

To set up your crews please have everyone download the Clearsite App from the App Store/Google Play

Once this is done please refer to the notes below, I have highlighted the information in yellow below for you to open this app and access the sites in your area.

Once the Application is installed and you open the App in your device, you will only need four pieces of information to Register:

1. Your Name.
2. Service Provider # 100365 (provided to you by BGIS).
3. Service Provider Security key # 4329868809
4. Select a Validation Code Option; Phone or email. Phone option is easier to access, a SMS text will be sent to your device with 4 digit code and needs to be entered in the Validation Code box.
5. Then click on the Register tab.

BGIS

1. Landscape Effects

2. 100365 (LFX Provider #)

3. 4329868809

Validate by

☒ Phone: Phone #...

☐ Email: Email Address...

SETTING GET CODE

Validation Code: Code... 4

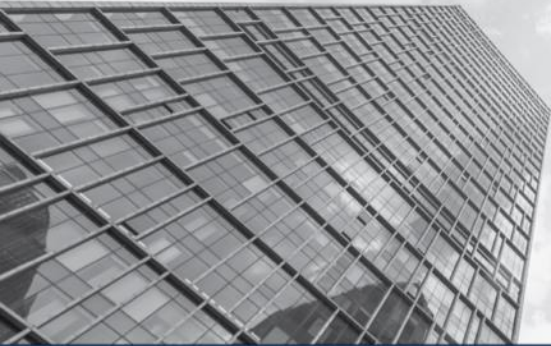
REGISTER 5

Please note that Apple phones generally link easily, if you are operating an Android phone you may need to complete one more step which I have listed below...

#### Android Phone

1. Go to Settings
2. Open Apps
3. Find the Clearsite app and click on it
4. Scroll down to permissions and turn on notifications and camera

Once this has been completed it should correct your setting to be in your local area, if you have any issues or I am able to walk you through this if you need assistance



## **ClearSite 2.0 Quick User Guide**

### **Facility Management Office**

The BGIS **ClearSite** Mobile Application allows Service Providers to record re-occurring service site arrivals. This Application provides arrival assurance for contracted services.

ClearSite Mobile application allows service providers to record service events such as:

- Snow Removal & Landscaping
- Janitorial

Per your service contracts, this application enables:

- Verification of proof of presence by GeoFencing
- Proof of service delivery
- Ability to capture real-time photos and comments

When should the ClearSite application be used?

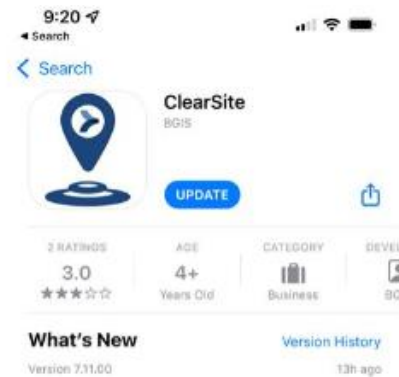
- Every time a service provider arrives onsite to deliver a service included in your contract.

- Multi-lingual capability. Users will be able to select additional languages besides English, and French. We have added Spanish, Tagalog, Punjabi, Hindi and Portuguese.
- Sub-contractors will be able to register and use the application on behalf of multiple BGIS Suppliers.
- Units of measure. Users will be able to see the distance in the application in either kilometers or miles.

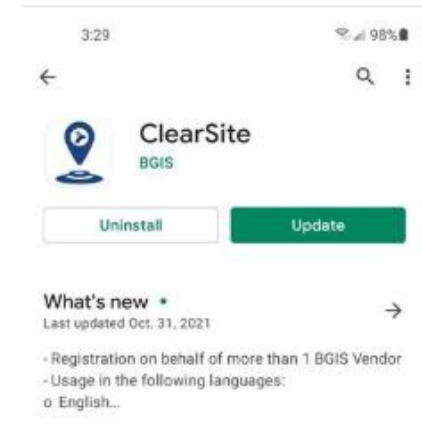
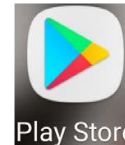


- The Application can be downloaded from either:

1. Apple App Store for iPhone



2. Google Play Store for all Android mobile devices



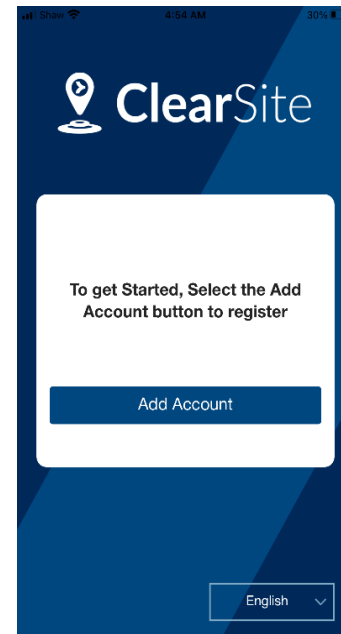
- Please ensure you “ACCEPT” permission for:

1. Location
2. Photos
3. WI-Fi connection.

**IMPORTANT** It is strongly advised to connect to a Wi-Fi zone to avoid consuming too much mobile data.



- Once you have clicked Update the ClearSite app from the Google Play or Android App store, the old icon disappears, and the new ClearSite icon appears on your mobile device.
- Next step is for the user to register following the "New Registration" steps.
- Here you can change the language from the drop down menú.



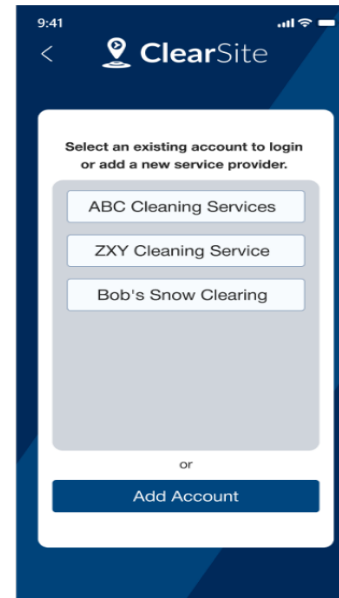
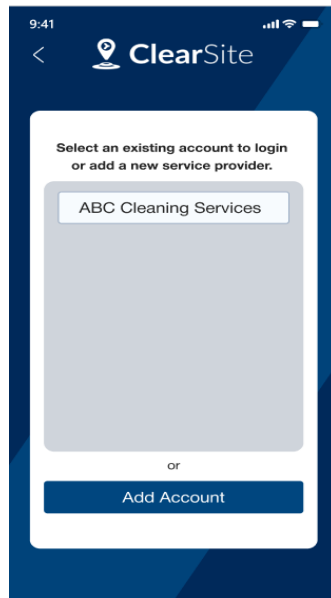
On the **Add Account** screen, you can register by entering three simple values:

1. Your Name : please enter phone user's name, **NOT the company name**. Example: **Carlos de la Fuente**.
2. Service Provider # : **12345**
3. Service Provider 10 Security key # : **1234567890**
4. Select a Validation Code Option; Phone or email. Phone option is easier to access, a SMS text will be sent to your device with 6 digits verification code
5. Once you receive the 6-digit verification code, enter the verification code, and tap *Finish Registration*.
6. Tap *Home* to see the service provider list.

The image displays four sequential screenshots of the ClearSite mobile application interface, illustrating the registration process:

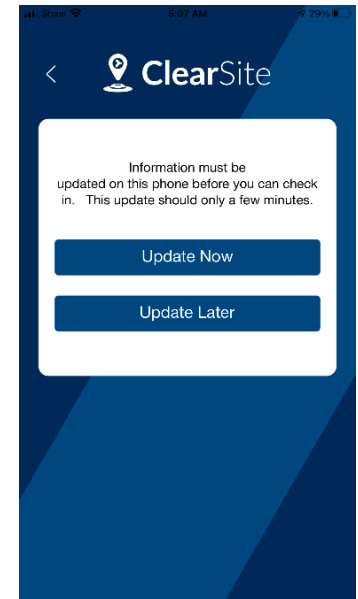
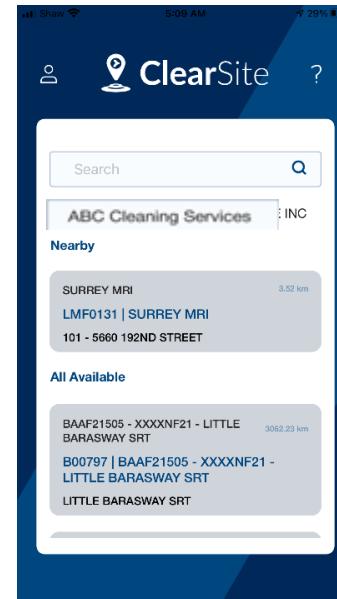
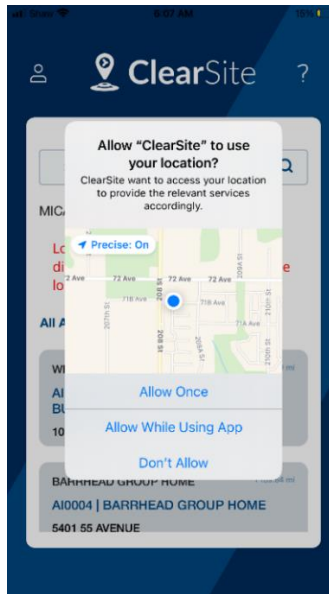
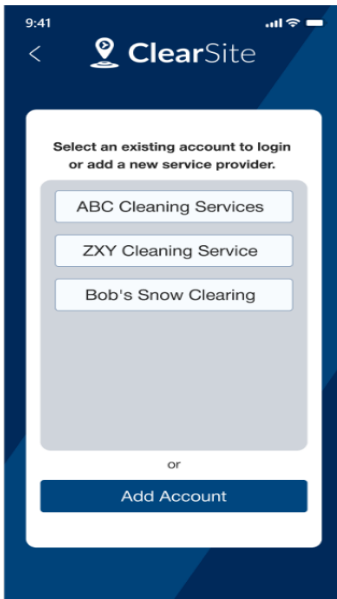
- Screenshot 1:** The 'Add Account' screen. It features three input fields: the first contains 'Carlos de la Fuente', the second contains '12345', and the third contains '1234567890'. A 'Continue' button is at the bottom.
- Screenshot 2:** The 'Verify Account' screen. It offers two options: 'Your Mobile Number' or 'Your Email Address', followed by a 'Verify' button. A message states: 'A verification code will be sent to your email address or phone using a standard SMS message.'
- Screenshot 3:** The 'Verify Account' screen. It prompts the user to 'Enter the code received' and includes 'Finish Registration' and 'Resend' buttons. A message states: 'A 6 digit code was sent to your phone or email address. It may take several minutes to arrive. Enter the code to finish your registration.'
- Screenshot 4:** The 'Account Added' screen. It shows a checkmark icon and the text: 'Your account with MICA FARMS has been added.' A 'Home' button is at the bottom.

- Please refer to the [First Time User – New Registration](#) section. Previous slide

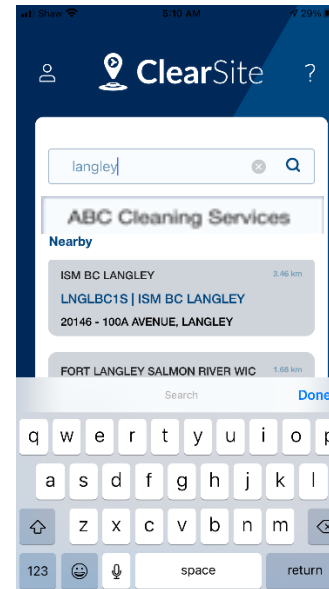
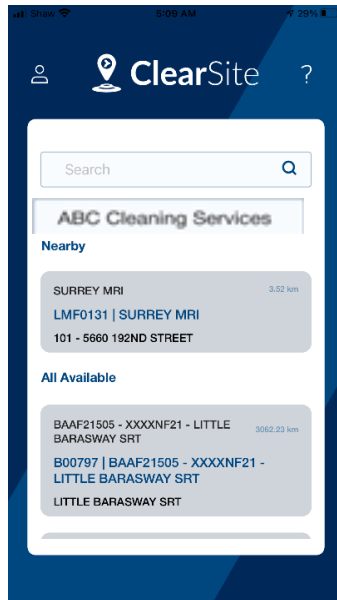




