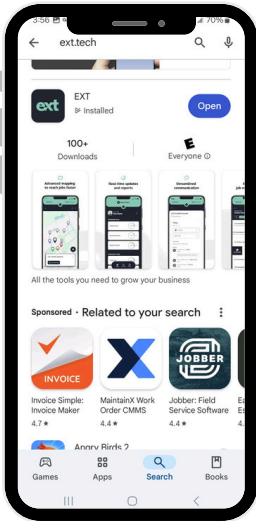


ext

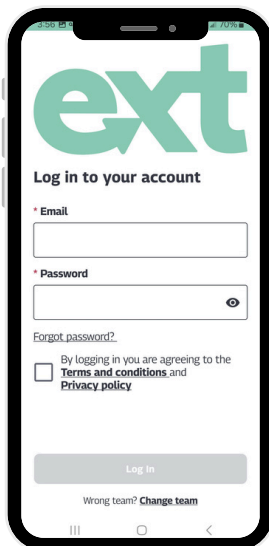
Get the EXT App



← Go to where ever you download apps. Search ext.tech and download.

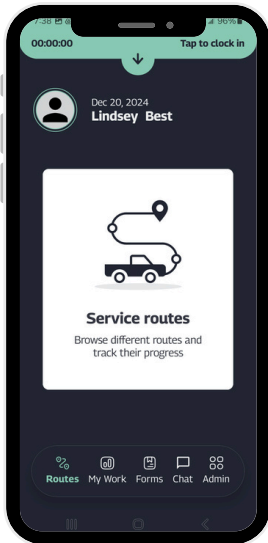


← Enter in your team name.
Check with your supervisor if you are unsure



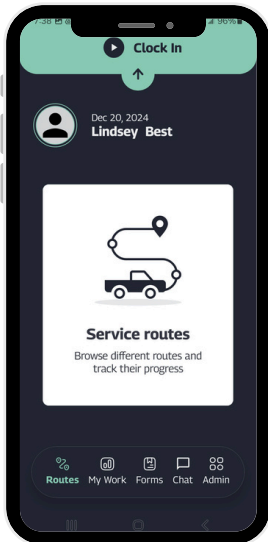
← Enter your email address and the password

*****Note:** If you forget your password hit 'forgot password' and you should receive an email. Follow the steps in the email. Still having trouble? Chat with your supervisor to reset your password for you.

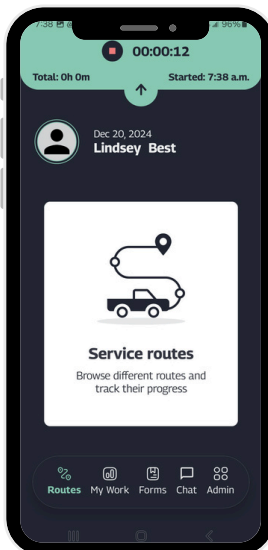


Clock in to **get paid**

- click the down arrow at the top of the screen

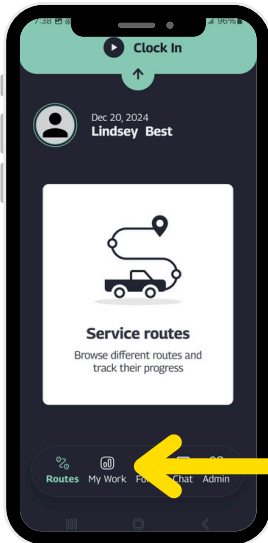


Click 'clock in'

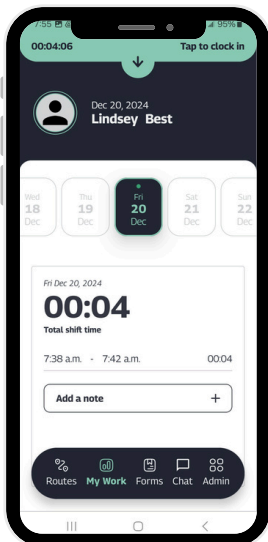


Clock out by clicking the arrow and hitting the stop button

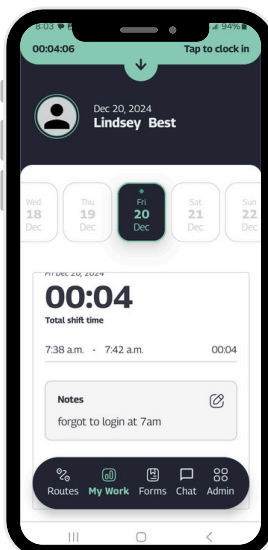
*****Note:** Repeat these steps for breaks and lunches



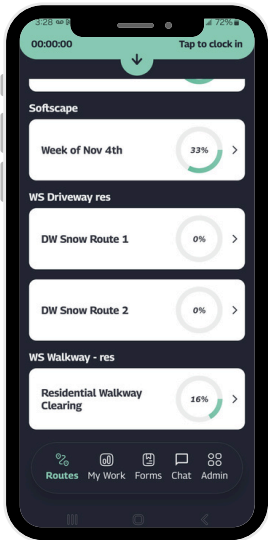
Click 'my work' to go to your current days timesheet



Hit the '+' sign to leave a note for the office. Add the note and hit send.

