

HOW TO FILE WDO REPORTS WITH A TXT FILE

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ATTENTION

To access the WDO Activity Button please make sure the following steps have been completed.

Registered in Connect

Link to guide

Link Your Company License

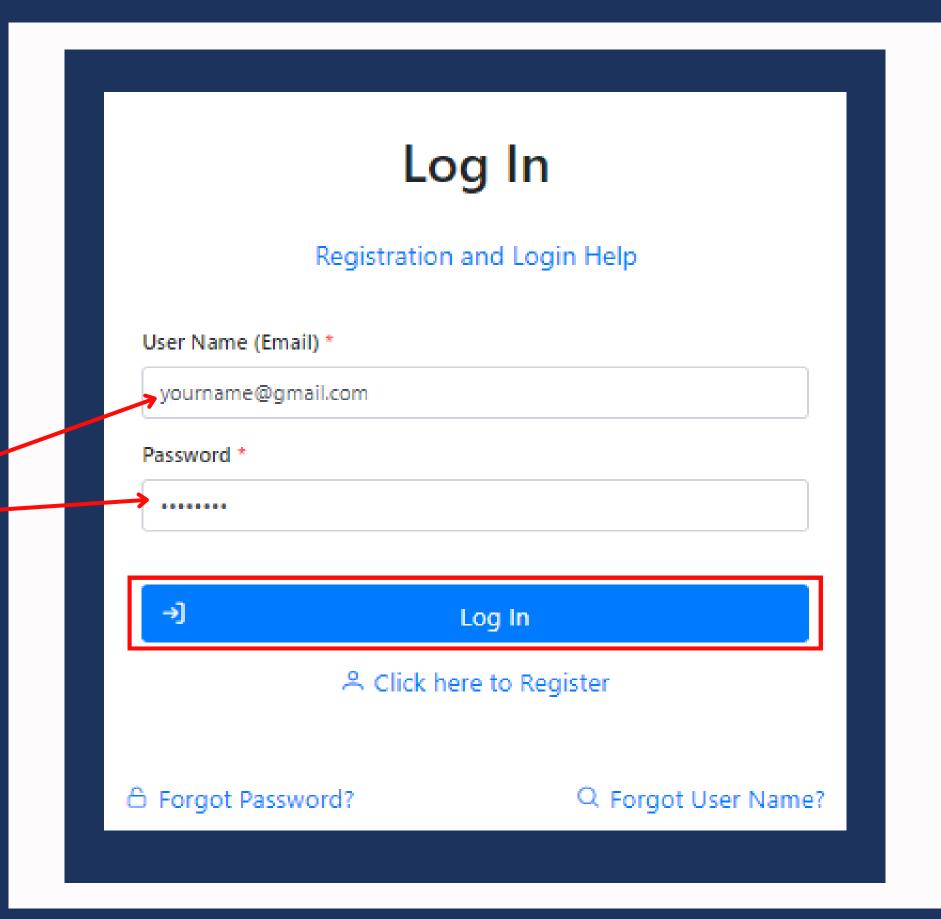
Link to guide

Navigate to: WDO Connect

https://connect.pestboard.ca.gov/login/

Log in using your <u>registered</u> email and password.







HOW TO ACCESS THE WDO MENU

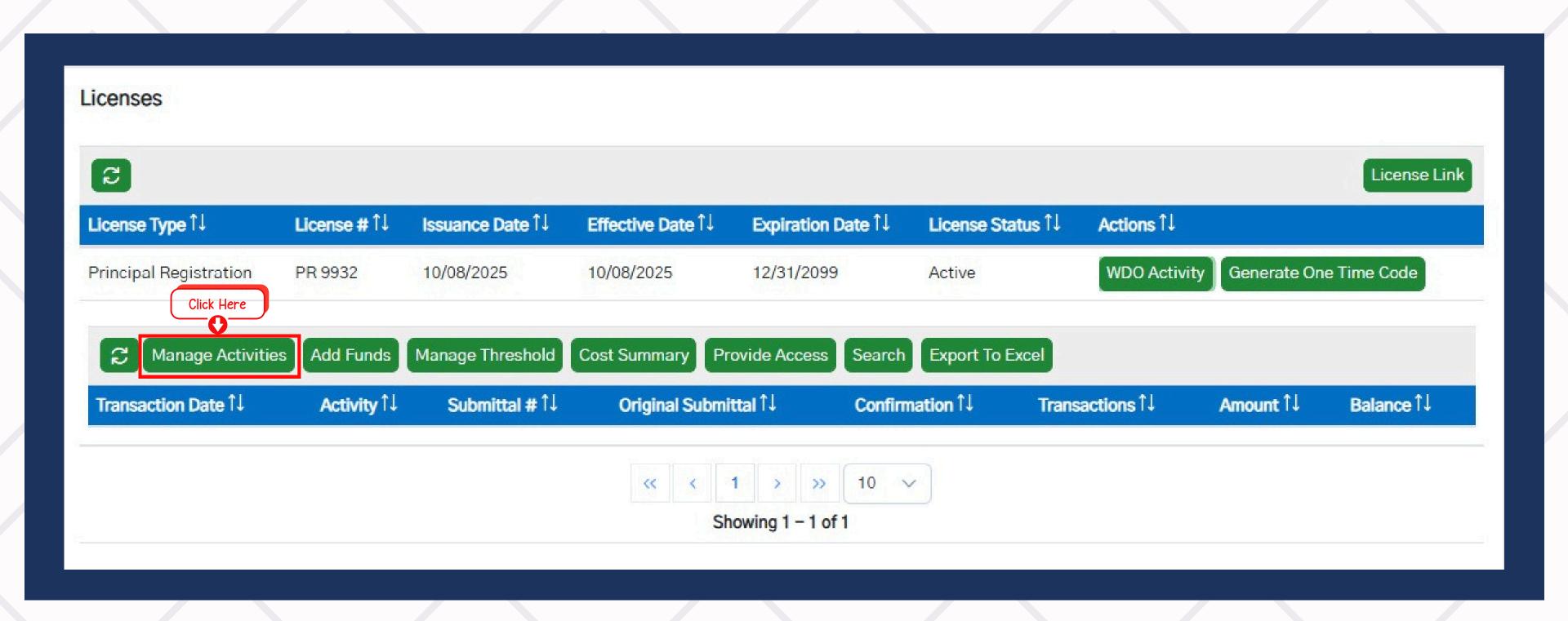
To access the WDO menu, select the "WDO Activity" button.



