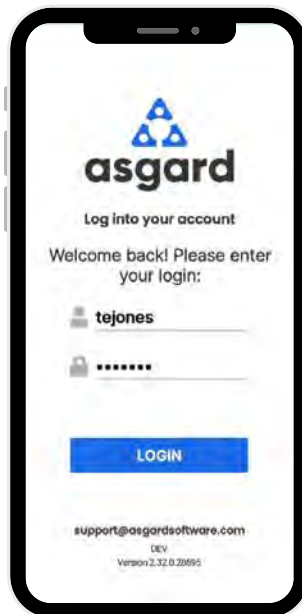


**Step 1:** Log into AsgardMobile using your Asgard username and password

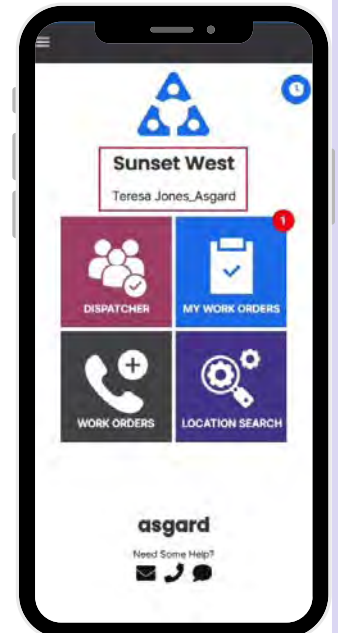
**Note:** If you don't know your login credentials or can't remember them, contact us at [support@asgardsoftware.com](mailto:support@asgardsoftware.com)



**Step 2:** AsgardMobile opens displaying your site and your name

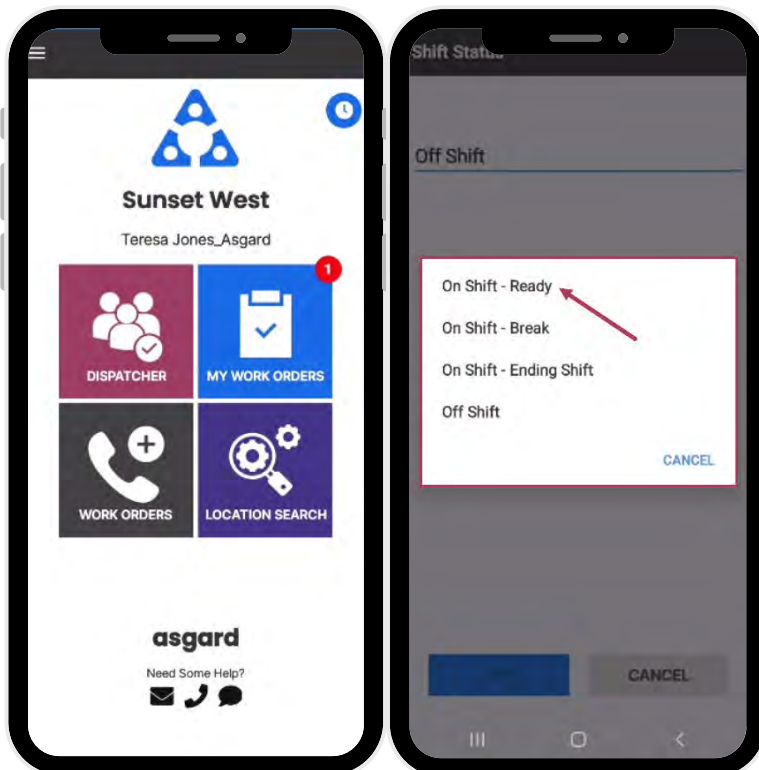
**Need Help?**

Contact Customer Support by email, phone, or text



**Step 3:** The **Manage Shift** button is the **Clock** within a blue circle and enables you to change your status from **Ready** to **On Break**, **Ending Shift**, or **Off Shift**.

Tap the clock to open the Shift Status screen. Select your status



**On Shift-Ready:** First thing you do is put yourself in **On Shift-Ready** status to receive work orders



**On Shift-Break:** Provides a courtesy timer to let you, the system, and front desk know how long you have been on Break

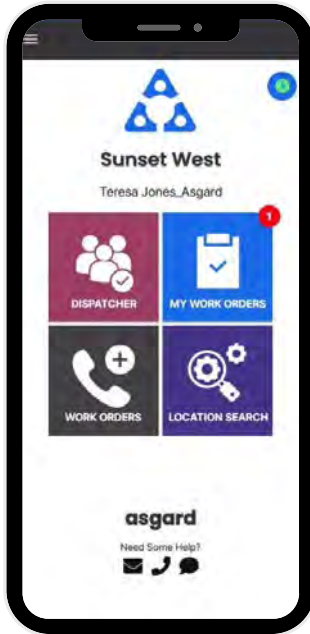


**On Shift-Ending Shift:** Recommended 15 minutes before you leave for the day, allowing you to finish up your work



**Off Shift:** Make sure you change to Off-Shift **before** you log out for the day

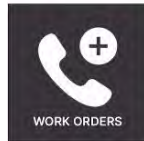
**Step 4:** The four tiles allow you to navigate to different features and functionalities



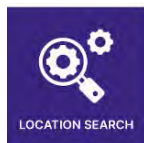
**My Work Orders** - shows the number of work orders assigned to you, including Standard, PMs, and Inspections. It's your one-stop place to track and complete your work orders.



**Dispatcher** - is permission-based and designed to grant users dispatcher capabilities and work order management from within the mobile application.

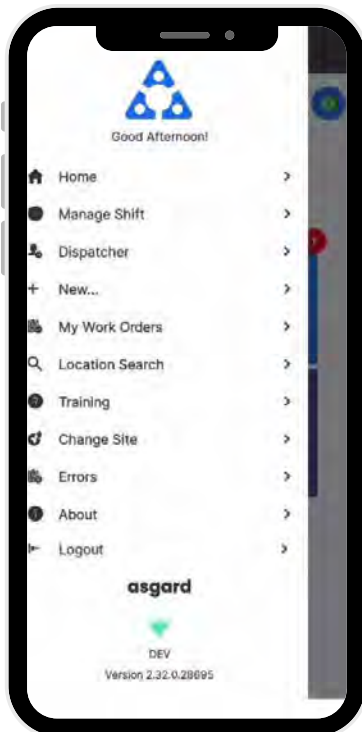


**New Work Order** - allows you to create a new work order directly from the Home Screen



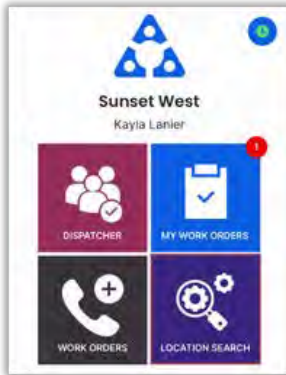
**Location Search** - allows you to search all types of work orders for a specific location and provides filter options to narrow your search

**Step 5:** The **Hamburger Menu** includes all of the options from the Home Screen, plus a few more, including:

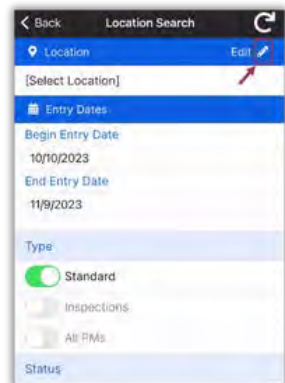


- The ability to create a **Standard** or **Inspection Work Order** by tapping on **+ New...**
- The option to **Change Site**, to access your training site, or if you have permissions for multiple sites.
- **About** is a convenience feature that includes the AsgardMobile version number and OS version of your device. This information is helpful if you need to call Support.
- **Logout** logs you out of the application but does not take you Off Shift. Remember to put yourself in **Off Shift status before you log out!**

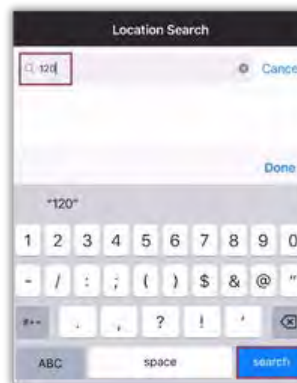
## Step 1: Tap **Location Search** on the Home Screen.



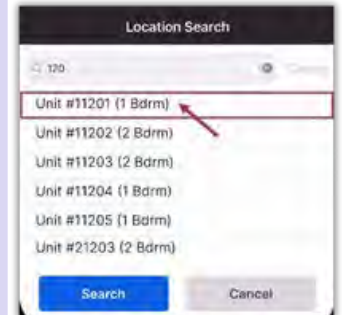
## Step 2: Tap the **Pencil** to search for a location.



## Step 3: Type the first three characters of the location and tap **Search**.



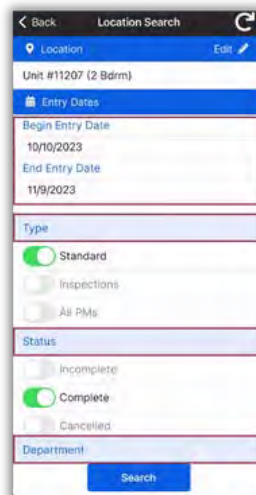
## Step 4: Tap on the **Location** you're looking for.



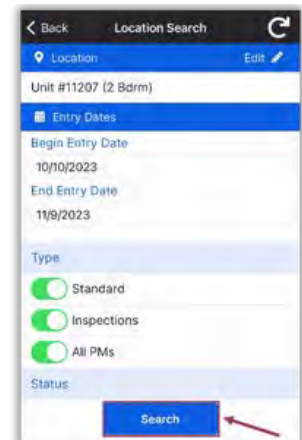
## Step 5: Enter your search parameters:

- **Begin Entry Date & End Entry Date** defaults to the last 30 days—adjust as needed
- **Type:** Filters for Standard Work Orders, Inspections, PMs or All Types
- **Status:** filters for Incomplete, Complete, Cancelled, Expired, and Superseded
- **Department:** Provides filters for Housekeeping, Engineering, Activities, etc.

Use the on/off toggle buttons or tap the banner headings to either select or deselect all.



## Step 6: Tap **Search** after all parameters have been chosen.



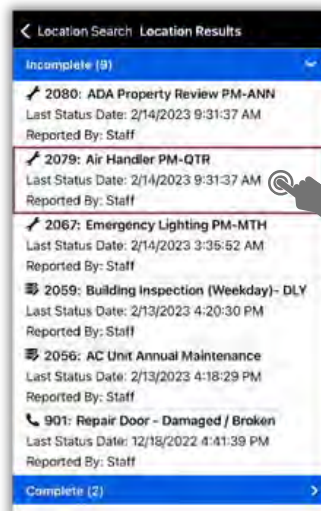
## Step 7: Banner headings will separate Work Orders by their **Status**.



Open any work order to view details such as:

- Notes
- Comments
- Photos

Tap the **Banner** to view the work order list.

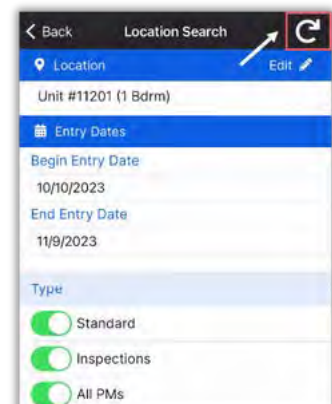


- Standard
- Inspection
- PM

**Note:** If no results match your search criteria you will get a message letting you know.

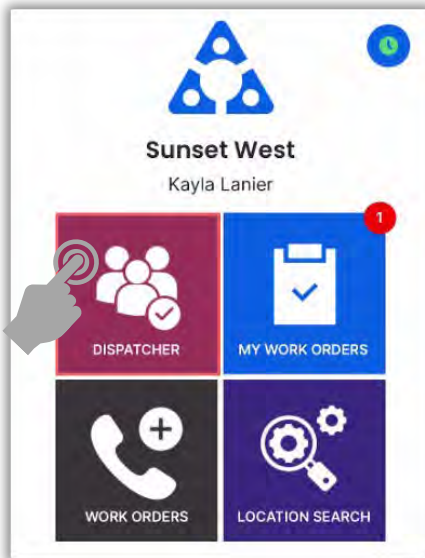
## Step 8: Tap the **Reset** symbol to reset to the default parameters. **Defaults are:**

- Last 30 days
- **Type:** Standard Work Orders
- **Status:** Complete
- Your Department





**Step 1: Tap Dispatcher** from the Home Screen.



**Step 2: View all Work Order Supertypes:**

- Standard Work Orders
- Inspections
- PM's

Which are sorted by **Priority**

And by **Status**:

**Black : Rework**

**Red : Overdue**

**Yellow : Due**

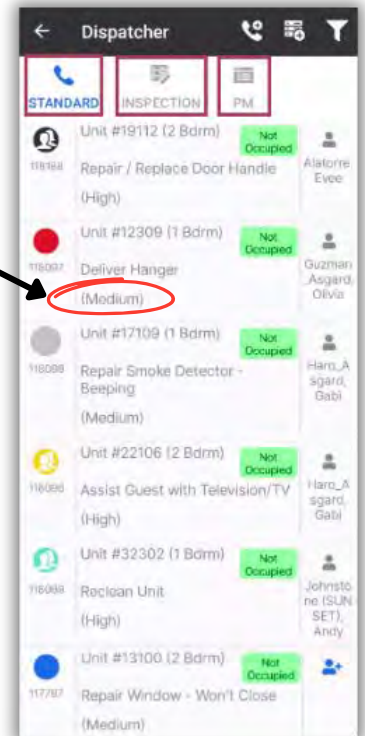
**Green : OK**

**Grey: Suspended**

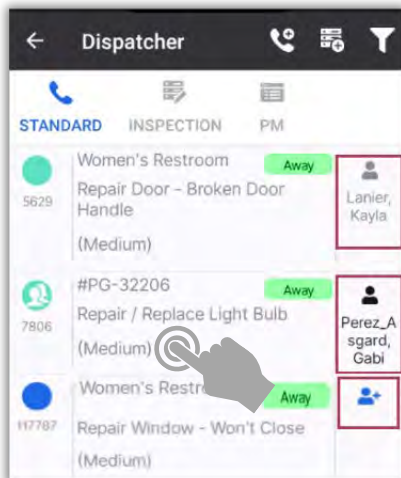
**Blue: Overdue Suspended**

 **Guest Reported**

 **Staff Reported**



**Step 3: Tap Work Order to open and view details.**



← Grey: Not Started

← Black: Started

← **Blue: Unassigned**  
\*Tap to Assign\*

## Icon Definitions



New Standard Work Order



Assign Work Order



New Inspection Work Order



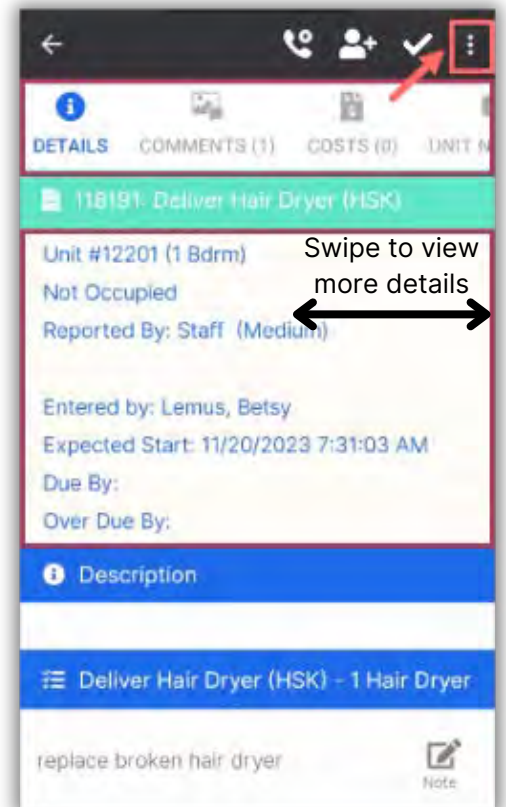
Complete Work Order



Filter

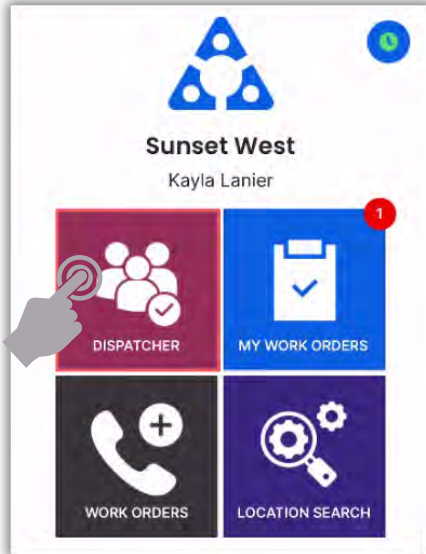


Access Pause & Suspend

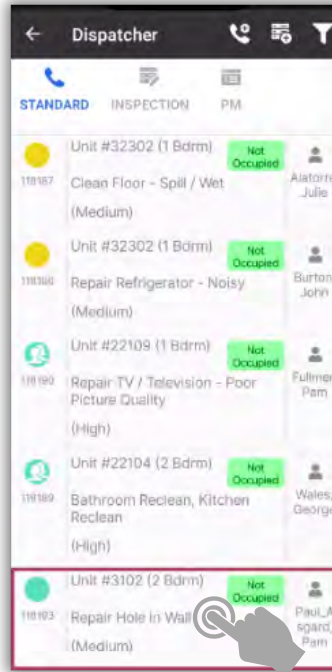


Swipe to view  
more details

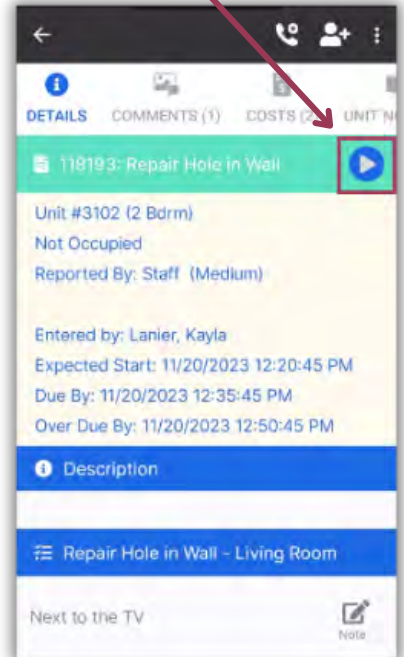
**Step 1:** Tap **Dispatcher** from the Home Screen.