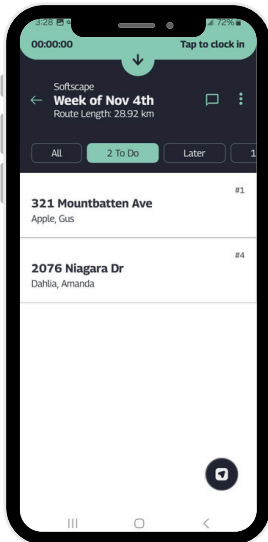


Your note will appear at the bottom. Hit the edit symbol  to change the note.

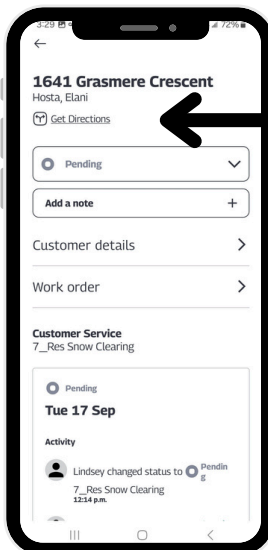


Choose Your Route

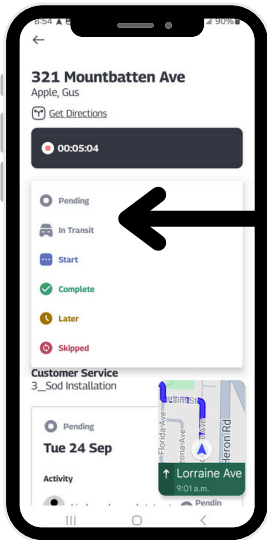
- information provided by your supervisor



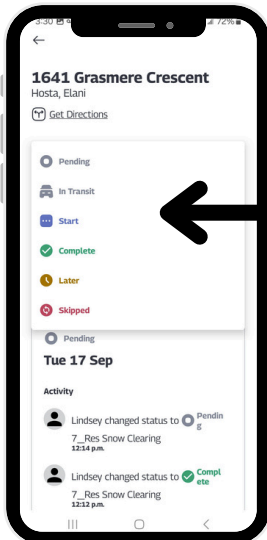
Select the address



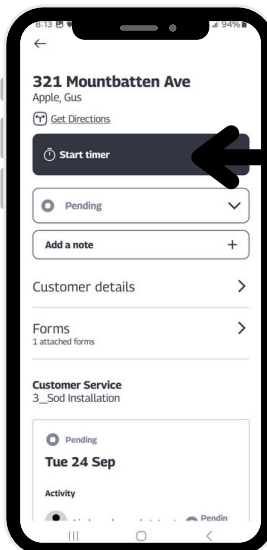
Click 'Get Directions'



Before you start driving, from the drop down menu change the status from 'Pending' to 'In Transit'

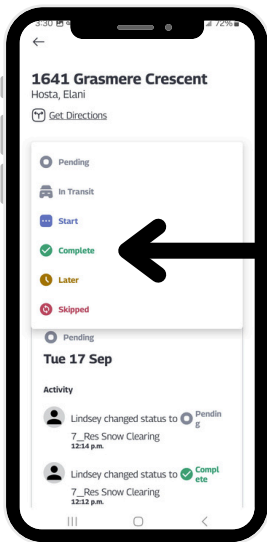


When you get to the address, from the drop down menu change the status from 'In Transit' to 'Start'



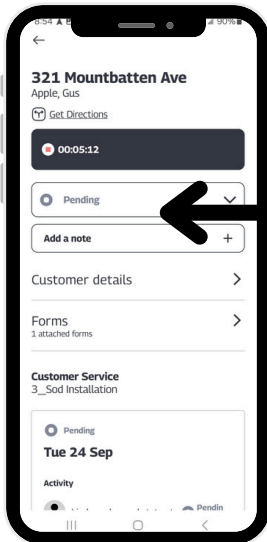
If applicable, hit 'start timer'

*****Note:** everyone on the job site hits start timer. Only one person changes the status from in-transit, start, complete. etc



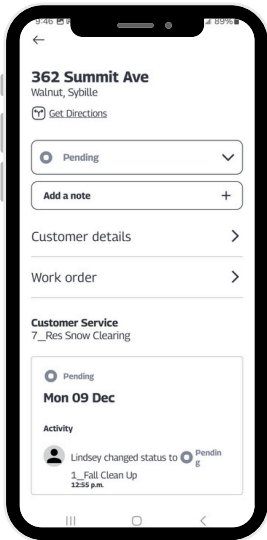
When you are done the work change the status from 'Start' to 'Complete'

- Once a job is set to 'complete' it will move it to a different tab. Go to the next address and repeat the steps above

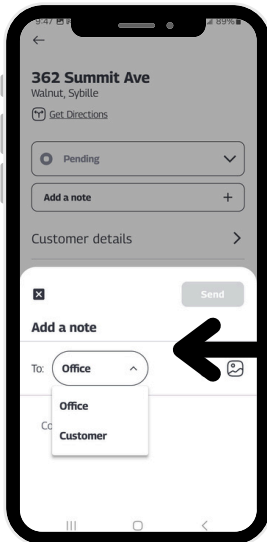


If applicable, when you are done on the job site for that day you need to stop the timer.

