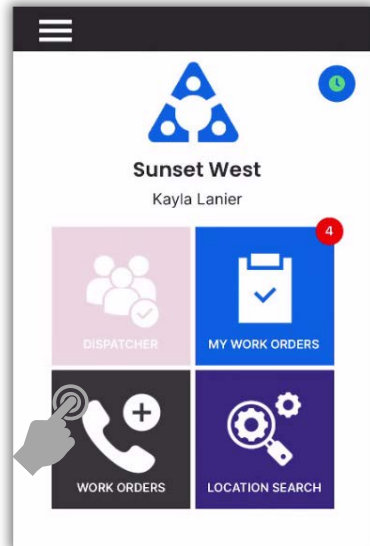
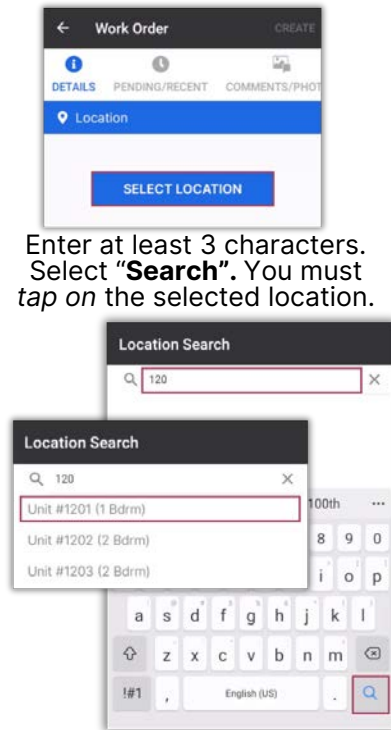


Step 1: Tap the **Work Orders** tile.

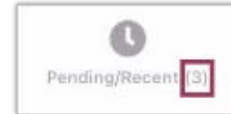


Step 2: Tap **Select Location**.



Enter at least 3 characters. Select "**Search**". You must tap on the selected location.

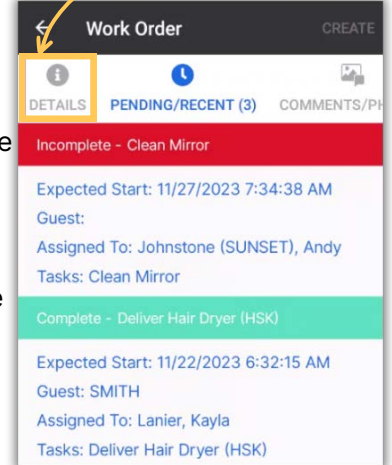
Step 3: **Pending/Recent** button indicates any work order within 14 days.



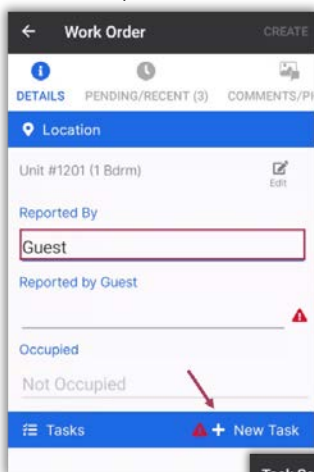
Tap **Details** to return to your work order, not the Back arrow.

Incomplete in **Red**

Complete in **Green**



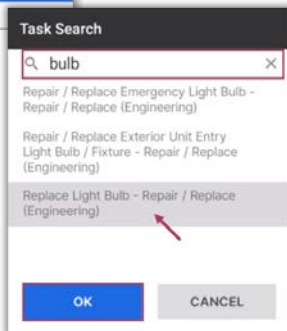
Step 4: Tap to switch **Reported By** to **Guest** or **Staff**, as needed. If you choose **Guest**, the **Guest Name** is **Required**.



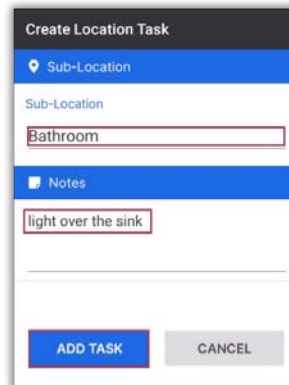
The **name** of the user entering the work order will automatically populate in the **Staff** field.

Tap **New Task**.

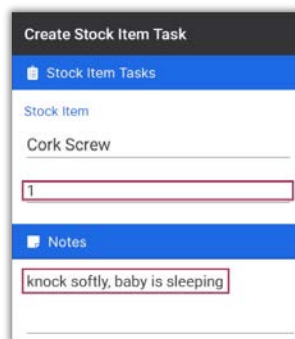
Add **keyword(s)** to Search field, Tap on the **Task** to select, Tap **OK**.



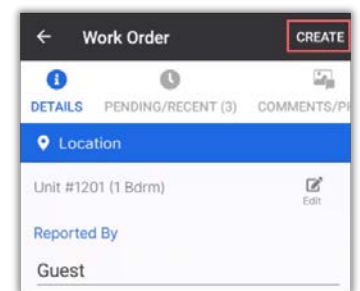
Step 5: Add **Sub-Location**.



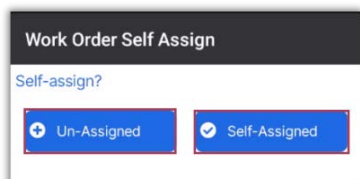
In the **Notes** field, add Quantity and/or additional information as needed.



Step 6: Tap **Create**.



Tap the appropriate **Assignment** button.



Success! Tap OK.

Success

Success! Your work order has been created.

OK