

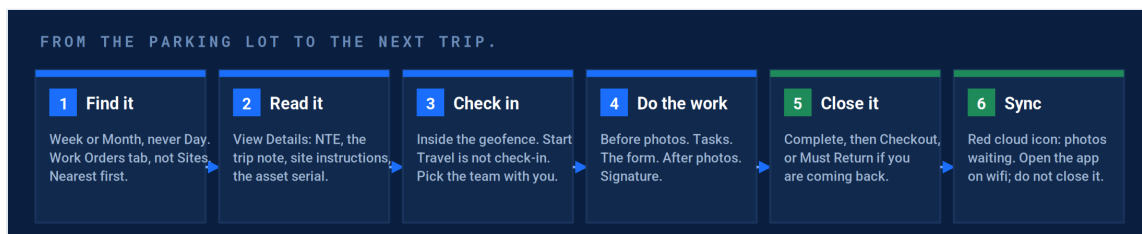
The *Field Guide*.

Your Trips are on your phone. A Trip is one job at one Site on one day. This is how to find one, do it, and close it so you get paid without a call from the company that sent it. Six steps, then the four reasons a Trip is not there.

Before your first Trip.

Install	Search UtilizeCore in the app store. The icon is the blue atom.
Location on	The app needs your location to sort Trips by distance and to let you check in at the site.
Log in	Your email and password. Forgot it? Use the one-time code button.
Set the filter	Week or Month, never Day. And the Work Orders tab, not Sites.

Every Trip, six steps.



#	STEP	WHAT TO DO	WHAT TO KNOW
1	Find it	Open the app. The nearest Trip is at the top.	If it is not there, see the four checks below before you call.
2	Read it	Tap View Details. The NTE, the trip note, the site instructions, the equipment serial.	The NTE is the most you can bill. If the job is bigger, stop and call before you start.
3	Check in	At the site, tap Check In. Pick the team members with you.	Start Travel is not check-in. If you see Start Travel, you are outside the site's radius. Drive there.
4	Do the work	Before photos. Tick the tasks you did. Fill the form. After photos. Signature if asked.	You cannot check out until every required item is done. The office sees your photos once they sync.
5	Close it	Complete, then Checkout. Coming back to finish? Must Return instead.	Complete means done. If you tap it and the job is not done, you cannot check in again. Must Return keeps the Trip open for you.
6	Sync	A red cloud icon means photos are waiting. Open the app on wifi and leave it open.	Closing the app mid-upload is the number one reason photos never arrive.

The Trip is not there.

I CAN'T SEE MY TRIP. FOUR CAUSES, IN THE ORDER TO LOOK.

1 The time filter is on Day	Switch it to Week or Month.
2 You are on the Sites tab	Switch to the Work Orders tab.
3 Location is off for the app	Turn it on in the phone settings; the list sorts by where you are.
4 The trip expired	A Must Return trip that was never closed drops off after its window. Call the office; they add a trip.

Three things the company that sent the Trip needs from you.

An arrival window	When you accept a Trip, tell the company a two-hour window. The app does not ask; the company needs it for the Client.
The right serial tag	If the unit has more than one tag, photograph the one the Trip names. A wrong tag means the visit is rejected and you do it again.
A note when something changes	Work Order Notes in the app email the company's dispatcher. Pull down to refresh if they change the NTE while you are on site.