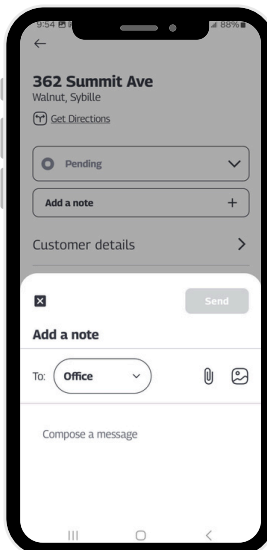
*****Note:** everyone on the job site hits start timer. Only one person changes the status from in-transit, start, complete. etc



When you click into an address you can leave a note/picture for the office or the client. Hit the '+' symbol by 'Add Note'



From the drop down menu choose 'Office' or 'Customer'

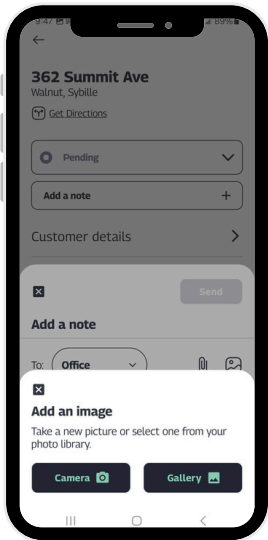


For a picture click on the picture icon

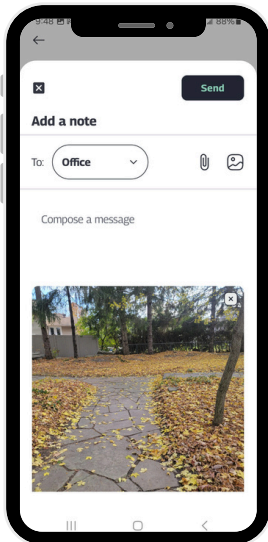




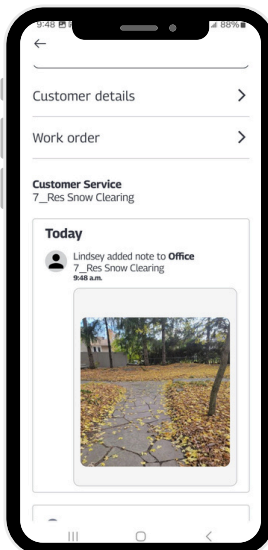
Site Specific Pictures & Notes



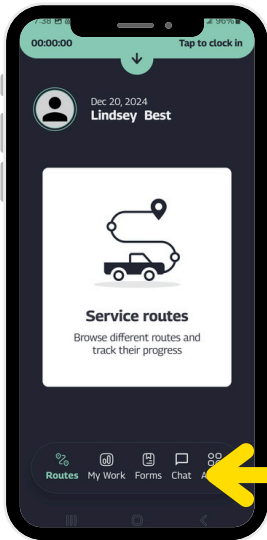
Choose to take a picture with your camera or select a picture from your gallery



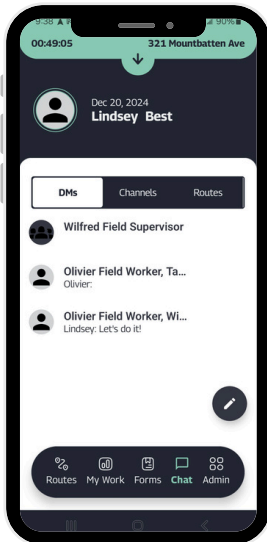
Once you have the picture and or note hit 'send'



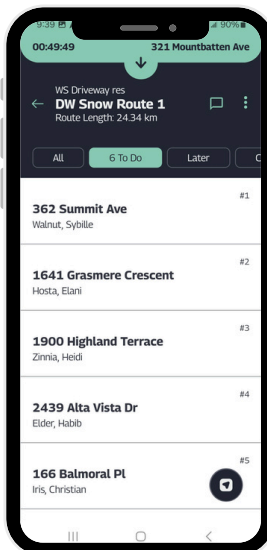
It will appear in the customer service history for that client.



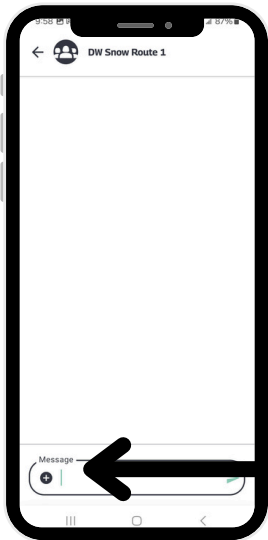
Click on the chat icon to go to the main chat area



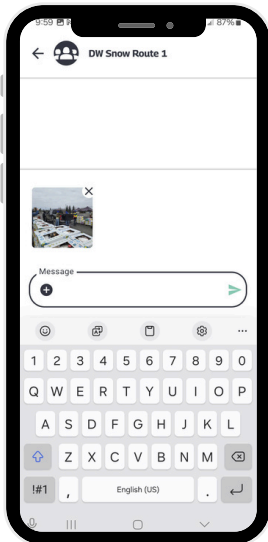
You can see DM (direct messages), channels, and route chats from here.



