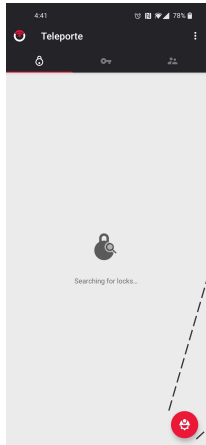


## 1. Work Sessions

Work Sessions allows you to check-in and check-out during a site visit, to help you ensure that all locks are closed before leaving the site, and before the maximum visit time expires.

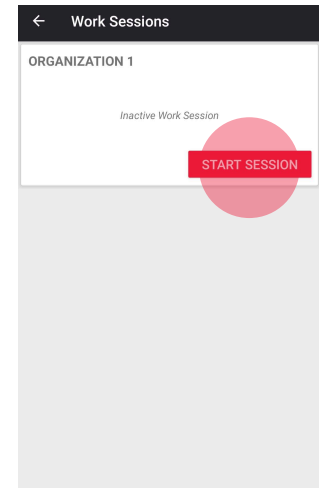
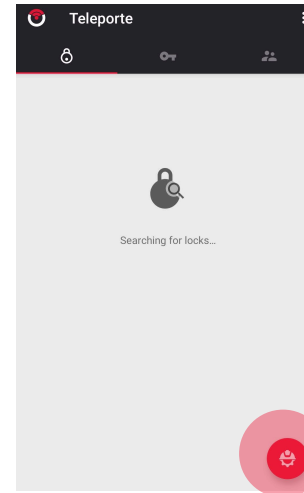


### Work Session Guidelines

- A work session must be initiated before opening a lock or requesting access
- Several locks can be open within the same work session
- All locks must be closed before a work session is terminated
- Work sessions must be terminated before the maximum visit time expires.

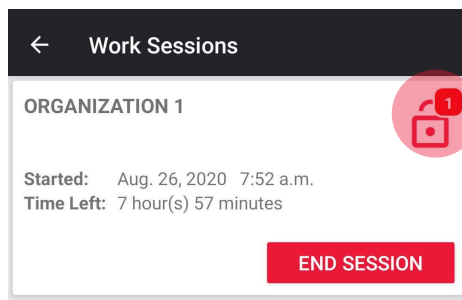
## 2. Initiate a Work Session

- 2.A. Go to the Work Sessions page by selecting the Work Sessions icon
- 2.B. Identify the organization for which you want to START SESSION. You will be able to open locks after initiating a work session.



## 3. Monitor Remaining Visit Time and Open Locks

- 3.A. You can visit the Work Sessions page to track the remaining time of your visit, and the locks that have been opened during a work session.
- 3.B. Select the red padlock icon in the work session page to see more details about the locks that still remain open in each organization.



## 4. Terminate a Work Session

- 4.A. Make sure that your Teleporte mobile application has confirmed that all locks are closed, the padlock icon must be grey. Otherwise, you will be required to submit an explanation to justify why you need to close a work session without closing all locks.
- 4.B. Select END SESSION and confirm your selection.

