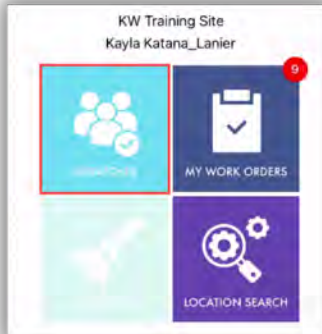
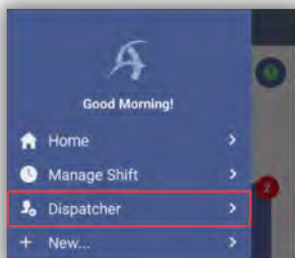




Step 1: Tap Dispatcher from the Home Screen



Or from the **Hamburger Menu**



Step 2: View all Work Order Supertypes:

- Standard Work Orders
- Inspections
- PM's

Which are sorted by **Priority**

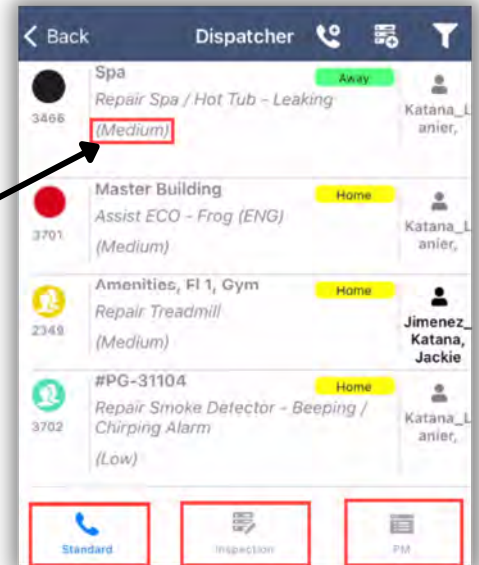
And by **Status**:

Black : Rework Status

Red : Overdue Status

Yellow : Due Status

Green : OK Status



Occupant Reported

Staff Reported

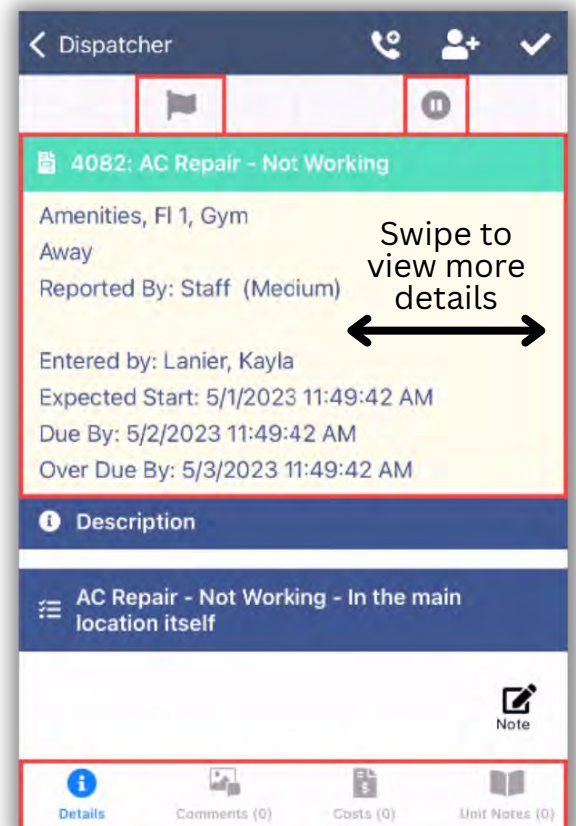
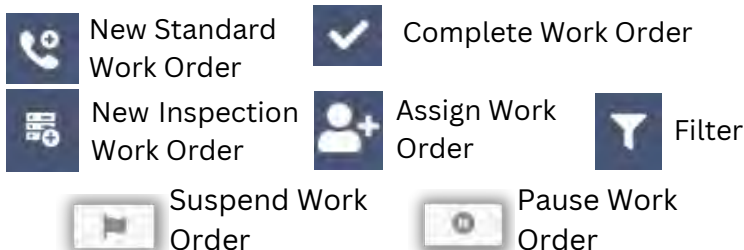
Step 3: Tap Work Order to open and view details



