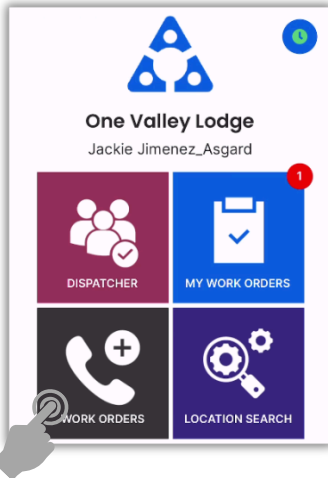
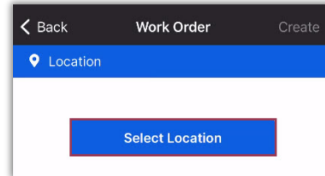


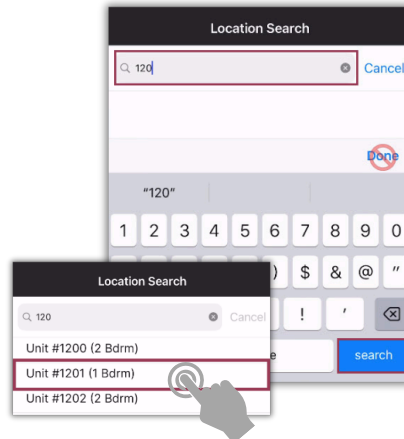
### Step 1: Tap the Work Orders tile.



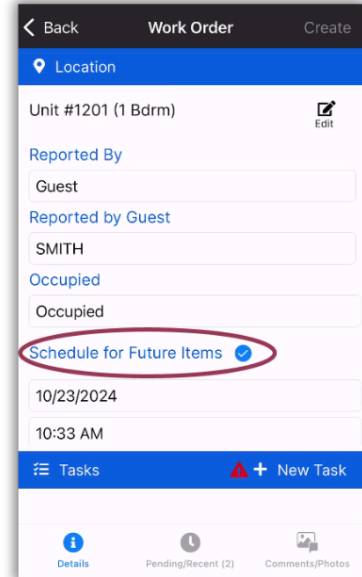
### Step 2: Tap Select Location.



Enter at least 3 characters, then select "Search." You must tap on the selected location.

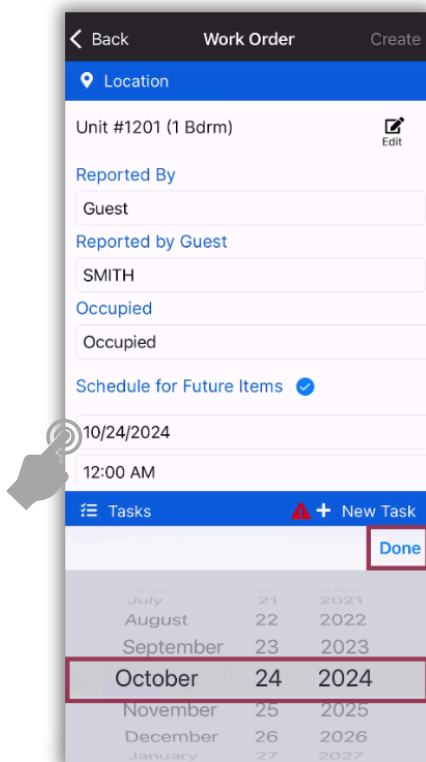


### Step 3: Click Schedule for Future Items to create a future work order.

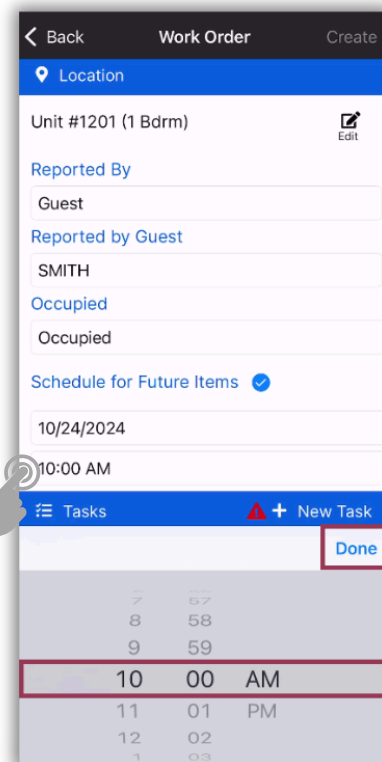


The date and time defaults to the current date.