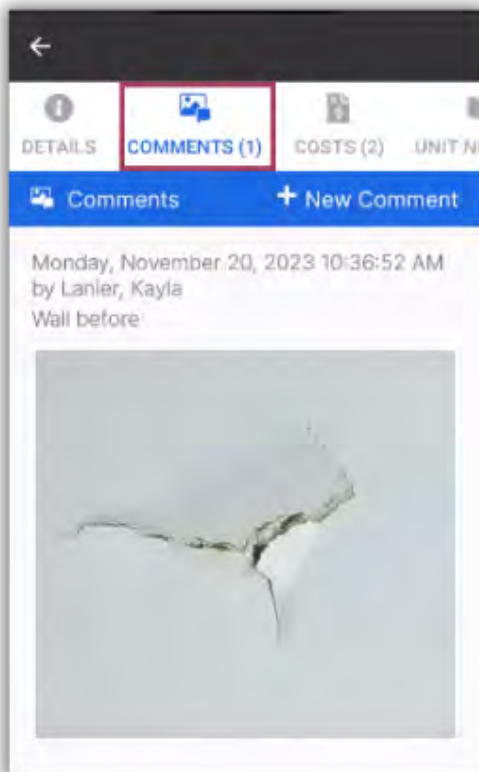
**Step 2:** Tap on a Work Order to Open and view Details.



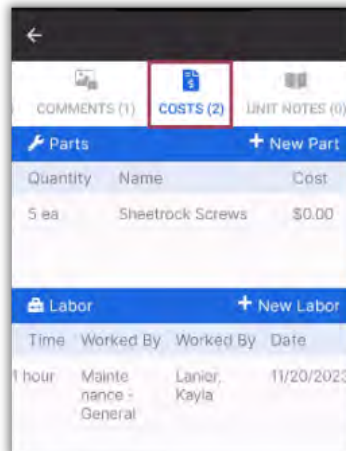
Starting an **unassigned** Work Order in Dispatcher will **automatically** assign it to you.



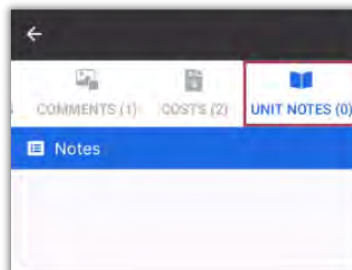
**Step 3:** Tap **Comments** to view Comments & Photos.









Tap **Costs** to view **Parts & Labor**.



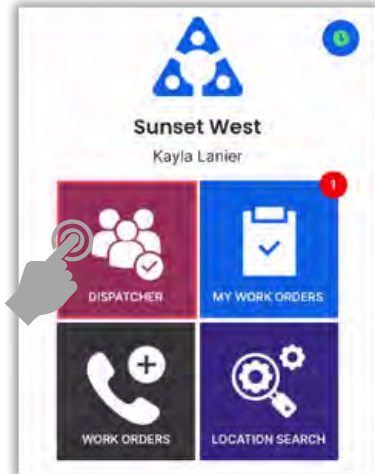
Tap **Unit Notes** to see any additional information about that location.



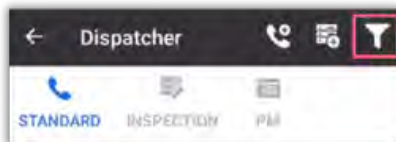
## Icon Definitions

-  New Standard Work Order
-  New Inspection Work Order
-  Filter
-  Assign Work Order
-  Complete Work Order
-  Access Pause & Suspend

**Step 1:** Tap **Dispatcher** from the Home Screen.



Then, tap the **Funnel** to open the Filter Screen.



**Step 2:** Choose the desired filter parameters by entering:

- Location
- Assignee
- Work Order Name

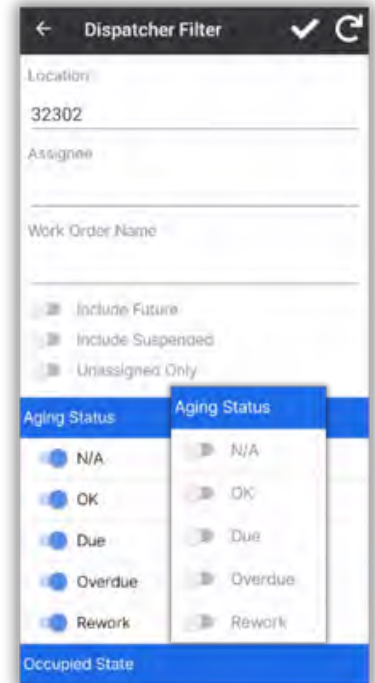
Toggle to include:

- Future Work Orders
- Suspended Work Orders
- Only Unassigned Work Orders

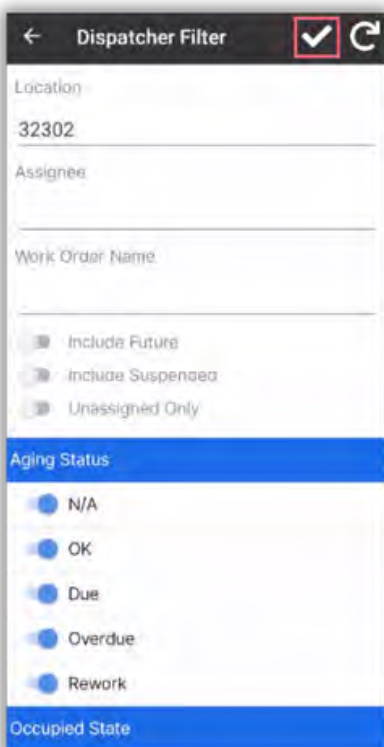
**Scroll to filter by:**



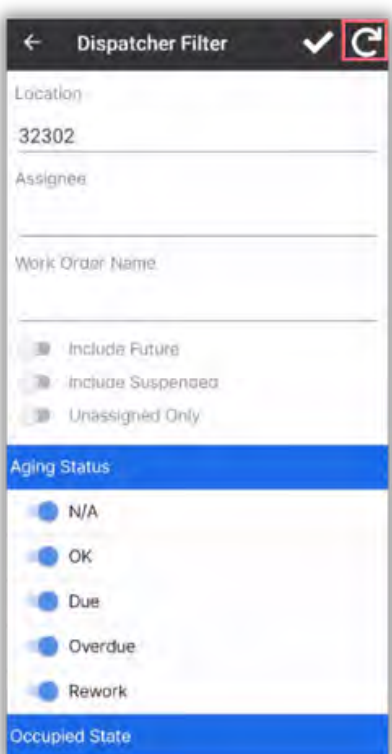
**Tap the banner heading to select/deselect all.**



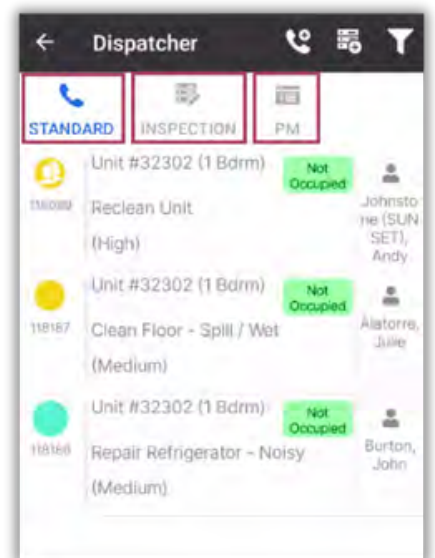
**Step 3:** Tap the **Checkmark** to apply filters.



**IMPORTANT:** Filters will persist until they are manually **Reset**.



**Step 4:** Now the Dispatcher Screen shows only the desired work.

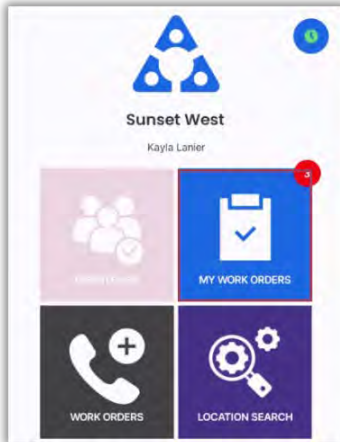


**Important to remember** your selected filters effect **all three** Work Order Screens:

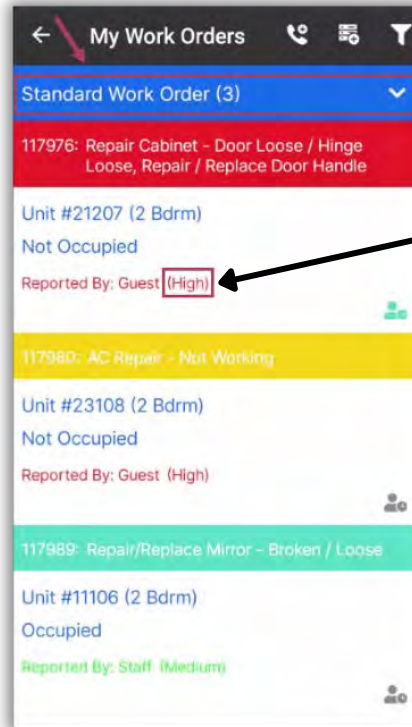
- **Standard**
- **Inspections**
- **PMs**



## 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**

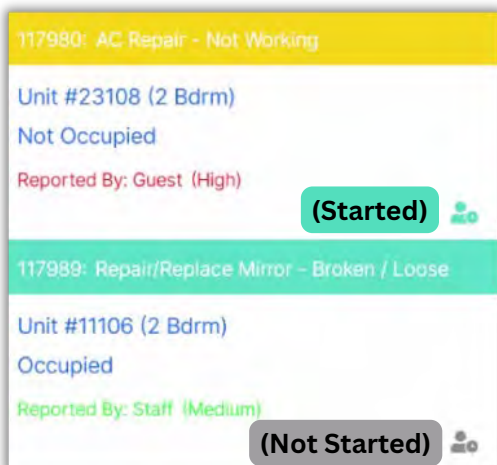
**Red : Overdue Status**

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

## Step 4: Tap on a Work Order to open it and view more details

- Comments
- Work Order Details
- Sublocation
- Notes



## Icon Definitions



Create a new Standard Work Order

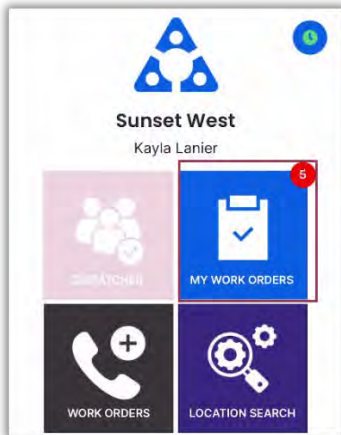


Assign/Reassign (permission based)



Start Work Order

### 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

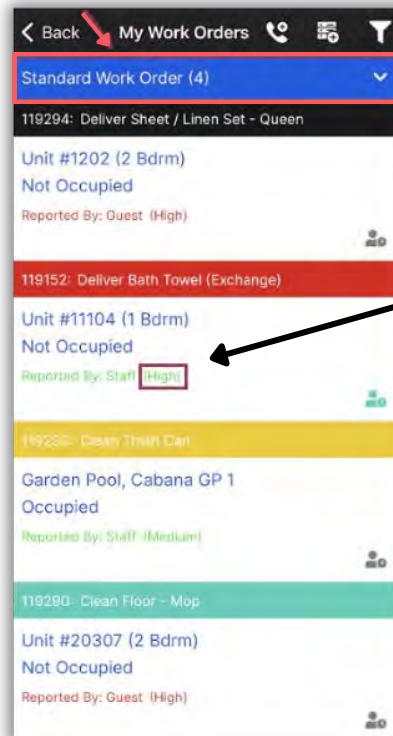
Sorted by **Priority** and by **Status**

**Black : Rework Status**

**Red : Overdue Status**

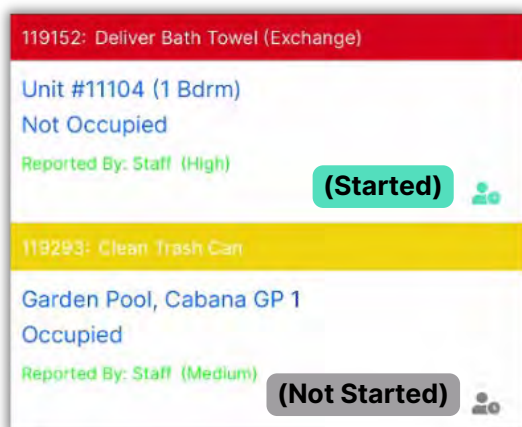
**Yellow : Due Status**

**Green : OK Status**



### Step 3: Work Order quick view shows:

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

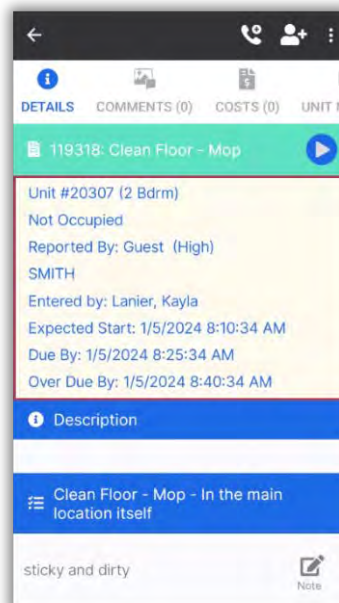


### Best Practices:

- **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



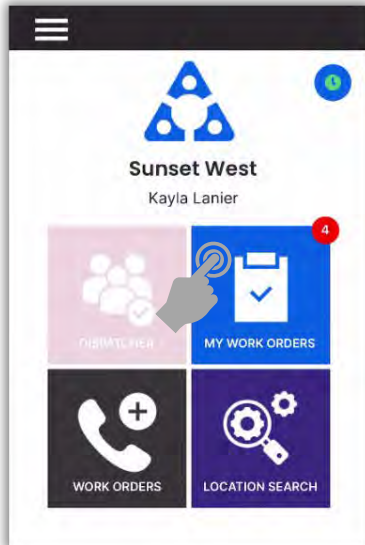
Assign/Reassign (permission based)



Start Work Order



**Step 1:** Tap **My Work Orders** from the Home Screen.



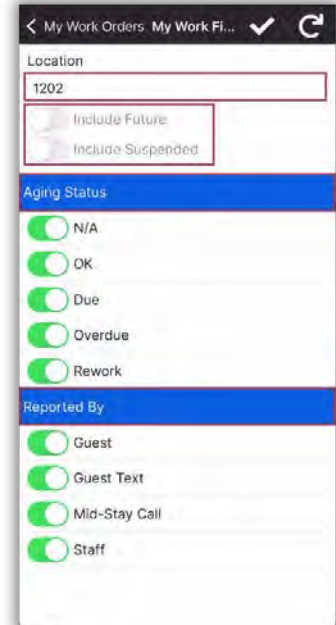
**Note:** If you do not have the Dispatcher permission the tile will be disabled.

**Step 2:** Tap the **Funnel** to open the **Filter** Screen.

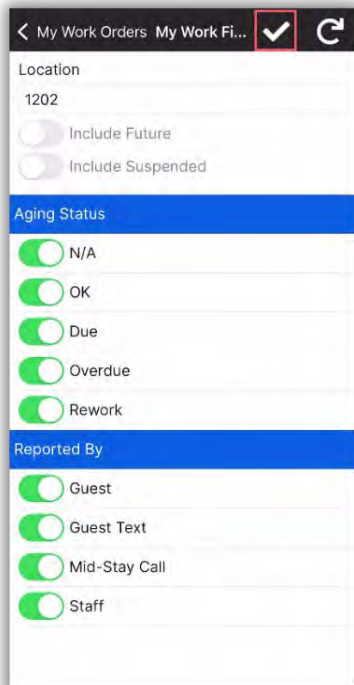


**Step 3:** Choose the desired filter parameters.

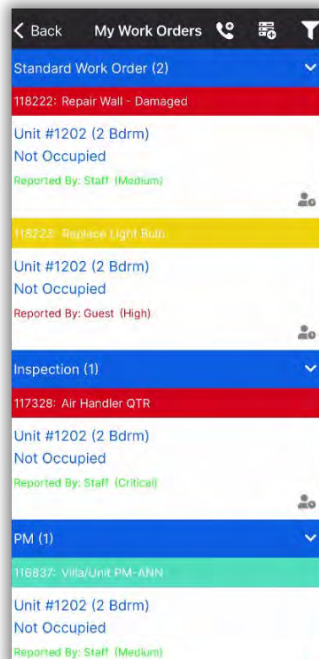
**TIP:** Tap the banner heading to select/deselect all.



