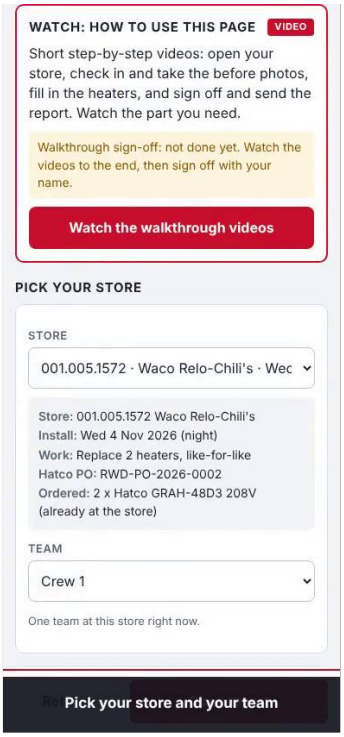
This is the phone report you fill in at the store. You open the link your supervisor texted you. It works without signal once it has loaded. Your work is saved on the phone as you go.

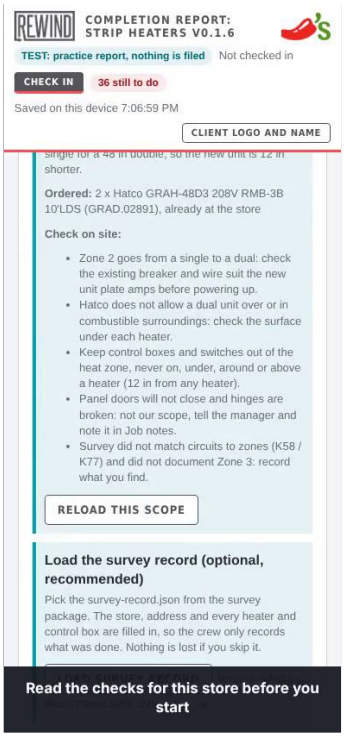
## Put it on your phone as an app button

- Open the link from the text. Wait for the page to finish loading.
- iPhone (Safari only): tap the Share square at the bottom, scroll, tap Add to Home Screen, then Add.
- Android (Chrome): tap Install app on the page, or the three dots, then Install app or Add to Home screen.
- Samsung Internet: tap the menu (three lines), Add page to, then Home screen.
- Open it once with signal at the store door so it is ready if the signal drops. The button on your home screen opens the same page and keeps your team link.

