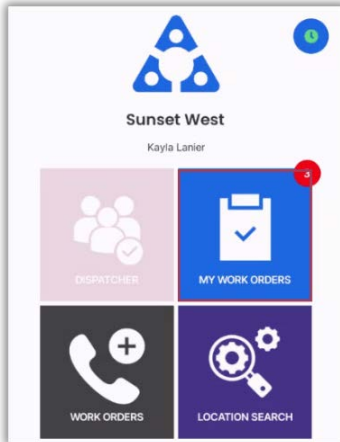


Step 1: Tap My Work Orders



Red Circle indicates the number of work orders assigned to you



Step 2: Blue banners divide **Supertypes**

- Standard Work Orders
- Inspections
- PM's

Sorted by **Priority**

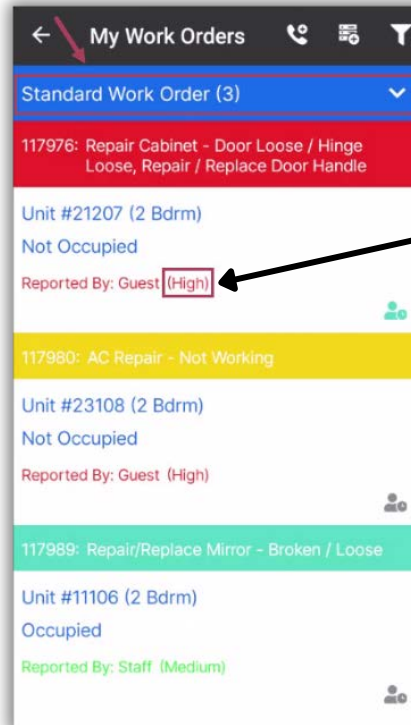
And by **Status**

Black : Rework Status

Red : Overdue Status

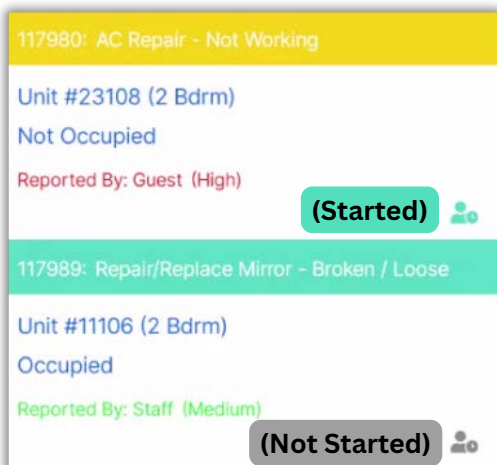
Yellow : Due Status

Green : OK Status



Step 3: Work Order quick view shows:

- Work Order ID
- Task Name
- Location
- Reported By



Best Practices:

- **Guest** reported Work Orders designated by **red** take priority over **Staff** reported designated by **green**.
- **Overdue** Work Orders take priority over **Due** or **OK**

Step 4: Tap on a Work Order to open it and view more details

- Comments
- Work Order Details
- Sublocation
- Notes



Icon Definitions



Create a new Standard Work Order



Assign/Reassign (permission based)



Start Work Order