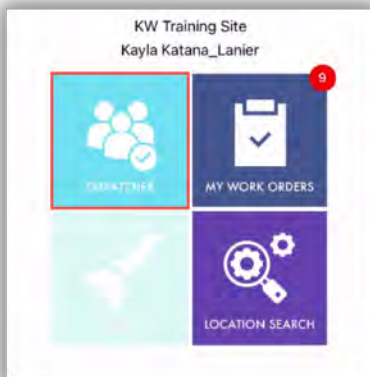
Black: Started

Grey: Not Started

Icon Definitions



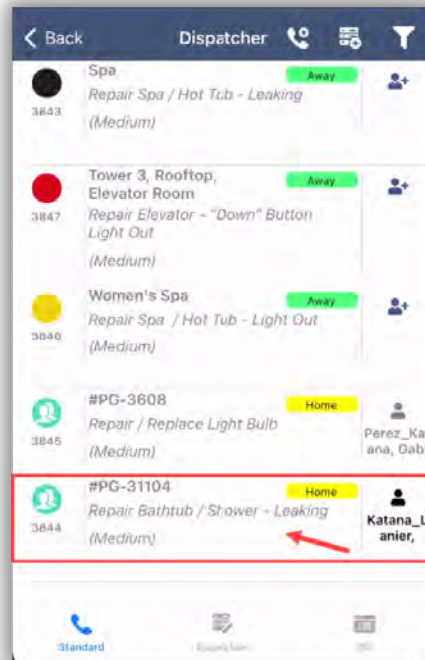
Step 1: Tap **Dispatcher** from the Home Screen



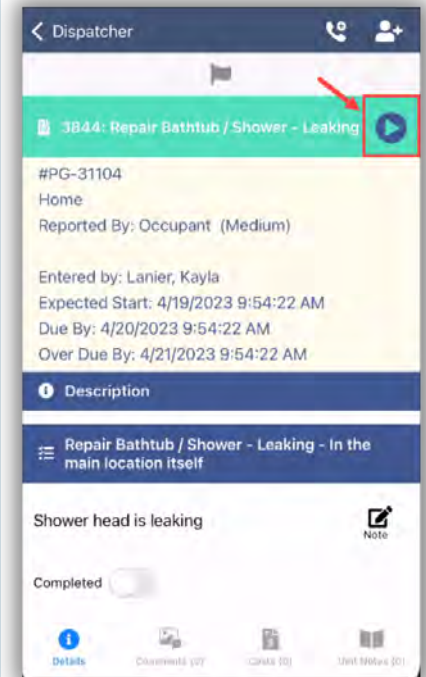
Or from the **Hamburger Menu**



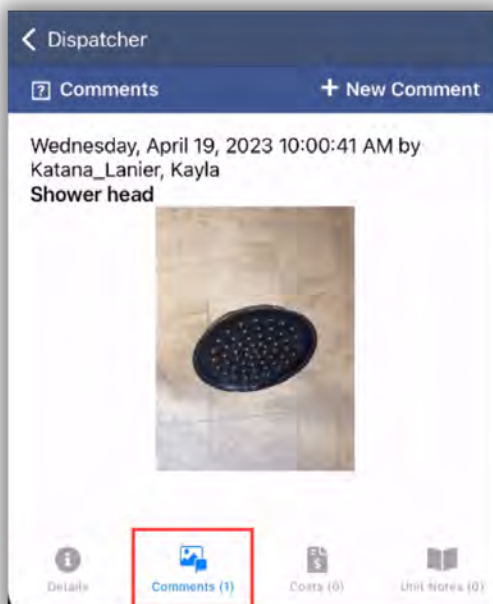
Step 2: Tap on a **Work Order** to **Open** and view **Details**



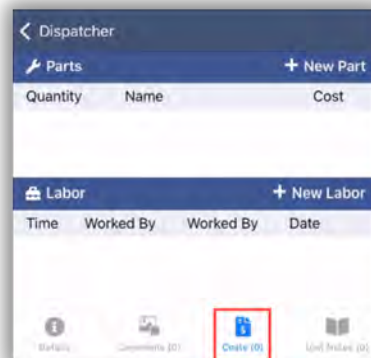
Starting an unassigned Work Order in Dispatcher will assign it to you



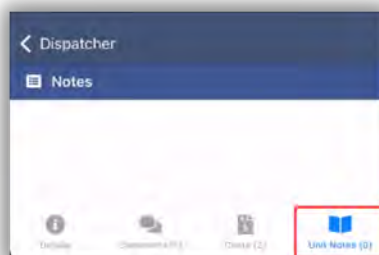
Step 3: Tap **Comments** to view Comments & Photos



