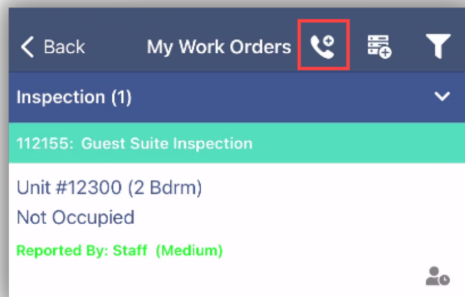
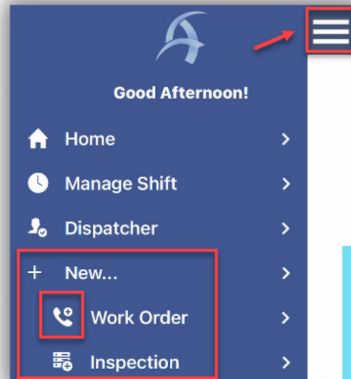




**Step 1:** Open the Hamburger Menu and tap **New...**

OR

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

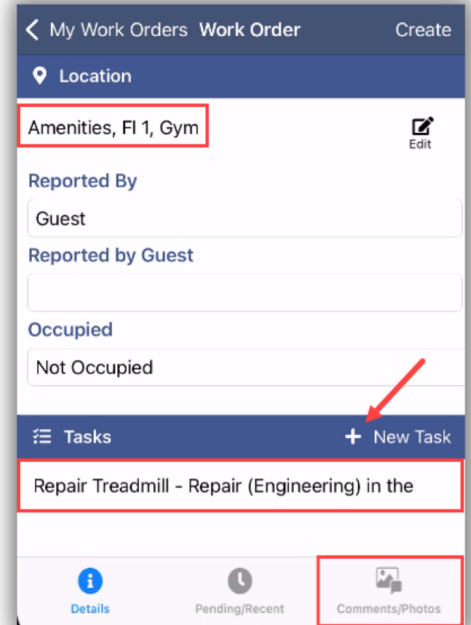


**Step 2:** Select the:

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

THEN

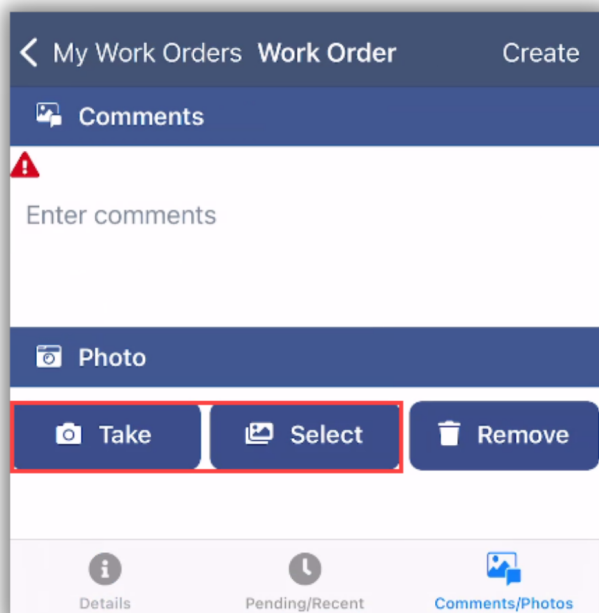
Tap **Comments/Photos** in the bottom right corner



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

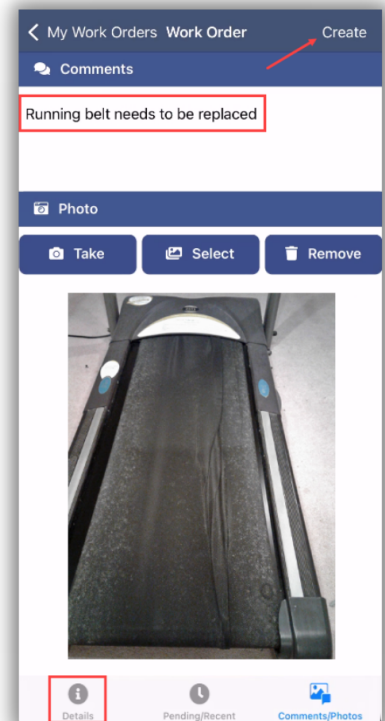
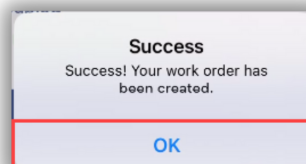


You *must* enter a Comment with a photo



**Step 4:** 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