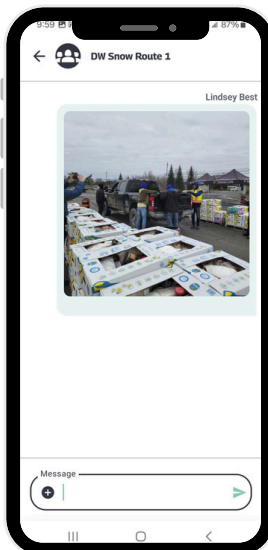
When you click into a route list there is a chat icon on the top that is specific to that route list.



You can add a picture in a chat by clicking on the '+' symbol



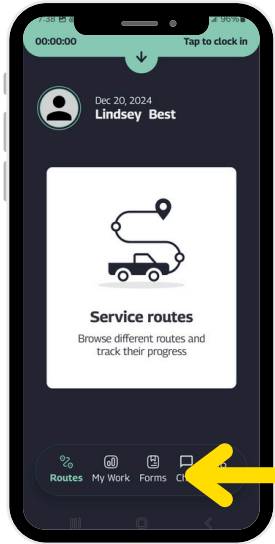
Take a picture or choose from your gallery and hit the send icon



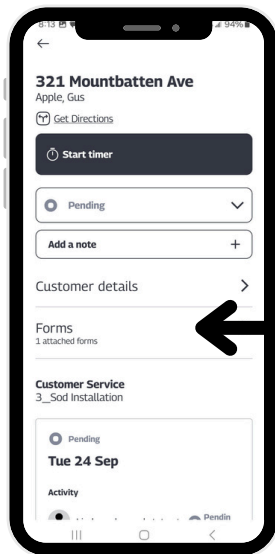
The picture will show up and be in the chat area only

Note: Add pictures to specific clients by using add notes in their address in the route list - see previous 7 and 8

Forms can be found in two places



Found on the bottom menu
- all forms are listed here



When you click into an
address if there is a form(s)
required to be filled out it will
be listed here by clicking on
forms

Each form has different requirements

The image shows a smartphone screen with a form. At the top, there's a status bar with the time 8:28 and battery level 92%. Below that, a green bar shows '00:00:00' and 'Tap to clock in'. The form itself has a close button (X) in the top left. It contains several input fields and labels. Three arrows point from text on the right to specific parts of the form: one to the 'Add a file' link, one to the red star next to the 'Name' field, and one to the 'Add a signature' link. At the bottom, there are 'Clear form' and 'Submit' buttons.

00:00:00 Tap to clock in

✕

Images

+ Add a file

Inspected By:

* Name

* Inspector's Signature:

+ Add a signature

Inspected By:

Name:

Inspector's Signature:

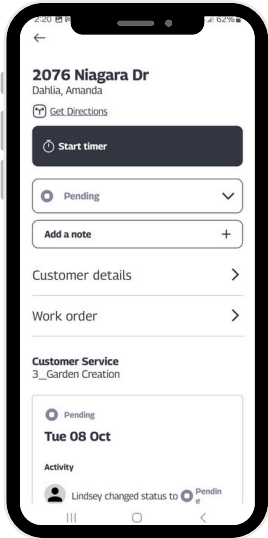
+ Add a signature

Clear form Submit →

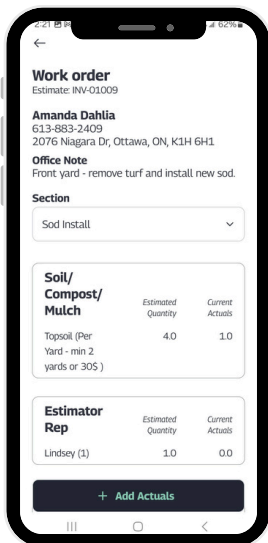
Hit the '+' Symbol to add an image

Any required field has a red star-like symbol *

Hit the '+' Symbol to add your signature

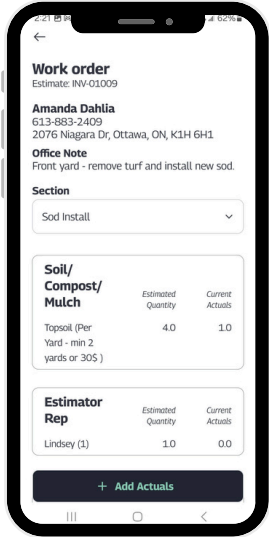


If there is a work order it will be listed here. Click into it.



Description of work here

If there are multiple sections to the work order it will be listed here. Click the drop down menu to see any other sections. Select the appropriate section to 'add actuals'



Work order
Estimate: INV-01009

Amanda Dahlia
613-883-2409
2076 Niagara Dr, Ottawa, ON, K1H 6H1

Office Note
Front yard - remove turf and install new sod.

