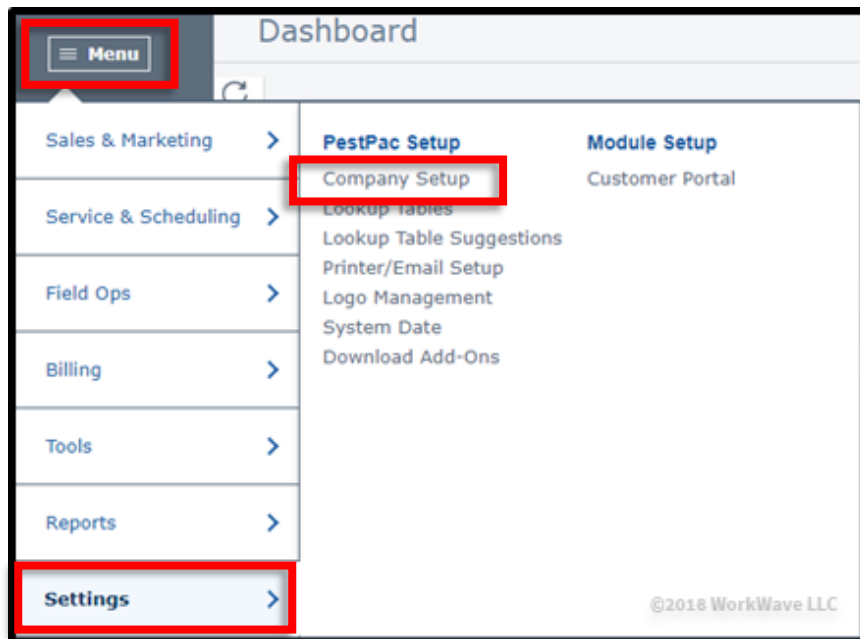


Conditions Setup

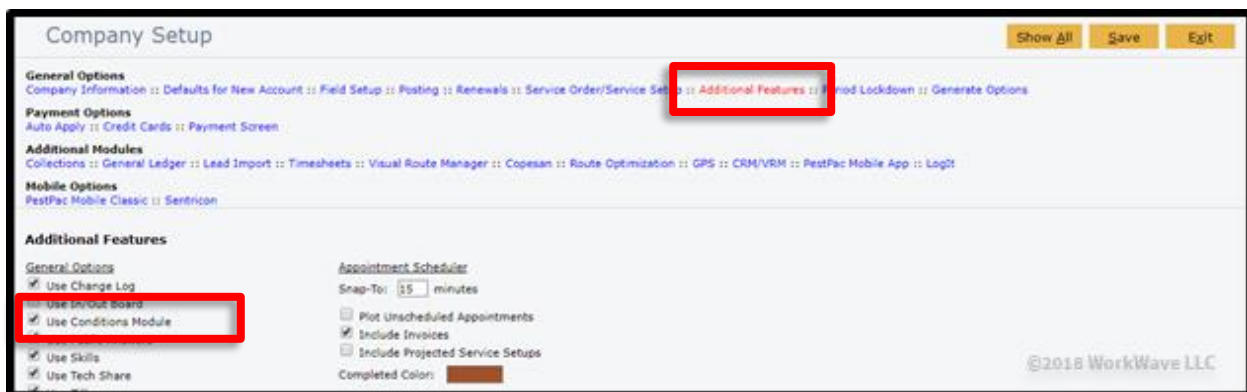
Turning on the Conditions Module

This module can be turned on by completing the following steps:

