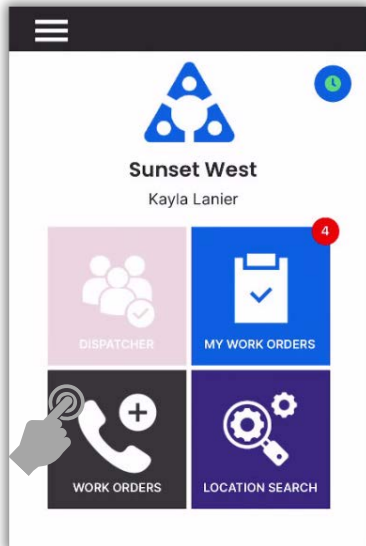
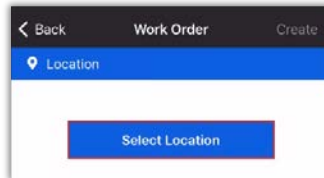


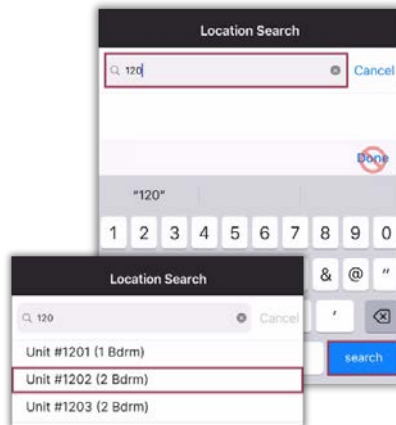
Step 1: Tap the Work Orders tile.



Step 2: Tap Select Location.



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

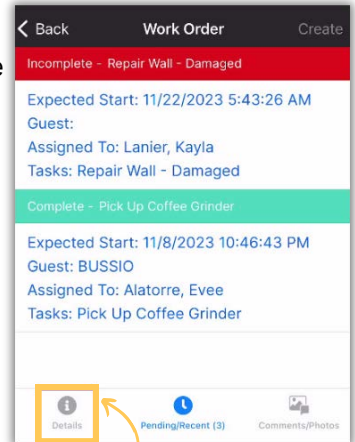


Step 3: Pending/Recent button indicates any work orders within 14 days.



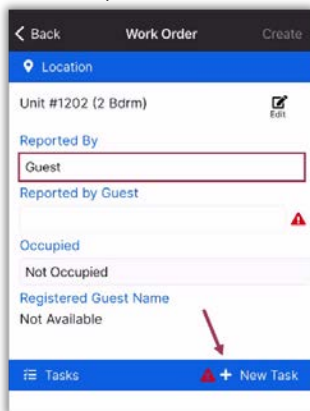
Incomplete in **Red**

Complete in **Green**



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

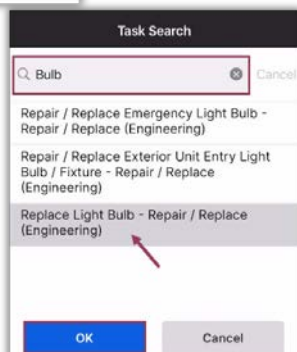
Step 4: Tap to switch **Reported By** to **Guest** or **Staff**, as needed. If you choose Guest, the Guest Name is **Required**.



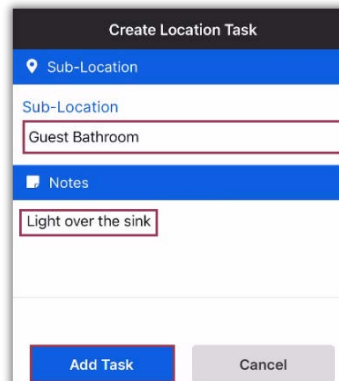
The **name** of the user entering the work order will automatically populate in the **Staff** field.

Tap **New Task**.

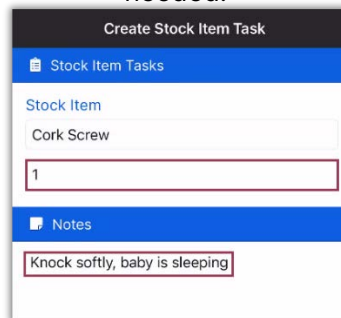
Add **keyword(s)** to Search field, Tap on the **Task** to select, Tap **OK**.



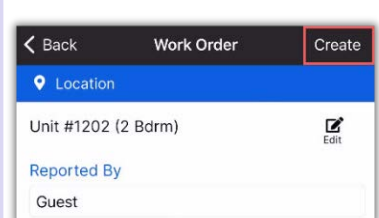
Step 5: Add Sub-Location.



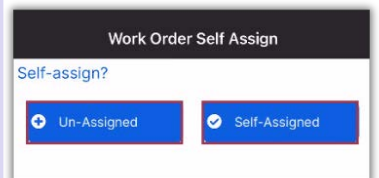
In the **Notes** field, add Quantity and/or additional information as needed.



Step 6: Tap **Create**.



Tap the appropriate **Assignment** button.



Success! Tap OK.