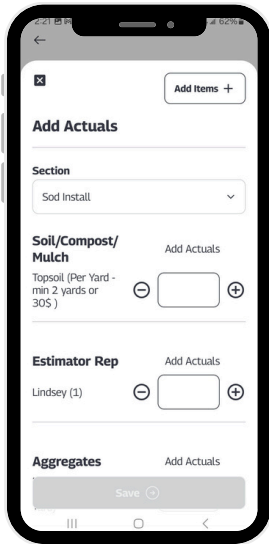
Section
Sod Install

Soil/Compost/Mulch	Estimated Quantity	Current Actuals
Topsail (Per Yard - min 2 yards or 30\$)	4.0	1.0

Estimator Rep	Estimated Quantity	Current Actuals
Lindsey (1)	1.0	0.0

+ Add Actuals

← Hit 'Add Actuals'



Add Actuals

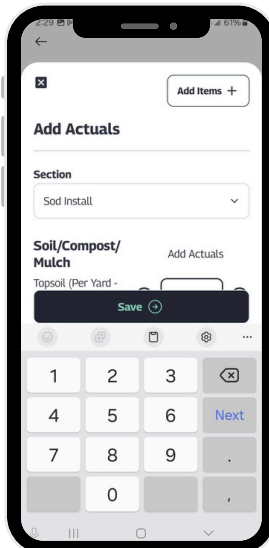
Section
Sod Install

Soil/Compost/Mulch Add Actuals
Topsail (Per Yard - min 2 yards or 30\$)

Estimator Rep Add Actuals
Lindsey (1)

Aggregates Add Actuals

← Enter the amount with numbers or hit the '+' or '-' sign. You can enter multiple quantities at once.



Add Actuals

Section
Sod Install

Soil/Compost/Mulch Add Actuals
Topsail (Per Yard - min 2 yards or 30\$)

Save

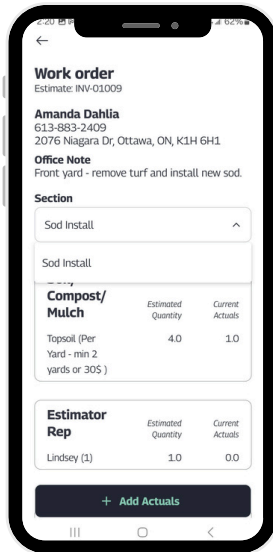
1 2 3

4 5 6 Next

7 8 9

0

← Hit 'save'



Work order
Estimate: INV-01009

Amanda Dahlia
613-883-2409
2076 Niagara Dr, Ottawa, ON, K1H 6H1

Office Note
Front yard - remove turf and install new sod.

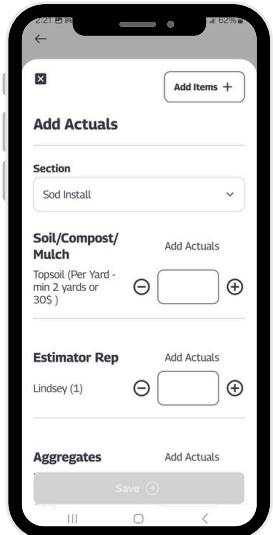
Section
Sod Install

Compost/ Mulch	Estimated Quantity	Current Actuals
Topsail (Per Yard - min 2 yards or 305)	4.0	1.0

Estimator Rep	Estimated Quantity	Current Actuals
Lindsey (1)	1.0	0.0

+ Add Actuals

You will see the quantities update once saved.



Add Actuals

Section
Sod Install

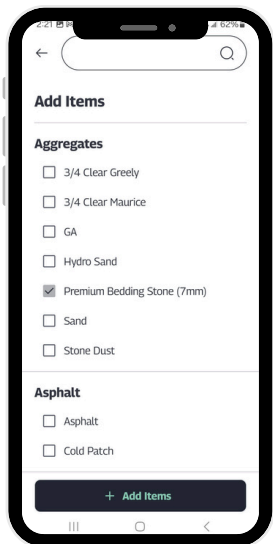
**Soil/Compost/
Mulch** **Add Actuals**
Topsail (Per Yard - min 2 yards or 305)

Estimator Rep **Add Actuals**
Lindsey (1)

Aggregates **Add Actuals**

Save

You can add an material not listed on the work order. Click 'add actuals' and hit 'add item'



Add Items

Aggregates

- ☐ 3/4 Clear Greely
- ☐ 3/4 Clear Maurice
- ☐ GA
- ☐ Hydro Sand
- ☒ Premium Bedding Stone (7mm)
- ☐ Sand
- ☐ Stone Dust

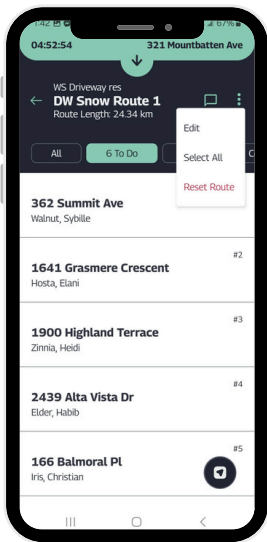
Asphalt

- ☐ Asphalt
- ☐ Cold Patch

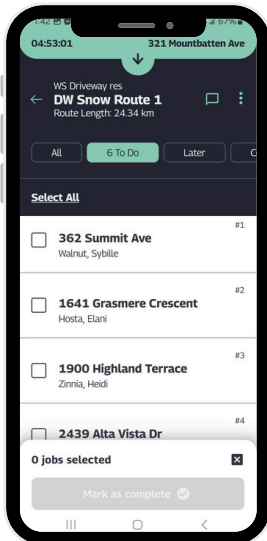
+ Add Items

Choose the item you would like to add then hit 'add items' **AND** then add in the quantity used for that new item. If you do not enter a quantity it will not save the item in the list.

