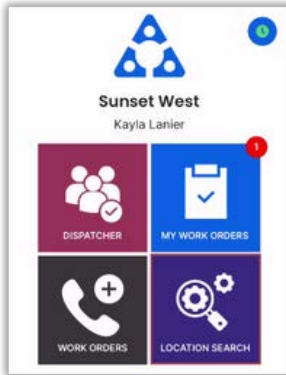
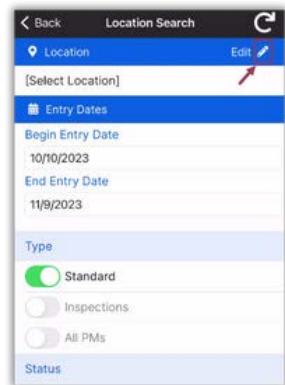


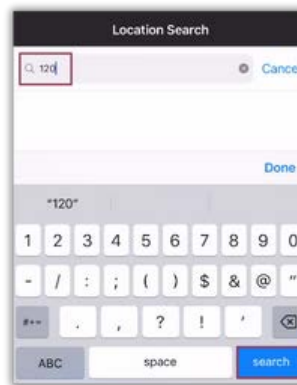
Step 1: Tap **Location Search** on the Home Screen.



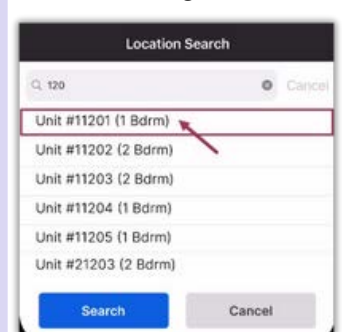
Step 2: Tap the **Pencil** to search for a location.



Step 3: Type the first three characters of the location and tap **Search**.



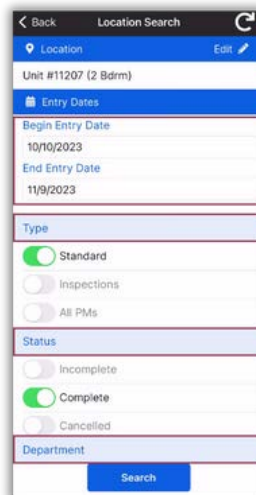
Step 4: Tap on the **Location** you're looking for.



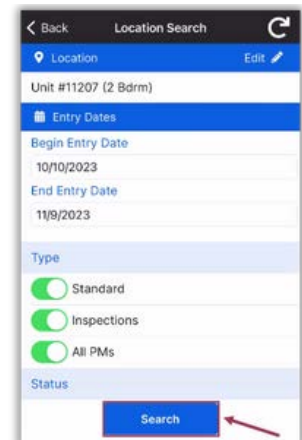
Step 5: Enter your search parameters:

- **Begin Entry Date & End Entry Date** defaults to the last 30 days—adjust as needed
- **Type:** Filters for Standard Work Orders, Inspections, PMs or All Types
- **Status:** filters for Incomplete, Complete, Cancelled, Expired, and Superseded
- **Department:** Provides filters for Housekeeping, Engineering, Activities, etc.

Use the on/off toggle buttons or tap the banner headings to either select or deselect all.



Step 6: Tap **Search** after all parameters have been chosen.



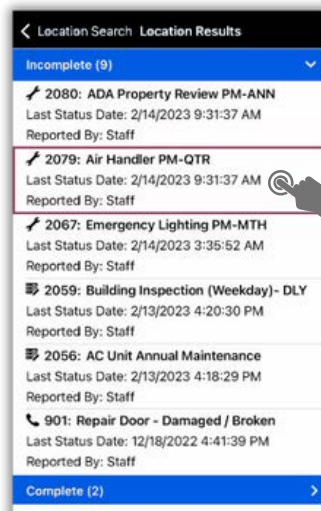
Step 7: Banner headings will separate Work Orders by their **Status**.



Open any work order to view details such as:

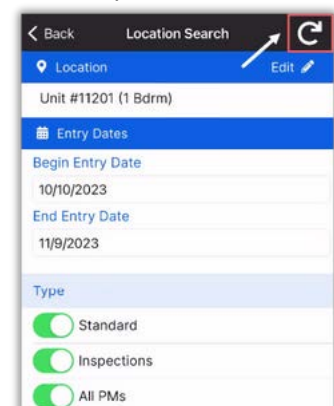
- Notes
- Comments
- Photos

Tap the **Banner** to view the work order list.






Step 8: Tap the **Reset** symbol to reset to the default parameters. **Defaults are:**

- Last 30 days
- **Type:** Standard Work Orders
- **Status:** Complete
- Your Department



Note: If no results match your search criteria you will get a message letting you know.

-  Standard
-  Inspection
-  PM