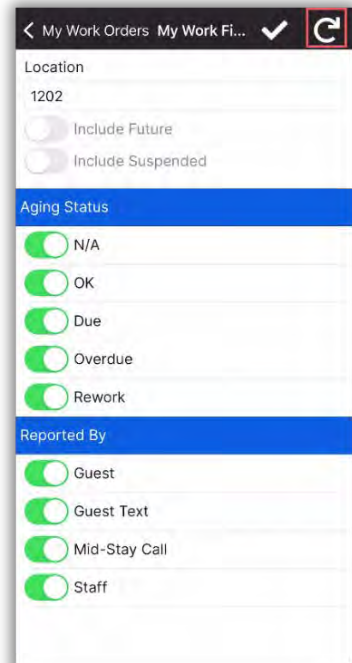
**Step 4:** Tap the **Checkmark** to apply filters.



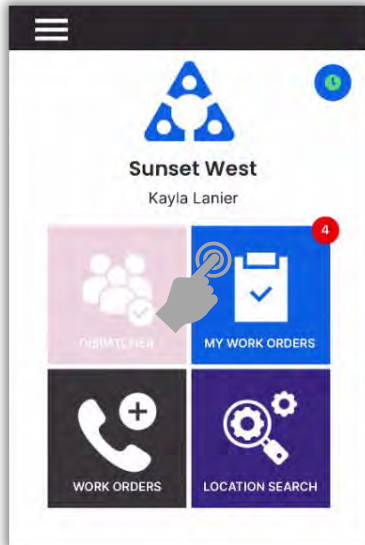
**Step 5:** The "My Work Order" screen will now display only the desired work.



**IMPORTANT:** Filters will persist until you **Exit** the My Work Orders Screen or tap the **Reset Button**.

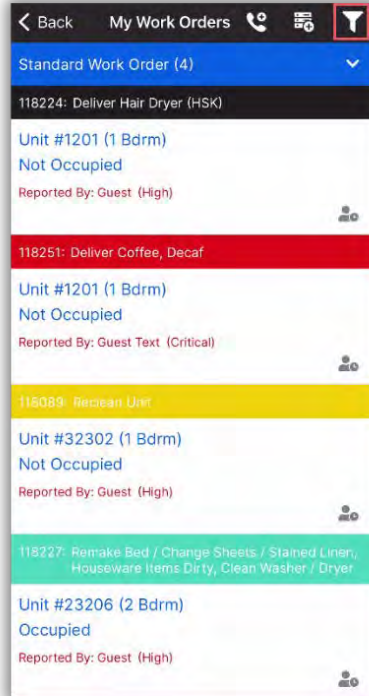


**Step 1: Tap My Work Orders**  
from the Home Screen.



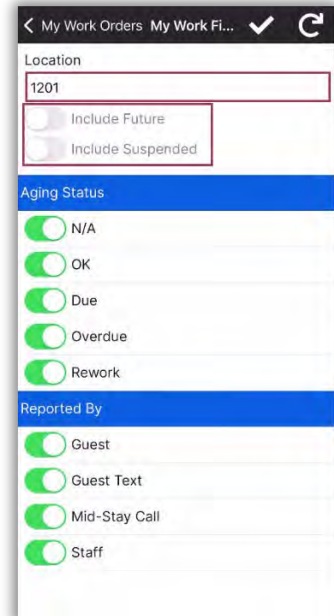
**Note:** If you do not have the Dispatcher permission the tile will be disabled.

**Step 2: Tap the Funnel** to open  
the **Filter** Screen.

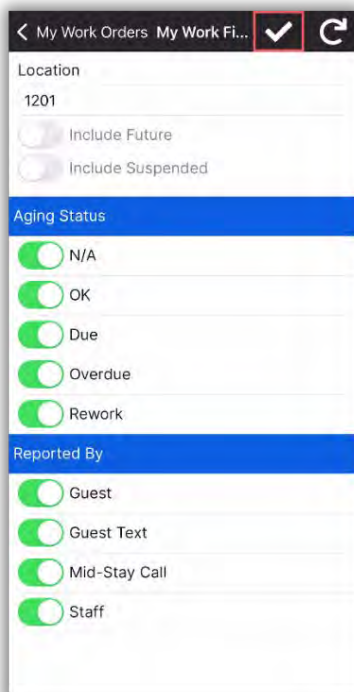


**Step 3: Choose the desired filter**  
parameters.

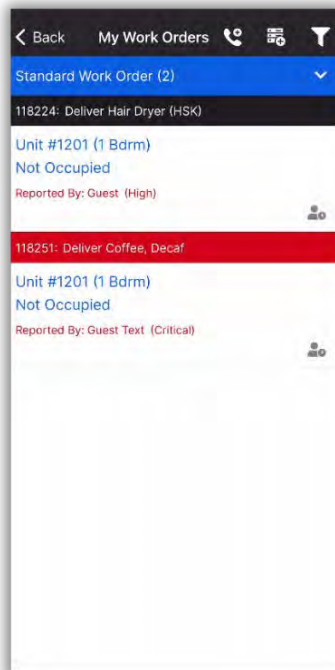
**TIP:** Tap the banner heading to  
select/deselect all.



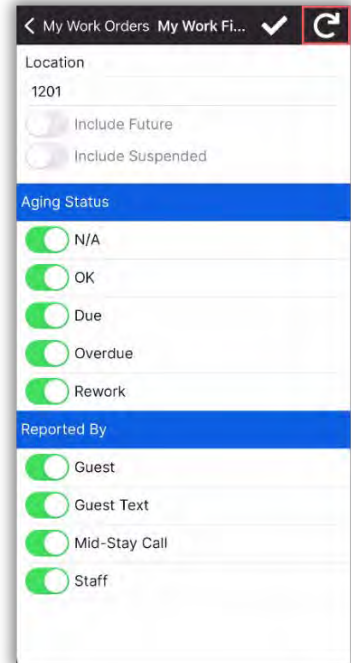
**Step 4: Tap the Checkmark**  
to apply filters.



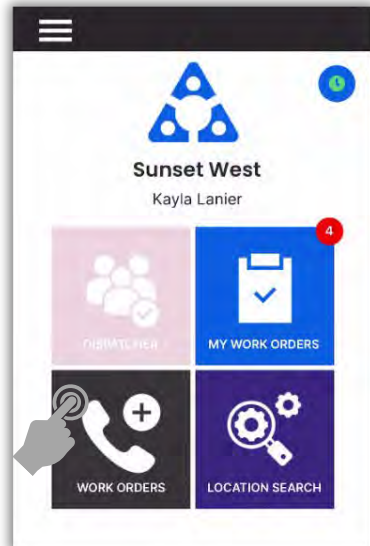
**Step 5: The "My Work Order"**  
screen will now display only the  
desired work.



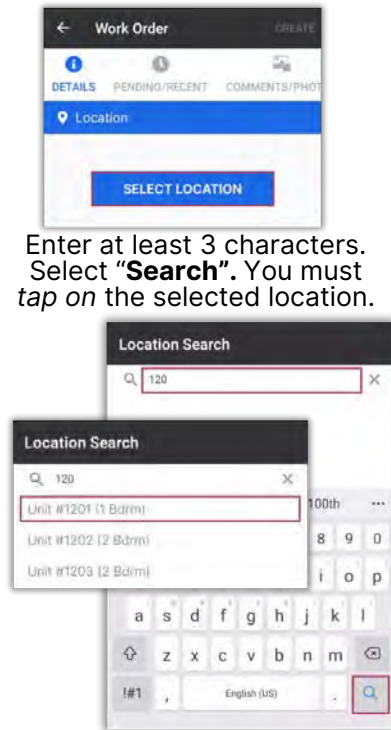
**IMPORTANT:** Filters will persist  
until you **Exit** the My Work Orders  
Screen or tap the **Reset Button**.



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

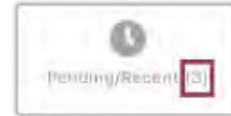


### Step 2: Tap **Select Location**.



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

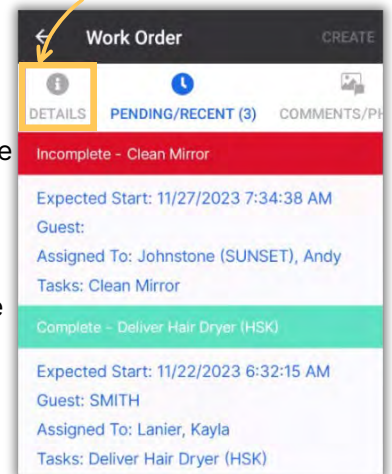
### Step 3: **Pending/Recent** button indicates any work order within 14 days.



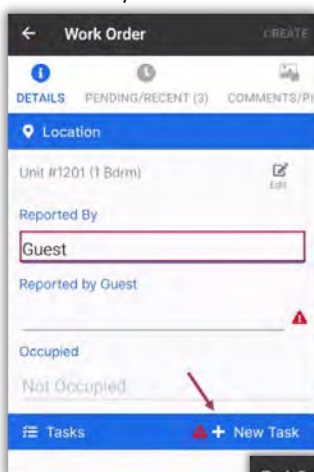
! Tap **Details** to return to your work order, not the Back arrow.

Incomplete in **Red**

Complete in **Green**



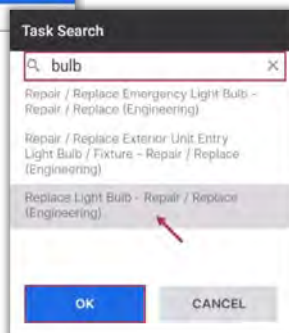
### Step 4: Tap to switch **Reported By** to **Guest** or **Staff**, as needed. If you choose **Guest**, the **Guest Name** is **Required**.



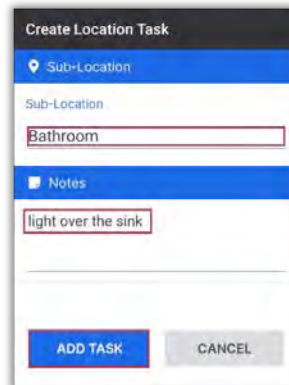
The **name** of the user entering the work order will automatically populate in the **Staff** field.

Tap **New Task**.

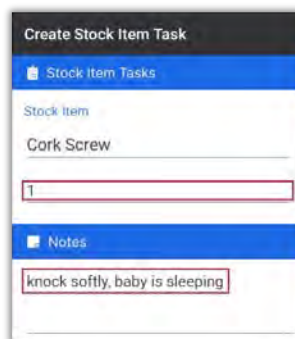
Add **keyword(s)** to Search field, Tap on the **Task** to select, Tap **OK**.



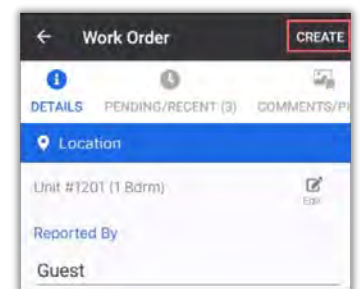
### Step 5: Add **Sub-Location**.



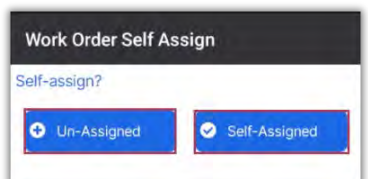
In the **Notes** field, add Quantity and/or additional information as needed.



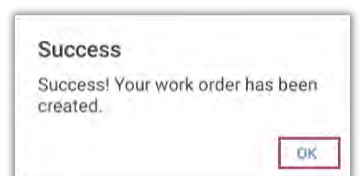
### Step 6: Tap **Create**.



Tap the appropriate **Assignment** button.

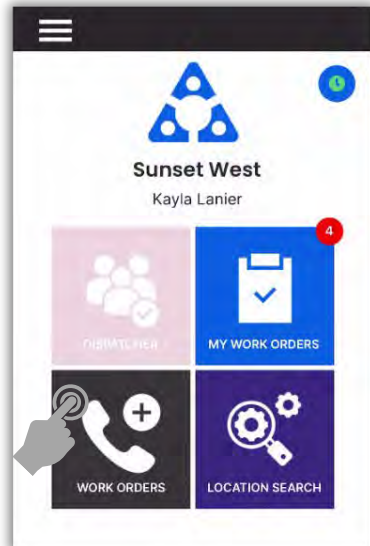


**Success! Tap OK.**

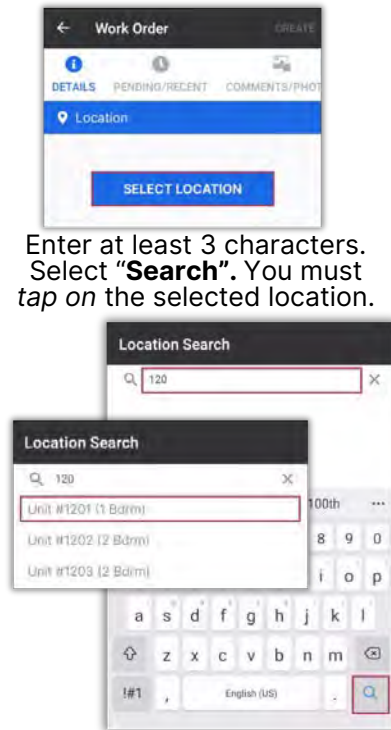




## Step 1: Tap the **Work Orders** tile.

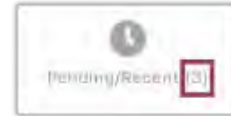


## Step 2: Tap **Select Location**.



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

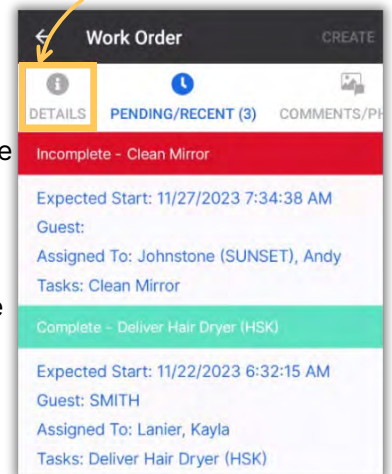
## Step 3: **Pending/Recent** button indicates any work order within 14 days.



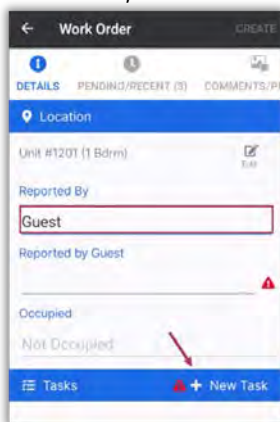
! Tap **Details** to return to your work order, not the Back arrow.

Incomplete in **Red**

Complete in **Green**



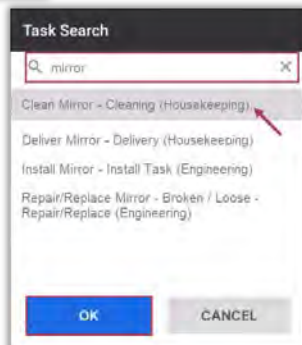
## Step 4: Tap to switch **Reported By** to **Guest** or **Staff**, as needed. If you choose **Guest**, the **Guest Name** is **Required**.



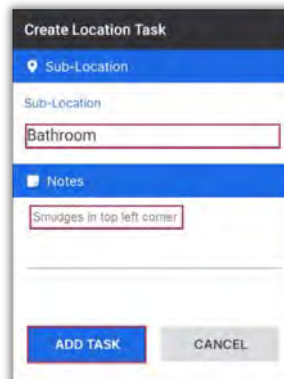
The **name** of the user entering the work order will automatically populate in the **Staff** field.

Tap **New Task**.

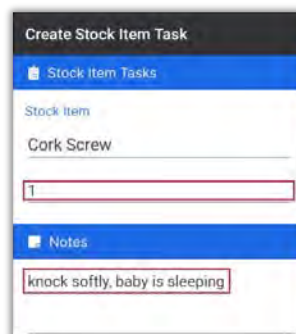
Add **keyword(s)** to Search field, Tap on the **Task** to select, Tap **OK**.



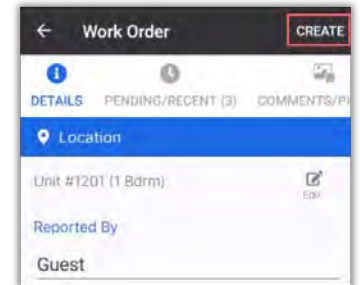
## Step 5: Add **Sub-Location**.



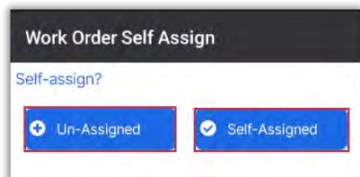
In the **Notes** field, add Quantity and/or additional information as needed.



## Step 6: Tap **Create**.



Tap the appropriate **Assignment** button.