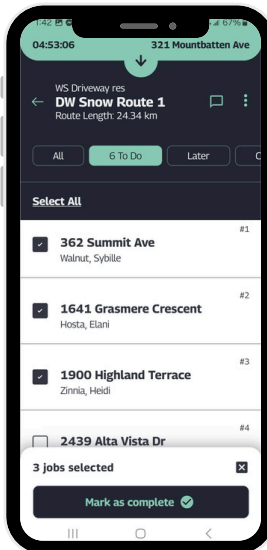
*Repeat as needed



While in a route click on the three dots and hit 'edit' to select multiple address or hit 'select all'

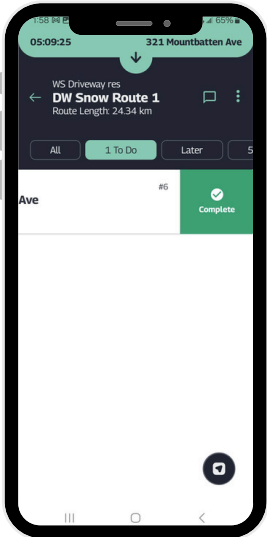


Multi select address

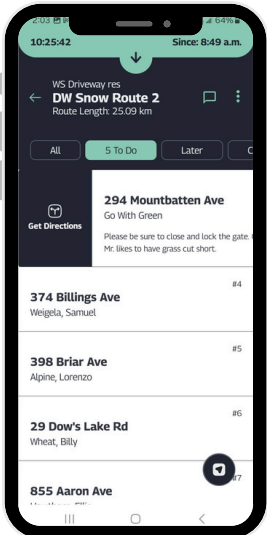


Mark as 'Complete'

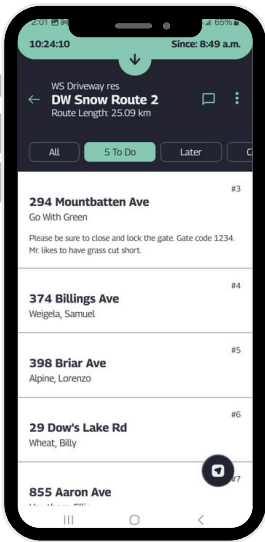
Note: sometimes you have to exit and re-enter the route for it to move the addresses



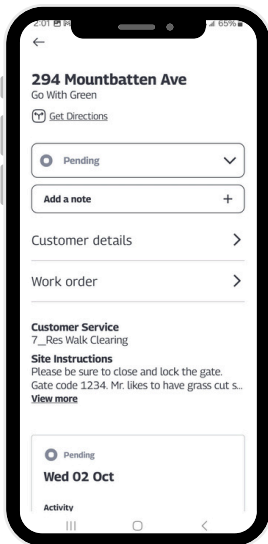
While in a route swipe left on an address and hit 'complete' to quickly update a status to complete



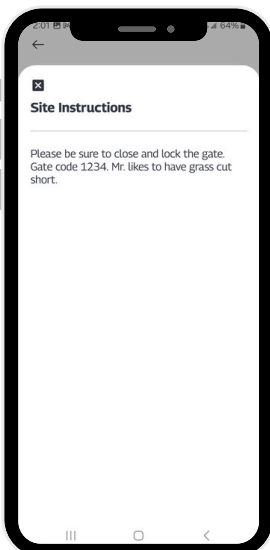
While in a route swipe right and hit 'get directions' to quickly get directions



When you enter the route list site Instructions can be seen



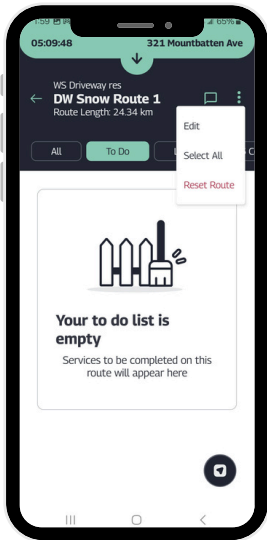
Site Instructions can also be seen when you click into the client



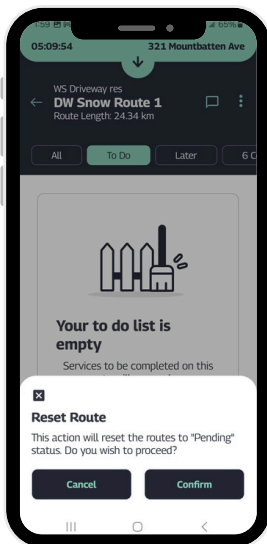
If some of the instruction is hidden hit 'view more' and another window will open. Hit 'x' to go back to the client



