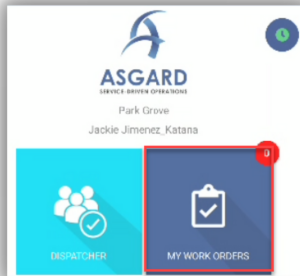
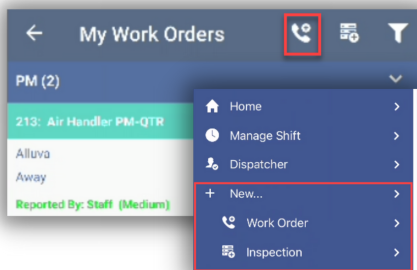




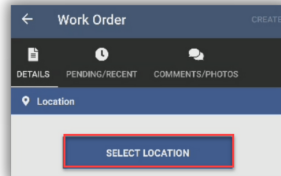
Step 1: Tap My Work Orders



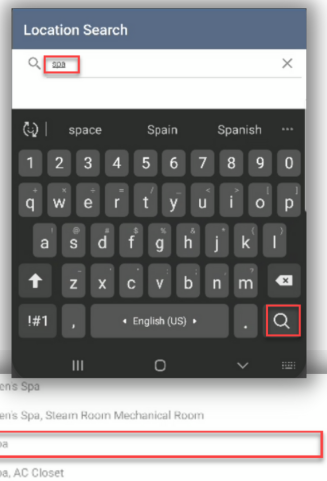
Tap the **Phone+** icon
Or use the **Hamburger Menu**



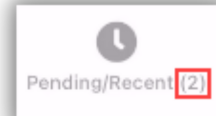
Step 2: Tap Select Location



Enter at least 3 characters.
Select **Search**. Tap location



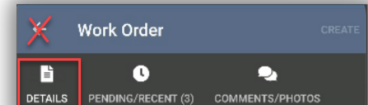
Step 3: Pending/Recent button indicates any work order within 14 days



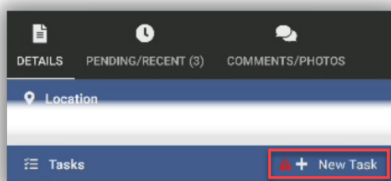
Incomplete in Red
Complete in Green



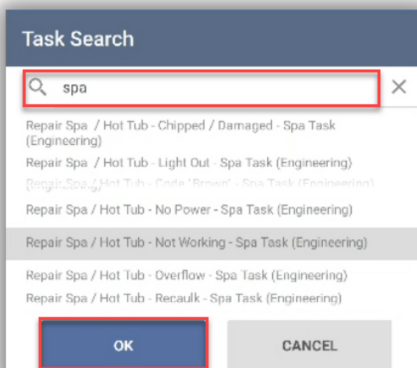
Tap **Details** to return



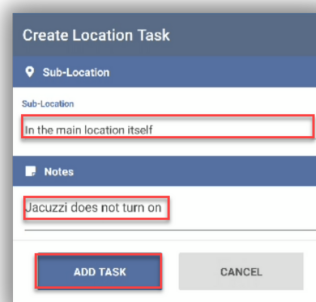
Step 4: Tap New Task



Add keyword(s) to Search field,
Tap on the Task to select, OK

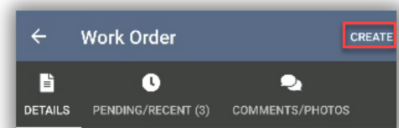


Step 5: Add Sub-Location

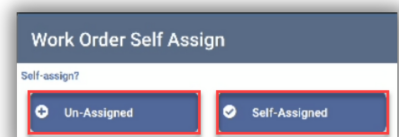


In the Notes field, add
Quantity and/or additional
information as needed

Step 6: Tap Create



Tap Assignment button



Success! Tap OK

