

SOP 20 | Run review

Find and inspect a completed run

Locate a run and interpret its evidence in context.

For Web and mobile · Administrator / Supervisor

Before you start Know the property and approximate work date.

Open Review > Run history

Step 1 Filter history

Open Run history, choose the authorized property and apply available date, person or status filters.

Step 2 Open the run

Select the intended employee and run. Verify property, start and end times and run status.

Step 3 Read evidence quality

Review GPS freshness and accuracy, permission and device information, upload state and any gaps.

Step 4 Compare the recorded evidence

Use route replay and checkpoint or unit evidence. Read inferred visit results separately from explicit marks and the employee finish statement.

Step 5 Follow up on exceptions

Open the closeout review or record the appropriate operational follow-up. Keep unknown results unknown until supporting evidence exists.

Check your result Your review identifies what was recorded, what was inferred and what remains unresolved.

If something goes wrong An ordinary phone location does not prove an exact indoor unit or floor.

See the picture reference on the next page.

SOP 20 Picture reference

Find and inspect a completed run

DK VALET

DK WORKFORCE

DK Valet

DAILY OPERATIONS

Review

Today

Schedule

Review

People

Manage · setup & administration

Help & SOPs

AUTHORIZED PROPERTIES ONLY

Sign out

Needs attention

Run history

Time off & coverage

Route history

Property-scoped route evidence

Connected · RLS scoped

Oak Terrace Showcase

Synthetic North Property

Synthetic South Property

Lakeside Commons Showcase

EVIDENCE STAYS REVIEWABLE

Route history

Today and recent routes
43 routes

EMPLOYEE / ROUTE	STATUS	STOPS
Evelyn Harris Building/floor not configured · Sep 27, 2026, 2:59 PM UTC	Pending	0 / — confirmed stops
Evelyn Harris Building/floor not configured · Sep 15, 2026, 2:59 PM UTC	Pending	0 / — confirmed stops
Luna Garcia Building/floor not configured · Sep 19, 2026, 2:59 PM UTC	Pending	0 / — confirmed stops
James Martin Building/floor not configured · Sep 23, 2026, 2:59 PM UTC	Pending	0 / — confirmed stops
Ethan Johnson Building/floor not configured · Oct 1, 2026, 5:03 PM UTC	In progress	0 / — confirmed stops
Sofia Martinez Building/floor not configured · Oct 1, 2026, 5:03 PM UTC	In progress	0 / — confirmed stops
Noah Williams Building/floor not configured · Oct 1, 2026, 5:03 PM UTC	In progress	0 / — confirmed stops
Maya Thompson Building/floor not configured · Oct 1, 2026, 5:03 PM UTC	In progress	0 / — confirmed stops

Step 2 · Route history: use the property selector and the task controls shown.

Application screenshot with training data.