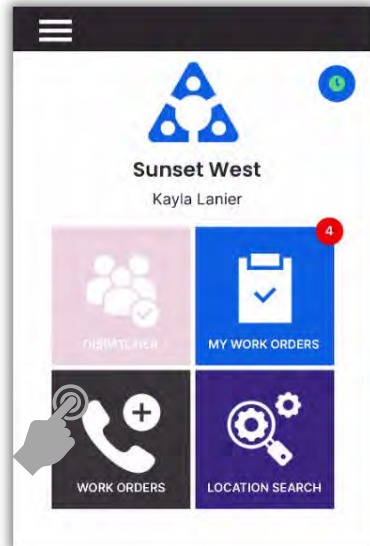
**Success! Tap OK.**

**Success**

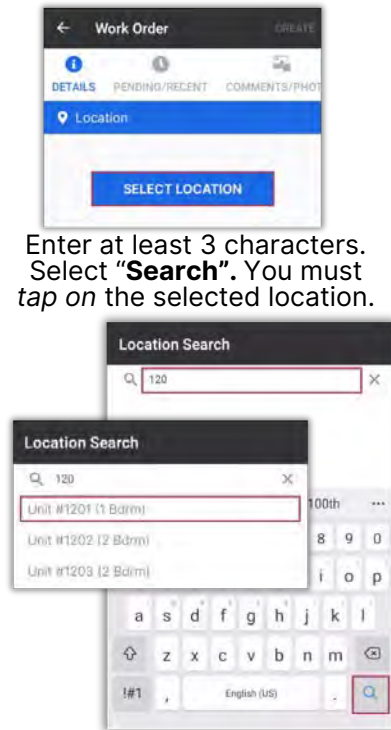
Success! Your work order has been created.

OK

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

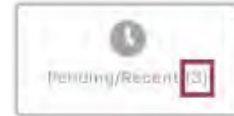


### Step 2: Tap **Select Location**.



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

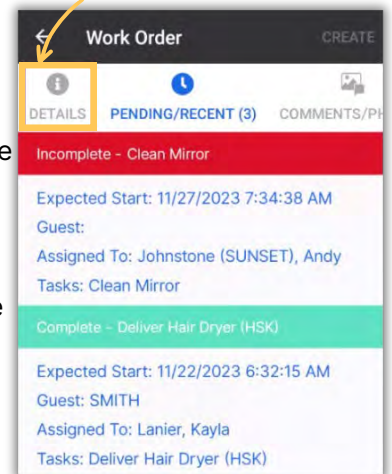
### Step 3: **Pending/Recent** button indicates any work order within 14 days.



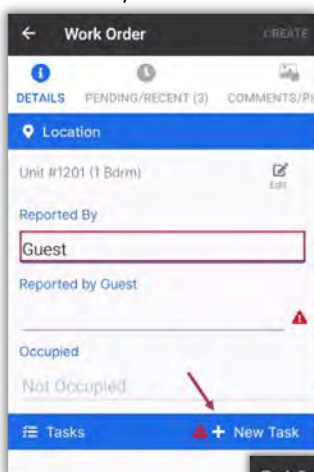
Tap **Details** to return to your work order, not the Back arrow.

Incomplete in **Red**

Complete in **Green**



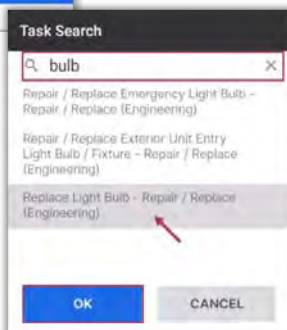
### Step 4: Tap to switch **Reported By** to **Guest** or **Staff**, as needed. If you choose **Guest**, the **Guest Name** is **Required**.



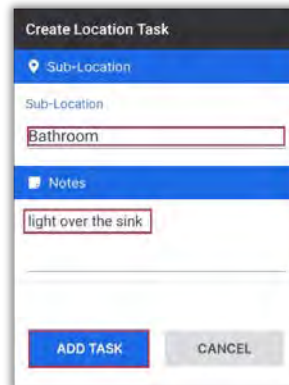
The **name** of the user entering the work order will automatically populate in the **Staff** field.

Tap **New Task**.

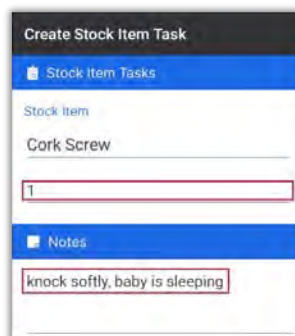
Add **keyword(s)** to Search field, Tap on the **Task** to select, Tap **OK**.



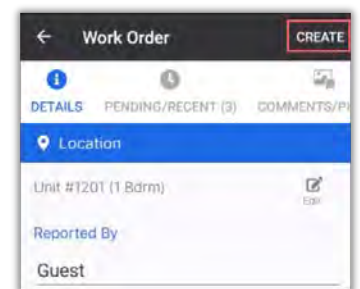
### Step 5: Add **Sub-Location**.



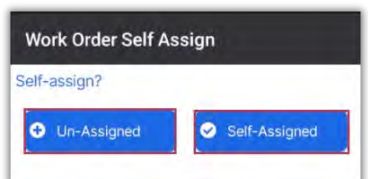
In the **Notes** field, add Quantity and/or additional information as needed.



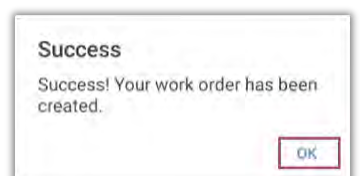
### Step 6: Tap **Create**.



Tap the appropriate **Assignment** button.

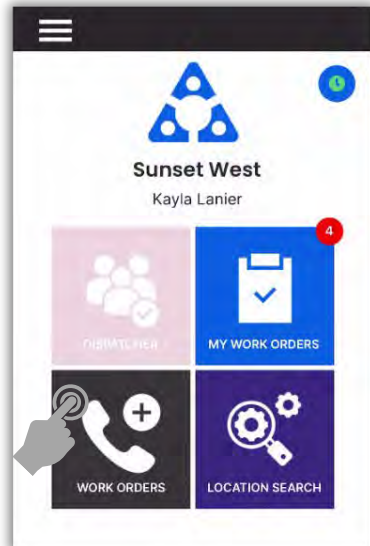


**Success! Tap OK.**

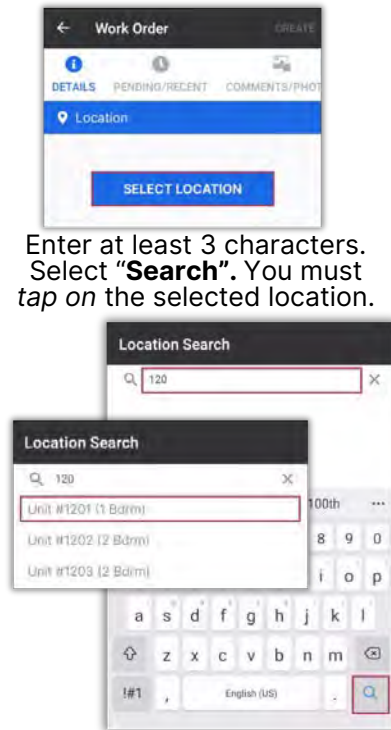




## Step 1: Tap the **Work Orders** tile.

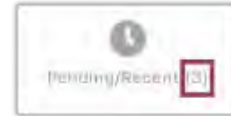


## Step 2: Tap **Select Location**.



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

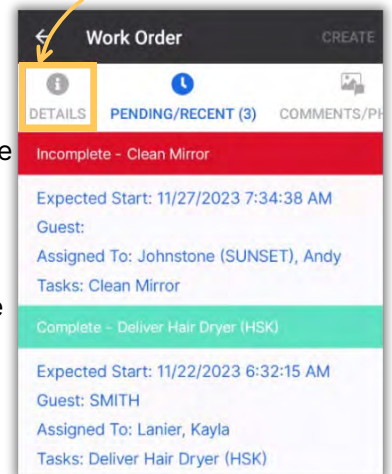
## Step 3: **Pending/Recent** button indicates any work order within 14 days.



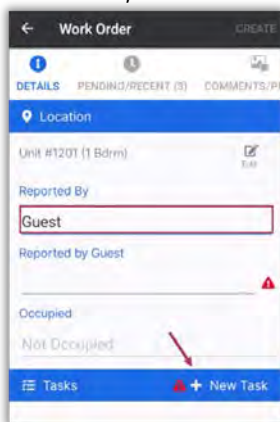
! Tap **Details** to return to your work order, not the Back arrow.

Incomplete in **Red**

Complete in **Green**



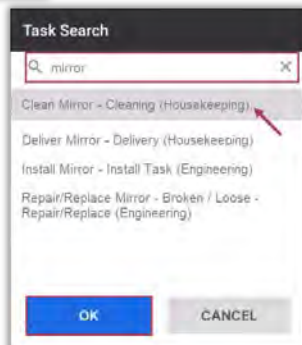
## Step 4: Tap to switch **Reported By** to **Guest** or **Staff**, as needed. If you choose **Guest**, the **Guest Name** is **Required**.



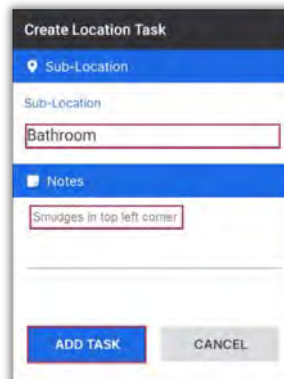
The **name** of the user entering the work order will automatically populate in the **Staff** field.

Tap **New Task**.

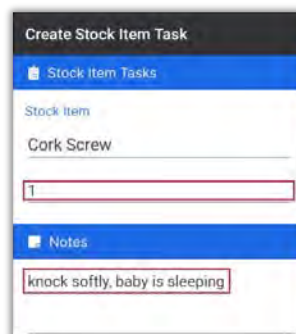
Add **keyword(s)** to Search field, Tap on the **Task** to select, Tap **OK**.



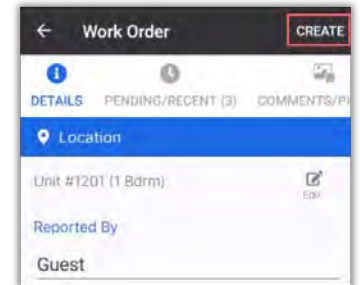
## Step 5: Add **Sub-Location**.



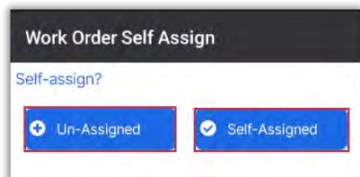
In the **Notes** field, add Quantity and/or additional information as needed.



## Step 6: Tap **Create**.



Tap the appropriate **Assignment** button.

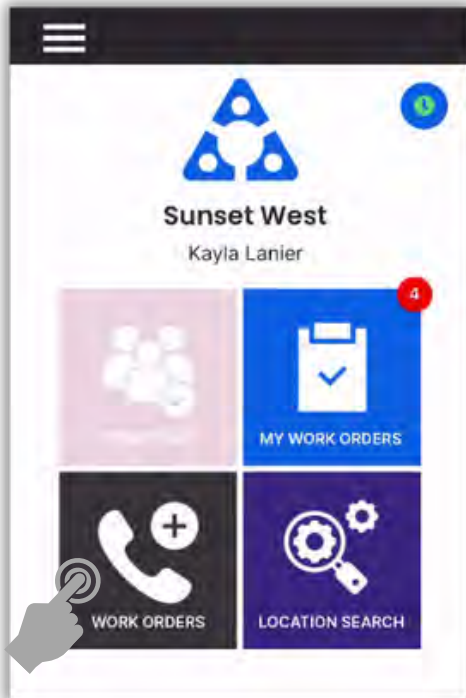


**Success! Tap OK.**





### Step 1: Tap New Work Order.

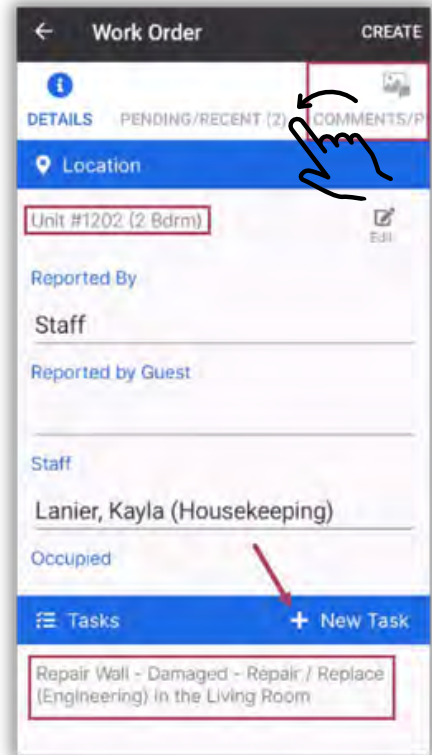


### Step 2: Select:


- **Location** that the Work Order is being created for
- **New Task** that needs to be completed
- **Reported By** adjust as needed

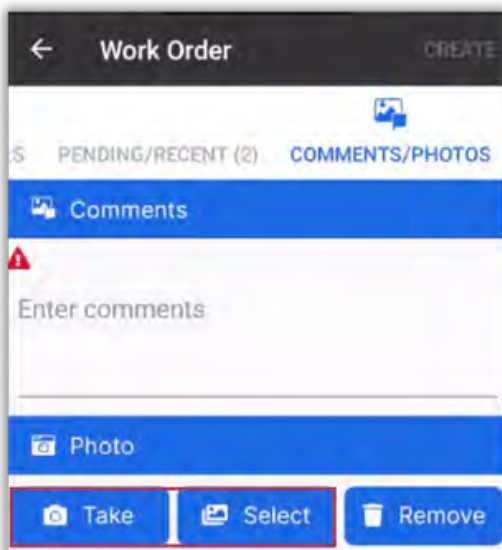
THEN

Tap **Comments/Photos**.  
**TIP:** You may need to swipe to access.



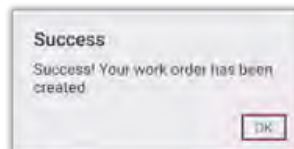
### Step 3: Tap **Take** or **Select** to activate the camera or to open the photo library.

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

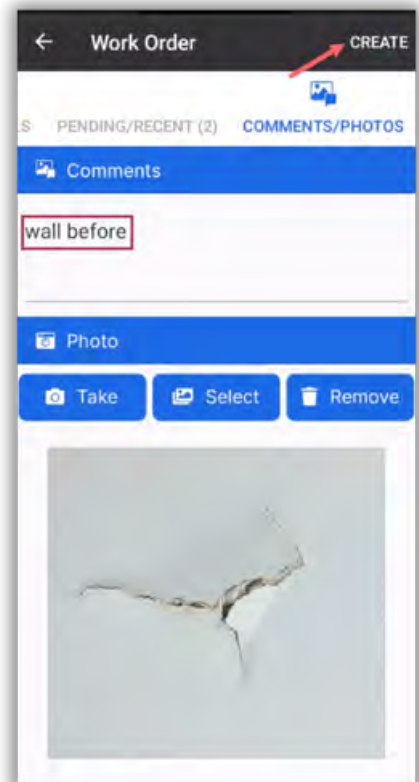


### Step 4: Then, tap **Create** or return to Details.

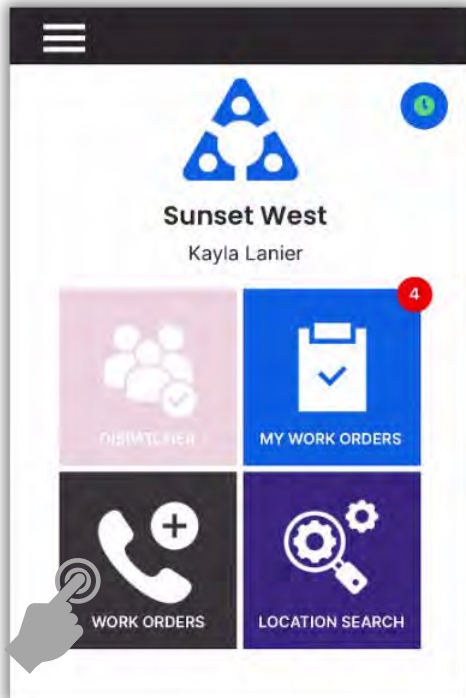
When your work order is created, you will receive a **Success** message! Tap **OK**.



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



### Step 1: Tap New Work Order.



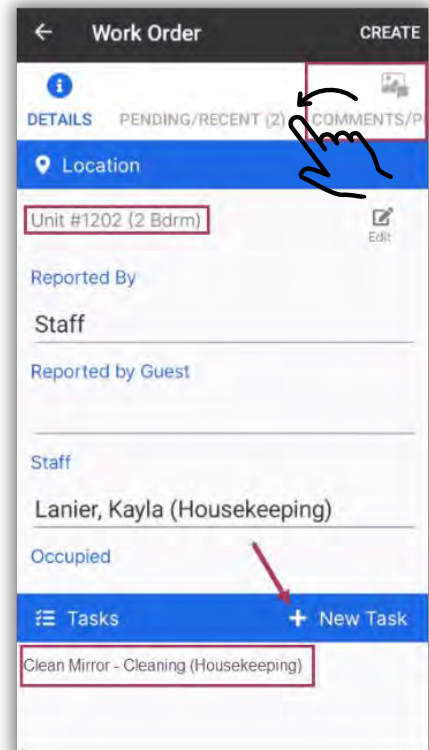
### Step 2: Select the:

- **Location** - that the Work Order is being created for
- **New Task** - that needs to be completed
- **Reported By** - adjust as needed

THEN

Tap **Comments/Photos**.

