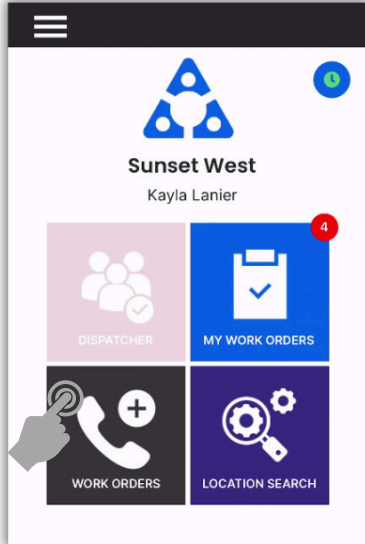
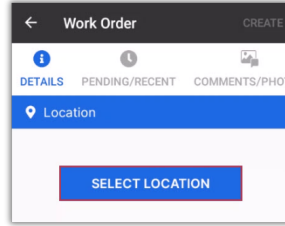


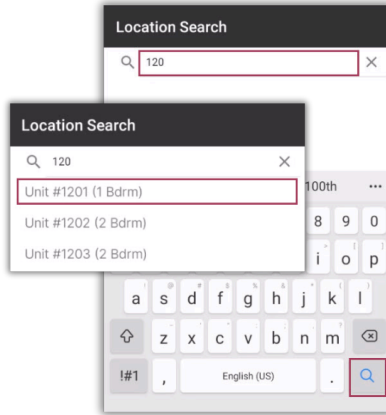
### Step 1: Tap the Work Orders tile.



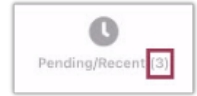
### Step 2: Tap Select Location.



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



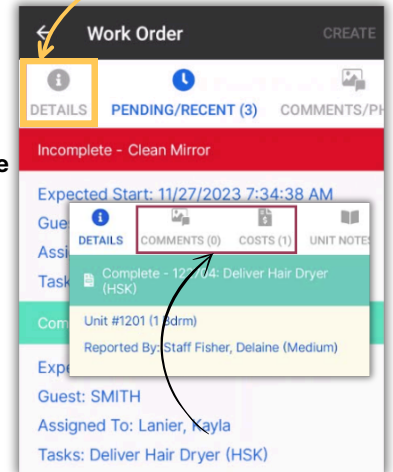
### Step 3: Pending/Recent button indicates any work order within 14 days.



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

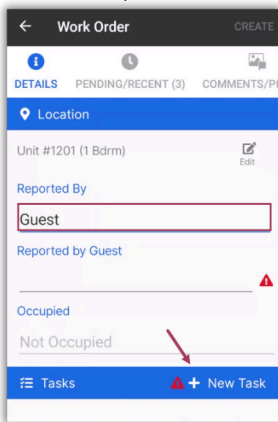
Incomplete

Complete



**TIP!** Tap to open and view work order specifics

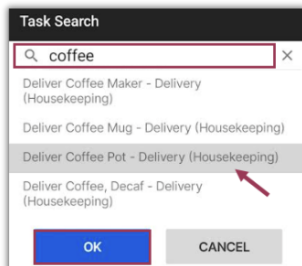
### Step 4: Tap to switch Reported By to Guest or Staff, as needed. If you choose Guest, the Guest Name is Required.



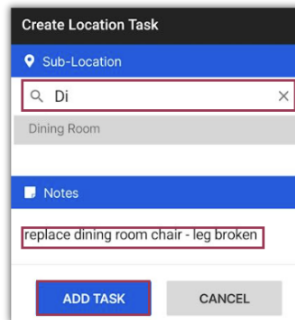
The name of the user entering the work order will automatically populate in the Staff field.

Tap **New Task**.

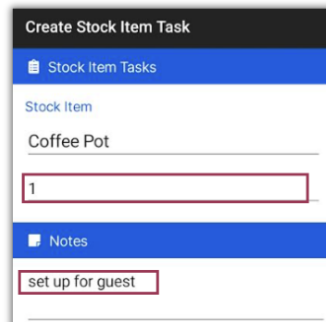
Add keyword(s) to Search field, Tap on the Task to select, Tap **OK**.



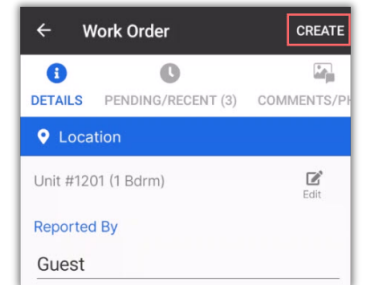
### Step 5: Add Sub-Location using the search bar or scrolling through the list.



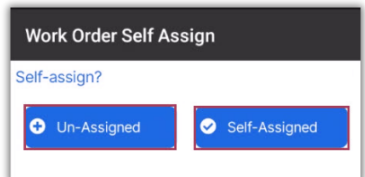
In the **Notes** field, add Quantity and/or additional information as needed.



### Step 6: Tap Create.



Tap the appropriate **Assignment** button.



**Success! Tap OK.**

**Success**

Success! Your work order has been created.

OK