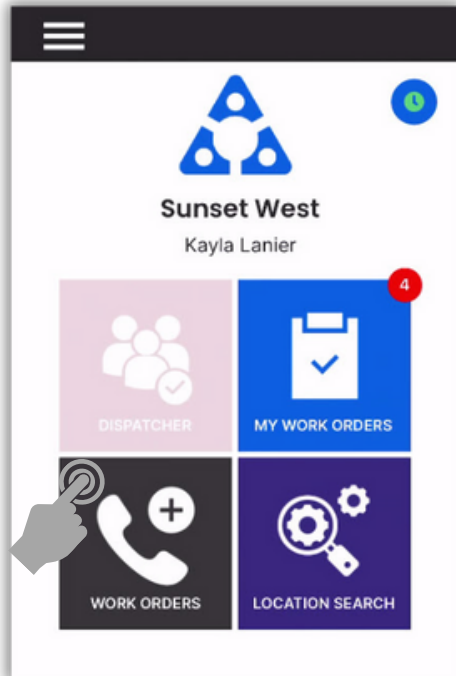


Step 1: Tap New Work Order.

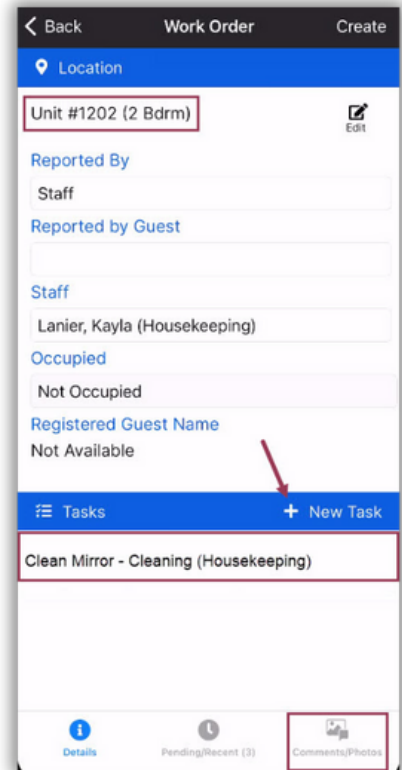


Step 2: Select the:

- **Location** - the specific site or area where the work needs to be done
- **New Task** - that needs to be completed
- **Reported By** - adjust as needed

THEN

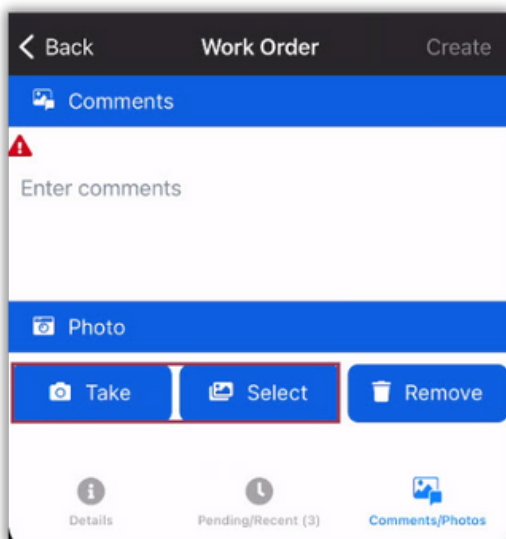
Tap **Comments/Photos** in the bottom right corner.



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

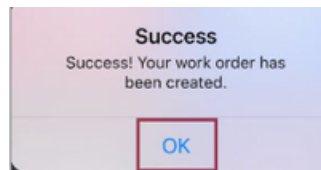


You must enter a **Comment** with a photo.



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

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



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