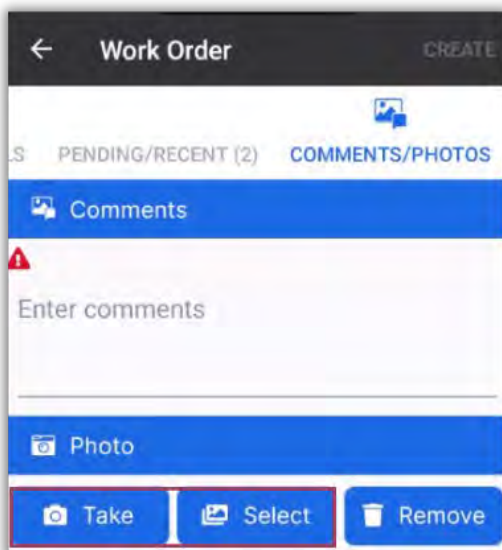
**TIP:** You may need to swipe to access.



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

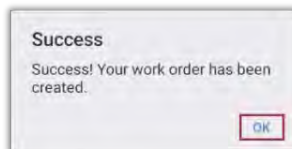


You must enter a **Comment** with a photo.

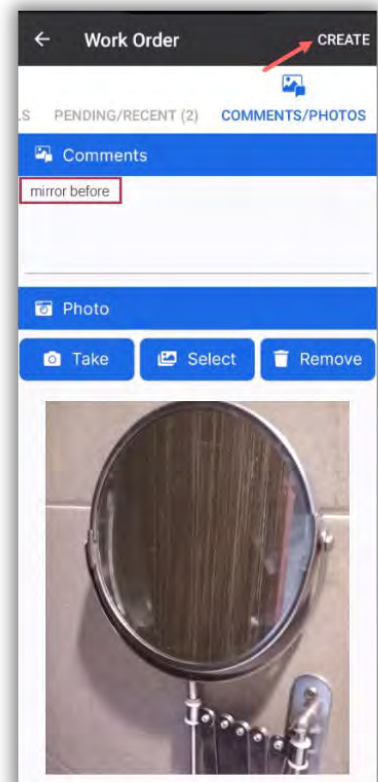


### Step 4: Then, tap **Create** or **Details** to return to the Work Order.

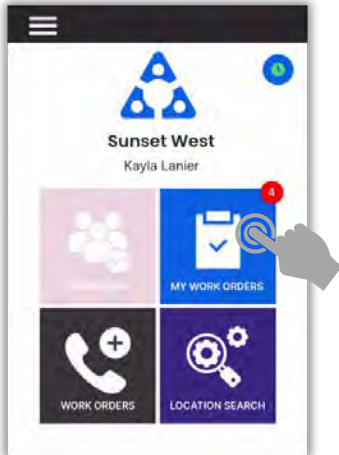
When your work order is created, you will receive a **Success** message! Tap **OK**.



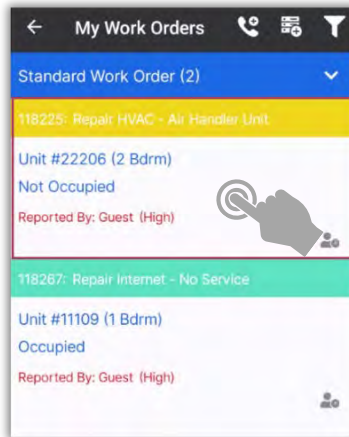
If you need to re-take the photo, click **Remove** and select or take a new photo



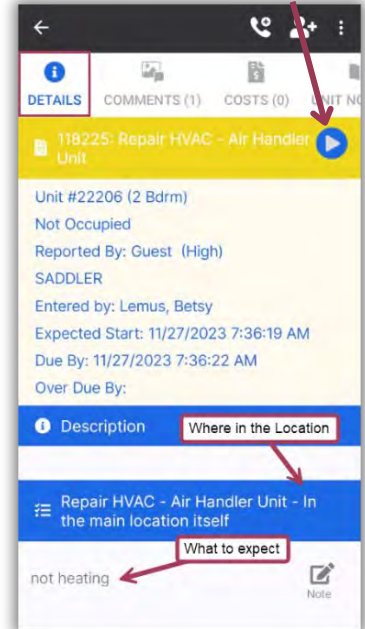
**Step 1: Tap My Work Orders.**



**Step 2: Select a Work Order.**



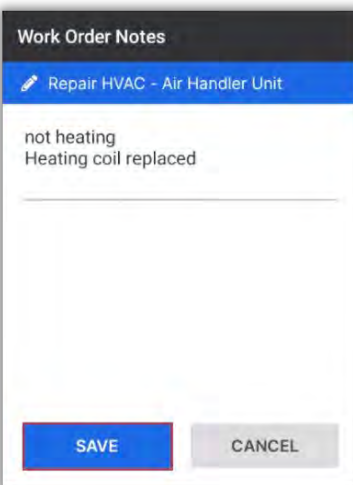
**Step 3: Review Details Screen for important information.**  
Tap **Start** when you begin the work.



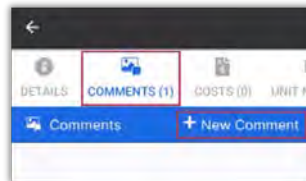
**Step 4: Add additional Notes, if needed.**



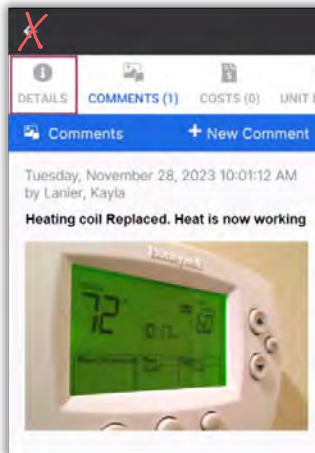
Tap **Save**.



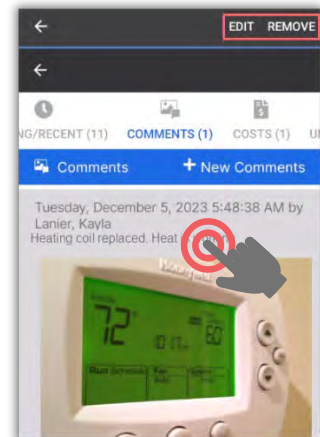
**Step 5: Tap Comments, +New Comment, to add Comments & Photos.** Once entered, tap **Save**.



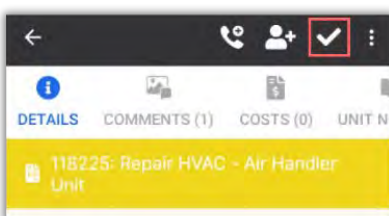
Tap the **Details** button when finished, not the back arrow.



After saving your photo, you can **Edit** or **Remove** it by **pressing and holding** the saved photo.



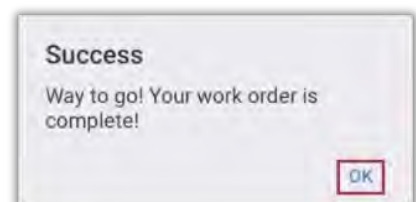
**Step 6: Tap Checkmark to complete.**



Work time is automatically calculated.  
Tap the **Checkmark** again.



**Success! Tap OK.**

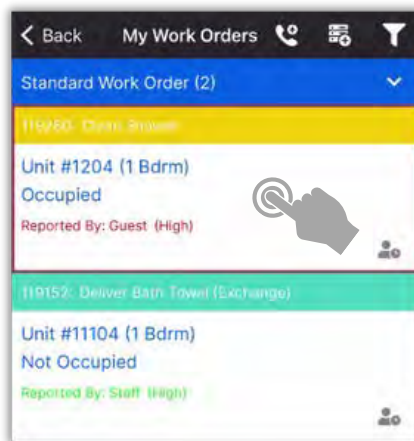




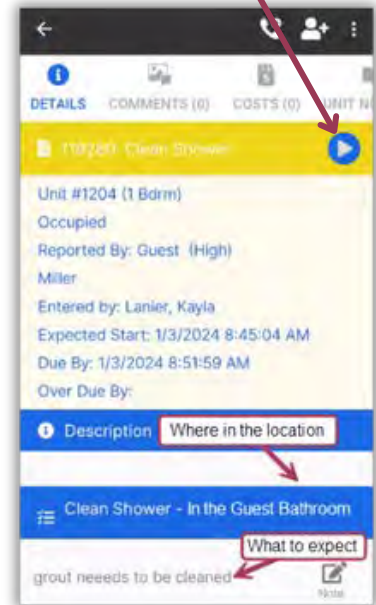
## Step 1: Tap My Work Orders.



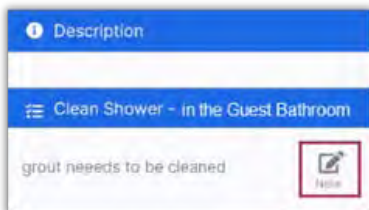
## Step 2: Select a Work Order.



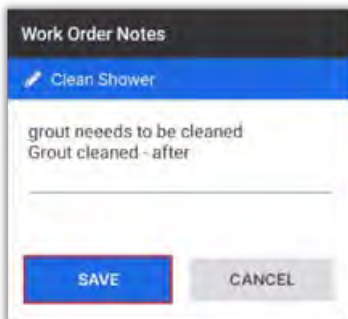
## Step 3: Review Details Screen for important information. Tap **Start** when you begin the work.



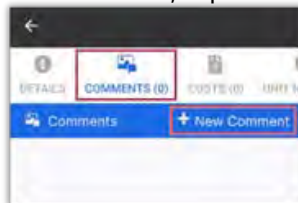
## Step 4: Add additional Notes, if needed.



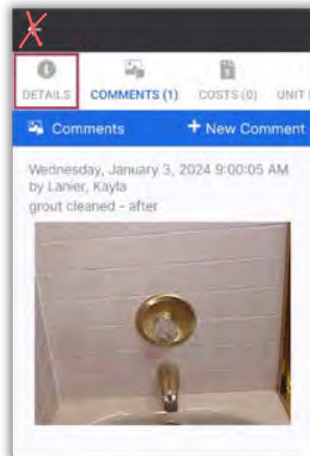
Tap **Save**.



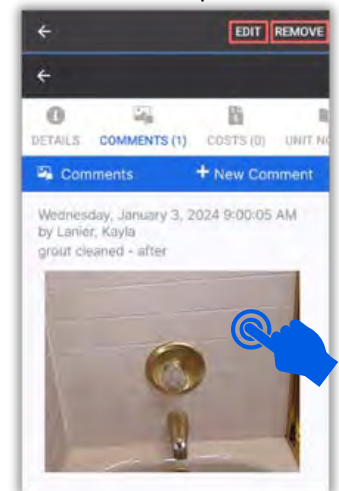
## Step 5: Tap Comments, +New Comment, to add Comments & Photos. Once entered, tap **Save**.



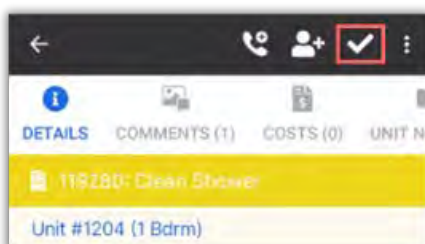
Tap the **Details** button when finished, not the back arrow.



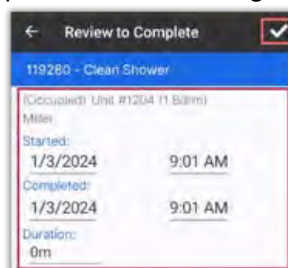
After saving your photo, you can **Edit** or **Remove** by pressing on the saved photo.



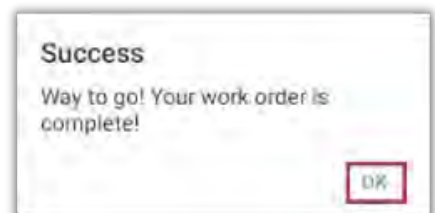
## Step 6: Tap Checkmark to complete.



Work time is automatically calculated. Tap the **Checkmark** again.



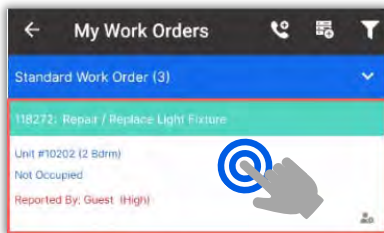
## Success! Tap OK.



## Step 1: Tap My Work Orders.



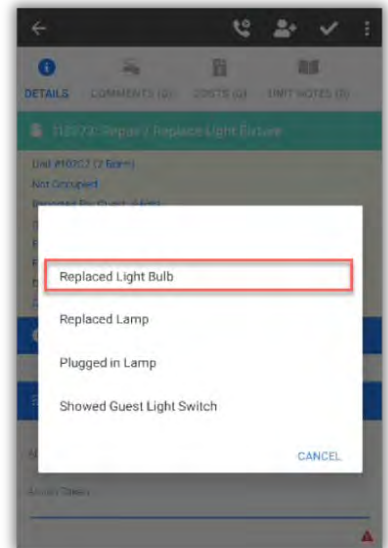
Tap here to open the Work Order you are ready to complete.



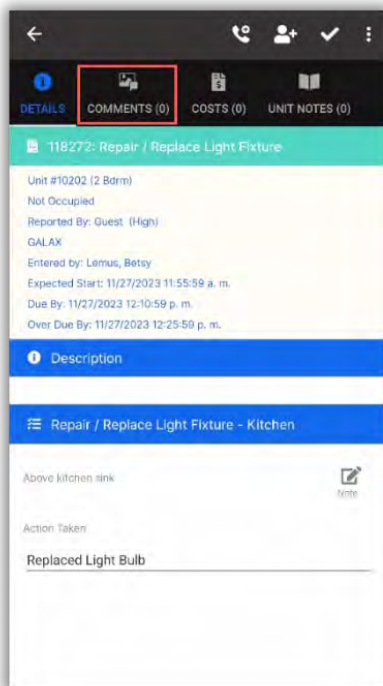
## Step 2: Tap the Action Taken field.



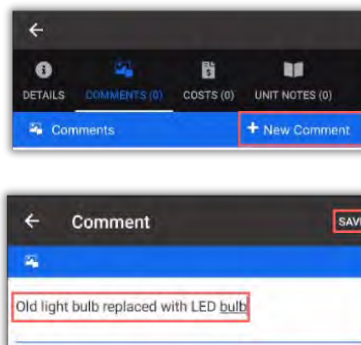
## Step 3: Select the action you took from the list.



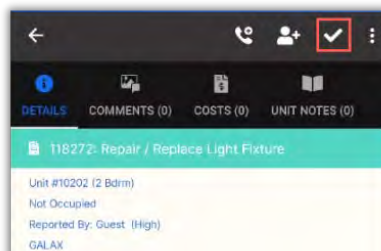
## Step 4: Tap Comments to add comments/photos, if needed.



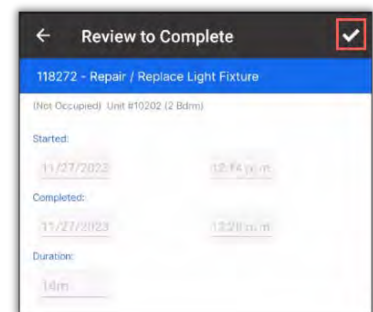
## Step 5: Tap New Comment, enter comment and click Save.



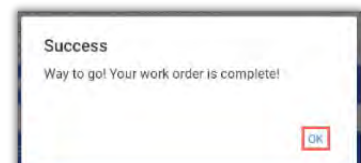
Tap **Details** button, then the **Checkmark** to review.



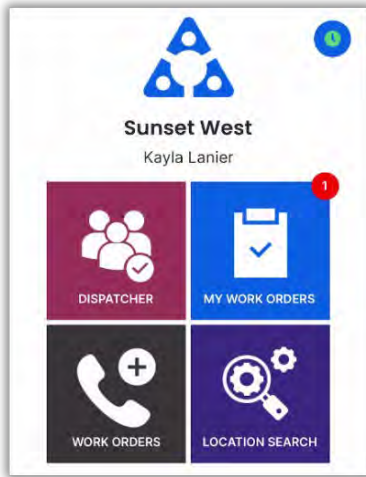
## Step 6: Tap Checkmark to complete.



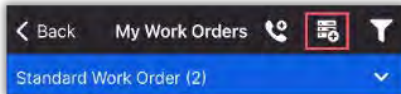
**Success! Tap OK.**



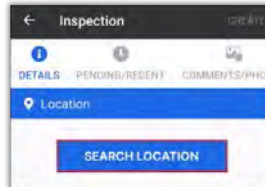
## Step 1: Tap Dispatcher or My Work Orders.



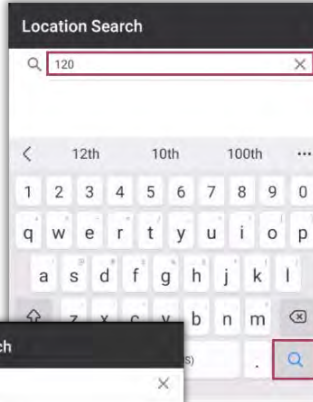
Tap the **List** icon.



