

SOP 55 | Daily operations

Start a supervisor support run

Record work at an assigned property outside a normal scheduled window.

For Mobile · Administrator / Supervisor

Before you start An active field-property assignment, published route, configured run-duration policy and usable location are required.

Open Today > Clock in at a property

Step 1 Choose the property

Select Clock in at a property from Today. Search and choose the property where you will actually work. Preparation alone does not collect location.

Step 2 Complete arrival checks

Review applicable instructions and permissions. Be inside the configured boundary. The supervisor timing exception does not bypass geofence or device checks.

Step 3 Clock in and answer run questions

Clock in only when ready to work. Answer the due questions truthfully and add requested photos (SOP 38), then follow the published unit route.

Step 4 Finish and verify

Use Finish run when work ends. Review unconfirmed units and submit your truthful statement. Confirm collection stopped and evidence uploaded separately. The independent safety cutoff remains active.

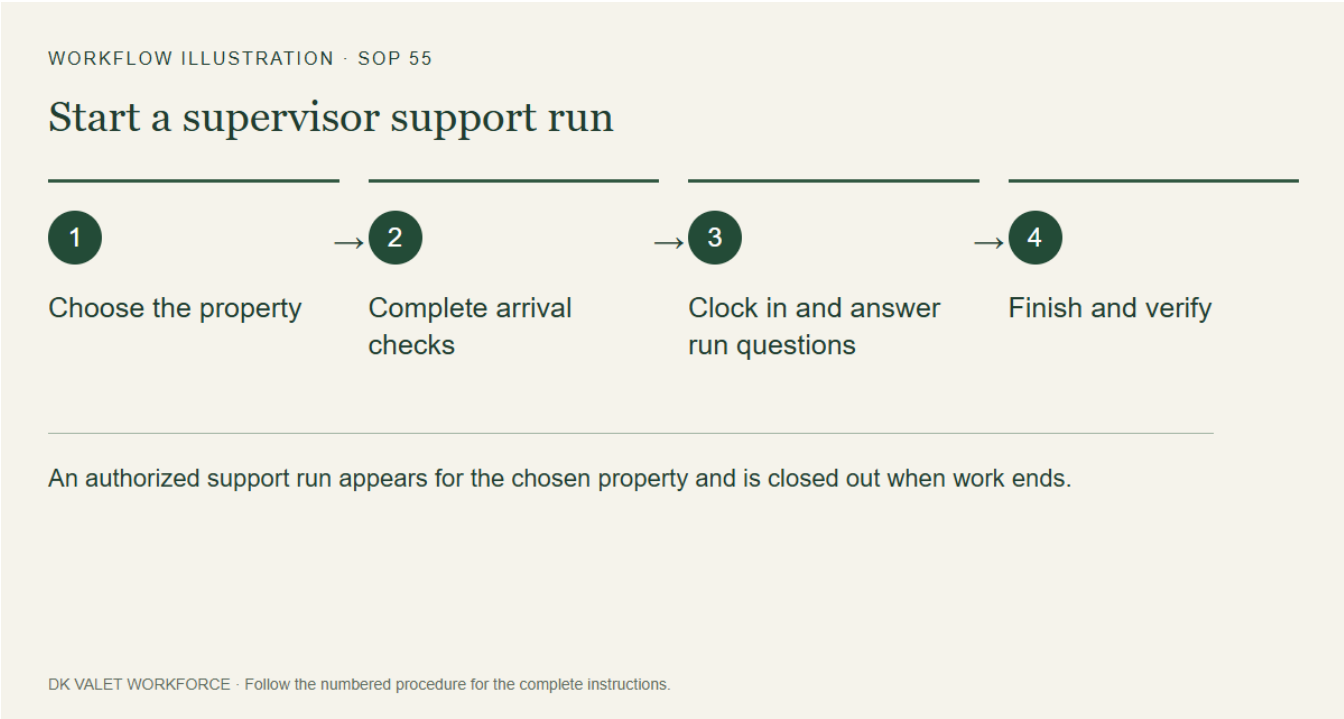
Check your result An authorized support run appears for the chosen property and is closed out when work ends.

If something goes wrong If multiple phase routes exist without a property-wide route, use an explicitly scheduled phase shift. Ask an administrator to resolve missing configuration.

See the picture reference on the next page.

SOP 55 Picture reference

Start a supervisor support run



Step 2 · An authorized support run appears for the chosen property and is closed out when work ends.

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