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

Sunset West
Kayla Lanier

DISPATCHER

MY WORK ORDERS

WORK ORDERS

LOCATION SEARCH
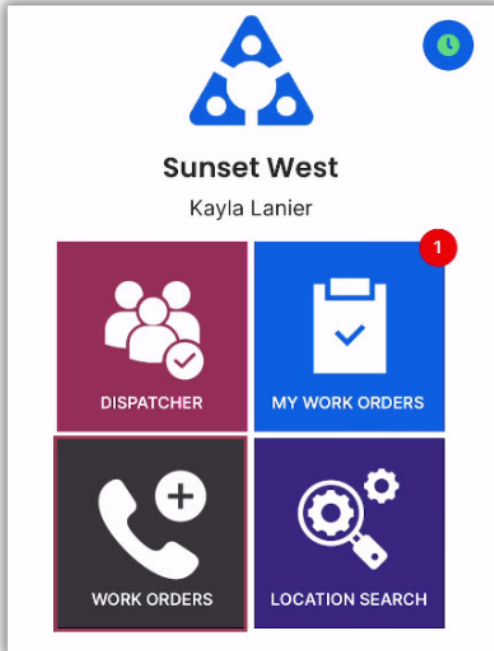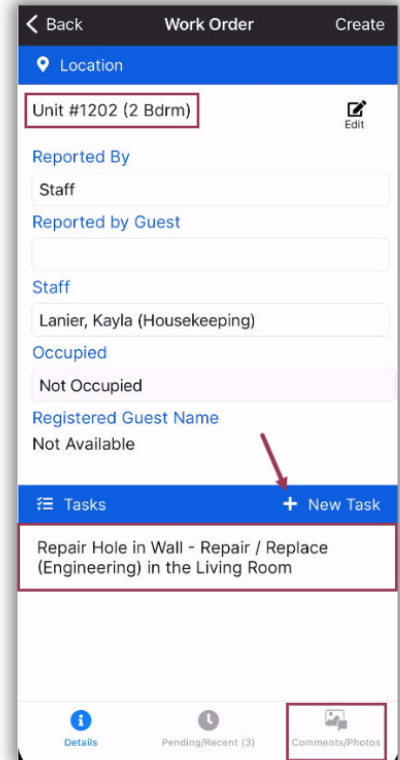

Step 2: Select the:

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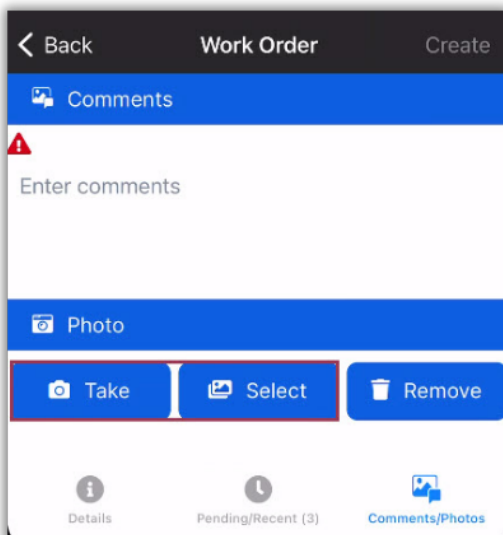- **Reported By** adjust as needed

THEN

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

Back   Work Order   Create

📍 Location

Unit #1202 (2 Bdrm)   ✏️ Edit

Reported By
Staff

Reported by Guest

Staff
Lanier, Kayla (Housekeeping)

Occupied
Not Occupied

Registered Guest Name
Not Available

☰ Tasks   + New Task

Repair Hole in Wall - Repair / Replace (Engineering) in the Living Room

Details   Pending/Recent (3)   Comments/Photos

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

⚠️ You *must* enter a **Comment** with a photo

Back   Work Order   Create

🖼️ Comments

⚠️

Enter comments

📷 Photo

📷 Take   🖼️ Select   🗑️ Remove

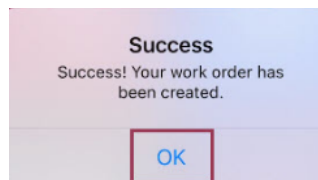Details   Pending/Recent (3)   Comments/Photos

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

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

Success
Success! Your work order has been created.

OK

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

Back   Work Order   Create

🖼️ Comments

Wall before

📷 Photo

📷 Take   🖼️ Select   🗑️ Remove

Details   Pending/Recent (3)   Comments/Photos