## Step 2: Tap Search Location.

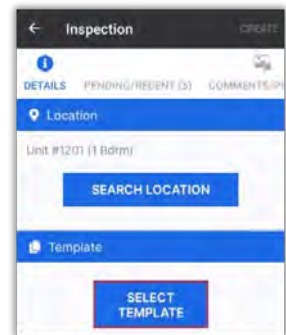


Enter at least 3 Characters.  
Tap **Search**.

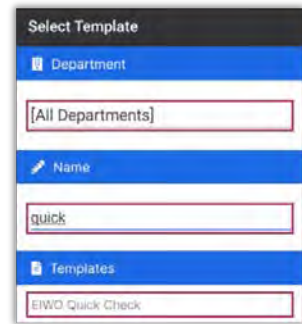


Tap on the **location**.

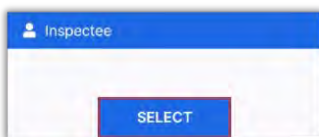
## Step 3: Tap Select Template.



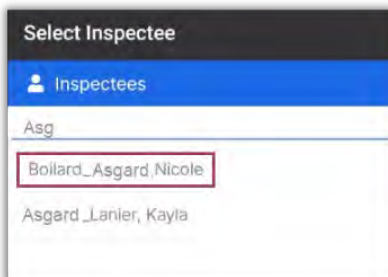
Filter by **Department** or type **Inspection Name**. Tap to select Inspection Template.



## Step 4: If you are inspecting someone's work, tap **Select** to choose the **Inspectee**.

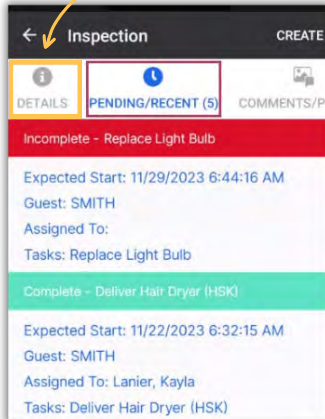


Choose an Inspectee, or type name to filter.



## Step 5: Pending/Recent button indicates any work orders within 14 days.

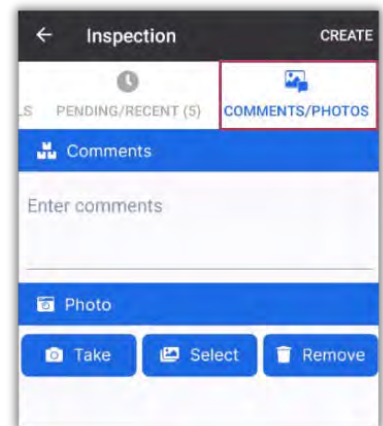
Tap **Details** to return to your inspection, not the Back arrow.



Incomplete in **Red**

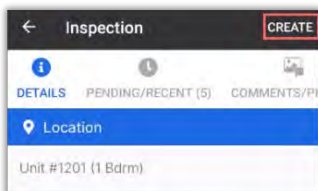
Complete in **Green**

## Step 6: Add **Comments/Photos**, if needed.

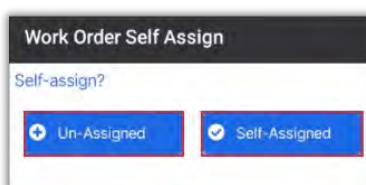


Only one comment/photo can be added at creation.

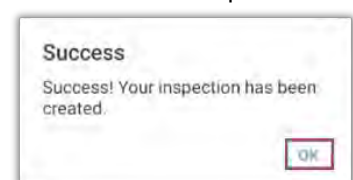
## Step 7: Tap **Create**.



## Tap **Self-Assign** or **Unassign**.

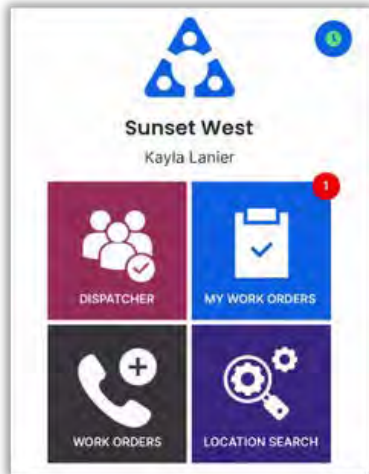


## Success! Tap **OK**.





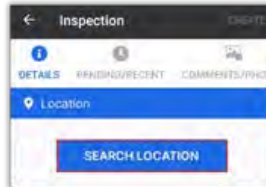
## Step 1: Tap Dispatcher or My Work Orders.



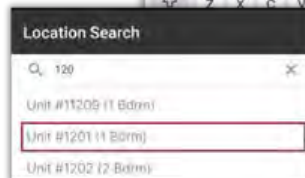
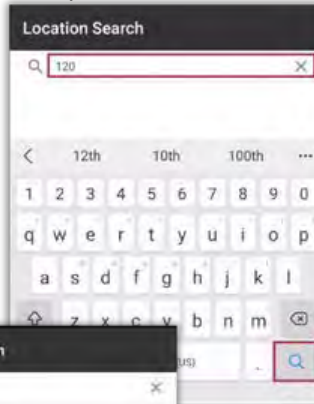
Tap the **List** icon.



## Step 2: Tap Search Location.

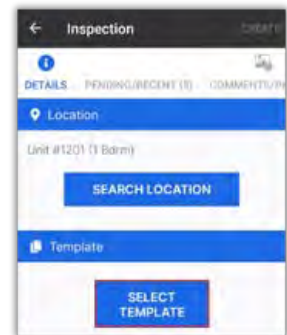


Enter at least 3 Characters.  
Tap **Search**.

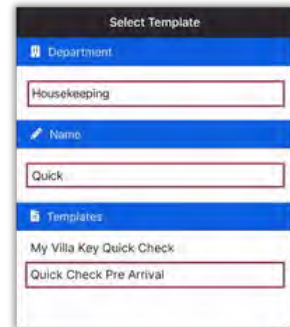


Tap on the **location**.

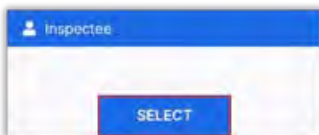
## Step 3: Tap Select Template.



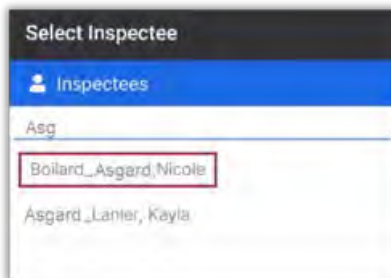
Filter by **Department** or type **Inspection Name**, Tap to select Inspection Template.



## Step 4: If you are inspecting someone's work, tap **Select** to choose the **Inspectee**.

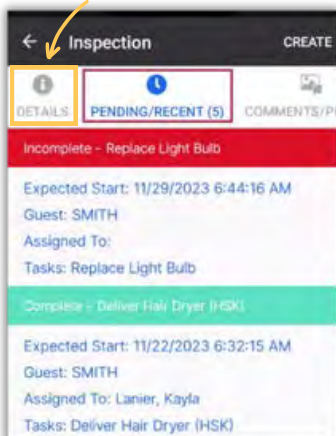


Choose an Inspectee, or type name to filter.



## Step 5: Pending/Recent button indicates any work orders within 14 days.

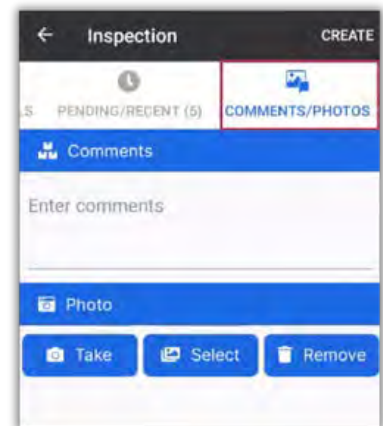
Tap **Details** to return to your inspection, not the Back arrow.



Incomplete in **Red**

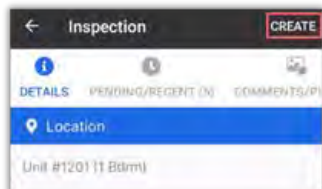
Complete in **Green**

## Step 6: Add **Comments/Photos**, if needed.

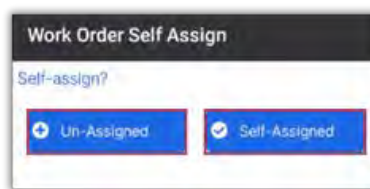


Only one comment/photo can be added at creation.

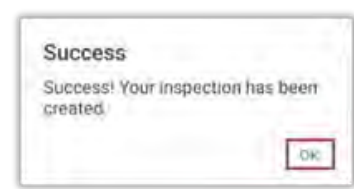
## Step 7: Tap **Create**.



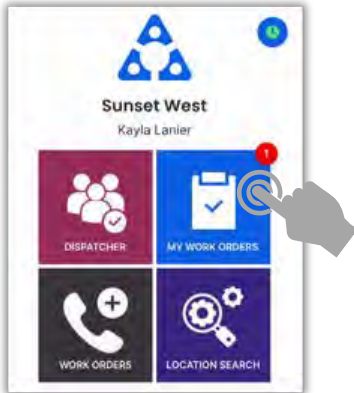
## Tap **Self-Assign** or **Unassign**.



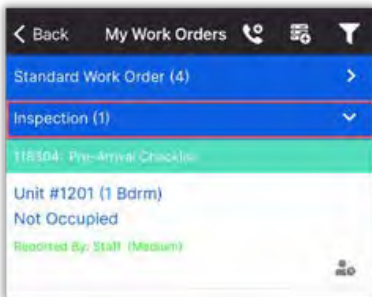
## Success! Tap **OK**.



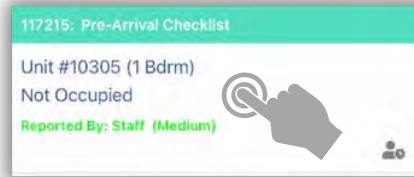
## Step 1: Tap My Work Orders.



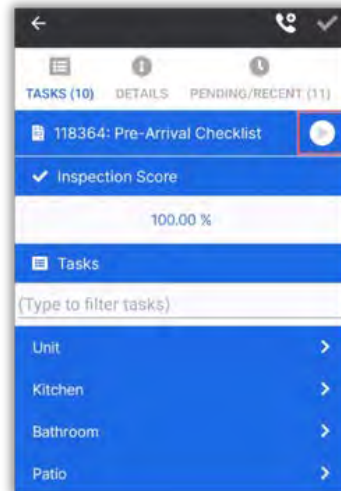
Then the **Inspection Banner**.



## Step 2: Open the Inspection to view the Task List.



Tap **Start**.

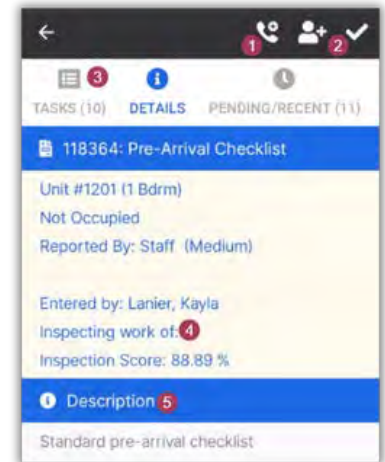


## Step 3: View the work order Details.



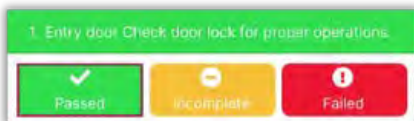
### Details Screen Key:

1. Create Standard Work Order
2. Checkmark to Complete
3. **Return to Task List**
4. Edit Inspected User
5. Description



## Step 4: Update Tasks.

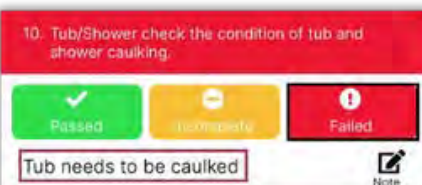
**Passed**



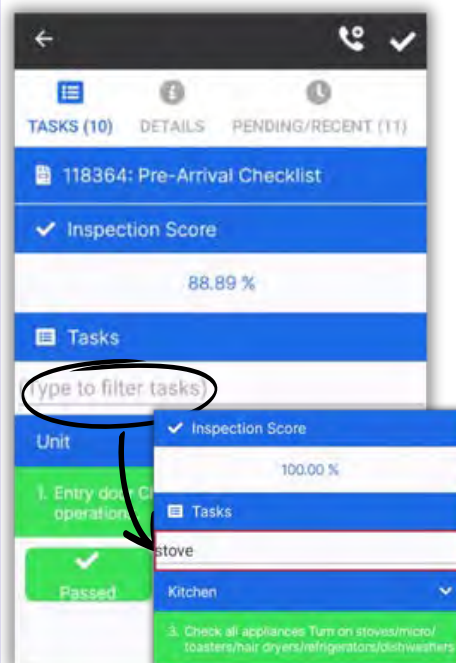
**Incomplete** add skip reason.



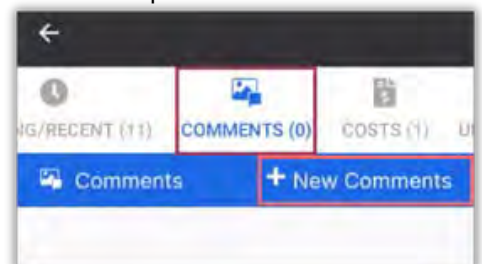
**Failed** always note what failed.



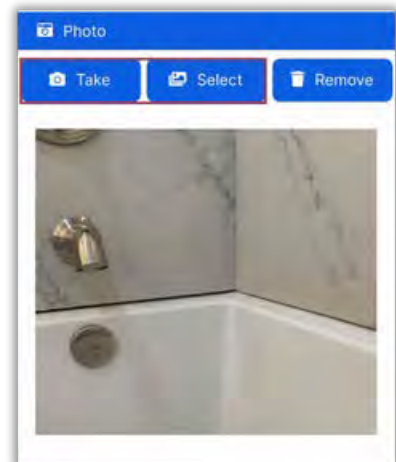
## Step 5: To search for a specific task, tap "Type to filter tasks" below the Tasks header. Start typing the Keyword; the tasks below will automatically filter to match your search.



## Step 6: To add Comments/Photos, tap New Comments.



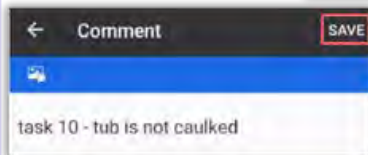
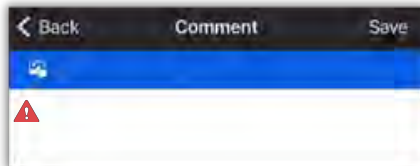
Take a Photo or **Select** from Gallery.



### Step 7: Enter Your **Comment**.



A comment is **required** when adding a photo.

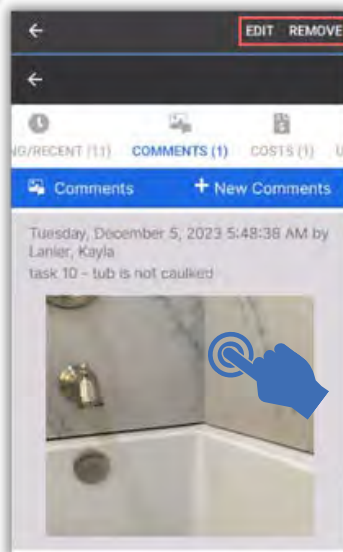


Tap **Save**.

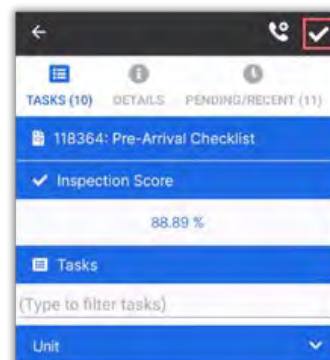
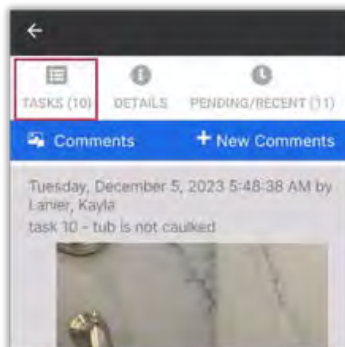


You may want to add the **task number** in the comment for added clarity.

After saving your photo, you can **Edit** or **Remove** it by **pressing and holding** the saved photo/comment.

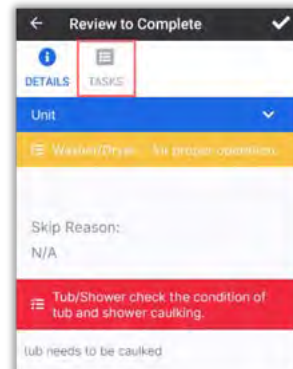
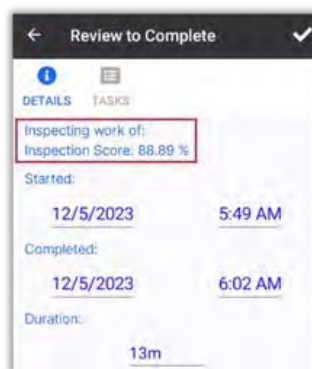


### Step 8: Tap **Tasks** to return to the Task screen, then tap the **Checkmark** to Review.

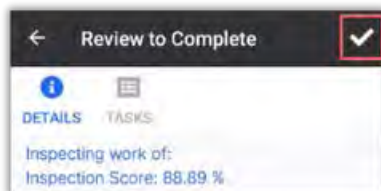


Review the **Score**.

