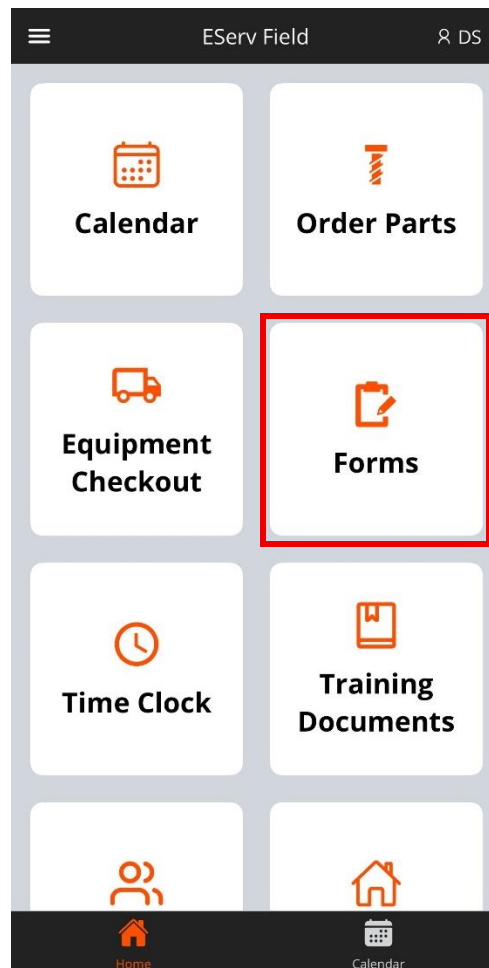


How-To: Forms in the Field App

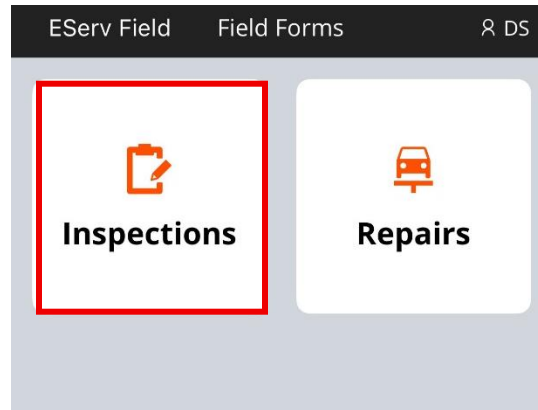
Purpose: This guide explains how to use the Forms Tile in the Field App

'Forms' Tile

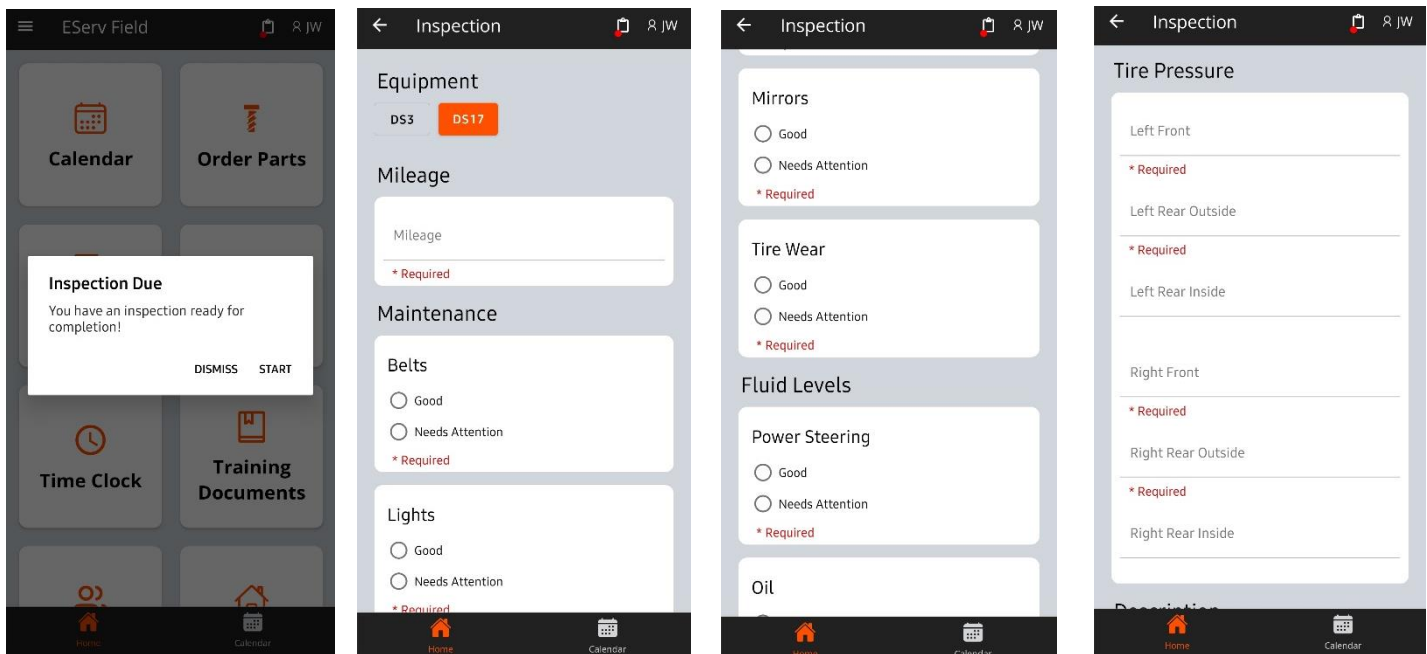
1. On the home page, select the 'Forms' Tile.



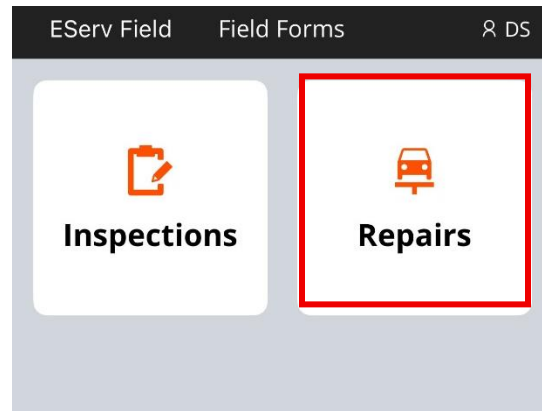
1. Select 'Inspections' to add items for vehicle inspections
 - a. Can be customized during onboarding.



- b. On this page, you will be prompted to fill out the Vehicle inspection.



2. Select 'Repairs' to request immediate repairs for equipment.



- a. You will be redirected to a webpage and prompted to fill out the request.
 - i. In settings, you will be able to choose who gets notified when requests are submitted.
 - ii. For instructions on managing requests on a desktop, visit <https://sales.eserv.com/how-to>.

Equipment Repair Request

Please Report Damage or Maintenance Needs for Equipment or Vehicles

All requests will be reviewed as soon as possible. Please be as descriptive as possible, and provide pictures when appropriate to help ensure the quickest completion of your request.

First Name **Required**

Last Name **Required**

Email

Equipment Number and Type (Year, Make, Model) **Required**

Detailed Description of Work/Repair **Required**

Lockout/Tagout

Request Priority

A large rectangular placeholder for a photo. In the center, there is a faint camera icon. A red arrow points from the 'Add Photos' button to the top right corner of this placeholder.

Add Photos