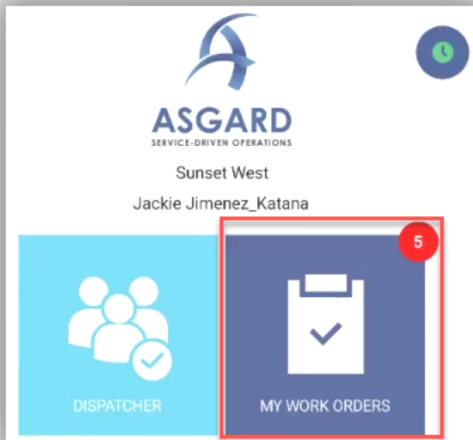




Step 1: Tap My Work Orders



Red Circle indicates the number of Work Orders assigned to you

Step 2: Blue banners divide Supertypes

- Standard Work Orders
- Inspections
- PM's

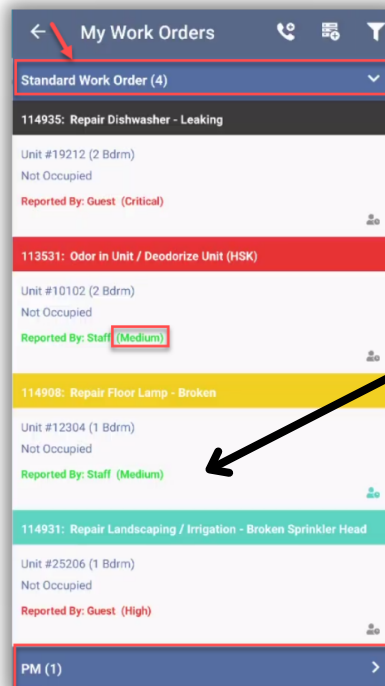
Sorted by **Priority**
And by **Status**:

Black : Rework Status

Red : Overdue Status

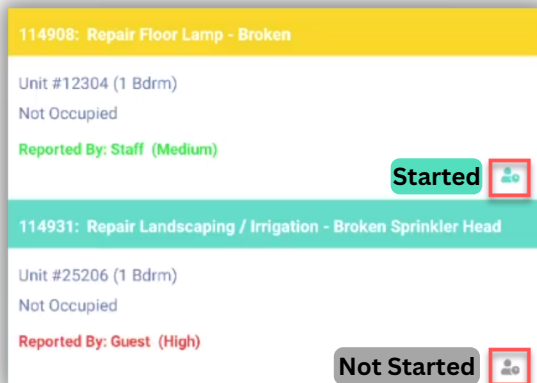
Yellow : Due Status

Green : OK Status



Step 3: Work Order Quick View Shows:

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

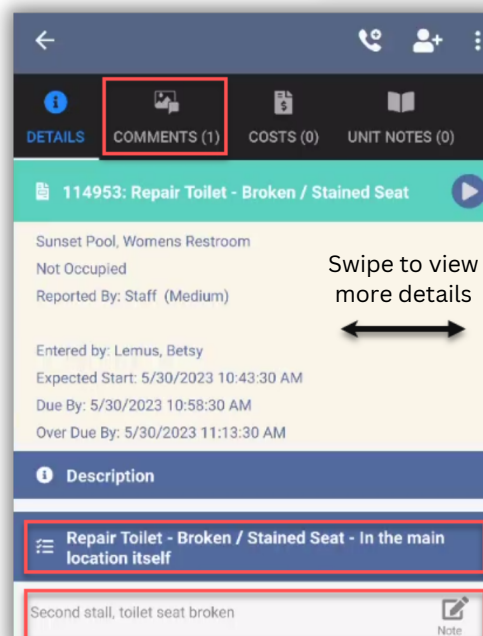
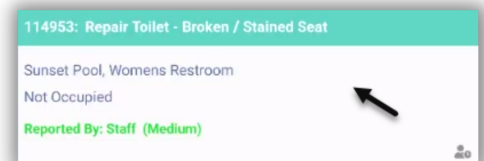


Best Practices:

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

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

- Comments/Photos
- Work Order Details
- Sublocation
- Notes



Swipe to view
more details

**Icon
Definition**

Assign/Reassign
(permission based)

Create new
Standard Work
Order

Start Work
Order