Tap **Tasks** to review the list of **Failed** or **Incomplete** Tasks.



### Step 9: Tap **Checkmark** to Complete.

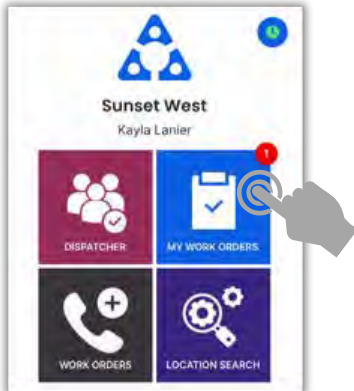


Success! Tap **OK**.

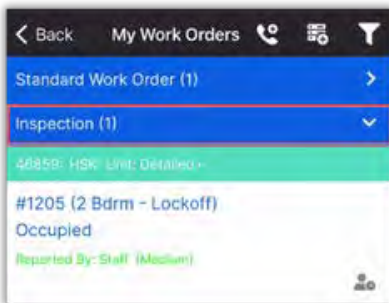




## Step 1: Tap My Work Orders.



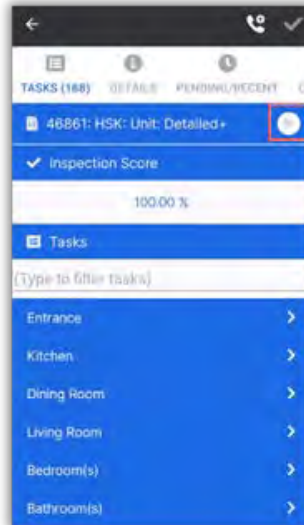
Then the **Inspection Banner**.



## Step 2: Open the Inspection to view the Task List.



Tap **Start**.

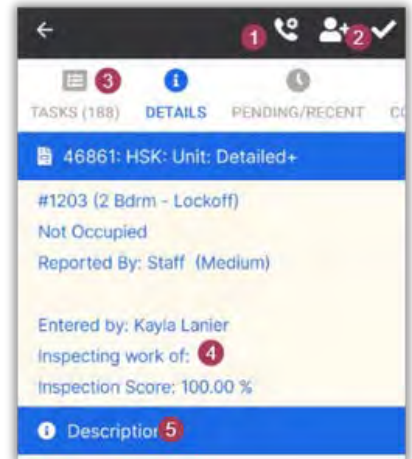


## Step 3: View the work order Details.



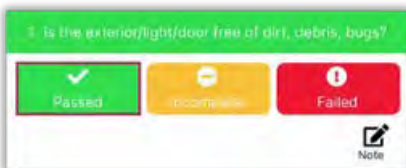
### Details Screen Key:

1. Create Standard Work Order
2. Checkmark to Complete
3. **Return to Task List**
4. Edit Inspected User
5. Description



## Step 4: Update Tasks.

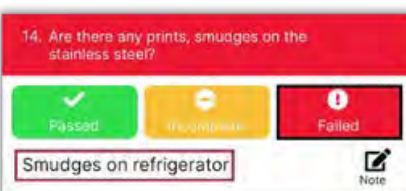
### Passed



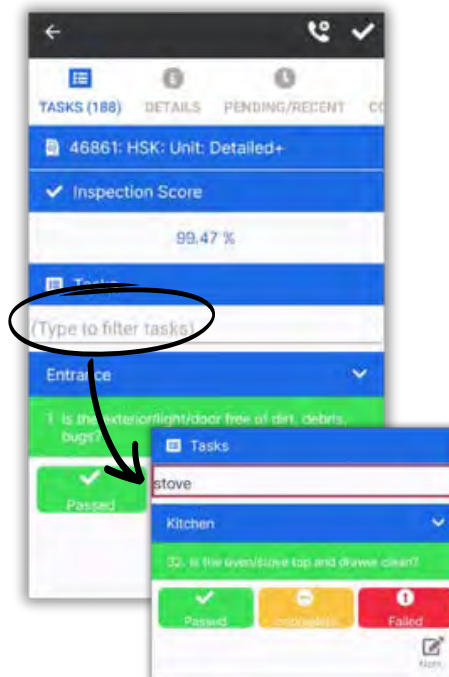
**Incomplete** add skip reason.



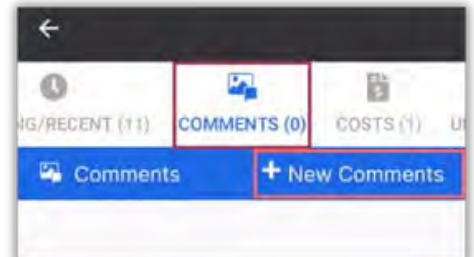
**Failed** always note what failed.



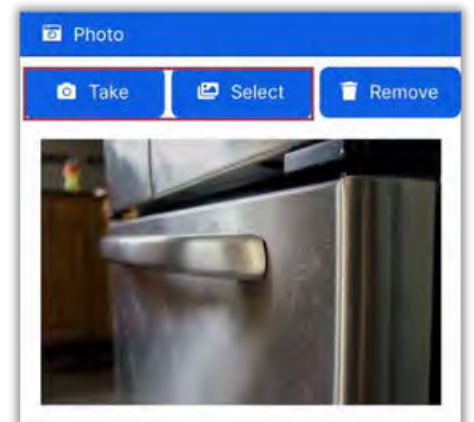
**Step 5:** To search for a specific task, tap "**Type to filter tasks**" below the Tasks header. Start typing the **Keyword**; the tasks below will automatically filter to match your search.



## Step 6: To add Comments/Photos, tap New Comments.



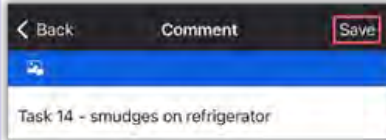
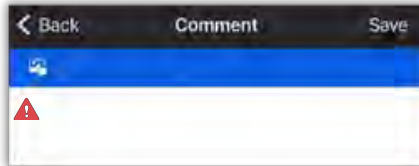
Take a Photo or **Select** from Gallery.



### Step 7: Enter Your **Comment**.



A comment is **required** when adding a photo.

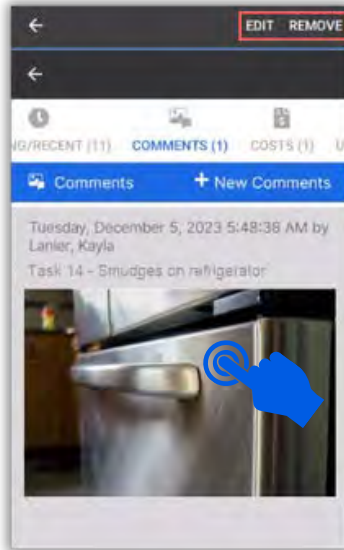


Tap **Save**.

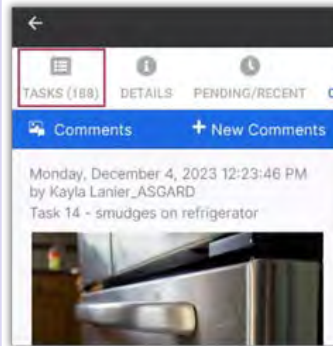


You may want to add the **task number** in the comment for added clarity.

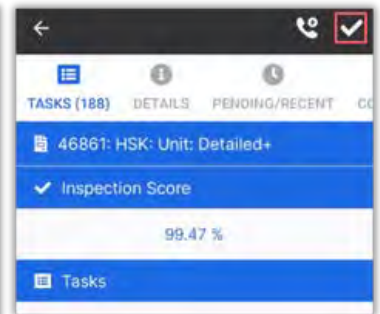
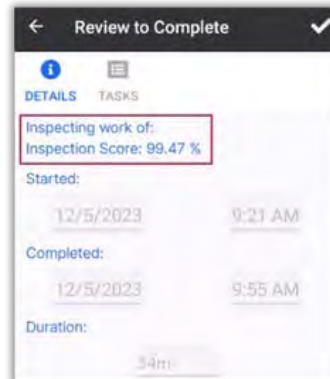
After saving your photo, you can **Edit** or **Remove** it by **pressing and holding** the saved photo/comment.



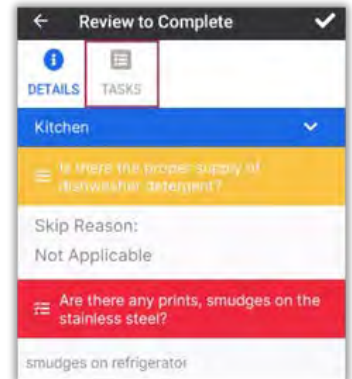
### Step 8: Tap **Tasks** to return to the Task screen, then tap the **Checkmark** to Review.



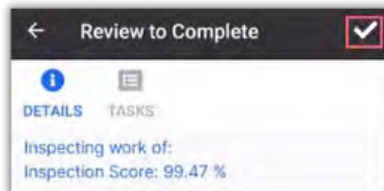
Review the **Score**.



Tap **Tasks** to review list of **Failed** or **Incomplete** Tasks.



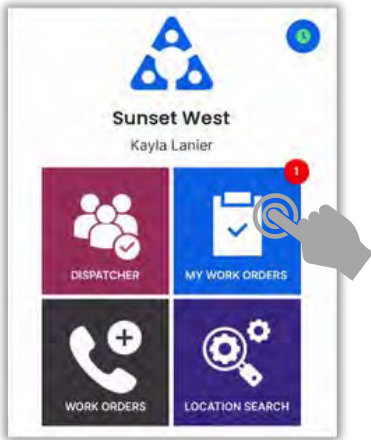
### Step 9: Tap **Checkmark** to Complete.



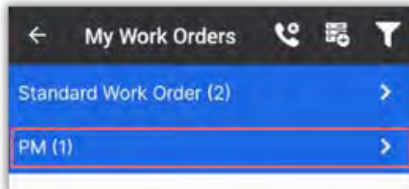
Success! Tap **OK**.



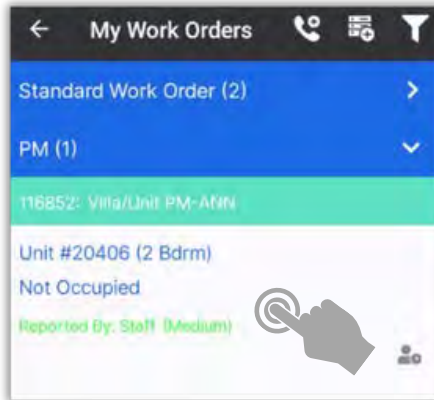
## Step 1: Tap My Work Orders.



Then the **PM Banner**.



## Step 2: Tap to open and view the PM Task List.



## Details and Pending/Recent provide more information.

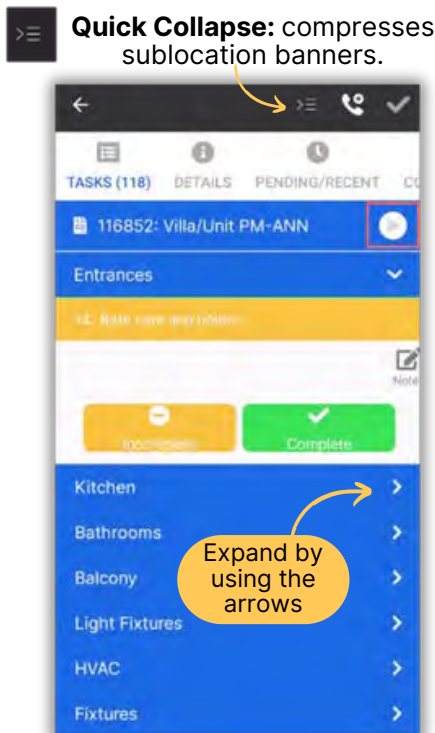


## Step 3: Tap Start.

Task Lists are either:

- Ungrouped
- Grouped by Sublocation

**Quick Collapse:** compresses sublocation banners.



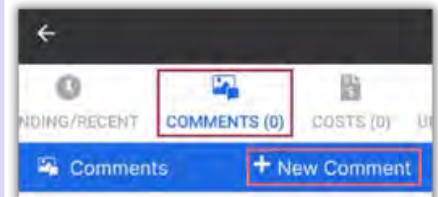
## Step 4: When the work is done, mark each task **Complete**.



Add **Notes**, if needed.

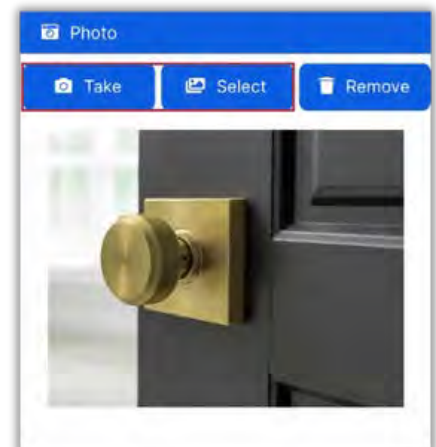


## Step 5: Add Comments/Photos.



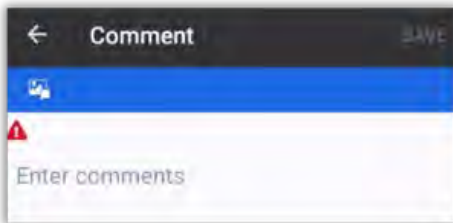
Tap **New Comment**.

Take a **Photo** or **Select** from Gallery.

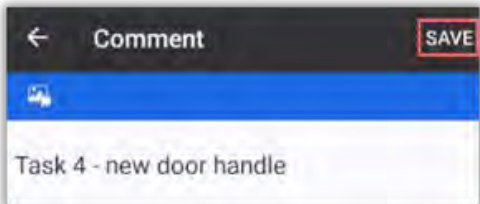





**Step 6: Enter your comment.**



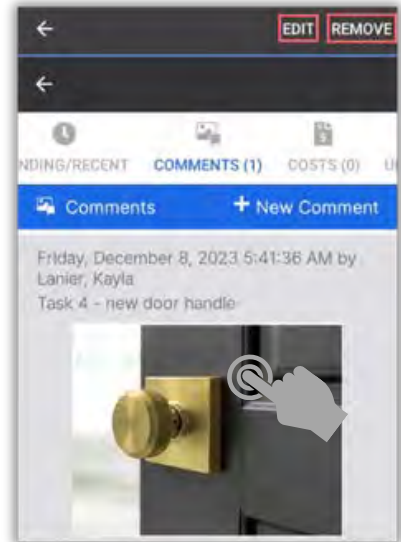
 A **Comment is required** when adding a Photo.



 You may want to add the **task number** in the comment for added clarity.

Once your comment has been added, tap **Save**.

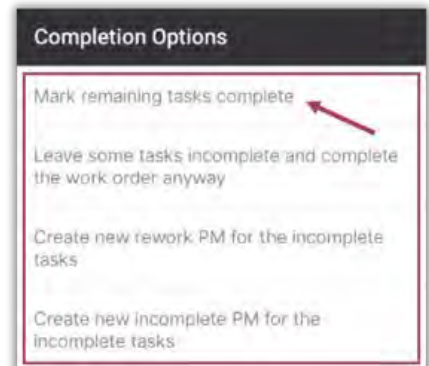
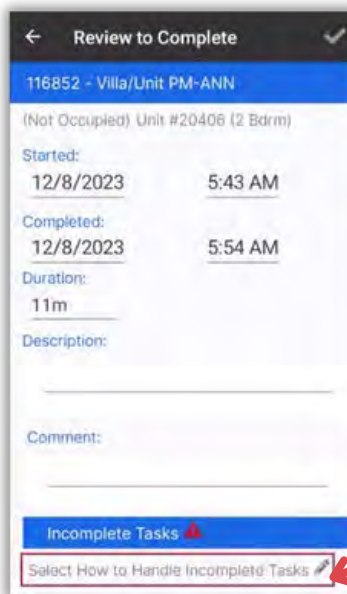
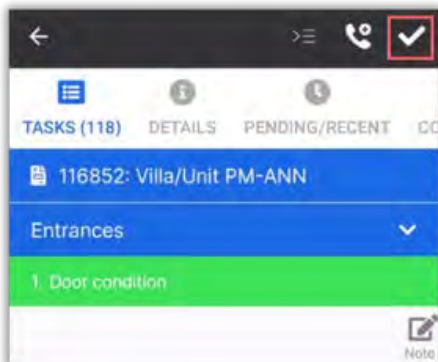
After saving your photo, you can **Edit** or **Remove** it by **pressing and holding** the saved photo.




**Step 7: Tap Checkmark to Review.**

A **warning** will appear if tasks are left **Incomplete**.

Select a **Completion Option**.

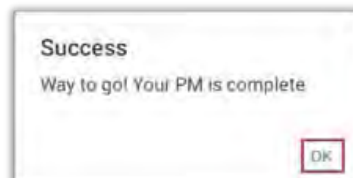
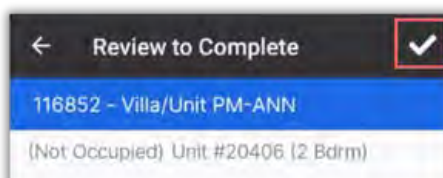


Tap the **pencil icon** to resolve.