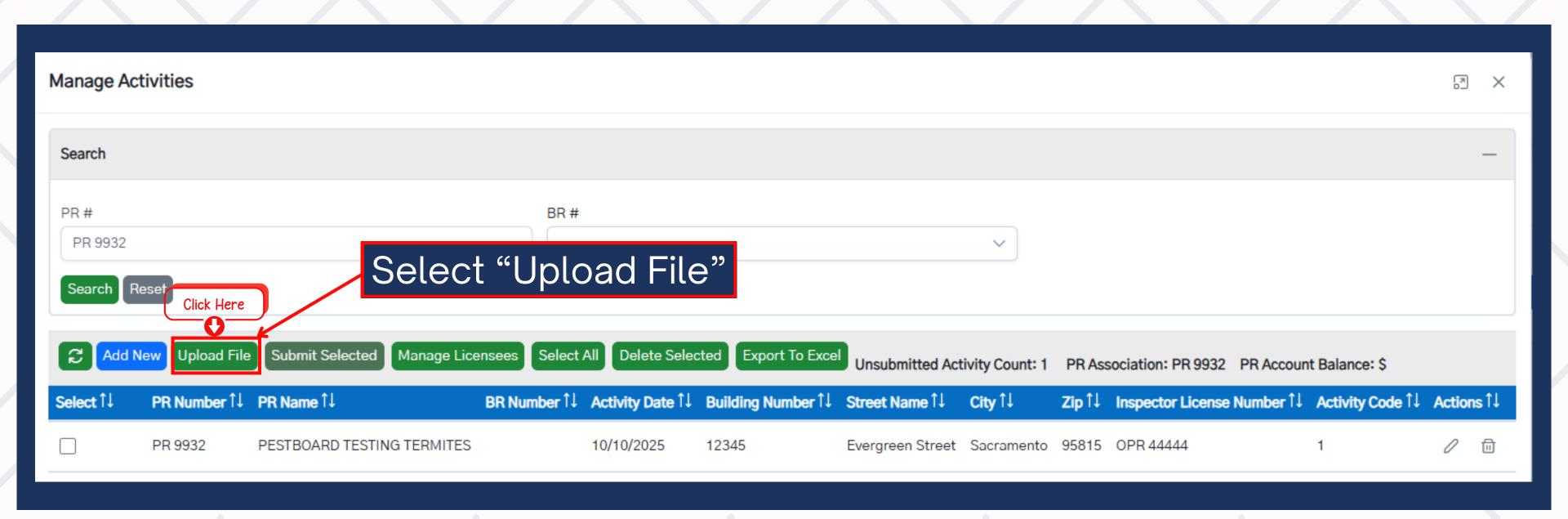


HOW TO UPLOAD AND SUBMIT A.TXT ACTIVITY FILE

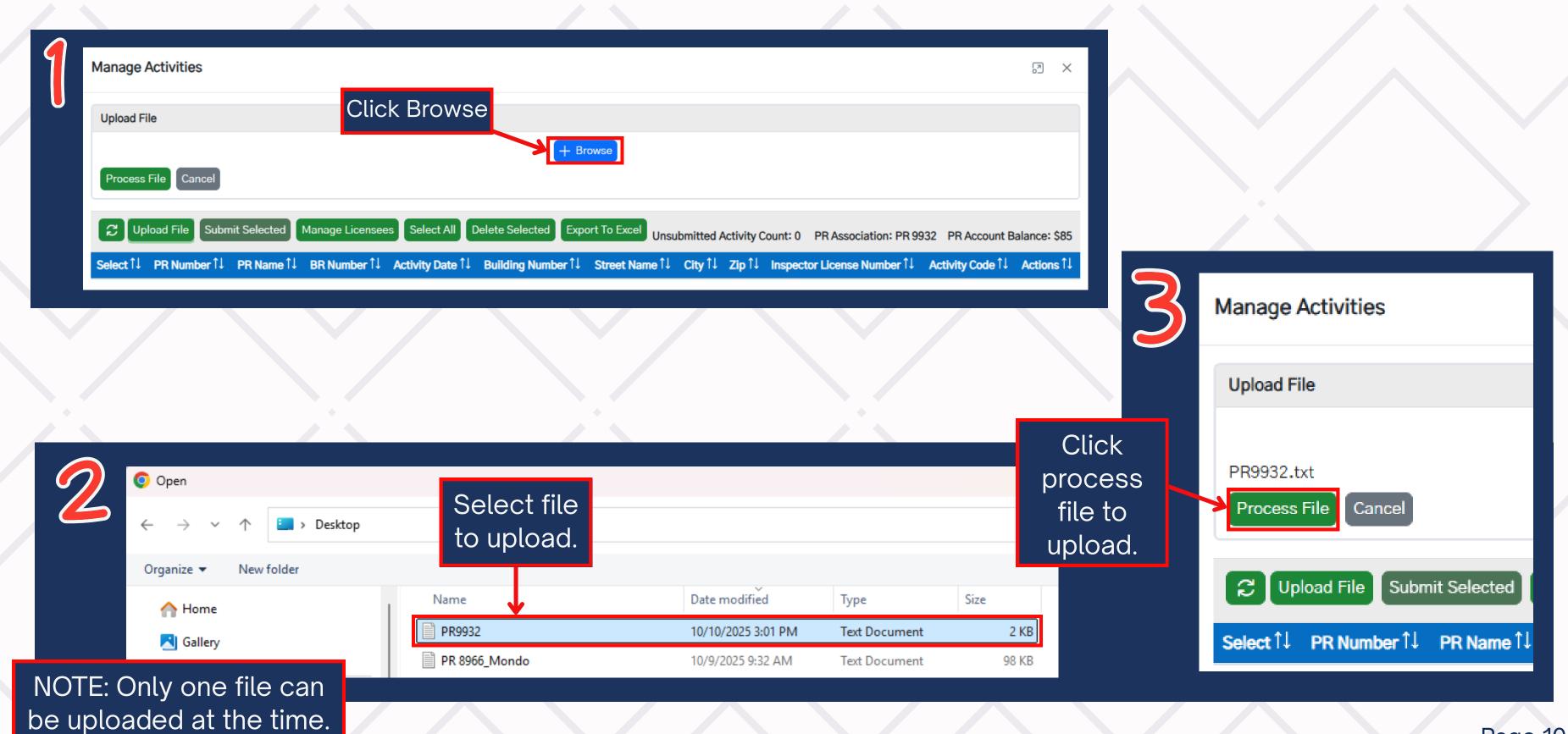
To upload a .txt file from your termite program, select the "Manage Activities" button.



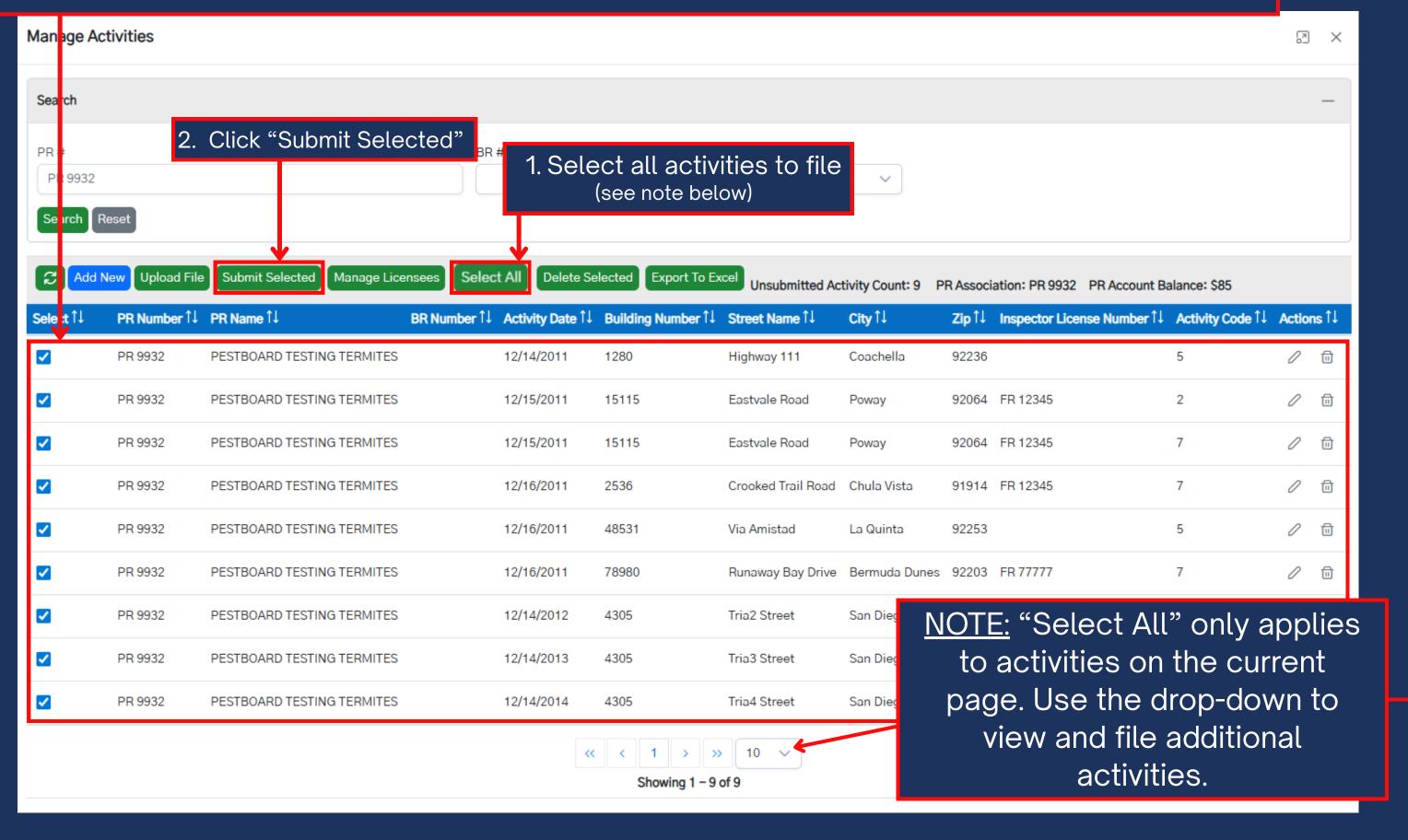
Select "Upload File".