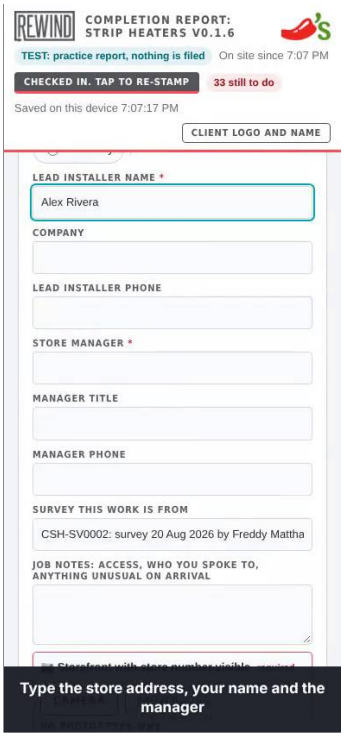
## The steps on the job



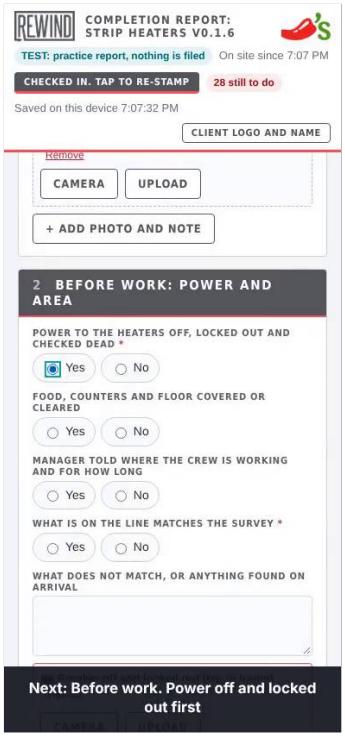

**1. Home page: pick your store and team**
Tap Open report. The store, PO and both heaters are already loaded.



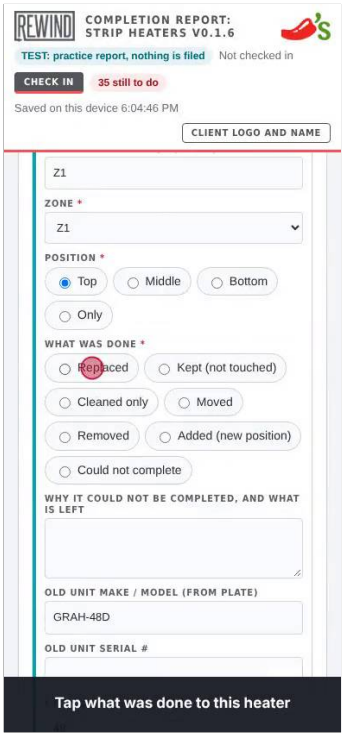

**2. Read the checks for this store**
Before you start, read the checks listed for this store.



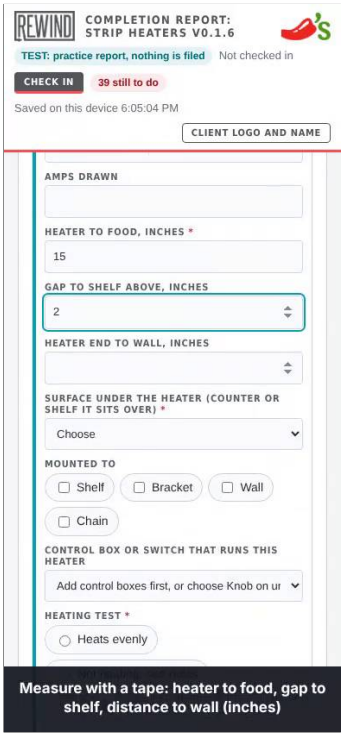

**3. Check in and fill in job information**
Type the store address, your name and the manager. Tap CHECK IN.



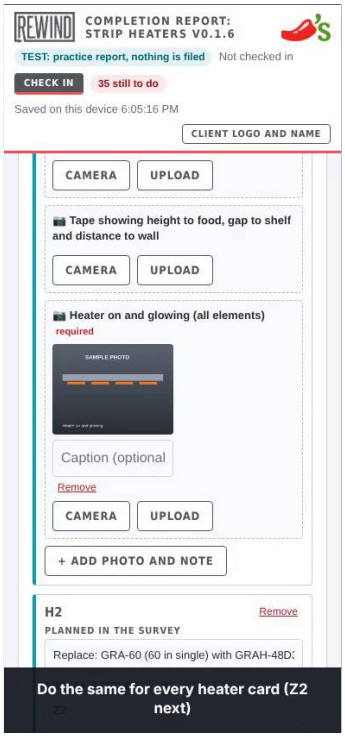

**4. Before work: power off and locked out**
Answer each check. Take the lockout photo with the tag in frame.



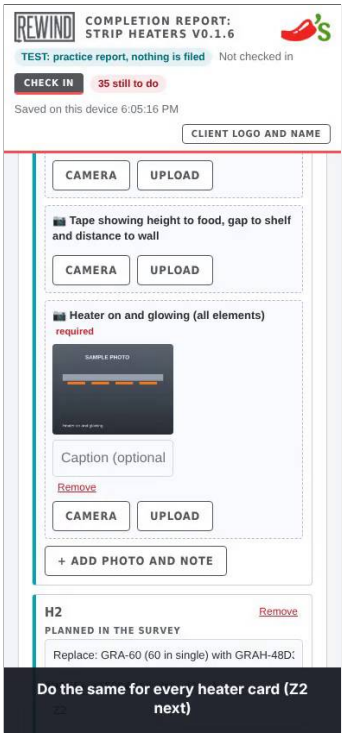

**5. Tap what was done to each heater**
Replaced, kept, cleaned, moved, removed or added.



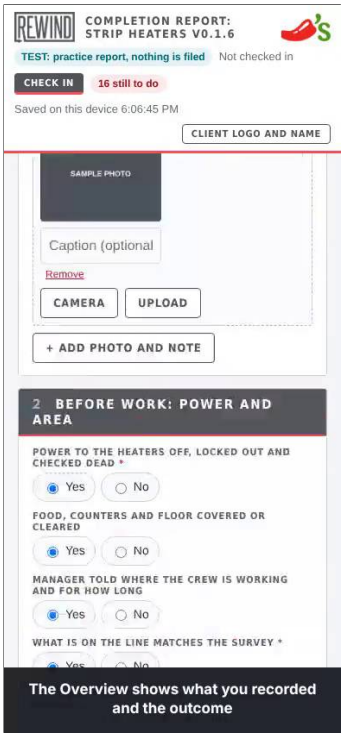

**6. Measure with a tape**
Heater to food, gap to shelf, end to wall, in inches.



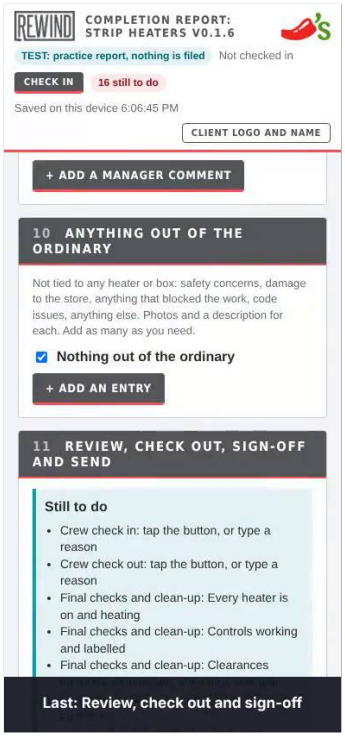

**7. Photos for every heater**
Old plate, new plate, after, underside, glowing. Close and flat so the plate can be read.



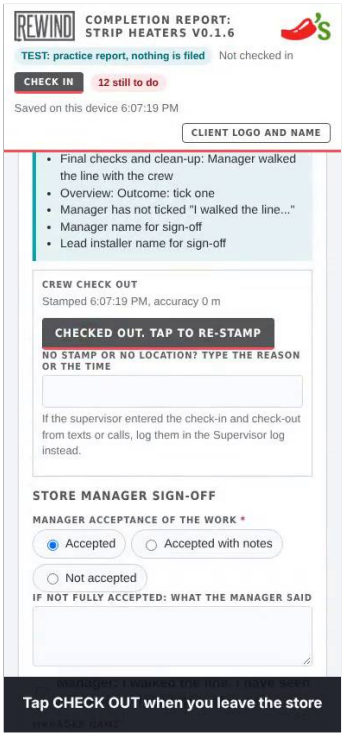

