Step 1: Tap **My Work Orders.**
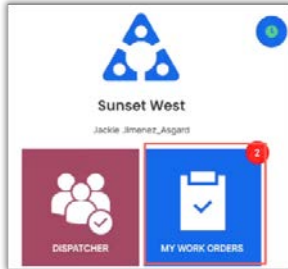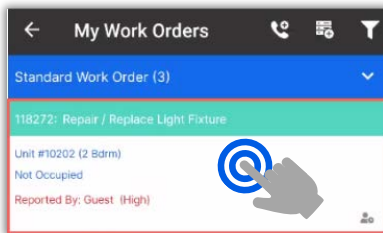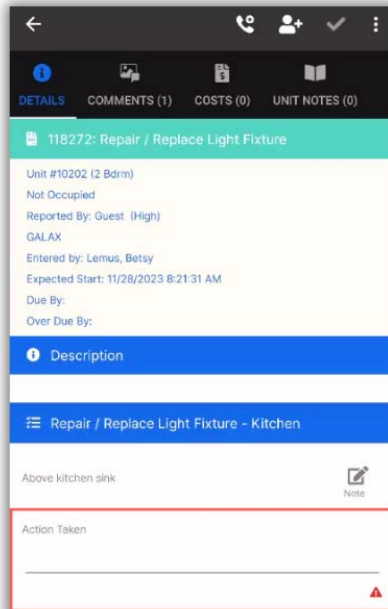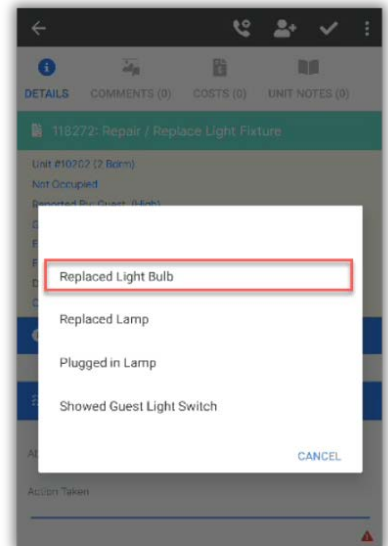

Tap here to open the Work Order you are ready to complete.

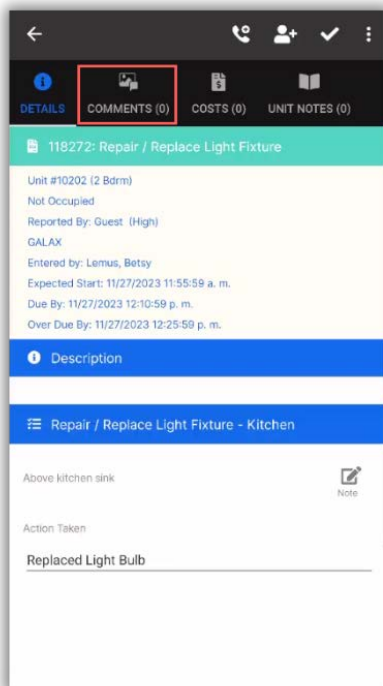

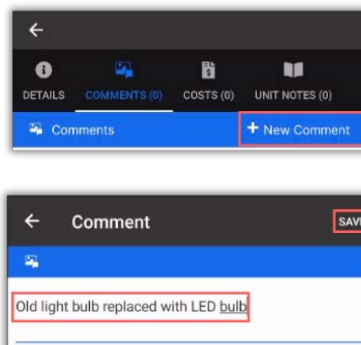**Step 2:** Tap the **Action Taken** field.

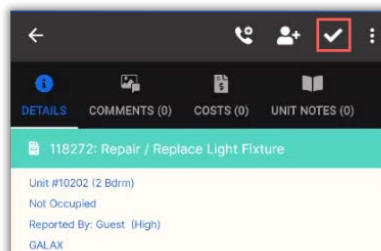**Step 3:** Select the action you took from the list.

Step 4: Tap **Comments** to add comments/photos, if needed.
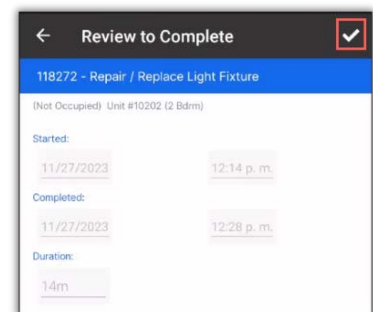

Step 5: Tap **New Comment,** enter comment and click **Save.**

Tap **Details** button, then the **Checkmark** to review.

Step 6: Tap **Checkmark** to complete.

Success! Tap OK.