

## PPW Set up and Training:

I started to set up the process for contractor in the field (you)

You should have received a email to set up your new password

Your user name is your first name and last name.

Please confirm once it is set up so I know you are enrolled

<https://www.propertypreswizard.com/control.php>

So I wanted to give you update on the PPW and work orders

I am slowing sending some of the work orders out to you today.  
But more tomorrow

ONce I sent it out I will text you to confirm you received the email, which would be like: See below

**HELLO: MAKE SURE YOU ACCEPT IN WEBSITE**

**New PPWizard WO**

**WO#:test**

**Address:test test, CA 0test**

**Date Due:08/26/15**

**Client:Single Source Property Solutions**

**Work Type:Grass Cut**

Then you know that you have a work order in your queue, so then with your log in you can accept it in you QUEUE, which will show that it was viewed by you and also able to accept work order. Which will be our confirmation

Here are some links to setting up your:

1. MOBILE PHONE APP: First Step

\*\*\*ITs 17 min video, but will help you understand the Setting, work orders and uploading pictures with invoices to complete the work order:

<https://vimeo.com/120397475>

2. Picture upload and flagging (Before, during and after pictures)

\*\*\*This video is 3 min and important on uploading from to your phone app and to send out from field

<https://vimeo.com/125919133>

3. Contractor Training: ON the website:

\*\*This is a 18 min video, it is really important that you understand it so WE can all take full advantage of the system. It shows you all from accepting, uploading, invoicing and also comments and bids for future work for us to approve.

<https://vimeo.com/100335210>

Please spend the time the next couple of days so you understand the system.

I will be sending both emails work orders and also PPW work orders so we can start transitioning for next week.

Good luck and please confirm this and your set ups