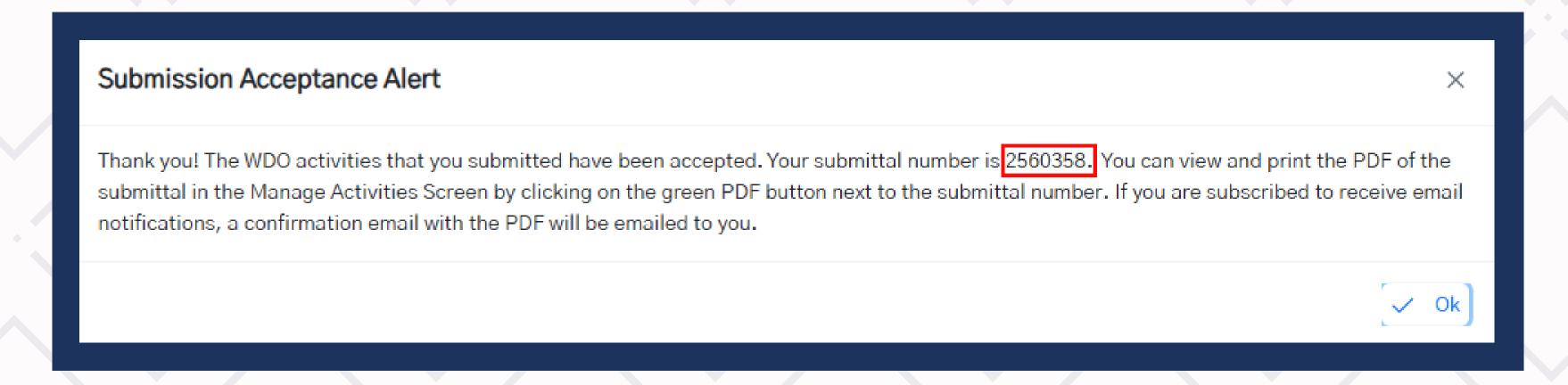
Complete the following steps:

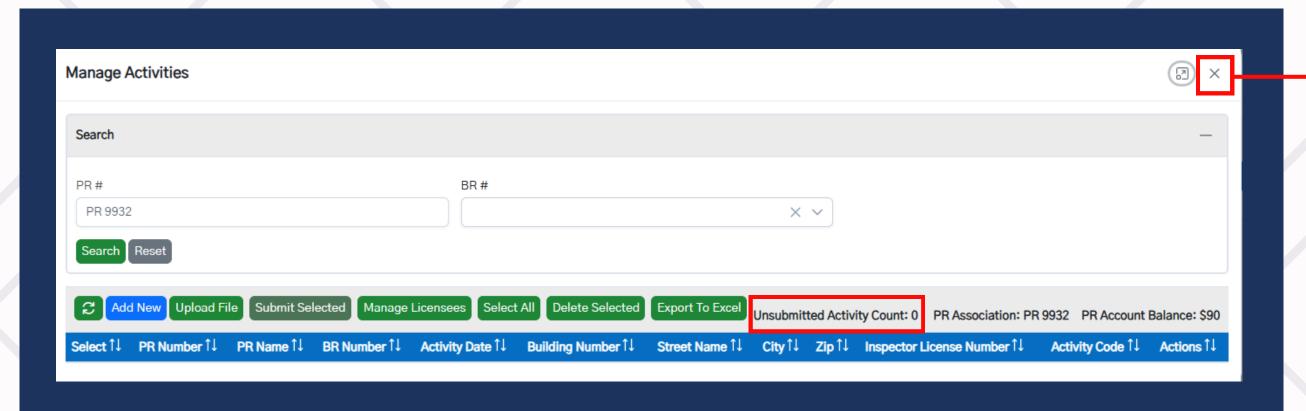


The uploaded activites will appear on the list of unsubmitted activities.



You will see a Submission Acceptance Alert that will include the submittal number.



