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

One Valley Lodge
Jackie Jimenez_Asgard

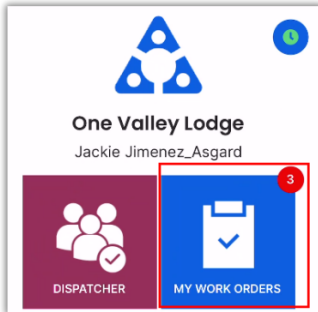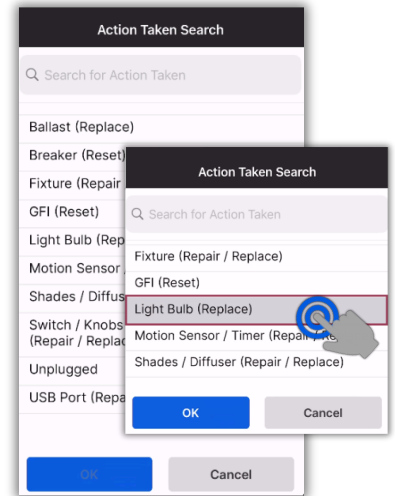DISPATCHER | MY WORK ORDERS

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

Standard Work Order (3)
70186: Repair: Lighting (AT)
Unit #1103 (1 Bdrm)
Not Occupied
Reported By: Guest (Medium)
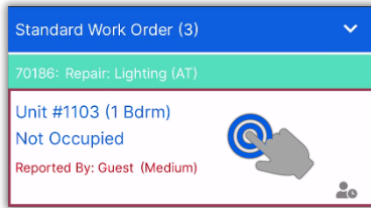
Step 2: Tap on the white space under the Action Taken header to utilize the **Keyword Filter**.

My Work Orders

70186: Repair: Lighting (AT)
Unit #1103 (1 Bdrm)
Not Occupied
Reported By: Guest (Medium)
NEELY
Entered by: Lemus, Betsy
Expected Start: 5/28/2024 1:12:38 PM
Due By:
Over Due By:

Description

Repair: Lighting (AT) - In the main location itself

Note

Action Taken

Details | Comments (0) | Costs (0) | Unit Notes (0)
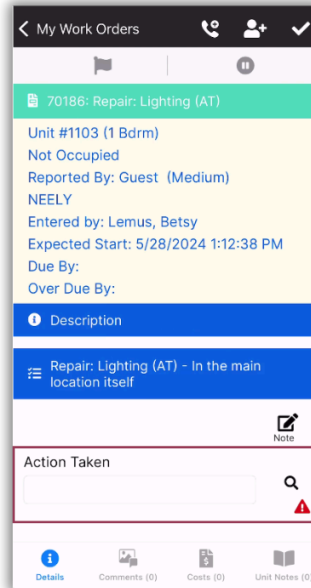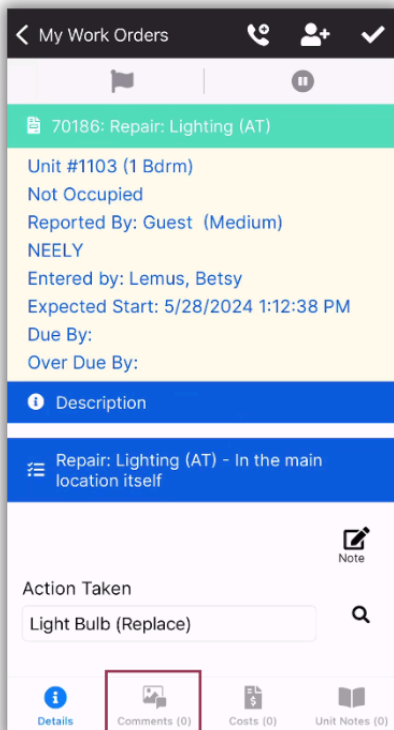
Step 3: Type the keyword for the **action** you took.
The available Action Taken options will automatically filter. You must **tap** to select the appropriate **Action Taken**.
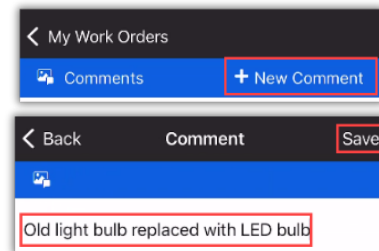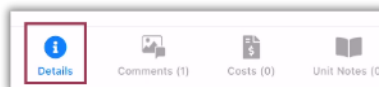
Action Taken Search

Search for Action Taken

Ballast (Replace)
Breaker (Reset)
Fixture (Repair
GFI (Reset)
Light Bulb (Rep
Motion Sensor
Shades / Diffus
Switch / Knobs (Repair / Repla
Unplugged
USB Port (Repa

Action Taken Search

Search for Action Taken

Fixture (Repair / Replace)
GFI (Reset)
Light Bulb (Replace)
Motion Sensor / Timer (Repair
Shades / Diffuser (Repair / Replace)

OK | Cancel

OK | Cancel

Tap **OK**

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

My Work Orders

70186: Repair: Lighting (AT)
Unit #1103 (1 Bdrm)
Not Occupied
Reported By: Guest (Medium)
NEELY
Entered by: Lemus, Betsy
Expected Start: 5/28/2024 1:12:38 PM
Due By:
Over Due By:

Description

Repair: Lighting (AT) - In the main location itself

Note

Action Taken

Light Bulb (Replace)

Details | Comments (0) | Costs (0) | Unit Notes (0)

Step 5: Tap **New Comment,** enter comments or photos and tap **Save.**

My Work Orders
Comments | + New Comment

Back | Comment | Save

Old light bulb replaced with LED bulb

Tap **Details** button.

Details | Comments (1) | Costs (0) | Unit Notes (0)

Then the **Checkmark** to review.

My Work Orders

70186: Repair: Lighting (AT)
Unit #1103 (1 Bdrm)
Not Occupied
Reported By: Guest (Medium)
NEELY
Entered by: Lemus, Betsy
Expected Start: 5/28/2024 1:12:38 PM
Due By:
Over Due By:
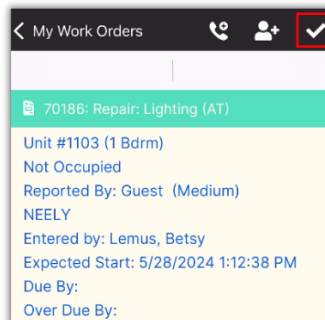
Step 6: Tap **Checkmark** to complete.

Back | Review to Complete

70186 - Repair: Lighting (AT)
(Not Occupied) Unit #1103 (1 Bdrm)
Started:
5/28/2024 | 1:35 PM
Completed:
5/28/2024 | 1:38 PM
Duration:
2m
Description:

Success! Tap OK.

Success
Way to go! Your work order is complete!

OK