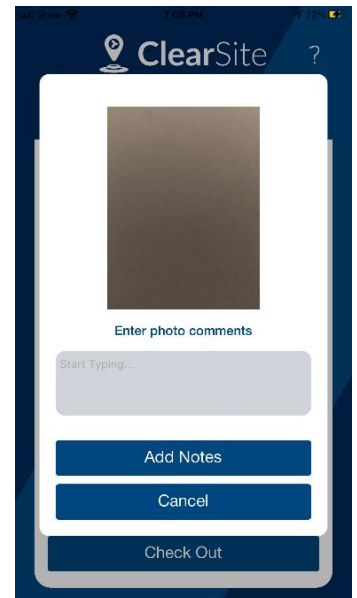
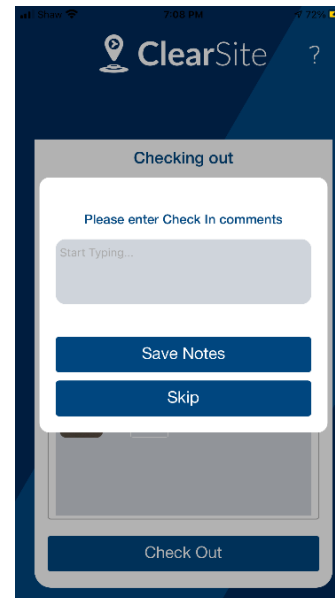
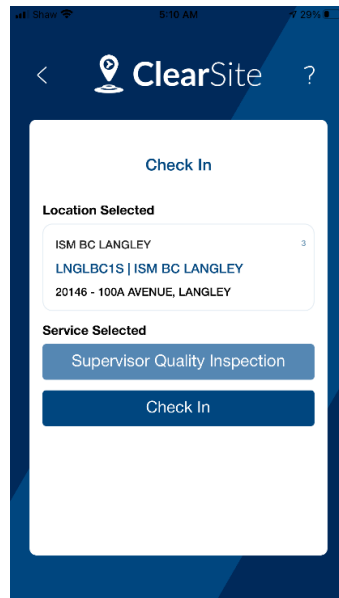
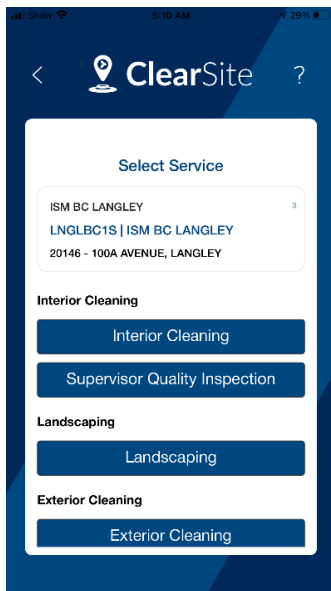
- Record a service event by tapping on a Service Provider and **allow GPS to use your location**.
- Select a site or building location. The building list is displayed in two groups
  - ❖ **Nearby:** this list displays site locations within a certain number of Kilometers or Miles from your current location. You can update nearby distance and units in the *Profile Settings > Settings* section of the application. Please refer to the [Change Distance](#) and [Change Units](#) section for details.
  - ❖ **All Available:** this list displays all the locations associated with the selected service provider
  - ❖ At this point you may have to update the newest data for buildings.



