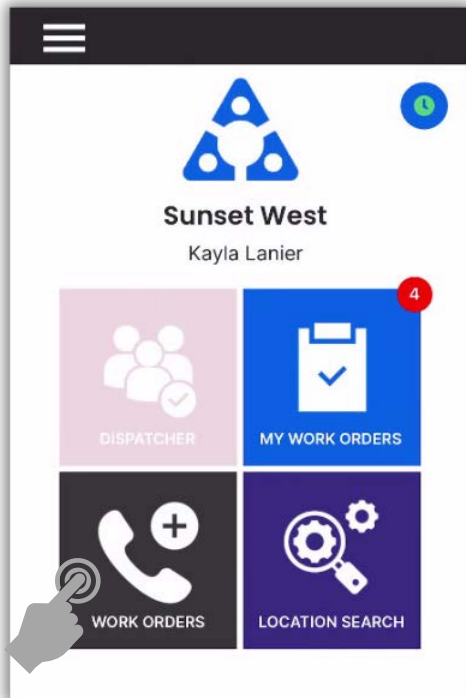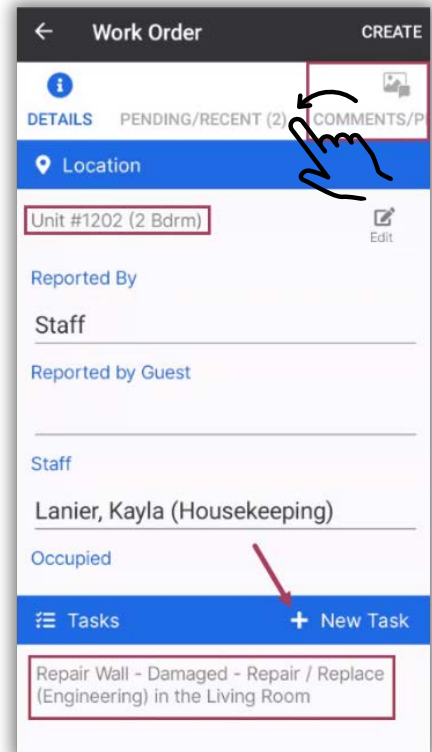**Step 1:** Tap **New Work Order**.

**Step 2**: Select:

- **Location** that the Work Order is being created for

- **New Task** that needs to be completed
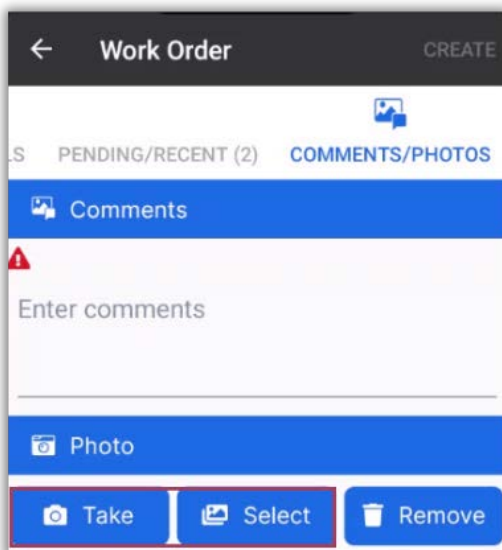
- **Reported By** adjust as needed

**THEN**

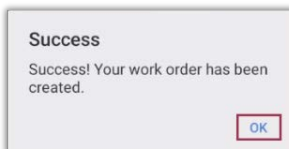Tap **Comments/Photos.**
**TIP:** You may need to swipe to access.

**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