**8. Do the same for every heater card**
Heater 2 is the same as heater 1. Add boxes, panel and open items if they apply.



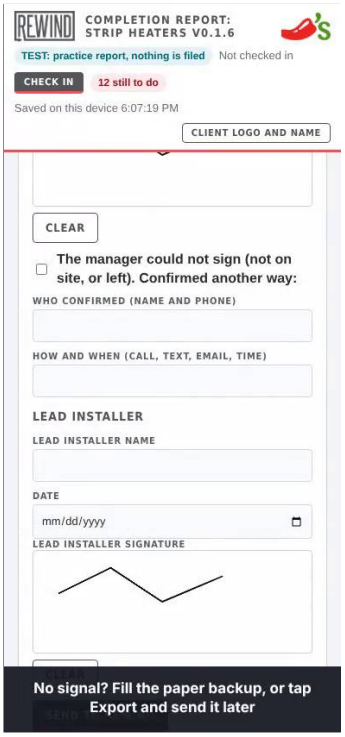

**9. The Overview shows what you recorded**
Check it before you finish. Fix anything marked required.




**10. Last: review, check out and sign-off**
Tap CHECK OUT when you leave. The manager signs on your phone.




**11. Check out when you leave the store**
Tap CHECK OUT. No signal? Type the reason or the time.




**12. Signatures**
Lead installer and manager sign with a finger. If the manager left, say who confirmed.

## Send it

- When the report says Ready to send, tap Send to REWIND. Wait for the green confirmation. Do not close the page until it appears.
- No signal? Do not worry. Tap Export, keep the file, and send when you have signal. Or use the paper backup and text photos of the pages to your REWIND supervisor.
- If a team link has expired the page tells you. Ask your supervisor for a new link.
- Practice banner (PRACTICE: nothing is filed) means this is a test. A real report needs the live team link.

## Help

Need help? Call your REWIND supervisor. Hatco Technical Support: 414-671-6350.