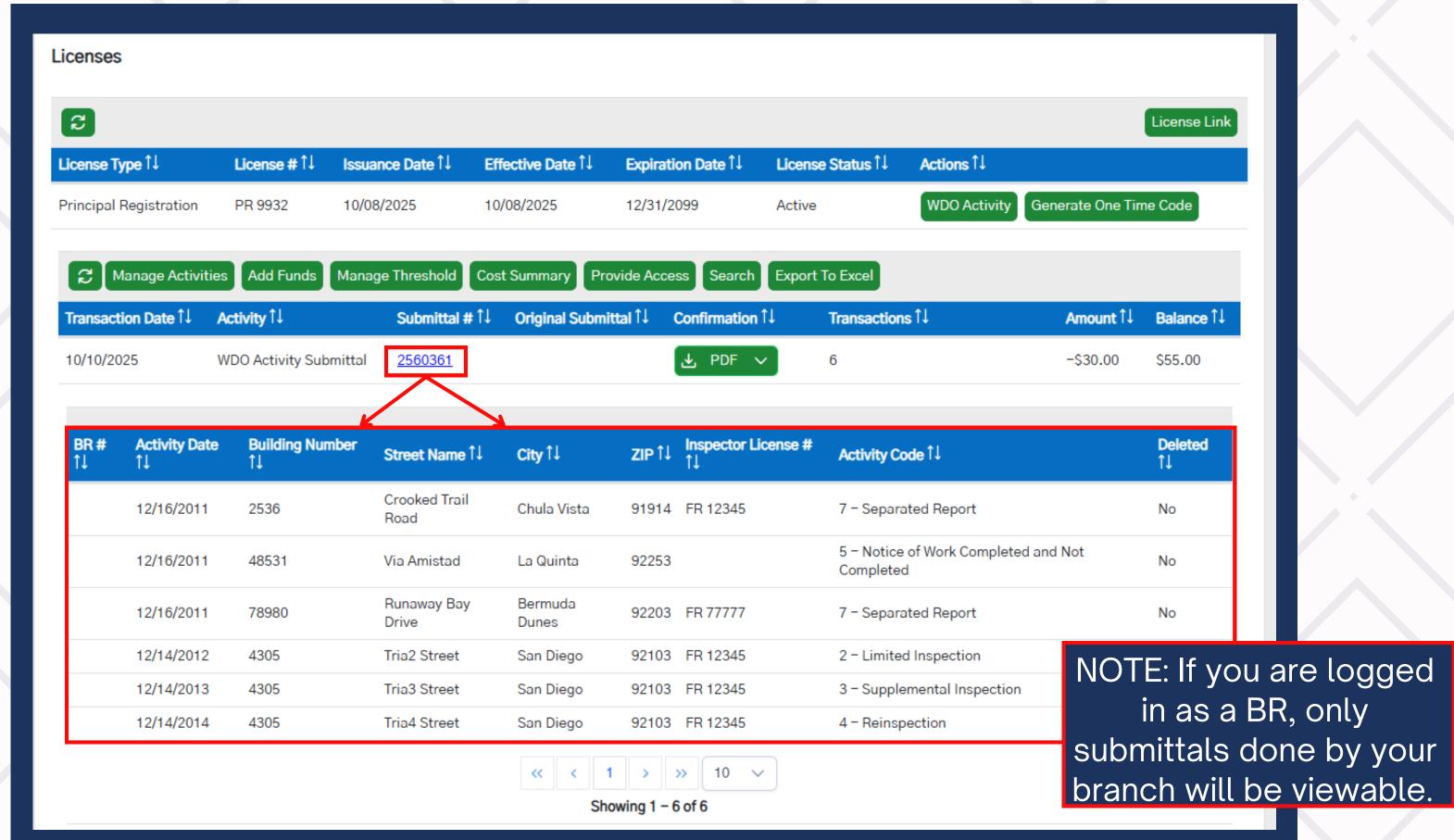


Click the X to go back to manage activities.



HOW TO VIEW SUBMITTAL DETAILS

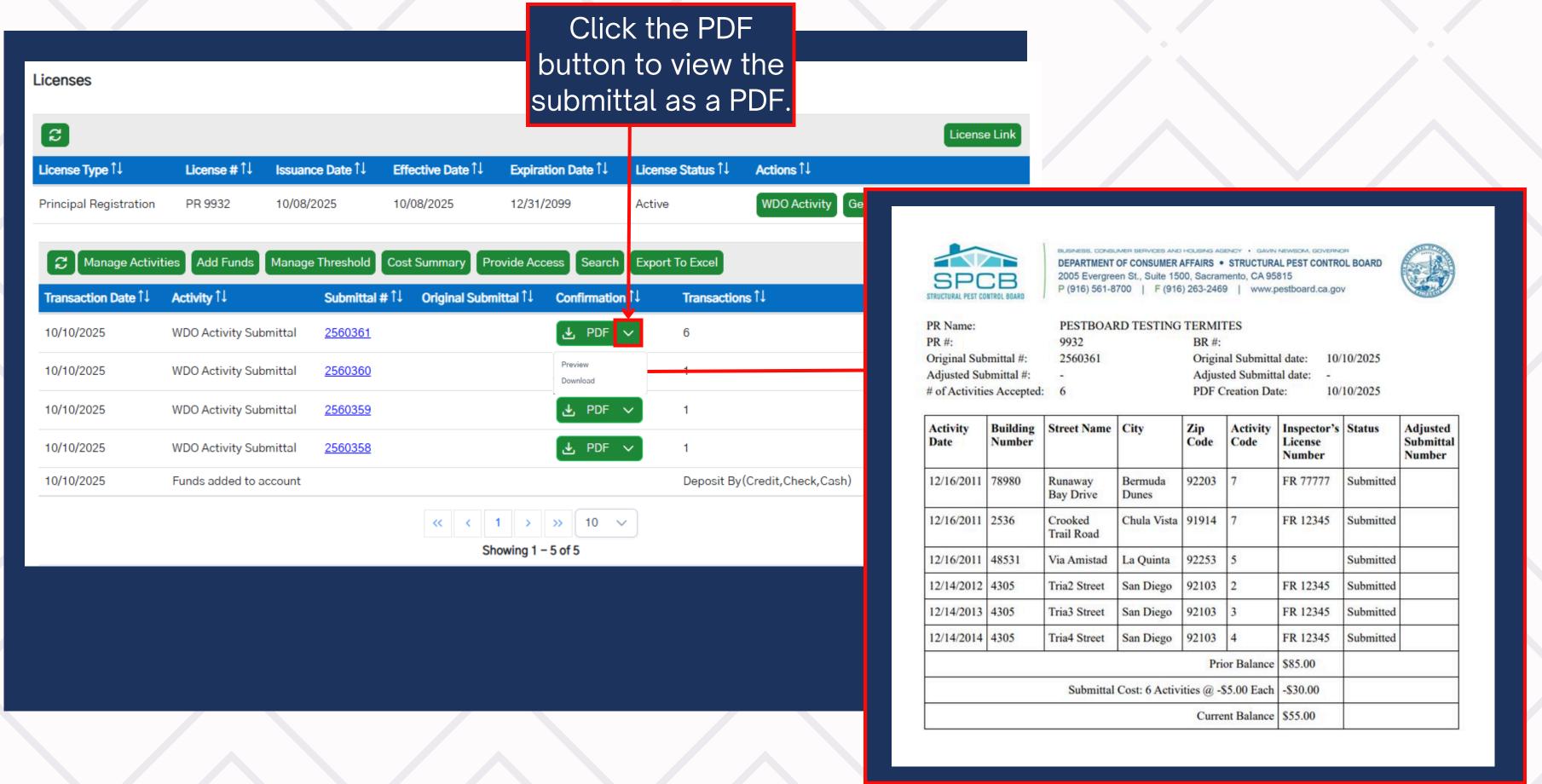
Click on the submittal number to view the details of that submittal.





HOW TO PREVIEW OR DOWNLOADA SUBMITTAL PDF

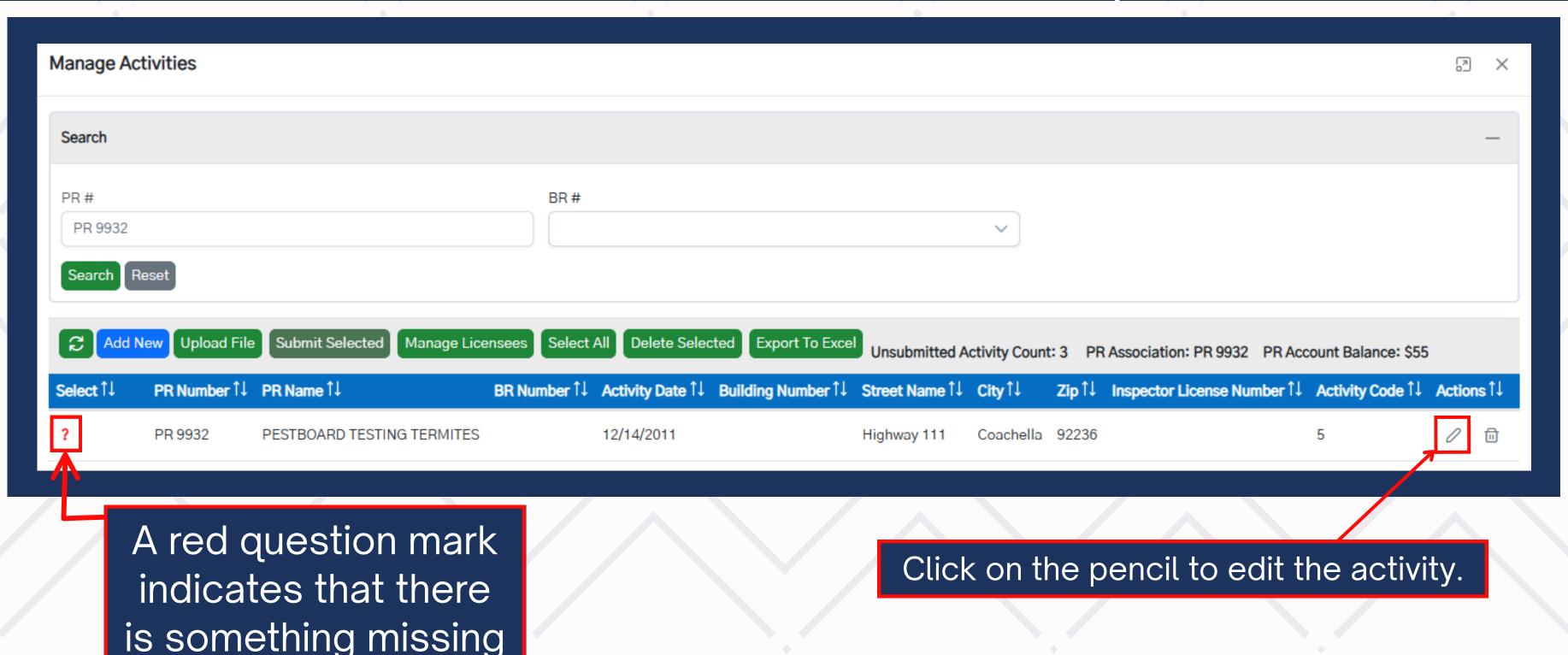
Click on and select "Preview" or "Download".





