



## Yeti Menu Options and Descriptions

- **Dispatch**
  - The dispatch screen is the operation hub of Yeti
  - The dispatch screen allows Yeti users to see where each operator is at in terms of route progress.
  - By clicking on the name of the operator or subcontractor company name in the dispatch screen, Yeti users can access site-specific operations information.
    - This information includes site names, service times, geofence info, services performed, and before and after photos.
- **Routes**
  - The “Routes” tab allows Yeti users to create and edit routes.
  - Creating a route in Yeti essentially assigns a site to either an internal employee or a subcontractor.
  - Routes will remain in the Yeti mobile app to be serviced by subcontractors until the route is archived, which may never be necessary.
- **Clients**
  - The “Clients” tab houses owners of each Yeti site. This can be thought of as a parent account.
  - For instance, your company may service 50 McDonald’s locations. All 50 locations will be included in the “Sites” tab, but McDonald’s will only be list once in the “Clients” tab.
  - By listing a client in the Clients tab, the client then becomes selectable in any Yeti report or Dispatch filter.
- **Sites**
  - The “Sites” tab houses all of your sites in Yeti. Sites can be edited by Admins at any time.
- **Equipment**
  - While Equipment is not a mandatory tab in Yeti, any equipment asset can be listed in the “Equipment” tab.
  - Once listed, the added equipment becomes selectable within the Yeti Snow Operator mobile app.
- **Users**
  - The “Users” tab lists those internal Yeti users who only work for your company (subcontractors are listed separately in their own menu).
  - If you need to add a user to Yeti, you can do so by accessing the “Users” tab. User information, such as alternate phone numbers, addresses, and hourly rates, can be stored in this tab.



- **Sub-Contractors**
  - The “Sub-Contractors” tab houses the company names of all your sub-contractors.
  - To assign a route to a Sub-Contractor, a Sub-Contractor account must be created in this tab.
    - Once a Sub-Contractor account is created, a company code will then be established for that Sub-Contractor.
    - Company codes can be used to add operators quickly and easily to a Sub-Contractor’s yeti account.
- **Service History**
  - The “Service History” tab includes a visit-by-visit breakdown of services at each site.
  - These reports include services, photos, notes, weather conditions, time on and off each site, and geofence breaks.
  - These reports are most commonly used to verify services in question by clients, and to combat against slip-and-fall claims.
- **Route History**
  - The “Route History” tab breaks down services per user route.
  - Route service records also include user breadcrumb trails.
- **Shift History**
  - The “Shift History” tab provides a broad overview of what was accomplished during each employee’s shift.
- **Billing Report**
  - “Billing Report” includes the amounts owed to you by your clients for services performed.
- **Sub-Contractors Report**
  - “Sub-Contractors” reports include the amounts that you owe to your subcontractors for services performed.
- **Employee Timesheets**
  - “Employee Timesheets” reports include the time-in and time-out, duration totals, hourly rates, and the amounts owed for each employee.