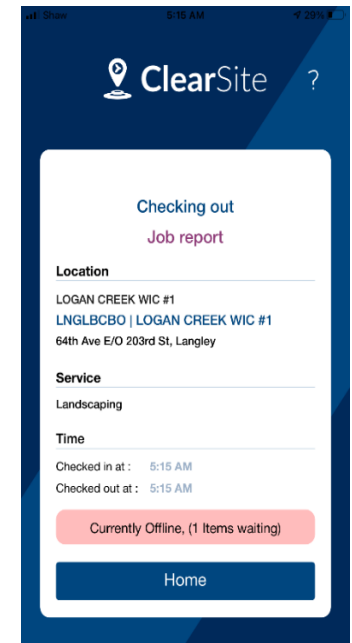
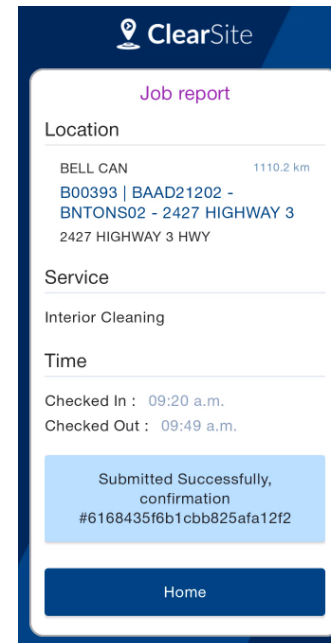
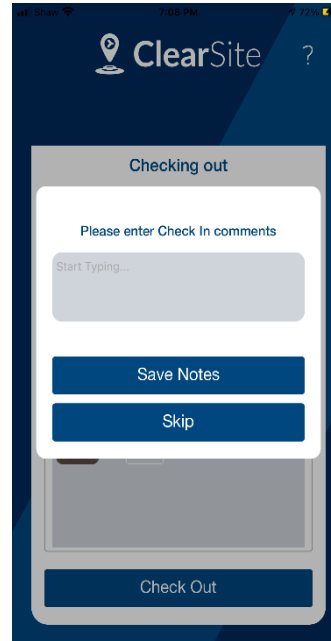
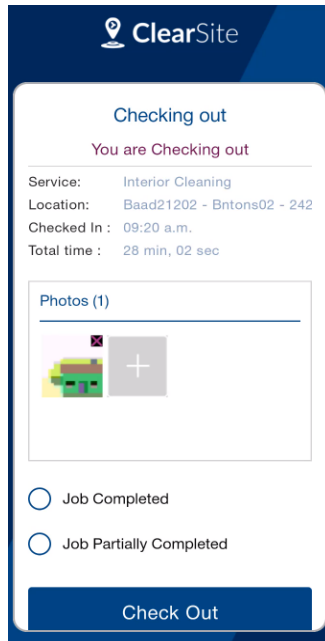
- Use the search bar to narrow down a displayed list. You can filter either by Client Name, Building Name, or Address
- Tap on the selected building



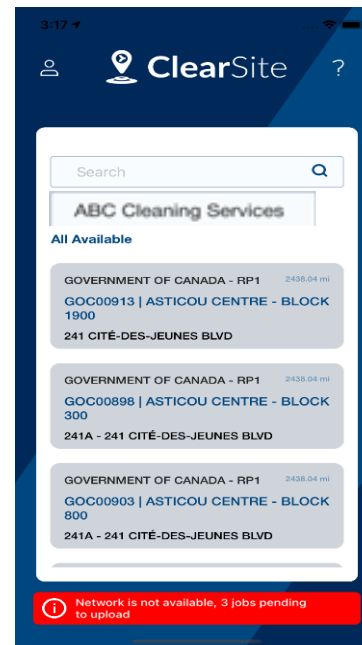
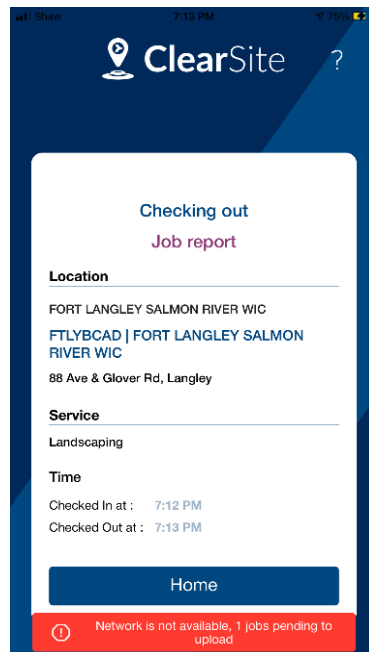
- After selecting a building location, you will see the **Select Service** screen with a list of services available for that specific building location .You can only chose one service type.
- Select the service you want to perform by tapping on a service name.
- You will be taken to the Check In screen. Tap on Check In
- At this point you can upload comments after check in and pictures with comments.