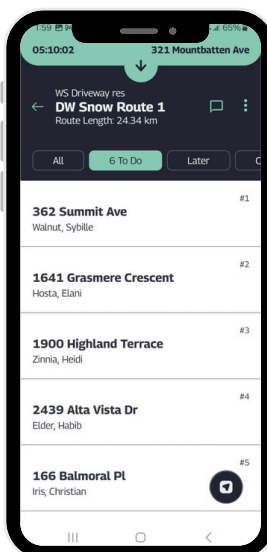
For Supervisors Resetting Route Lists



Click on the three dots and hit
'Reset Route'



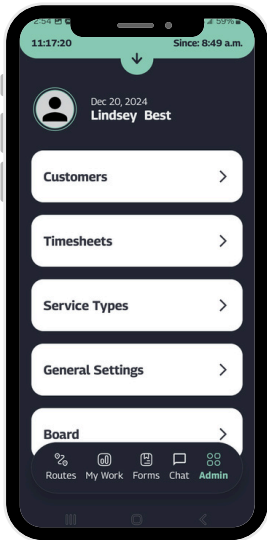
Hit confirm



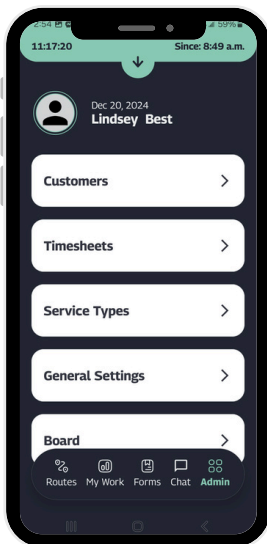
All addresses will reload into the
'To Do' list



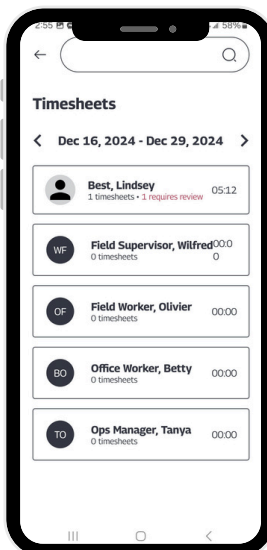
For Supervisors Adjust Timesheets



Click on 'Admin'



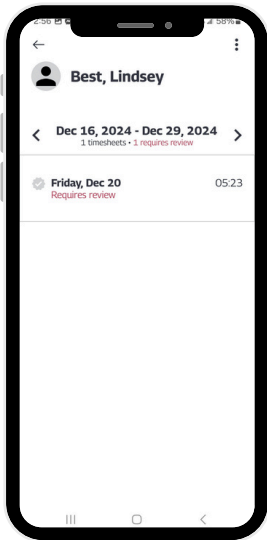
Choose 'Timesheets'



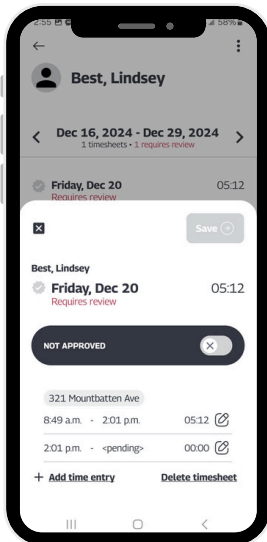
Choose the person you need to
adjust the timesheet for



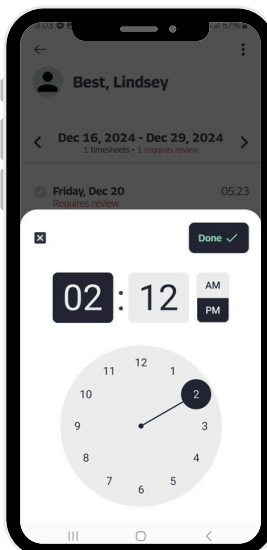
For Supervisors Adjust Timesheets



Choose the day



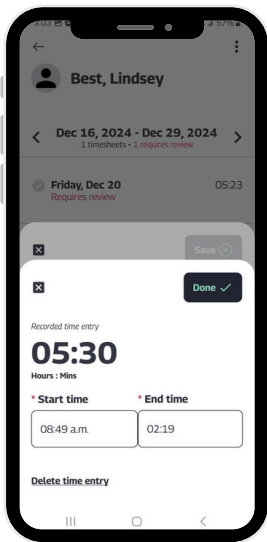
Hit edit icon on the time slot



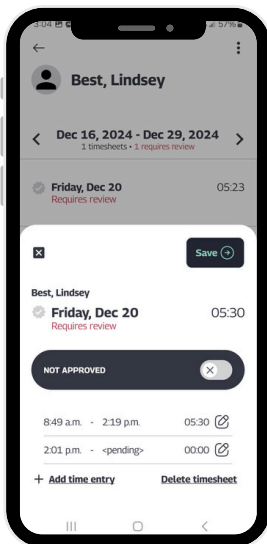
Change the time as needed and hit 'done'