Tap **Cost** to view **Parts & Labor**



Tap **Unit Notes** to see any additional information about that location

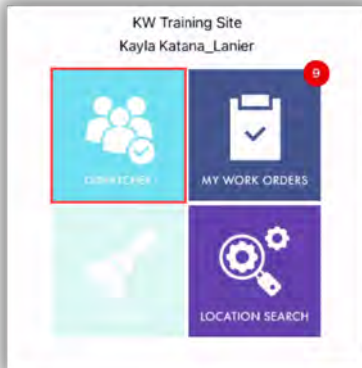


Icon Definitions

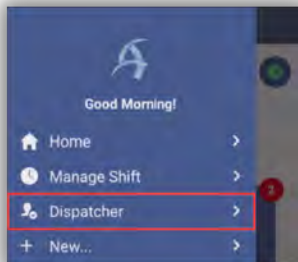
-  New Standard Work Order
-  Assign/Unassign Work Orders
-  Complete Work Order
-  Suspend Work Order
-  Pause Work Order



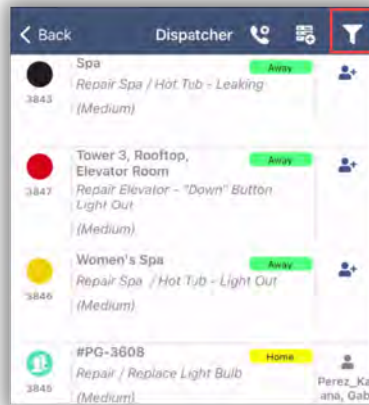
Step 1: Tap **Dispatcher** from the Home Screen



Or from the **Hamburger Menu**



Step 2: Tap the **Funnel** to open the Filter Screen

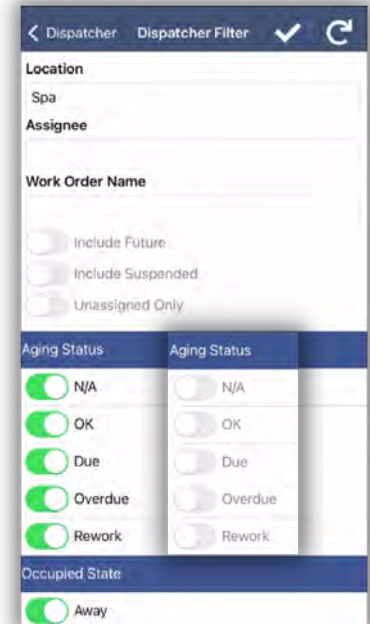


Scroll to filter by:

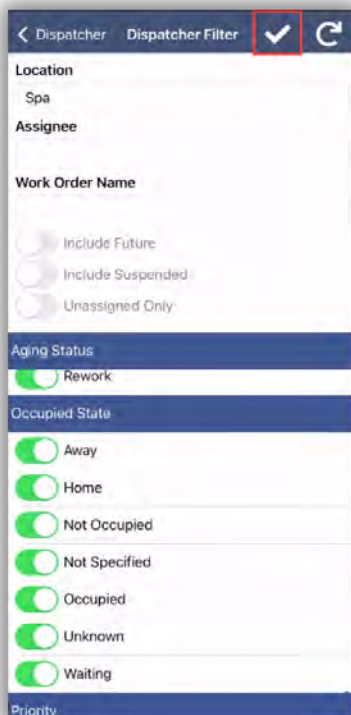


Step 3: Choose the desired filter parameters

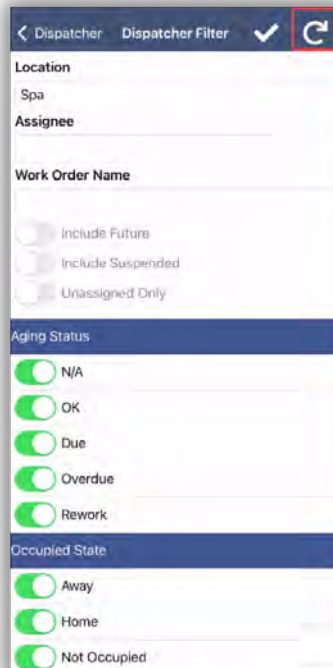
TIP: Tap the banner heading to select/unselect all



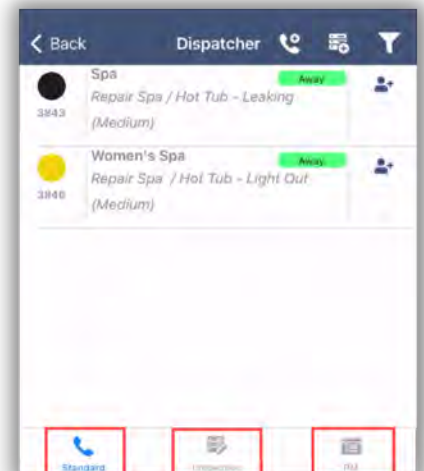
Step 4: Tap the **Checkmark** to apply filters



IMPORTANT: Filters will remain until they are **Reset**



Step 6: Now the Dispatcher Screen will only show the desired work



Important to remember your selected filters effect *all three Work Order Screens*

