



## **Snow Removal PRO**

This powerful, user-friendly app with embedded code requirements and invoicing is designed for the facility and maintenance industries, specifically inspectors, civil engineers, residential snow removal companies, professional snow removal contractors, project and property managers, service technicians, schools, universities, city, county, provincial and public works officials as well as homeowners.

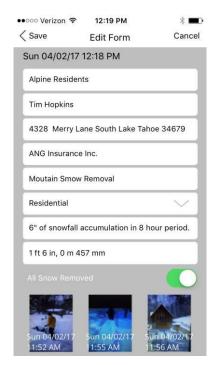
The documentation process for the removal of snow has become increasingly tedious and demanding due to increased client expectations and the complexity of the property layout, timing, and potential for legal litigation. The traditional method of no documentation has created excessive and costly litigation for today's property owners both private and public.

The Snow Removal PRO Application provides a consistent, streamlined visual documentation and invoicing signoff process for field workers to use from beginning of work to signoff. It leverages smartphone technology with our patent-pending, time-locked documentation process that includes embedded photos watermarked with time, date, ambient temperature, and GPS location, in addition to sorting, storing, and emailing documents and enabling signature capture (E-Sign) with Cloud syncing on multiple devices (iOS). Areas cleared of snow may be selected and auto filled into the document. This document satisfies most insurance documentation. Images of driveways, sidewalks, and parking lots can be captured, and time-date stamped into the certification document.

- Creates secure, digital certification documentation in minutes. (Say goodbye to lost or damaged paperwork.)
- Areas removed of snow may be selected and documentation of treatment added can be auto filled into the document.
- Embeds photos-stamped with time, date, ambient temp, GPS location.
- Satisfies most insurance requirements.
- E-signoff for multiple signatures of inspectors, project managers, homeowners, etc.
- Emails professionally documented, certified PDFs.
- Time-locked, encrypted data fields-prevent errors and data tampering.
- Organizes and stores files by date, worksite, property, and client.
- Improves accountability-gives clients, engineers, and architects detailed proof of work.
- Designed for field use with no internet or server connections needed.
- Cloud storage and syncing on multiple devices (iOS). No Ads.
- TLD PRO version, multi-user web dashboard and integrated apps allow teams to sync projects and documents on multiple devices from the field to the office.

# **Screen Shots**





## **Snow Removal PRO User Instructions**

#### **Step 1-Document**

Open App interface. From the Welcome screen, tap Worksites, tap the + sign to create a new certification form. From the worksite screen, tap location, tap the + sign to create a new location and add tagged emails for this location.

Type in Worksite name title, tap Create. This could also be an individual client. Tap the folder you are working with. Tap the + sign to create a new certification. In the header title of the document, you can change this text field to any document name type you may need or leave in the default name "Certified Snow Removal Report".

Type in Worksite details. Tap property type (Residential, Commercial, Public Works, School, Custom) to select the property type being maintained and certified. After your selection has been made, fill in the snowfall trigger and cycle time. Set the snowfall amount for that day with the rolodex.

Tap Camera icon. Take photos of the locations cleared. You may retake or save photos. Once saved, photos are not editable. Up to 24 photos may be captured on the certification document.

After taking a photo, you may adjust the temperature and add notes at the top of the screen. Save.

Tap Locations Cleared icon which will provide a series of options to autofill into the application. You will also have the option of adding in treatment to the surface (Sand, Salt, Chemical, etc.).

If completing an invoice scroll down to invoicing tool and select invoice document type-fill out the line items in the invoice.

#### Step 2-Verify

Once work has been completed, review and verify inputs and pictures in application to be correct after completion review with the Inspector or the property manager. Tap Edit and take completion photos. Toggle "All Snow Removed" if the work has been completed properly. Now you will have multiple photos side-by-side stamped with time, date, and temperature. In comment box, type in any onsite details or property defects and save. If edits are necessary, tap Edit. This is the final opportunity to edit the form.

### Step 3-Publish

When the document is finalized and ready to publish, tap Sign and Email. At this point, all inputted information, saved photos, and confirmation of work status has been confirmed and is non-editable. At the bottom of the screen, click Signature. Input the worksite foreman's title and name and sign document using a stylus or finger. Tap Add to have the Inspector or property owner or manager, if necessary, input their title and name and sign. Once E-signoff is complete, tap Close. You can add and save signatures from different locations, providing remote e-sign. At the top right of the screen tap @ prompt to send the document. Type in recipients' email addresses and send.

You may have multiple certifications on one worksite in edit mode. You can duplicate all information except the snow removal photos, notes and temperature each time you open a new certification form for the same worksite. Press the Duplicate button to autofill the job details for each new repair on the worksite. You can edit the duplicated information, such as the property type (types of snow removal completed etc.) and any other information as needed such as street number, representative, or property type. You can organize annual maintenance for large worksites on the interface in Saved Forms by Property Type, Customer, Date, or Status to easily track ongoing maintenance on the same worksite or client.