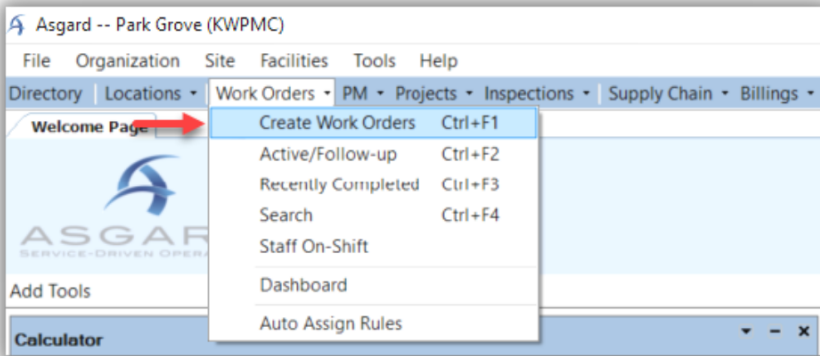
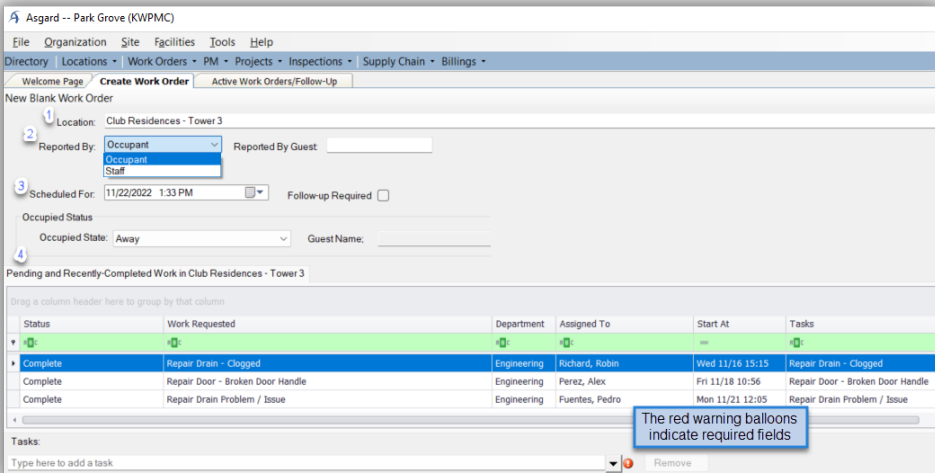


Step 1. Go to the Create Work Orders screen.

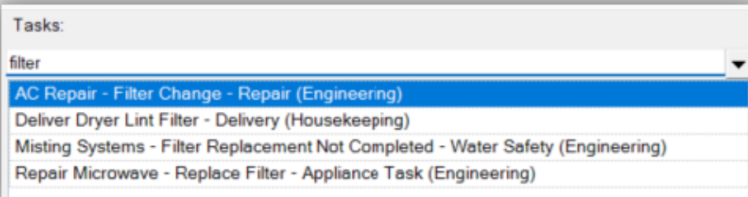


Step 2. Use the Tab key to advance through the fields.



- | | |
|---|---|
| 1 | Begin typing the location. Hit Tab to select and advance to the next field. |
| 2 | Choose Occupant or Staff as the reporter. |
| 3 | Leave the default scheduled time for an immediate request, or enter a future time for the work order. |
| 4 | Note the pending and recently completed work order(s). This prevents duplicate work orders, provides insight into the Occupant's experience, and alerts you to recurring issues at this location. |

Step 3. In the Task field, search for the request by typing in one or more keywords.



Step 4. Add any additional information, and select Create Workorder(s).



- | | |
|---|--|
| 1 | How urgent is the request? Higher priorities will jump to the top of the work order list. |
| 2 | Any relevant information, i.e., Knock softly, the baby is sleeping. |
| 3 | If you have Assign privileges, you can assign this work order immediately. You can also leave it Unassigned. |
| 4 | You can add multiple tasks to a work order for the same time and location. |