HOW TO EDIT APPENDING ACTIVITY

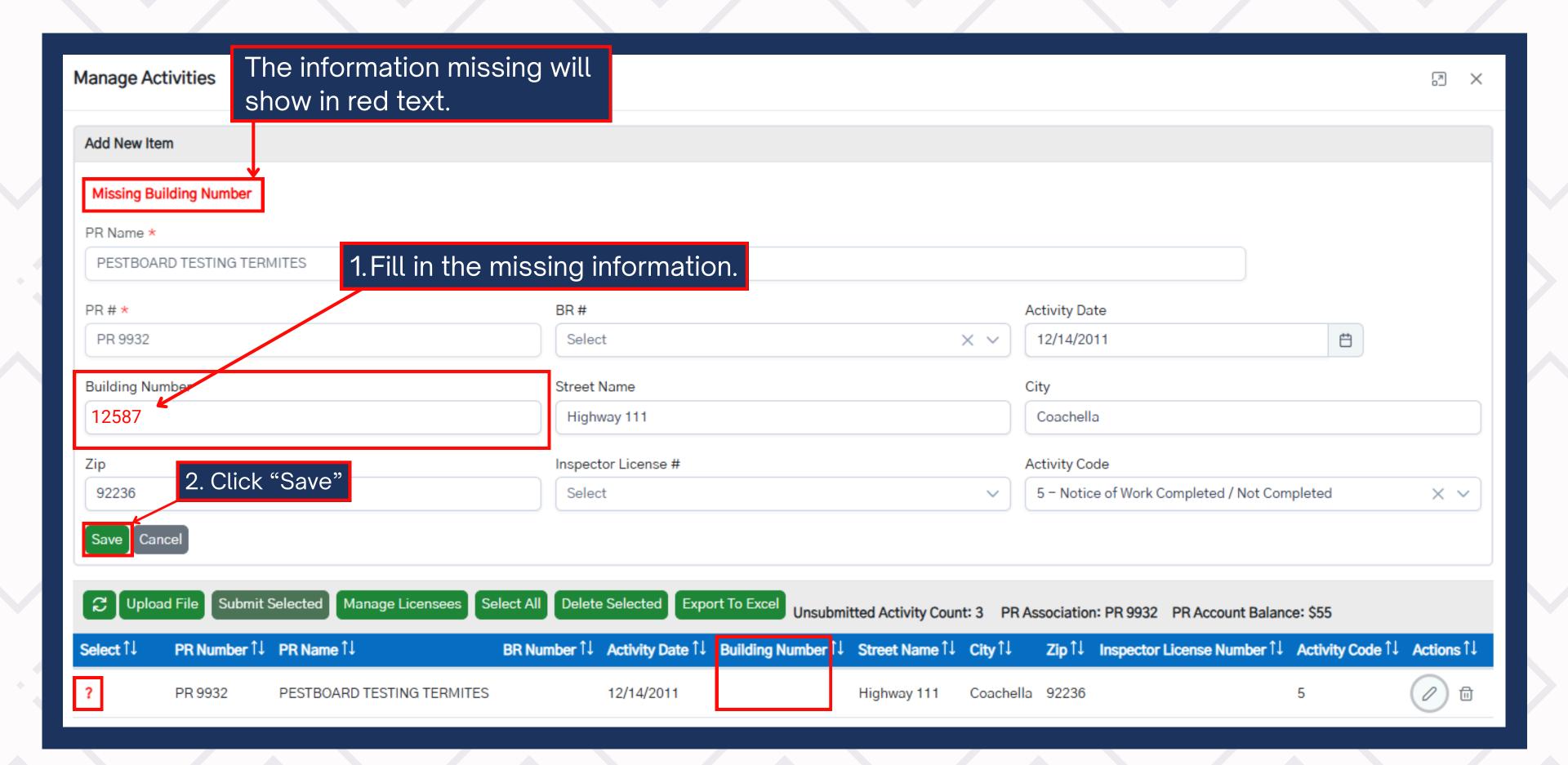
If you see a red question mark, action is needed for this activity. Click on to edit the activity.



or not acceptable on

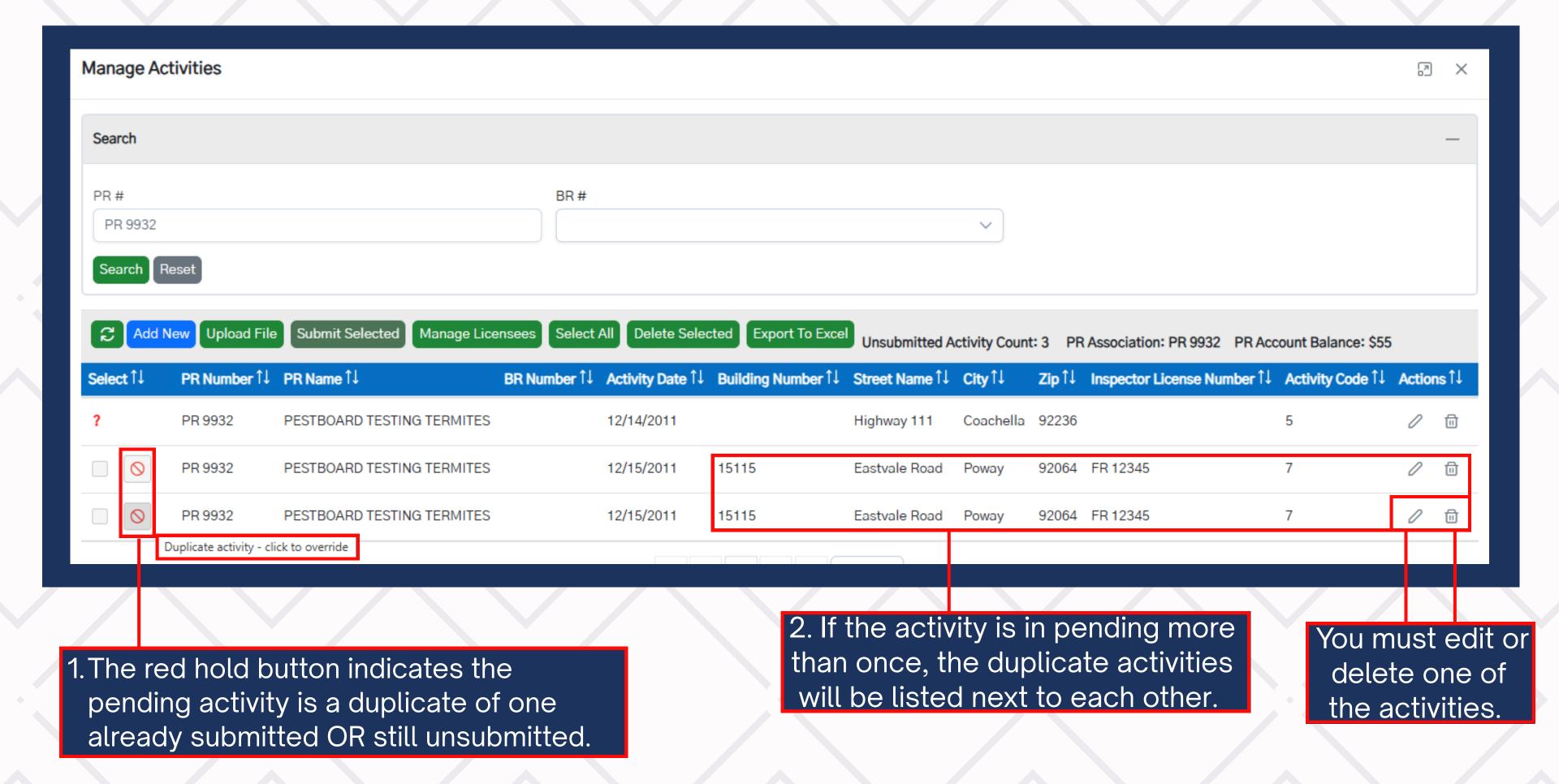
the activity.