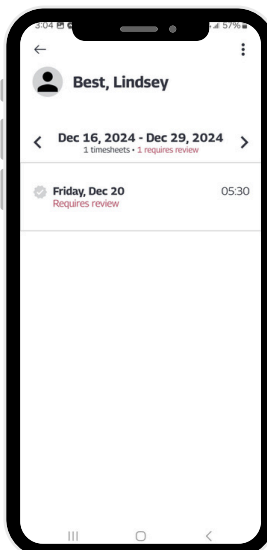
For Supervisors Adjust Timesheets



It will show you the update and hit 'done' again



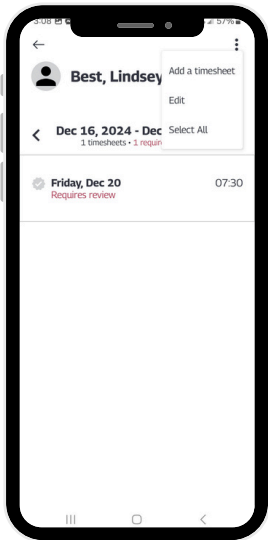
Hit 'save'



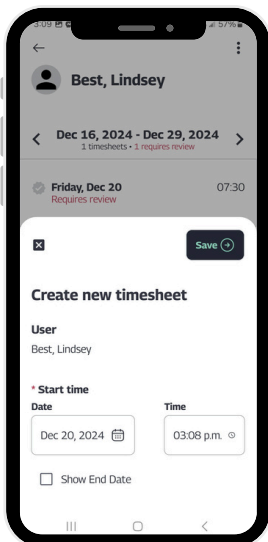
Then you will see it updated for that day.



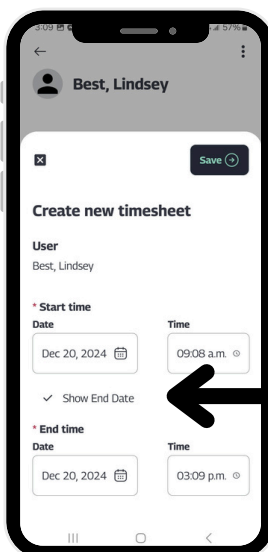
For Supervisors Add Timesheets



Add a timesheet by clicking on the three dots and hit 'add timesheet'



Enter in the date and start time



Check the box 'show end date' if you want to enter the end of shift time too



For Supervisors Add Timesheets

Best, Lindsey

Save

Create new timesheet

User
Best, Lindsey

* Start time

Date Time
Dec 20, 2024 09:08 a.m.

✓ Show End Date

* End time

Date Time
Dec 20, 2024 03:09 p.m.

← Enter in the day and time for the end of the shift

Best, Lindsey

Save

Create new timesheet

User
Best, Lindsey

* Start time

Date Time
Dec 20, 2024 09:08 a.m.

✓ Show End Date

* End time

Date Time
Dec 20, 2024 03:09 p.m.

← Hit 'save'

Best, Lindsey

< Dec 16, 2024 - Dec 29, 2024 >
2 timesheets • 2 requires review

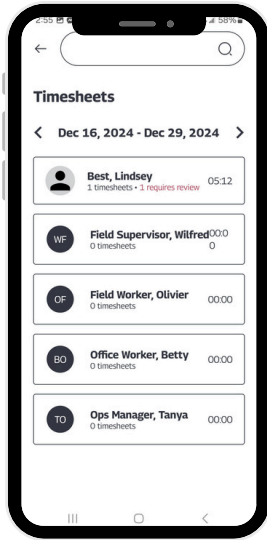
Thursday, Dec 19
Requires review 07:00

Friday, Dec 20
Requires review 13:31

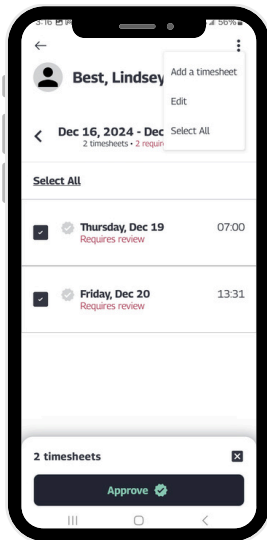
← Then you will see an added date for that employee



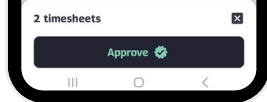
For Supervisors Approve Timesheets



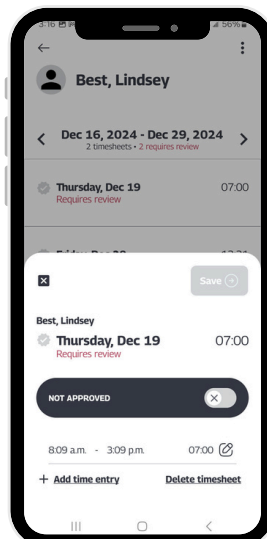
Choose the employee to review



Hit the three dots and hit 'select all'



Click approve



Click into a specific day

Toggle on the approve button