1. On the desktop, go to *Menu > Settings > Company Setup*.



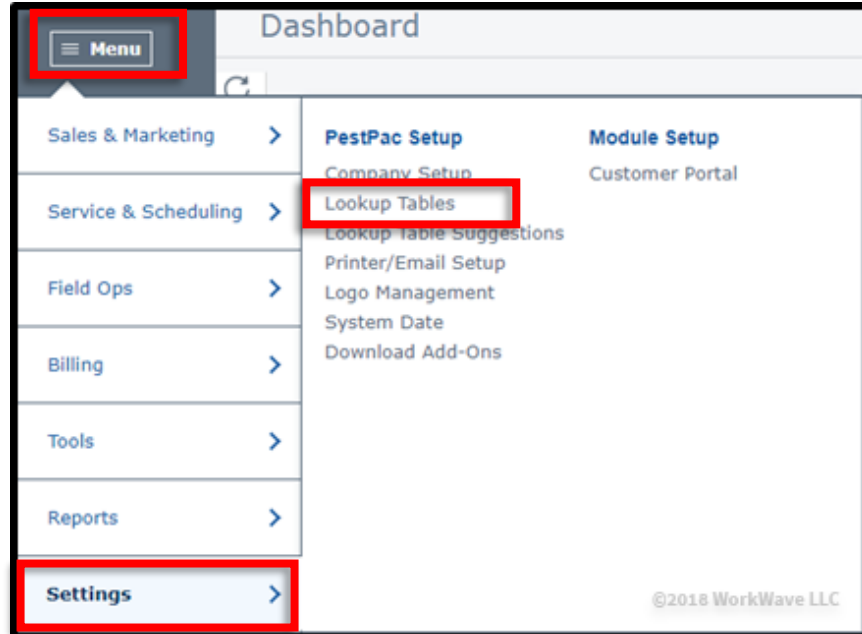
2. Under *Additional Features*, check the *Use Conditions Module* checkbox.



Setting Up Lookup Tables

The Lookup Tables for Conditions have their own section. To access them, complete the following steps:

1. On the desktop, go to *Menu > Settings > Lookup Tables*.



2. Click any of the blue links for the specific table you need to populate. In each Lookup Table, you can add the appropriate name and description.



The recommended order for completing these Lookup Tables is:

1. Condition Details
2. Corrective Actions
3. Conditions
4. Condition Groups (Please note that you must assign Conditions to Groups for those Conditions to be available in the group.)

* The Condition Area Types lookup table should only be used with Classic Mobile.

The table below outlines the Conditions-related tables and associated information.

Lookup Table	Content	Fields
Condition Details	Specify details about what the Condition is Example: If the Condition is that the dumpster lid has been left open, the Details may be "Dumpster lid was noted as open. This can lead to conditions conducive to rodent activity in the area."	Condition Detail and Description
Corrective Actions	Specify ways in which the customer can resolve the Condition Example: Keep dumpster lid closed when not in use.	Corrective Action and Description
Conditions	Create Conditions (shortened version of Condition Details) and assign specific values to the fields that will default every time the specific Condition is added to an account	Condition, Group, Category, Condition Detail, Corrective Action, Severity, and Responsibility
Condition Groups	Specify where the Condition is occurring (helps limit the number of options through which techs must sort on Mobile) Examples: kitchen, bathroom, dumpster	Code, Description, and Potential Conditions

Adding a Condition to a Location

To add a Condition to a Location, complete the following steps:

1. From a customer's Location Detail screen, scroll down to the bottom of the screen and click the *Conditions* button.

The screenshot shows the 'Location Detail' screen in the WorkWave mobile app. At the bottom of the screen, there is a navigation bar with several buttons: 'Label', 'Credit Memo', 'Payment', 'Adjustment', 'Areas & Devices', and 'Conditions'. The 'Conditions' button is highlighted with a red rectangular box. Other elements visible include a 'Mobile App' section with various checkboxes, a 'Re-Authorization' section, and a 'Hide Loc Detail (Fast)' link on the right.

2. Click the + button at the top-right of the screen.

The screenshot shows the 'Conditions' screen in the WorkWave mobile app. At the top right of the screen, there is a '+' button and a 'Close' button. The '+' button is highlighted with a red rectangular box. The screen title is 'Conditions' and it shows 'Location [100000]'.

3. On the *Condition Details* screen, choose the Area, Condition, Type, Category, Condition Detail, Corrective Action, Severity, Responsibility, and Status. You can also check the *Add a comment* box to enter a comment.

Note that once a Condition is selected, all the fields will automatically fill in with the default information from the Conditions Lookup Table. Note that if there is no default for any fields on the screen, the specific item can be selected by clicking the blue link next to the field, via dropdown, or freely typing in these fields.

4. Click the *Add* button at the bottom-right of the screen.

5. The Condition will then be added to the Conditions List screen.

Severity	Condition	Area/Device	Status	Open Since	Last Inspected
Low	Air conditioning u...	Bedroom, Bedroom	Open	09/08/2017	

If you click the *Down* arrow next to the Condition, the item will expand to show more detail and allow you to edit or resolve the Condition.

Clicking the *Printer* button will generate a separate tab in your browser with a Conditions report.

REMEMBER: For additional setup, training, and usage resources for FREE, including live webinars and a robust video library, please visit [PestPac University](https://www.pestpacuniversity.com).