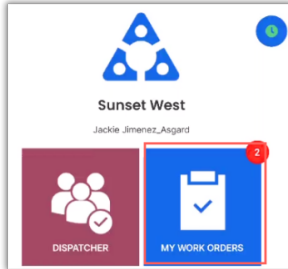**asgard**
Learning Portal

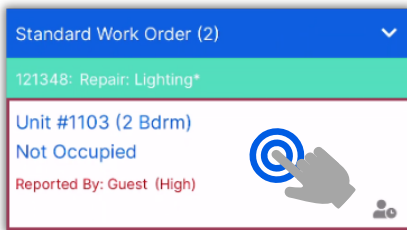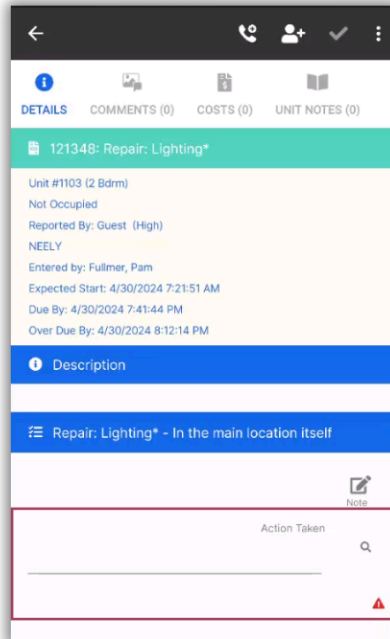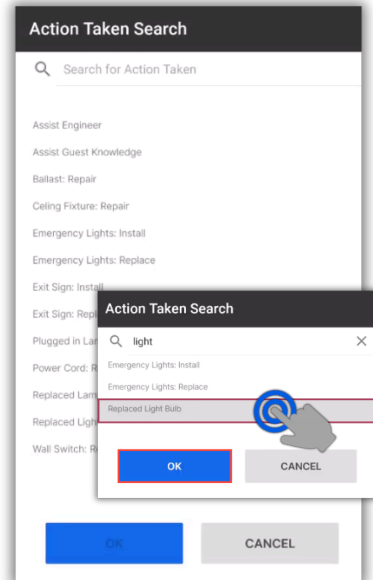**Step 1:** Tap **My Work Orders.**

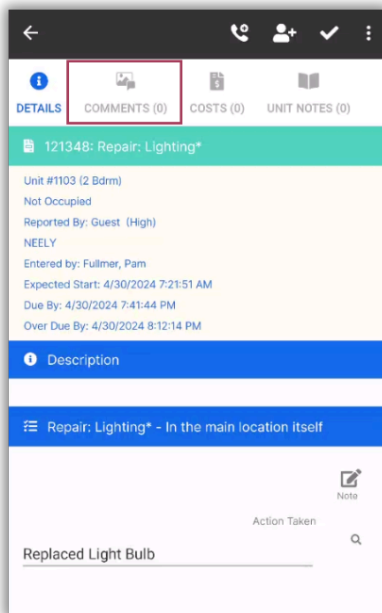Tap here to open the Work Order you are ready to complete.

Step 2: Tap on the white space under the Action Taken header to utilize the **Keyword Filter.**
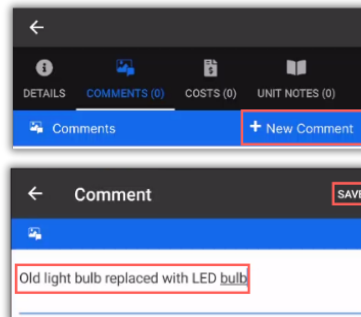
Step 3: Type the keyword for the **action** you took.
The available Action Taken options will automatically filter. You must **tap** to select the appropriate **Action Taken**.
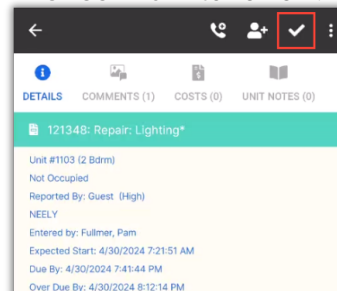
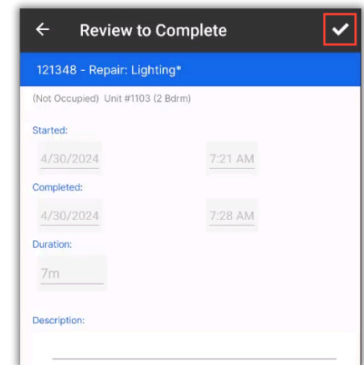**Step 4:** Tap **Comments** to add comments/photos, as needed.

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

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

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

Success! Tap OK.