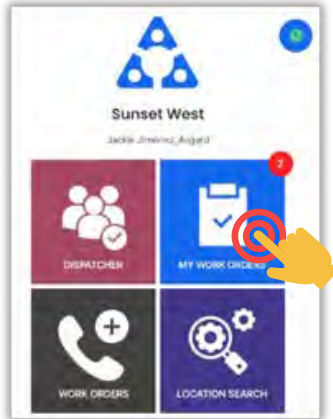
 A PM **cannot** be completed with incomplete tasks.

**Step 8: Tap Checkmark to complete.**

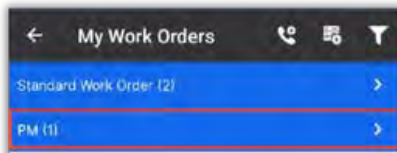
**Success! Tap OK.**



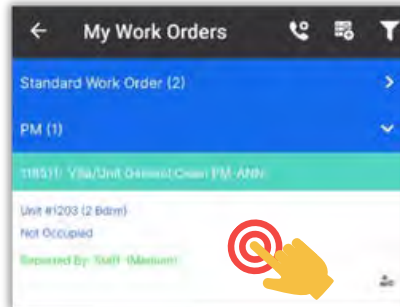
### Step 1: Tap My Work Orders.



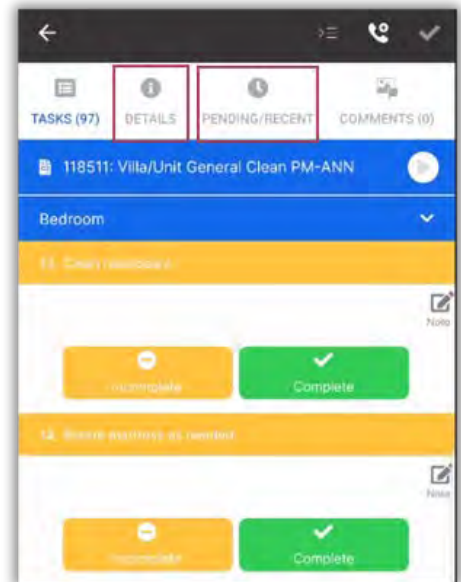
Then the **PM Banner**.



### Step 2: Tap to open and view the PM Task List.



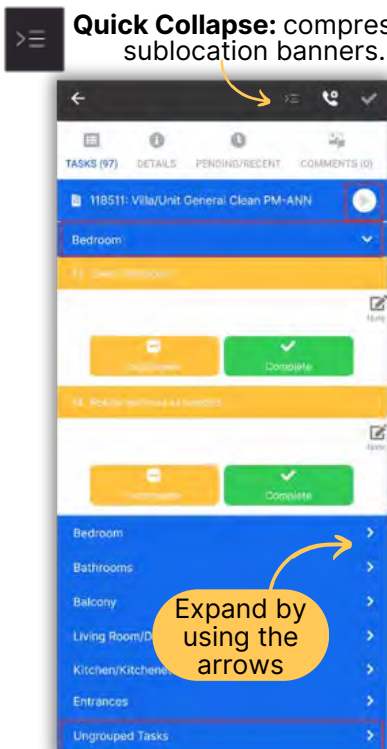
### Details and Pending/Recent provide more information.



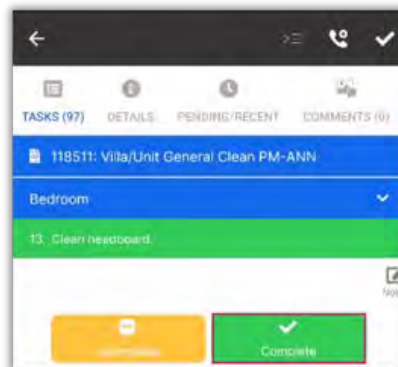
### Step 3: Tap Start.

- Task Lists are either:
- Ungrouped
- Grouped by Sublocation

**Quick Collapse:** compresses sublocation banners.



### Step 4: When the work is done, mark each task Complete.



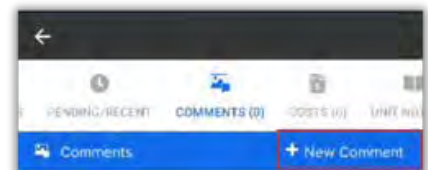
Add **Notes**, if needed.



### Step 5: Add Comments/Photos.



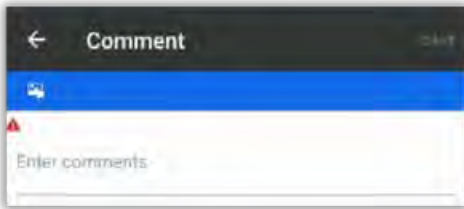
Tap **New Comment**.



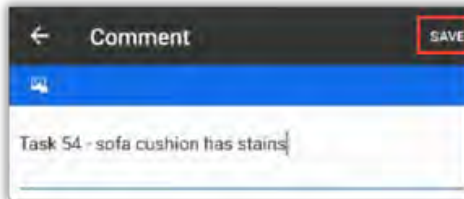
Take a **Photo** or **Select** from Gallery.



**Step 6: Enter your comment.**



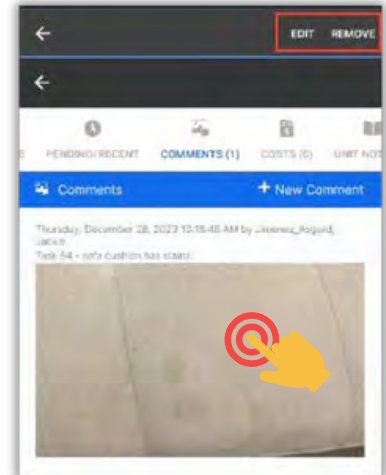
⚠️ A **Comment is required** when adding a Photo.



💡 You may want to add the **task number** in the comment for added clarity.

Once your comment has been added, tap **Save**.

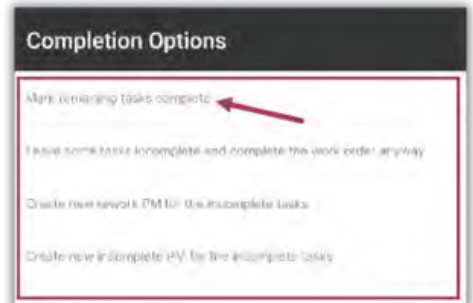
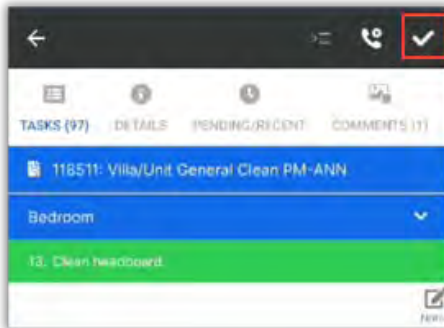
After saving your photo, you can **Edit** or **Remove** it by **pressing** on the saved photo.



**Step 7: Tap Checkmark to Review.**

A **warning** will appear if tasks are left **Incomplete**.

Select a **Completion Option**.

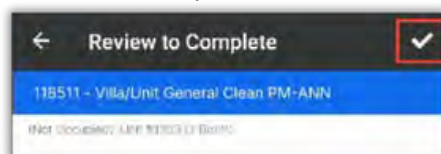


Tap the **pencil icon** to resolve.

⚠️ A PM **cannot** be completed with incomplete tasks.

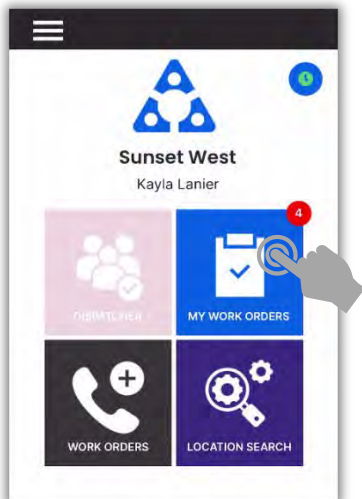
**Step 8: Tap Checkmark to complete.**

**Success! Tap OK**





### Step 1: Tap My Work Orders.



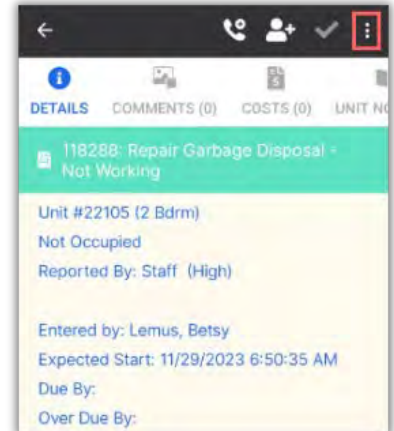
Open a Work Order.



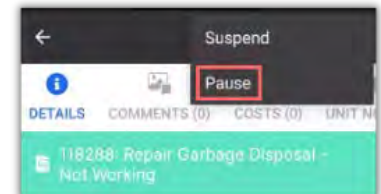
### Step 2: Work Orders must be Started in order to be Paused. Tap the Start icon.



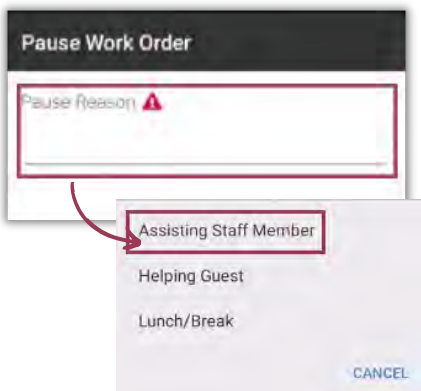
### Step 3: Tap the Three Dots to pause the work order.



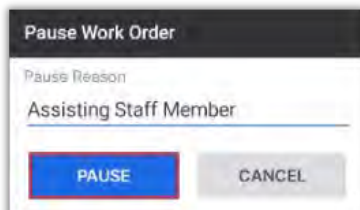
Then select **Pause** to pause **work time**.



### Step 4: Select a Pause Reason.

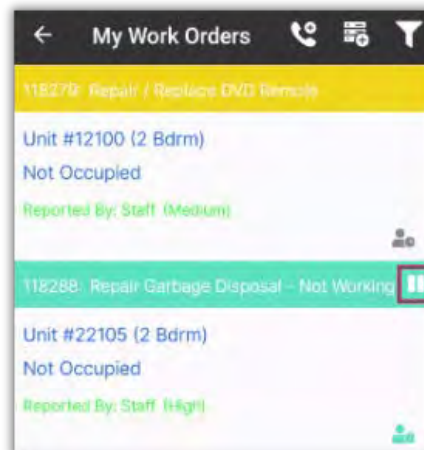


Tap **Pause**.



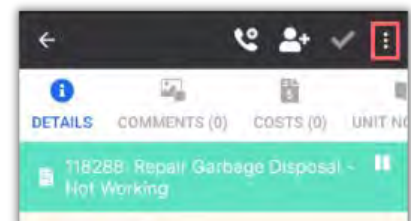
If there are *no* Pause Reasons listed, your organization has elected not to allow the Pause functionality

### Step 5: Paused Work Orders will be marked by the Pause symbol on the Work Order's banner.

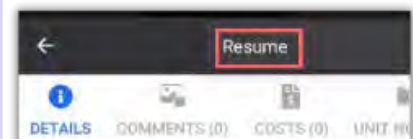


**!** Since the Pause feature **only** **pauses work time**, work orders **can** go overdue during the paused period.

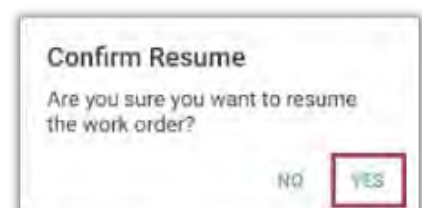
### Step 6: To resume the Work Order, Tap the **three dots**.



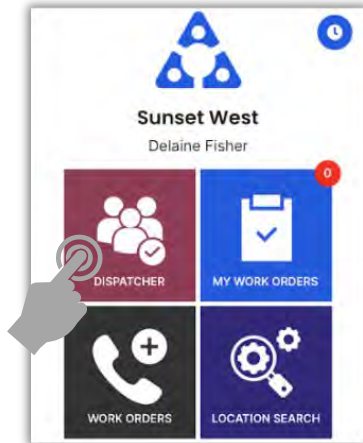
Tap **Resume**.



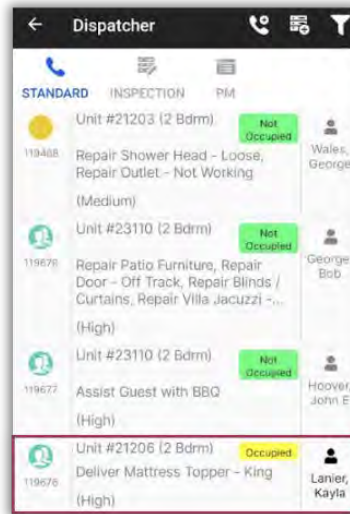
Tap **Yes** to Confirm Resume.



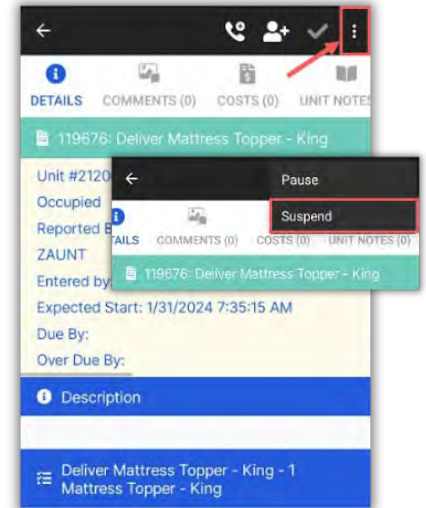
**Step 1:** Tap **Dispatcher** from the Home Screen.



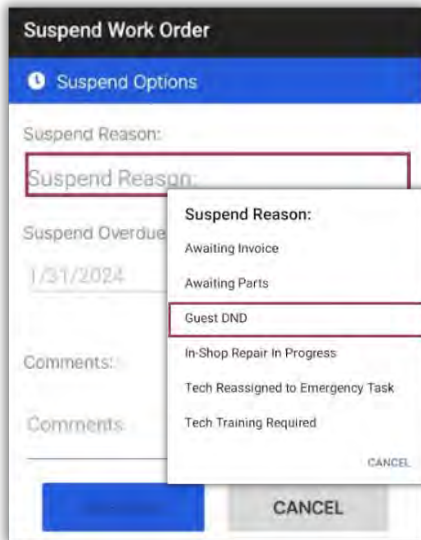
**Step 2:** Tap to open Work Order.



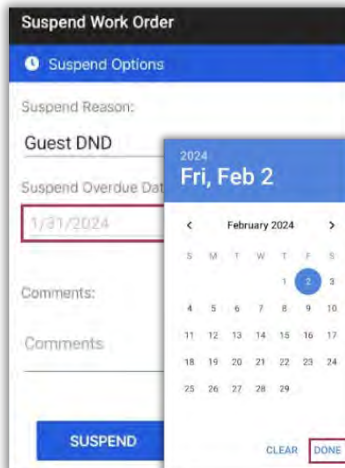
**Step 3:** Tap the **Three Dots** and select **Suspend**.



**Step 4:** Select a **Suspend Reason**.

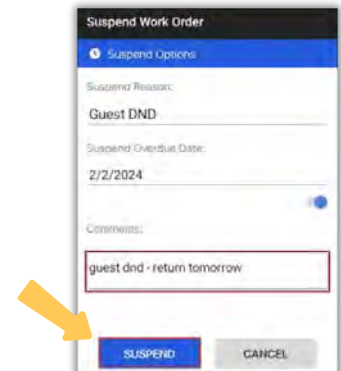


**Step 5:** If necessary, tap **Suspend Overdue Date** to change Overdue Date.

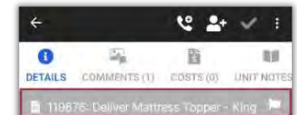


Select a new date, click **Done**

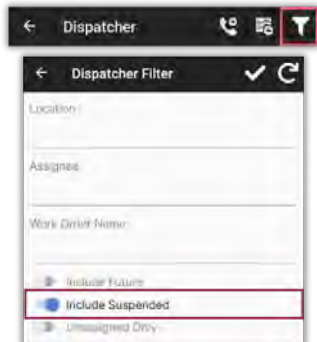
**Step 6:** Add **Comments** for additional insight and clarification.



Suspended Work Orders have a Gray or Blue Banner

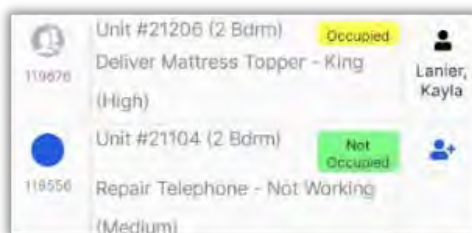


**Step 7:** To view Suspended work orders, **Filter** for **Include Suspended**.

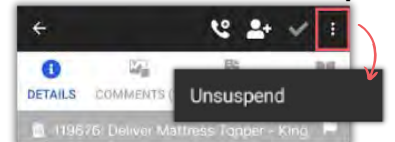


The Dispatcher List shows:

**Gray Circle** for **Suspended**  
**Blue Circle** for **Overdue Suspended**



**Step 8:** To Unsuspend a work order, tap the **Three Dots** and select **Unsuspend**.



Tap **YES** to Confirm **Unsuspend**