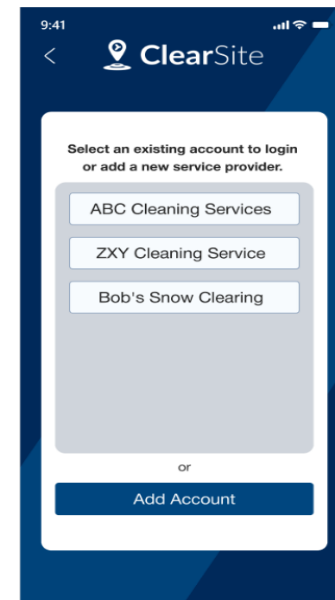
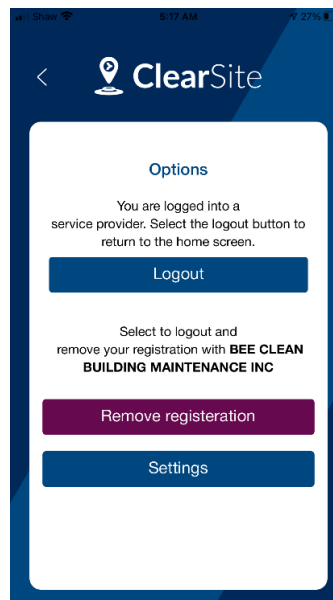
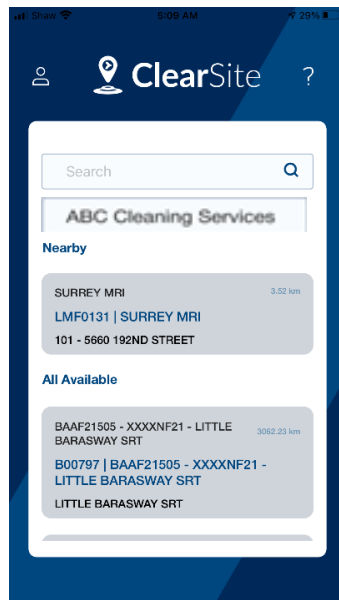
- When you complete your job, tap on the *Check Out* button. This will take you to the *Checking Out* screen.
- At this point you can enter any additional comments and pictures.
- Tap the Check Out button to close out your time for the service and view the Job Report for this visit.
- The summary on this screen includes: **Service:** The service you performed, **Location:** The site address, **Checked In:** The time you tapped on *Check In* button and **Total Time:** The total time spent to complete the service.
- Tap **Home** to go back to Building List



- If you are offline the confirmation number will appear when you are reconnected to mobile data or Wi-Fi.
- A reminder is shown at the bottom of the screen to remind you that you have one or more pending jobs to upload.
- To upload offline jobs just open the application once you are connected to a Wi-Fi zone.

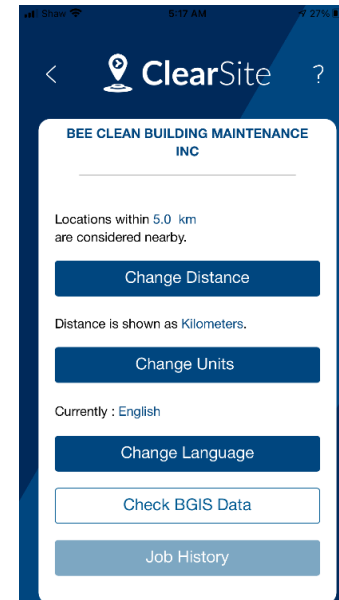
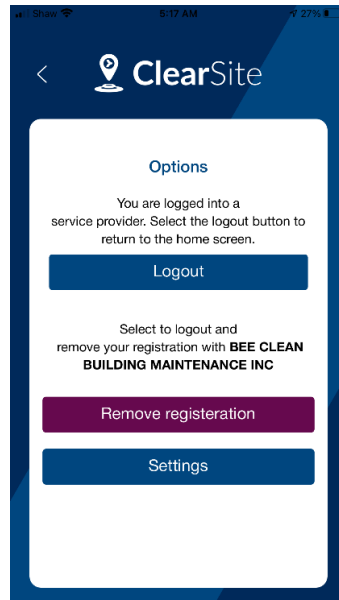


- Click on your profile icon located on the top left corner on your screen  and go to **Settings**
- Use this option to log out from the current service provider; once you tap the **Logout** button, navigate the **Home** screen, and select another service provider.



The Settings option allows you to:

- **Change Distance;** The radius distance set by default is 2 km
- **Change Units:** Kilometers is set by default and can be changed to miles.
- **Change Language:** English is set by default, you can change to French, Spanish, Portuguese, Punjabi, Hindi, and Tagalog.
- **Check BGIS Data:** To update the most recent data for buildings, locations and other important information
- **Check Job History:** To review the most 30 most recent services events.



- To delete a selected Service Provider from your device, tap ***Remove registration***
- Then tap ***Yes, remove registration***

