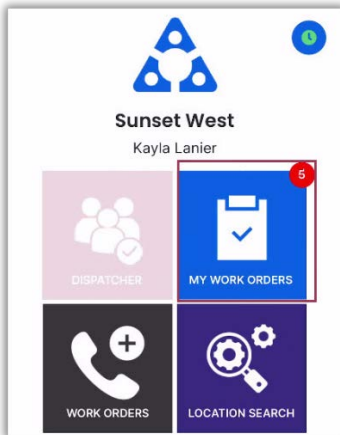


Step 1: Tap My Work Orders.



Red Circle indicates the number of work orders assigned to you.



Step 2: Blue banners divide Supertypes:

- Standard Work Orders
- Inspections
- PM's

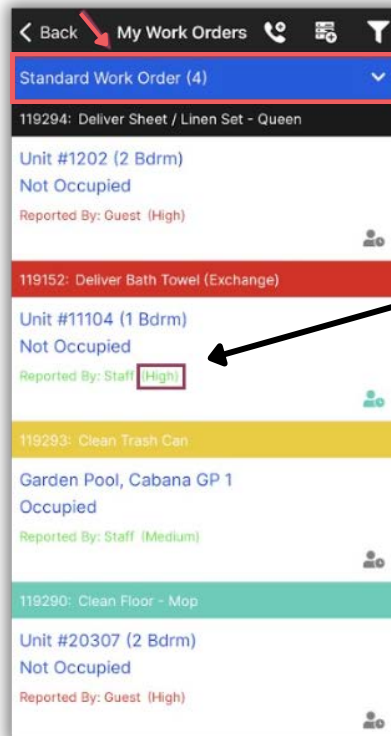
Sorted by **Priority** and by **Status**

Black : Rework Status

Red : Overdue Status

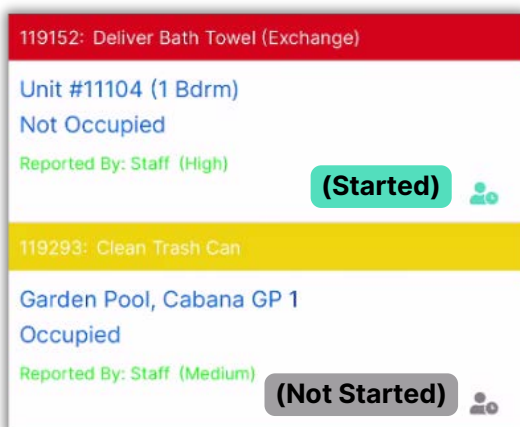
Yellow : Due Status

Green : OK Status



Step 3: Work Order quick view shows:

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

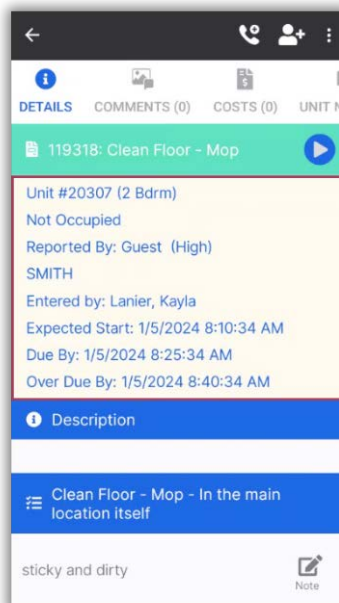
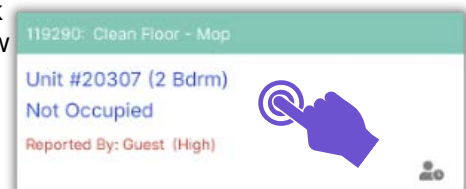


Best Practices:

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

Step 4: Tap on a Work Order to open 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