annotate the photo as needed



## 7. Press "Save"

8. Leave tags blank
9. Press “Submit”



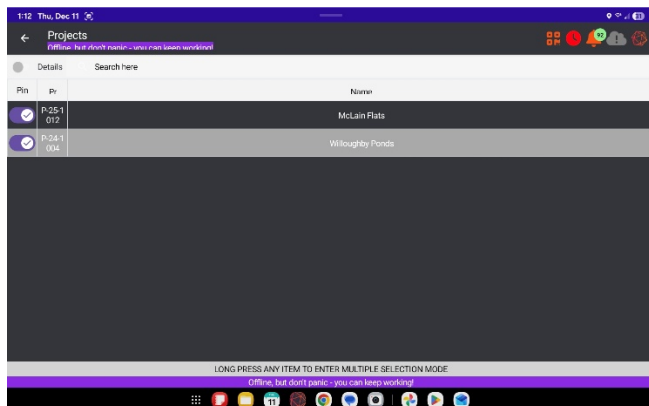
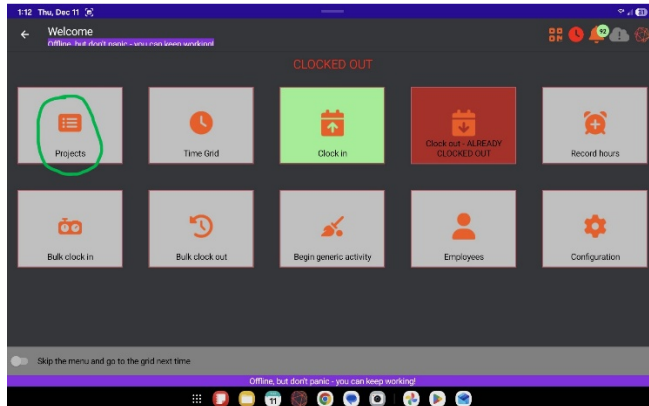
\*PLEASE TEXT ME OR THE PM TO LET US KNOW A PHOTO HAS BEEN SUBMITTED\*



# How to add Notes

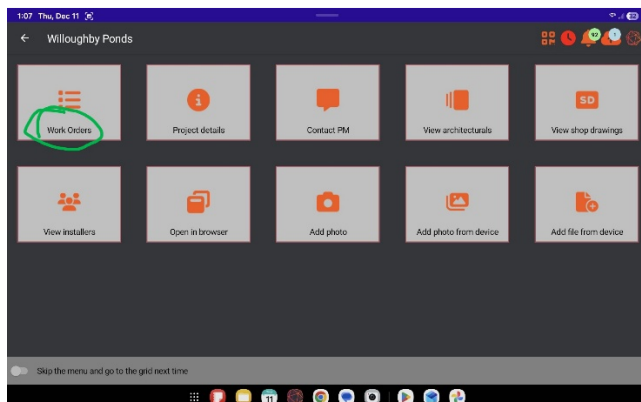
## 1. From Welcome screen press “Projects”

### 1.1. Choose correct project



## 2. Press “Work Orders”

### 2.1. Choose correct work order



1:07 Thu, Dec 11

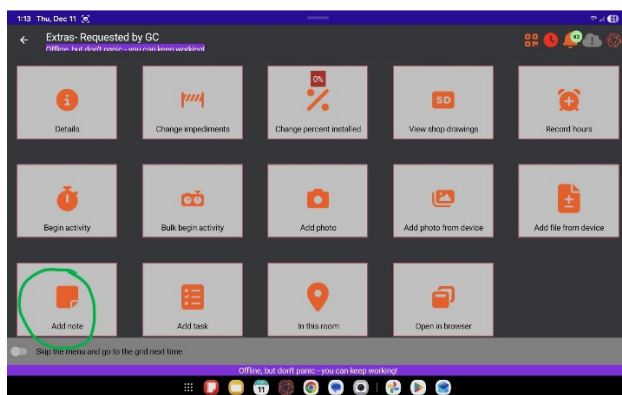
Willoughby Ponds

Details install Search here

| Work Order |                |                         |
|------------|----------------|-------------------------|
| Item       | WO No.         | Name                    |
|            | P-24-1004-0271 | Art Hall/Painting       |
|            | P-24-1004-0271 | Ash Doors               |
|            | P-24-1004-0291 | Back Hall               |
|            | P-24-1004-0131 | Bar                     |
|            | P-24-1004-0351 | Basement Mech. Doors    |
|            | P-24-1004-0111 | Den                     |
|            | P-24-1004-0101 | Entertainment           |
|            | P-24-1003-0003 | Entry Foyer Closet 100  |
|            | P-24-1004-0251 | Exercise Storage        |
|            | P-24-1004-0381 | Extras- Requested by GC |

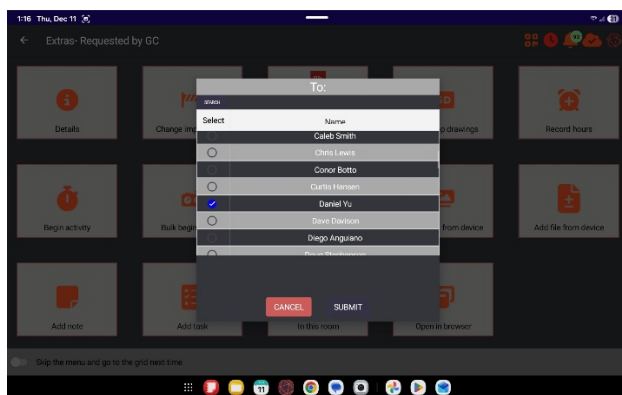
LONG PRESS ANY ITEM TO ENTER MULTIPLE SELECTION MODE

3. Press “Add Note” (usually to list out Extras for GC)



4. Tag “Daniel Yu” and I will get notification

5. Press “Submit”



6. Enter notes
7. Press “Submit”

