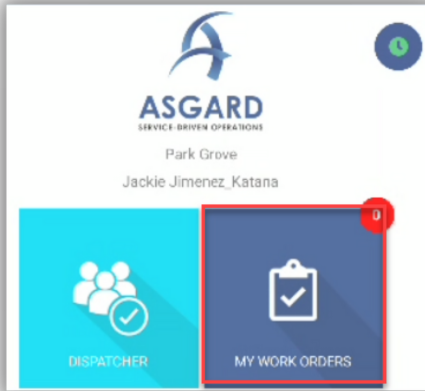
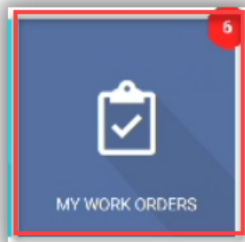




Step 1: Tap My Work Orders

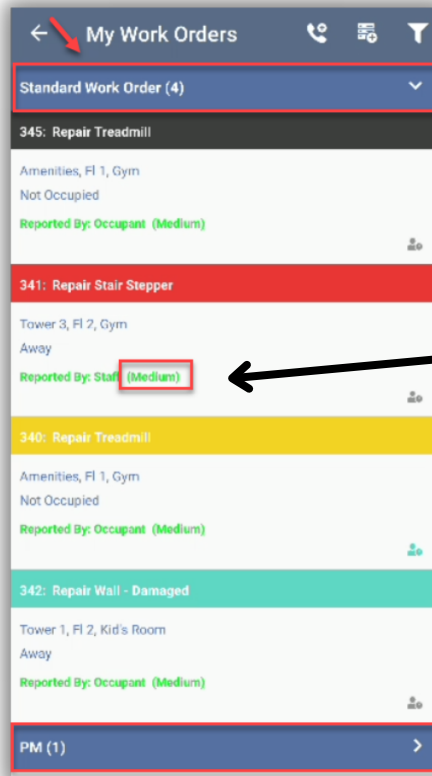


Red Circle indicates the number of Work Orders assigned to you



Step 2: Blue banners divide Supertypes

- Standard Work Orders
- Inspections
- PM's



Sorted by **Priority**

And by **Status**:

Black : Rework Status

Red : Overdue Status

Yellow : Due Status

Green : OK Status

Step 3: Work Order Quick View Shows:

- Work Order ID
- Task Name
- Location
- Reported By

Best Practices:

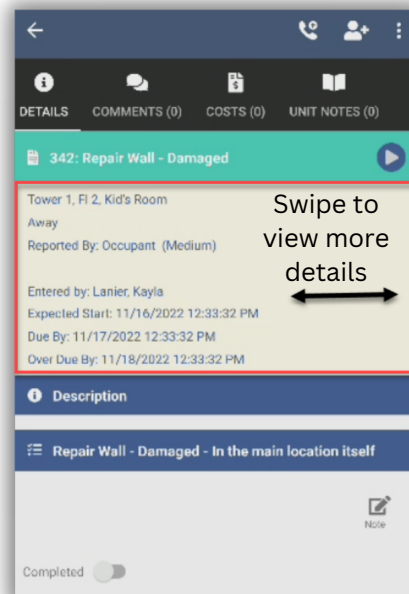
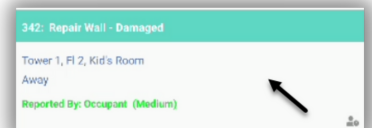
- Occupant reported Work Orders take priority over Staff reported.
- **Overdue** Work Orders take priority over **Due** or **OK**



Not Started

Started

Step 4: Tap on a Work Order to open and view more details



Swipe to view more details

Icon Definition



Work Order Assignee (permission based)



Create new Standard Work Order



Start Work Order