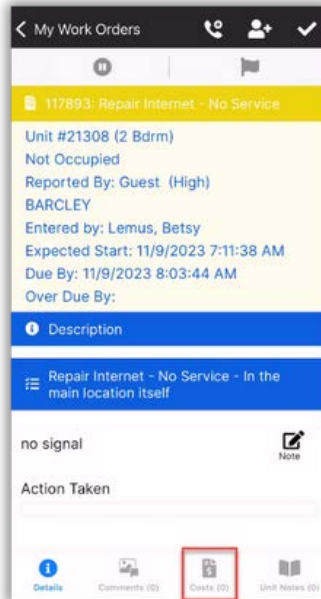


## Step 1: Tap on **Costs**.



My Work Orders

117893 - Repair Internet - No Service

Unit #21308 (2 Bdrm)  
Not Occupied  
Reported By: Guest (High)  
BARCLEY  
Entered by: Lemus, Betsy  
Expected Start: 11/9/2023 7:11:38 AM  
Due By: 11/9/2023 8:03:44 AM  
Over Due By:

Description

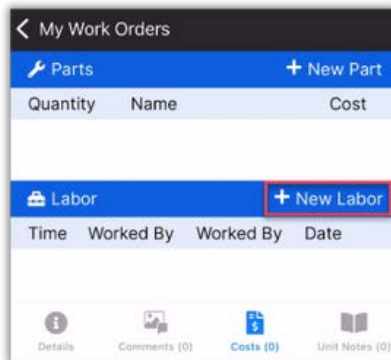
Repair Internet - No Service - In the main location itself

no signal

Action Taken

Details Comments (0) Costs (0) Unit Notes (0)

## Step 2: Select **New Labor**.



My Work Orders

Parts + New Part

| Quantity          | Name      | Cost      |      |
|-------------------|-----------|-----------|------|
| Labor + New Labor |           |           |      |
| Time              | Worked By | Worked By | Date |

Details Comments (0) Costs (0) Unit Notes (0)

## Step 3: Click on **Category**.

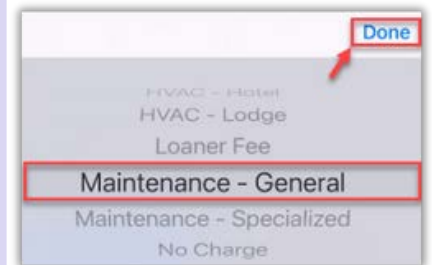


Add Labor

Category

⚠

Select a **Labor Category** from the list.

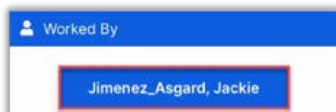


Done

HVAC - Hotel  
HVAC - Lodge  
Loaner Fee  
Maintenance - General  
Maintenance - Specialized  
No Charge

Tap **Done**.

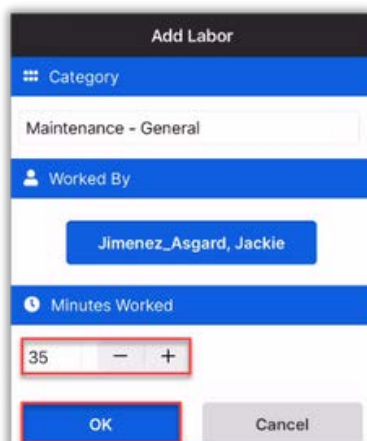
## Step 4: **Worked By** defaults to your name.



Worked By

Jimenez\_Asgard, Jackie

**Minutes Worked** will auto populate based on the start time. To make adjustments use **-/+** or **Enter Manually**.



Add Labor

Category

Maintenance - General

Worked By

Jimenez\_Asgard, Jackie

Minutes Worked

35 - +

OK Cancel

Tap **OK**.

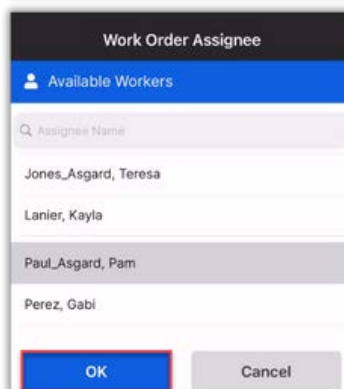
**TIP!** If a team member assisted and you need to record their work time.

- Tap on **+New Labor**
- Select appropriate **Category**
- Tap on your name, choose the correct name from the list of **Available Workers**
- Tap **OK**



Labor + New Labor

| Time    | Worked By             | Worked By              | Date       |
|---------|-----------------------|------------------------|------------|
| 30 mins | Maintenance - General | Paul_Asgard, Pam       | 11/14/2023 |
| 35 mins | Maintenance - General | Jimenez_Asgard, Jackie | 11/14/2023 |



Work Order Assignee

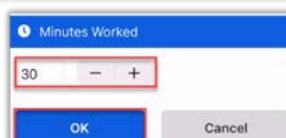
Available Workers

Q Assignee Name

Jones\_Asgard, Teresa  
Lanier, Kayla  
Paul\_Asgard, Pam  
Perez, Gabi

OK Cancel

Add **Minutes Worked**.  
Tap **OK**.

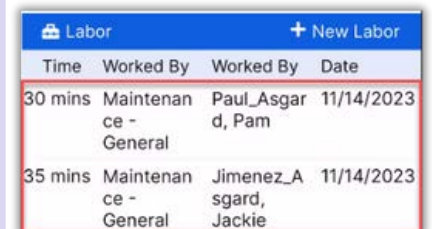


Minutes Worked

30 - +

OK Cancel

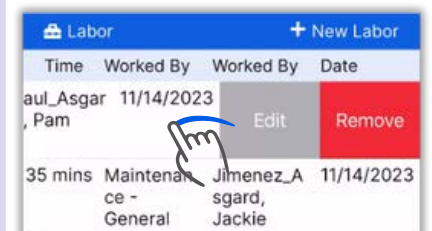
## Step 5: Labor is Date Stamped.



Labor + New Labor

| Time    | Worked By             | Worked By              | Date       |
|---------|-----------------------|------------------------|------------|
| 30 mins | Maintenance - General | Paul_Asgard, Pam       | 11/14/2023 |
| 35 mins | Maintenance - General | Jimenez_Asgard, Jackie | 11/14/2023 |

Swipe to the left to **Edit** or **Remove** Labor Entry.



Labor + New Labor

| Time    | Worked By             | Worked By              | Date       |             |
|---------|-----------------------|------------------------|------------|-------------|
| 30 mins | Maintenance - General | Paul_Asgard, Pam       | 11/14/2023 | Edit Remove |
| 35 mins | Maintenance - General | Jimenez_Asgard, Jackie | 11/14/2023 |             |