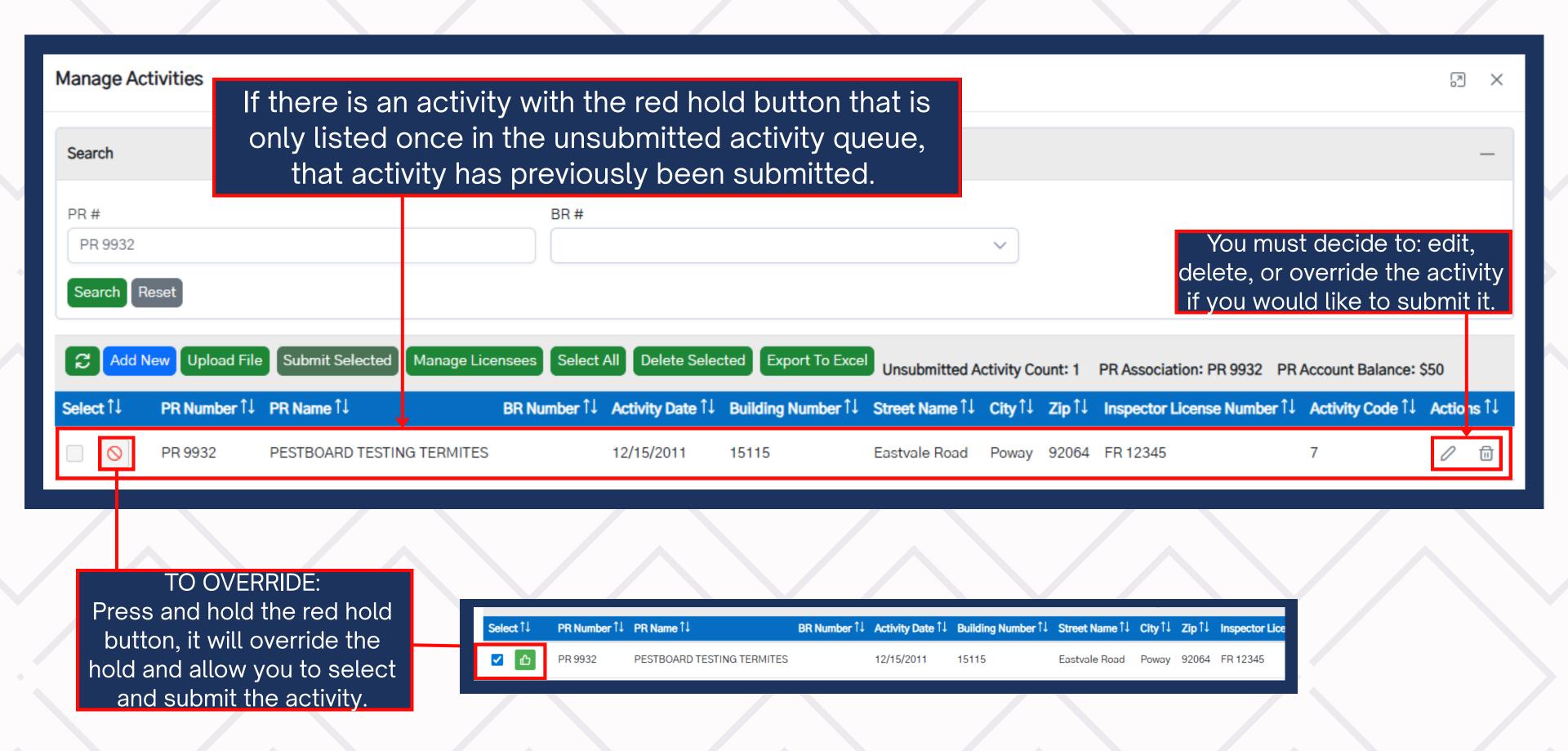
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HOW TO RESOLVE DUPLICATE ACTIVITIES

