

SOP 40 | Associate work

Finish a route and confirm clock out

Stop collection and submit an accurate completion statement.

For Mobile · Associate

Before you start Review the actual work and unresolved units before confirming.

Open Your route > Finish route

Step 1 Review your route

Select Finish route. Complete the due clock-out questions and requested photos, then inspect Review your route and unresolved items. Questions are retained from when the clock-out step first opens.

Step 2 Choose the truthful statement

Use Confirm all units hit only if you can confirm it. Otherwise use Finish with exceptions and add the relevant note.

Step 3 Clock out and submit

Use Clock out and submit confirmation or Clock out with exceptions. Wait for the resulting stopped/finished state.

Step 4 Confirm the stop

If Collection is stopping remains, keep the phone online and use Retry clock-out confirmation.

Step 5 Confirm the upload

On Route finished, check collection stop separately from the statement, answers and photo uploads. Reconnect and use the displayed retry for pending evidence. Uploaded photos may still await manual supervisor review.

Check your result Clock-out is recorded, collection is stopped and the finish statement is confirmed or explicitly marked pending.

If something goes wrong Use the stop-with-exception action if questions or camera fail. If phone collection stop needs attention, turn off location permission and contact the supervisor. Never clear pending app data to retry.

See the picture reference on the next page.

SOP 40 Picture reference

Finish a route and confirm clock out

WORKFLOW ILLUSTRATION · SOP 40

Finish a route and confirm clock out



Stop collection even when evidence is pending. Keep saved answers and photos for recovery.

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

Step 2 · Stop collection even when evidence is pending. Keep saved answers and photos for recovery.

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