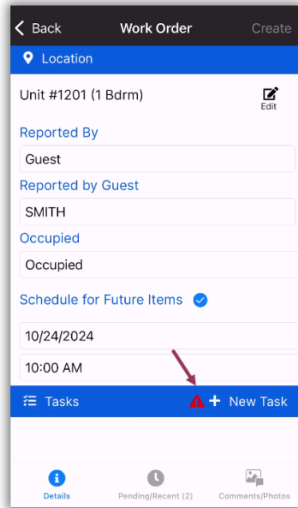
### Step 4: Tap on the Date or Time to change as needed.



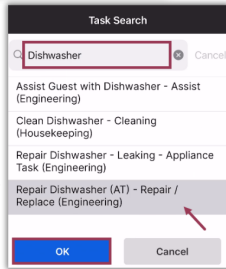
Next, tap Done.



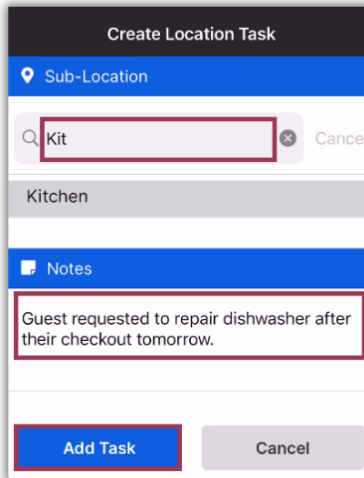
**Step 5: Tap New Task to create a Work Order..**



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

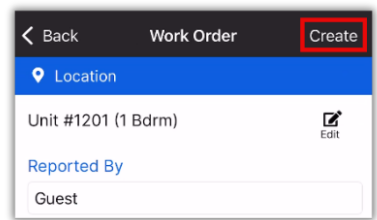


**Step 6: Add Sub-Location using the search bar or scrolling through the list.**

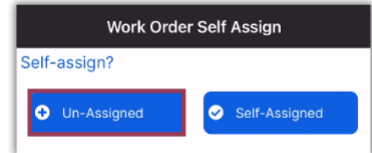


In the **Notes** field, add **Quantity** and/or additional information as needed. Next, click on **Add Task**.

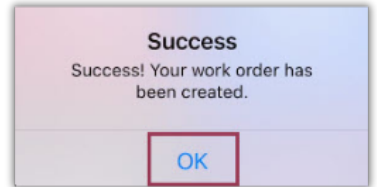
**Step 7: Tap Create.**



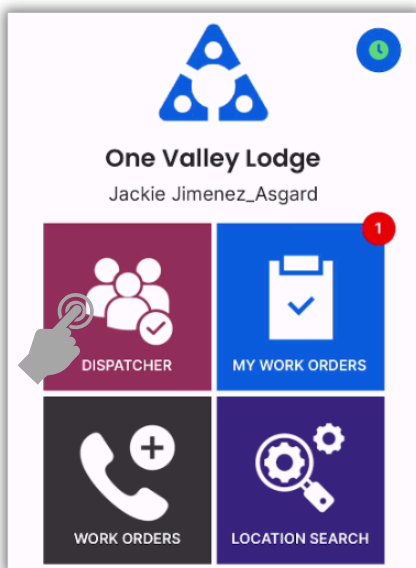
Recommend leaving Future Work Orders **Un-Assigned**.



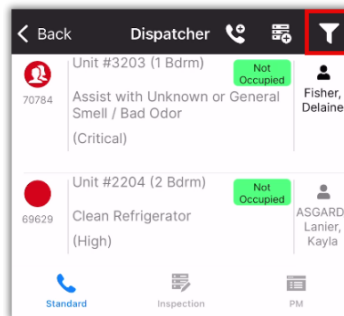
**Success! Tap OK.**



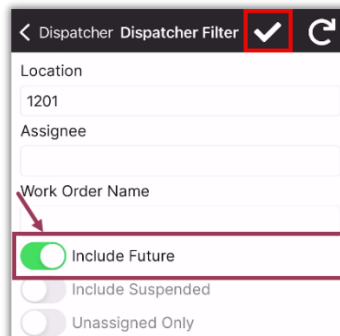
**Step 8: Tap Dispatcher, to view & manage Future Work Orders.**



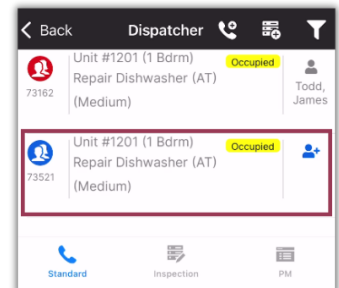
**Step 9: Tap the Funnel to open the Dispatcher Filter.**



To include future work orders, toggle the **Include Future** button, then tap the **Checkmark** to confirm.



**Step 10: The Dispatcher screen will now display Future Work Orders.**



**Important** Filters will persist until you change any parameters or tap the **Reset Button**.