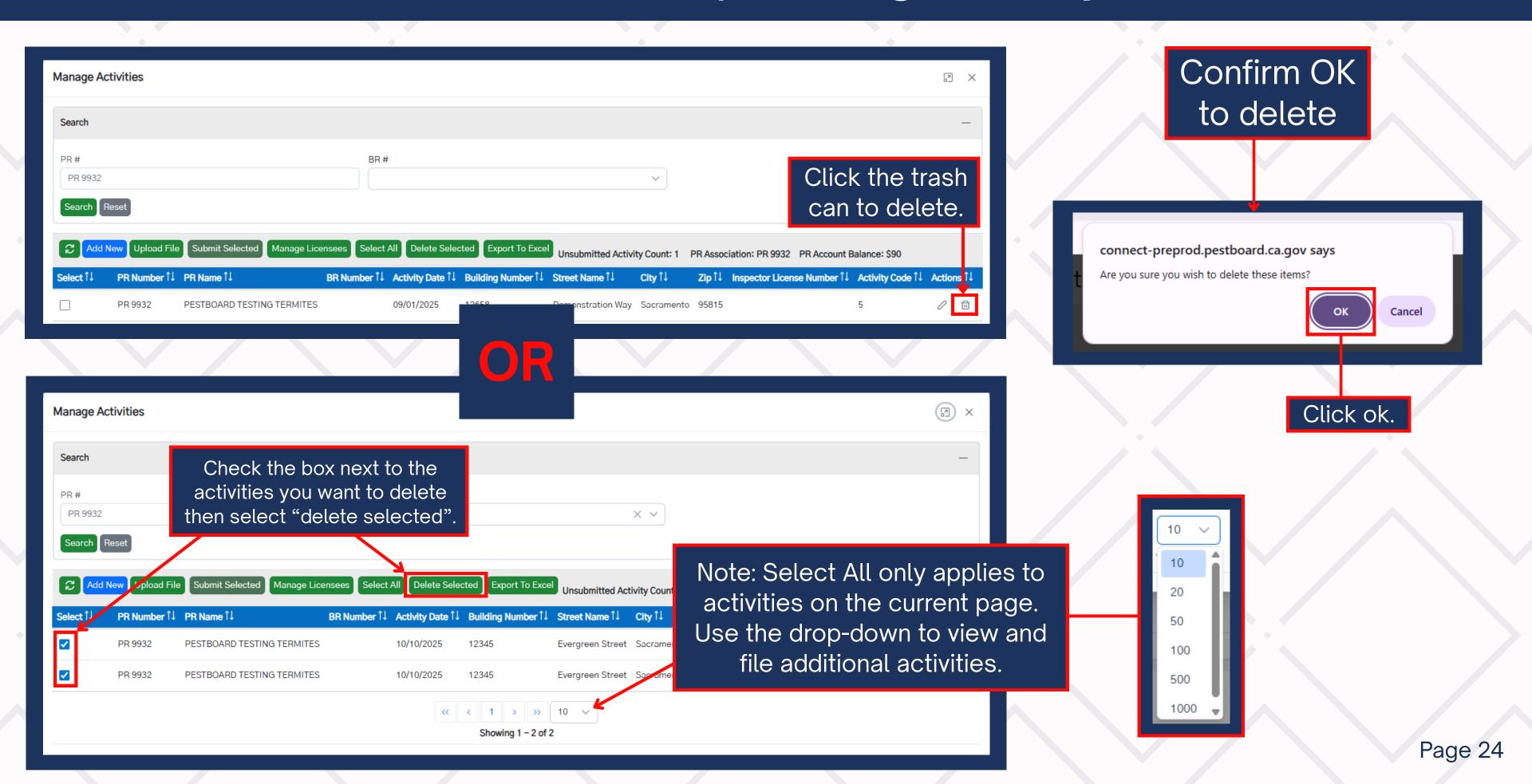






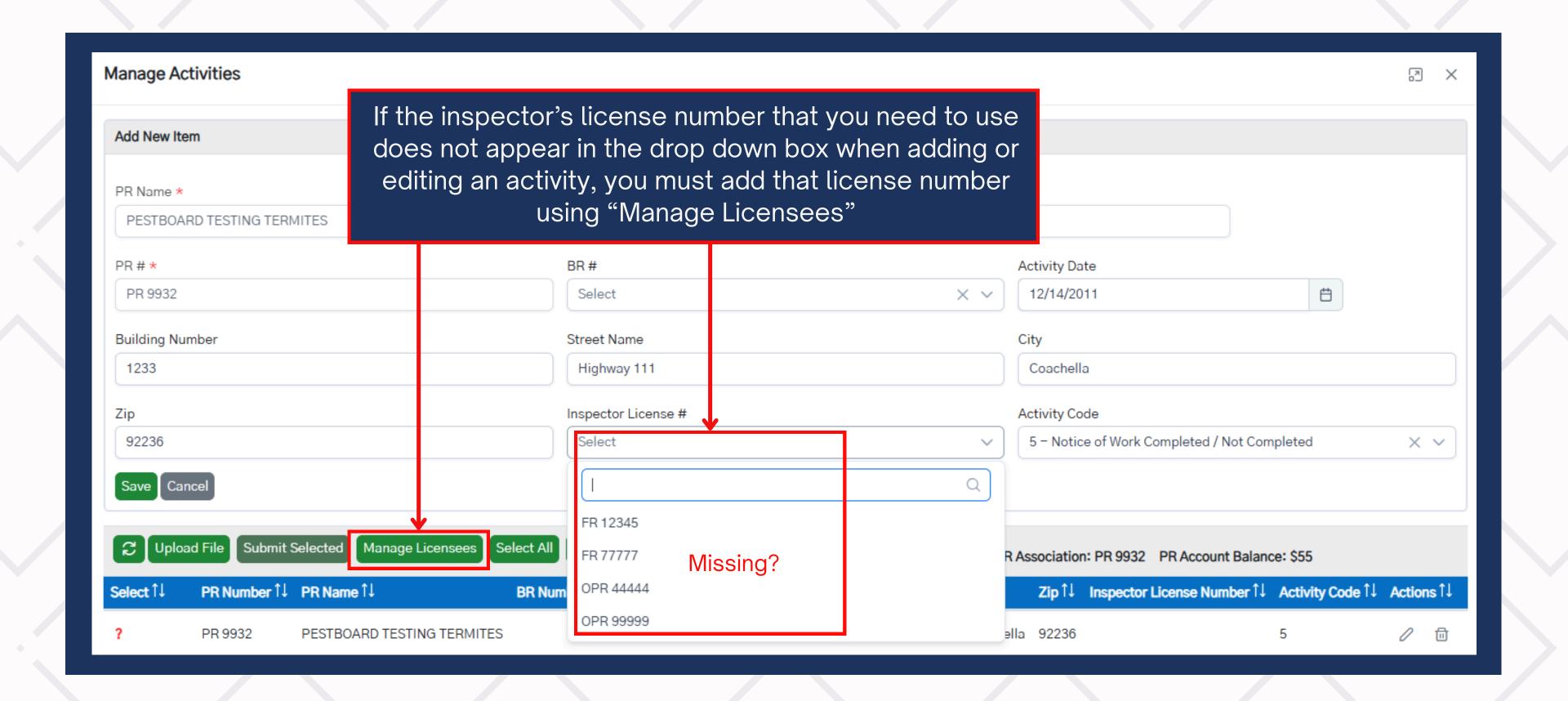
HOWTO DELETEA PENDING ACTIVITY

To delete a pending activity:

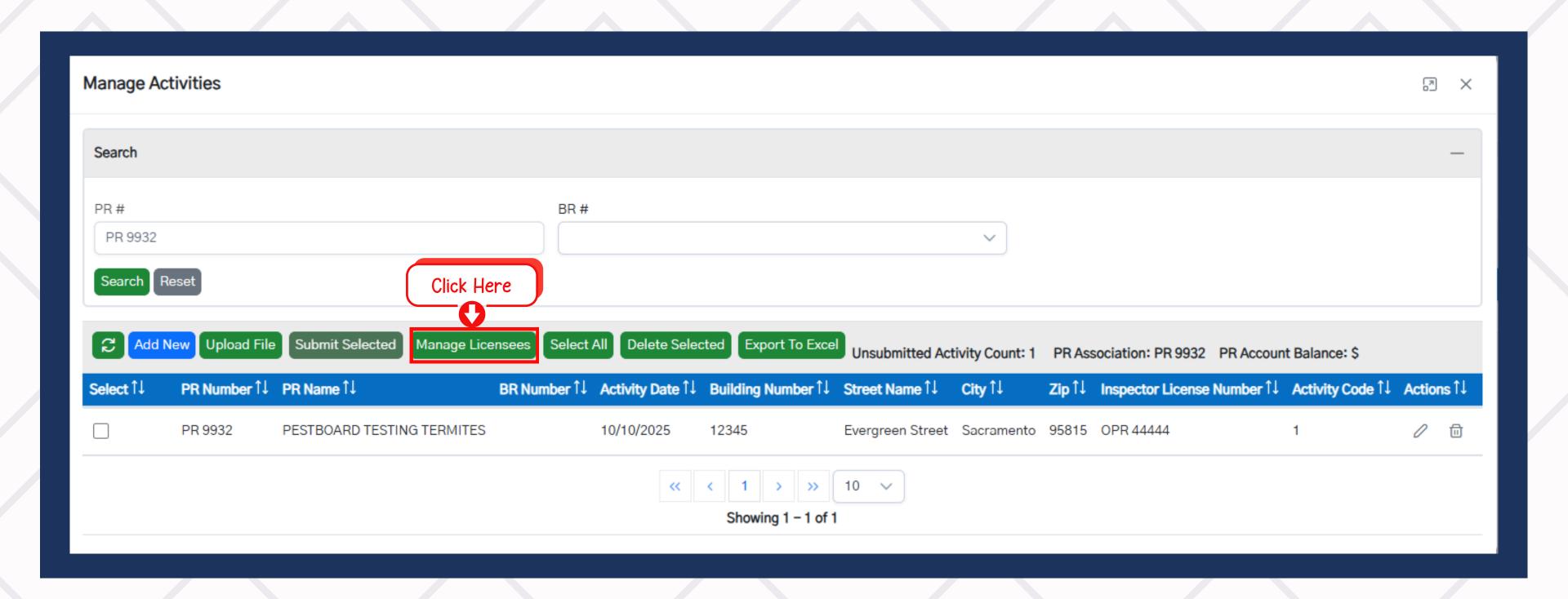




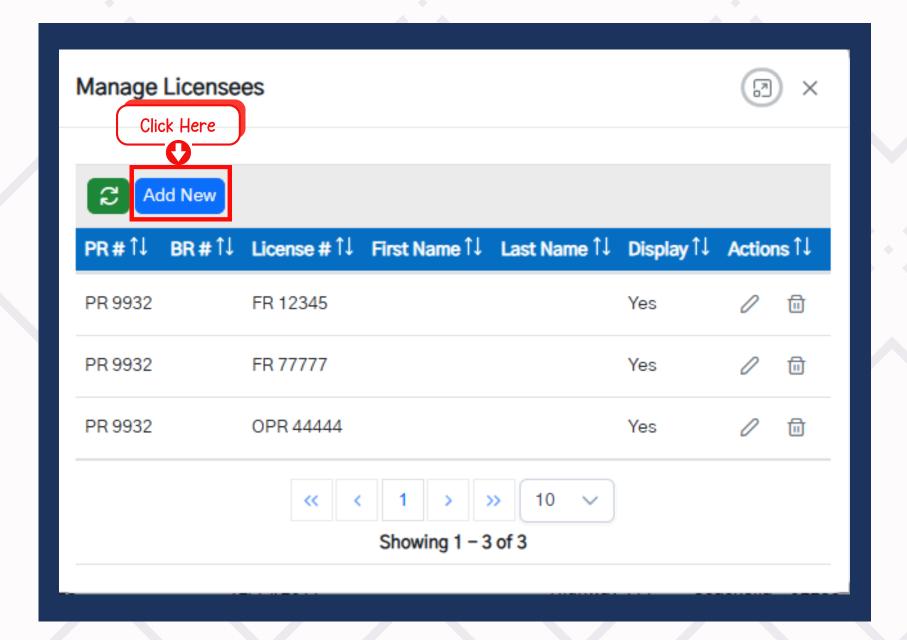
HOWTO ADD/EDIT AN INSPECTOR LICENSEIN WDO



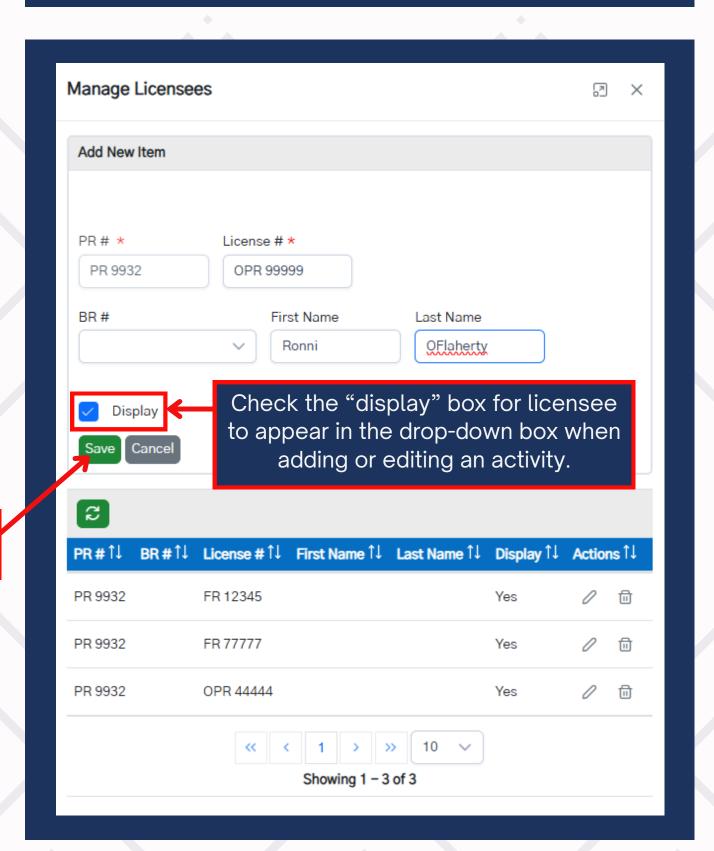
To edit or add a licensee, select "Manage Licensees":



Click "Add New".

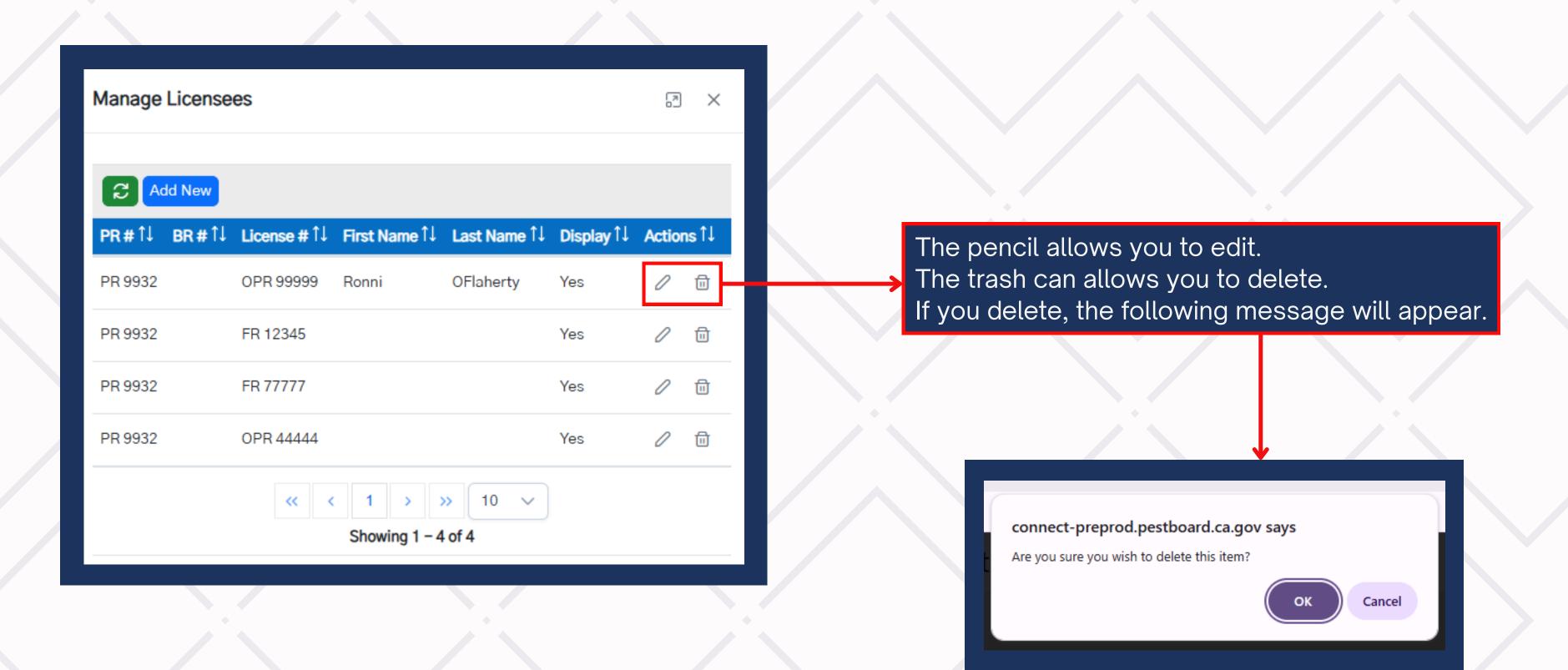


After clicking add new, complete the fields below.





To edit or delete an inspector's license number:





Contact us with any questions!

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