

SOP 38 | Associate work

Answer run questions and add photos

Save truthful answers and requested photos before opening the route.

For Mobile · Associate

Before you start Clock-in must already be accepted; authorized route collection has started.

Open After accepted clock-in > Run questions

Step 1 Read the due questions

Company questions appear before property questions. Check the answer and photo requirements. The list is fixed when this step first opens, including after returning, restarting or crossing an expiration date offline.

Step 2 Answer and capture

Choose Yes, No or Not applicable truthfully. When a photo is required, take and review it, then use the photo to save the answer and image together. Cancelling capture leaves the question incomplete.

Step 3 Continue after saving

Optional questions may be skipped; optional photos may be added. Continue when the step's answers are saved on this phone. Review saved answers to distinguish saved, uploaded and manually reviewed evidence.

Step 4 Recover or stop safely

Use the displayed retry for camera, storage or question errors. If you must stop, use Stop with an exception or Stop route now. Camera work and pending uploads must not delay stopping collection.

Check your result Saved answers lead to the route; pending uploads remain visible for recovery.

If something goes wrong Keep the same account and device, reconnect and retry pending answers/photos, including after clock-out. Do not uninstall or clear storage. Manual photo acceptance does not prove service completion or an exact indoor location.

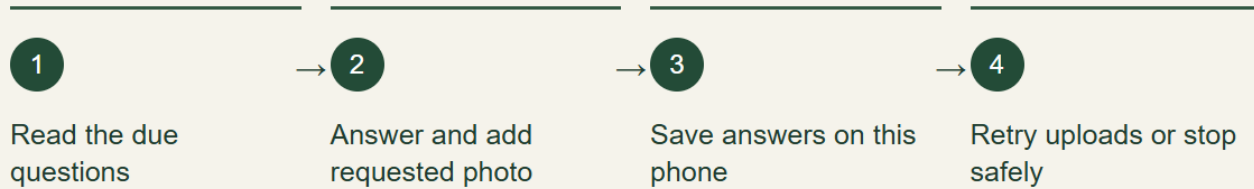
See the picture reference on the next page.

SOP 38 Picture reference

Answer run questions and add photos

WORKFLOW ILLUSTRATION · SOP 38

Answer run questions and add photos



Required questions need a truthful answer. Saved on phone, uploaded and reviewed are separate states.

DK VALET WORKFORCE · Follow the numbered procedure for the complete instructions.

Step 2 · Required questions need a truthful answer. Saved on phone, uploaded and reviewed are separate states.

Workflow illustration. Follow the complete numbered instructions on the previous page.