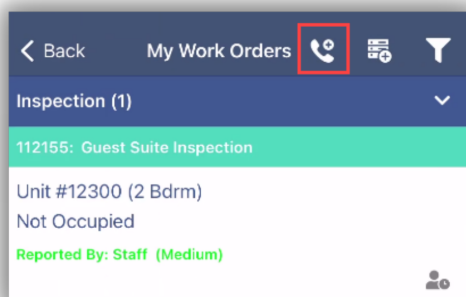
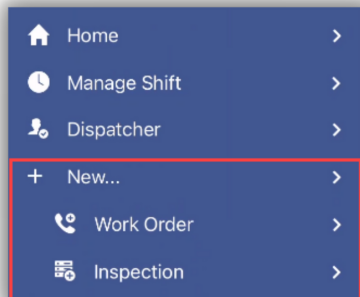




Step 1: Open the Hamburger Menu and tap **New...**

OR

From the Dispatcher or My Work Orders screen, tap the **Phone icon**

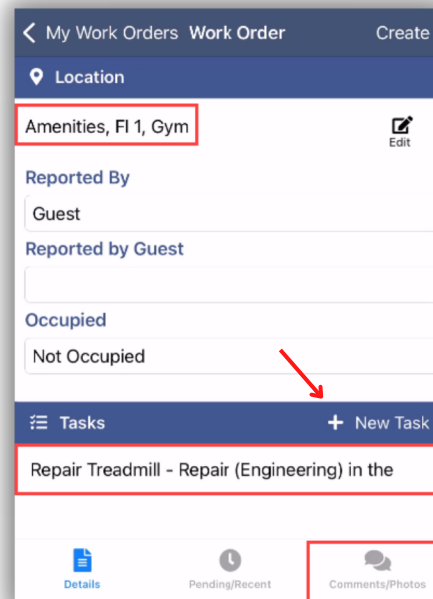


Step 2: Select the:

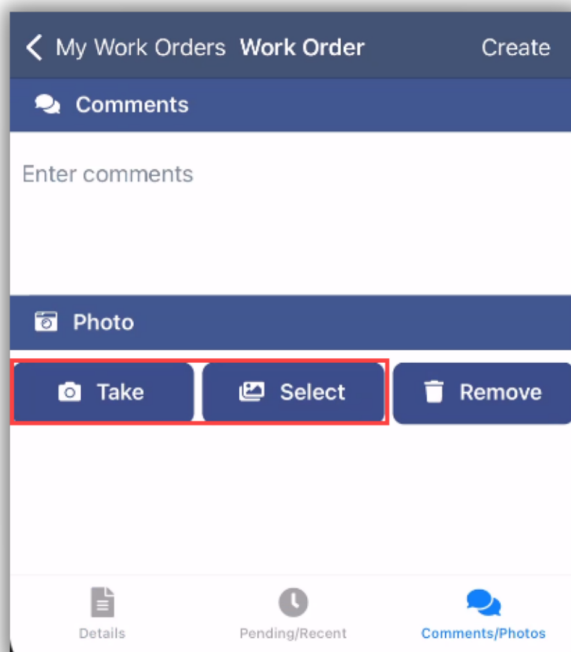
- **Location** that the Work Order is being created for
- **New Task** that needs to be completed

THEN

Tap **Comments/Photos** in the bottom right corner



Step 3: Tap **Take** or **Select** to activate the camera or to open the photo library



Step 4: You must enter a comment with a photo. Then, Tap **Create** or return to **Details**

When your work order is created, you will receive a Success message! Tap **OK**

