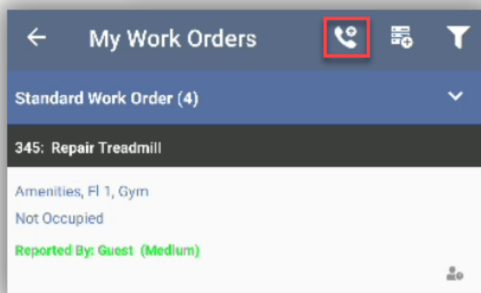
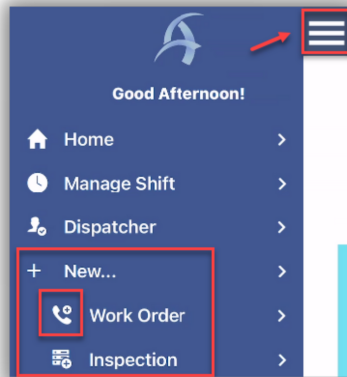




Step 1: Open the **Hamburger Menu** and tap **+ New...**

OR

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

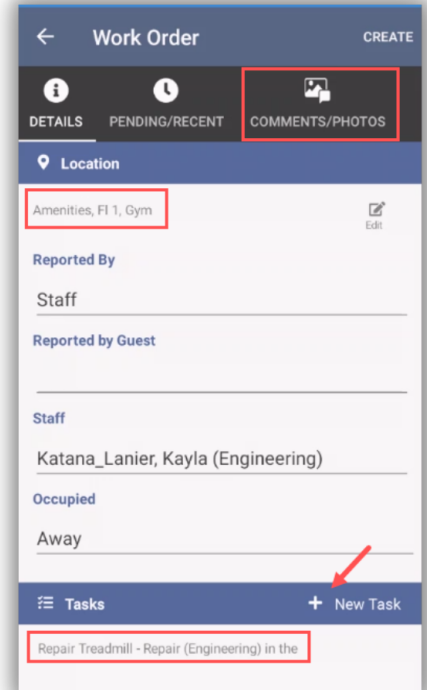


Step 2: Select the:

- **Location** that the Work Order is being created for
- **New Task** that needs to be completed
- **Reported By** adjust as needed

THEN

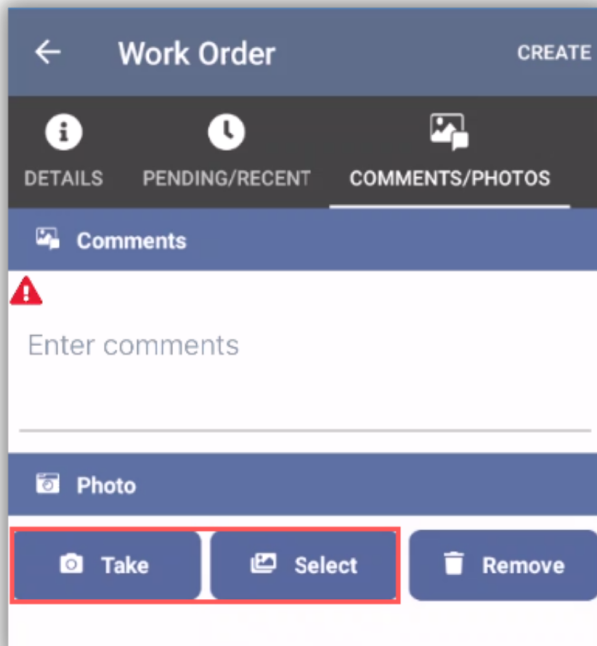
Tap **Comments/Photo** on the top bar



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

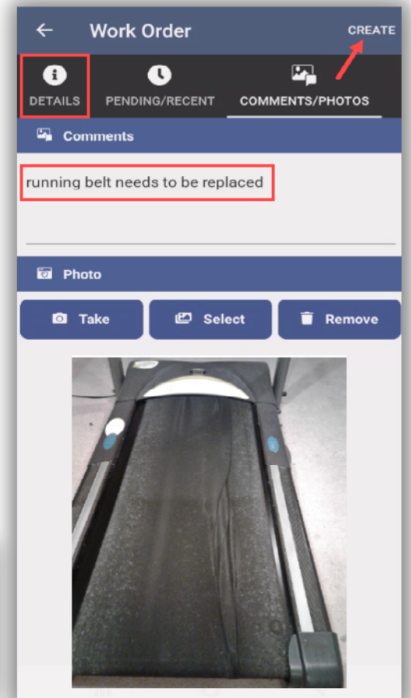
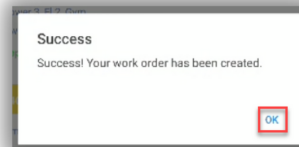


You *must* enter a Comment with a photo



Step 4: Then, Tap **Create** or return to Details

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



If you need to re-take the photo, click **Remove** and select or take a new photo