

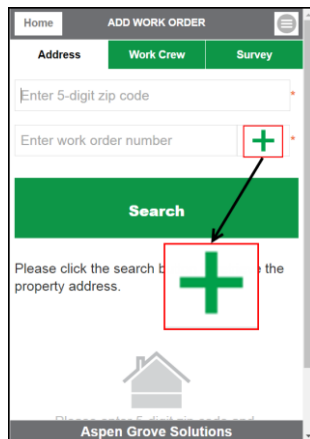
New Features Added to Aspen iMobile®

New functionality has been added to Aspen iMobile® allowing you to combine multiple work orders at the same property into a single sign in. Combining work orders, in bulk, removes the need to answer the same survey questions, and add the same crew members, more than once per visit to a property.

To see the new features, log in and click **Add Work Order** as you normally would.

Combine as Many Work Orders as Needed

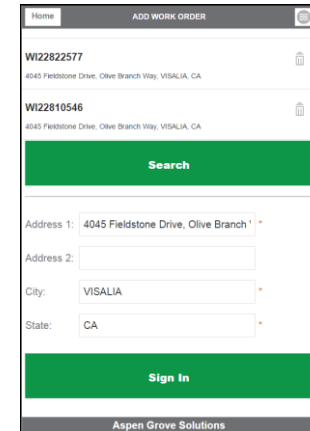
Enter the 5-digit zip code first, then the work order number, then click the new **+** plus icon. Then enter the next work order number for that same property. You can repeat the steps of adding work order numbers and clicking the plus icon for each additional work order.



Searching for Multiple Work Orders

Click **Search** after adding your work order number(s) to verify that the information you entered is correct. The property address will populate below the search bar. Make sure to add all the work orders

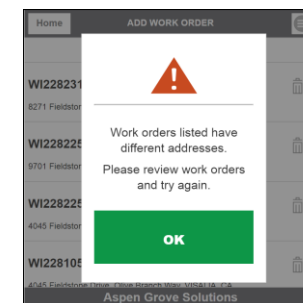
you want to combine **before** clicking the Sign In button as additional work orders cannot be added after that.




Note: If the property address does not populate, it may be that the property address is not in the system, or the work order number is incorrect and needs to be amended.

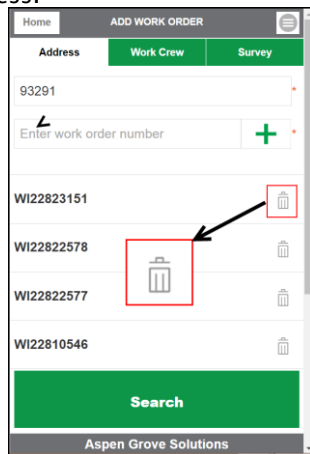
Possible Errors

If one or more of the work orders does not exist in the system, you will be prompted to enter the property address. If entering work orders with different property addresses, you will be prompted by an error message to review your work orders. All work orders must include the same property address.



New Trash Button

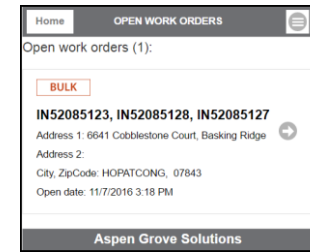
Next to each work order there is a trash  icon button. Use the trash button to delete work orders that were entered in error or have the wrong property address.



Note: In the event you do not get to complete a work order you have signed into with the bulk feature, the trash button can also be used to remove work orders after sign in. This does not allow you to remove all the work orders from the bulk list.

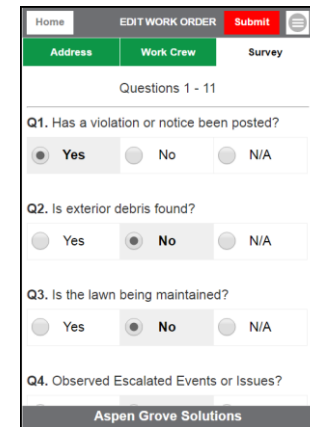
Viewing Bulk Work Orders

Under **Open Work Orders**, the combined work orders will appear with the heading **BULK** to indicate that these are multiple work orders that have been combined at one property. Click on the bulk work order to re-access these work orders.



Completing Questions & Submitting

Finishing the work order is the same as before. Add crew members in the **Work Crew** tab. Answer each question in the **Survey** tab. Click on the red **Submit** button in the upper right corner of the screen.



Note: The red **Submit** button will only appear after you have answered all questions.

Note: If you signed into the work order(s) in offline mode, you will need to return to the Address tab, click search and then confirm the address when you have data connection before the red **Submit** button will appear for you to submit your work order(s).