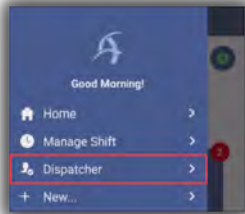
- Standard
- Inspections
- PMs



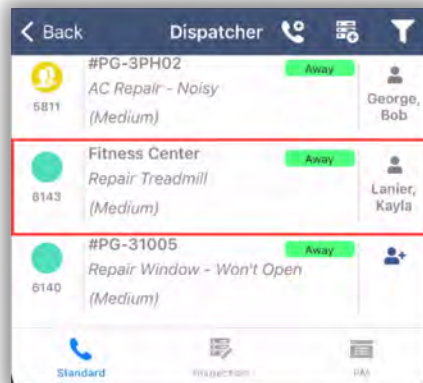
Step 1: Tap Dispatcher from the Home Screen



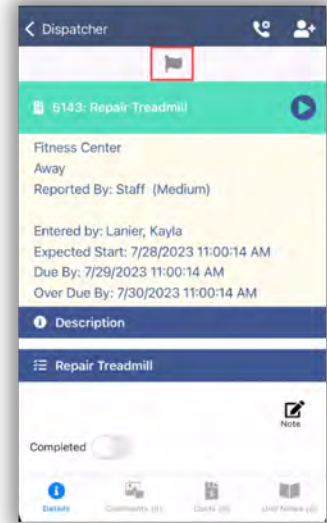
Or from the **Hamburger Menu**



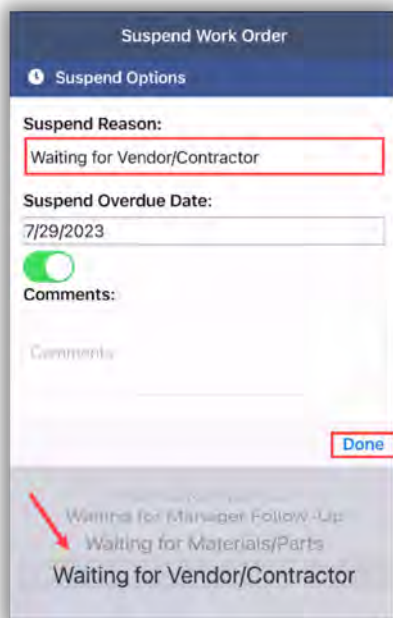
Step 2: Tap to open Work Order



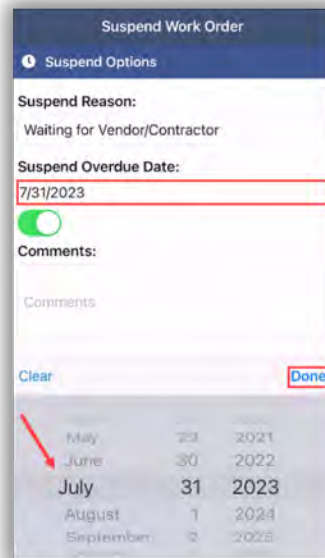
Step 3: Tap the Gray Flag to Suspend



Step 4: Select a Suspend Reason

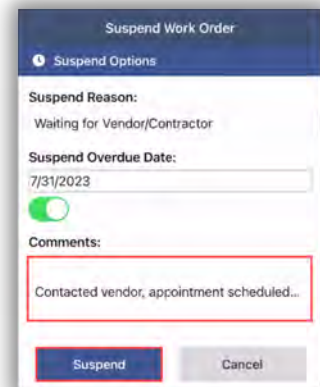


Step 5: If necessary, tap Suspend Overdue Date to change Overdue Date

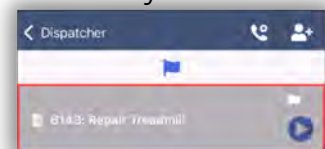


Select a new date, click **Done**

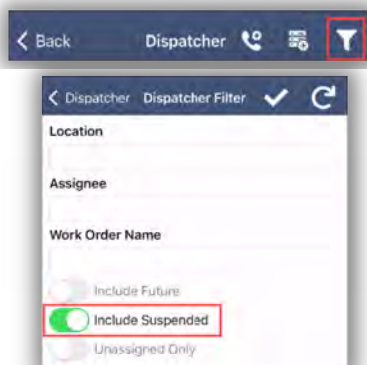
Step 6: Add Comments for additional insight and clarification



Tap **Suspend**
Suspended Work Orders have a
Gray Banner



Step 7: To view Suspended work orders, Filter for Include Suspended



Work Order List shows:
Gray Circle for Suspended
Work Orders
Blue Circle for Overdue
Suspended Work Orders



Step 8: Tap the Blue Flag to Unsuspend a Work Order



Tap **YES** to Confirm **Unsuspend**

