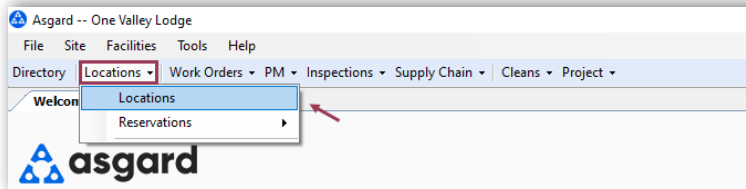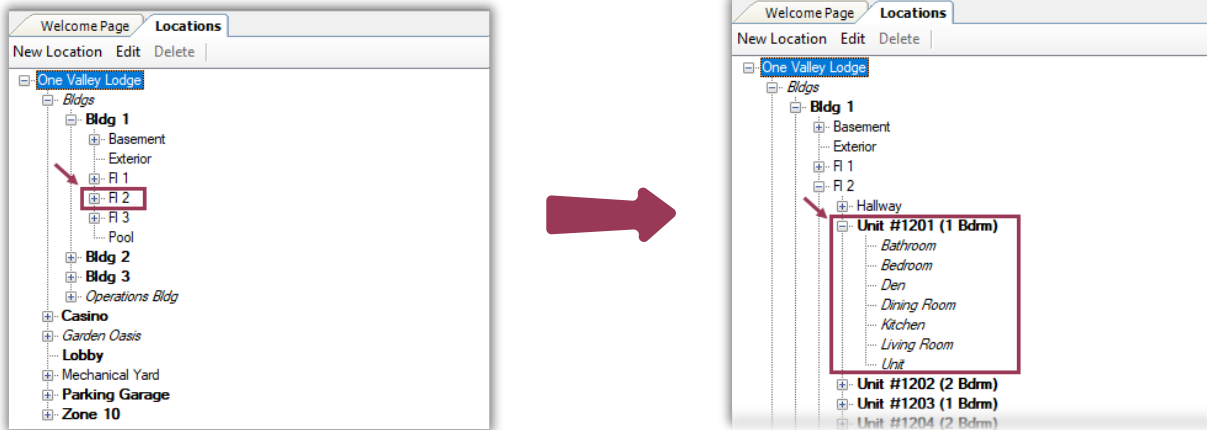**Step 1:** From the Locations drop-down menu, select **Locations**.
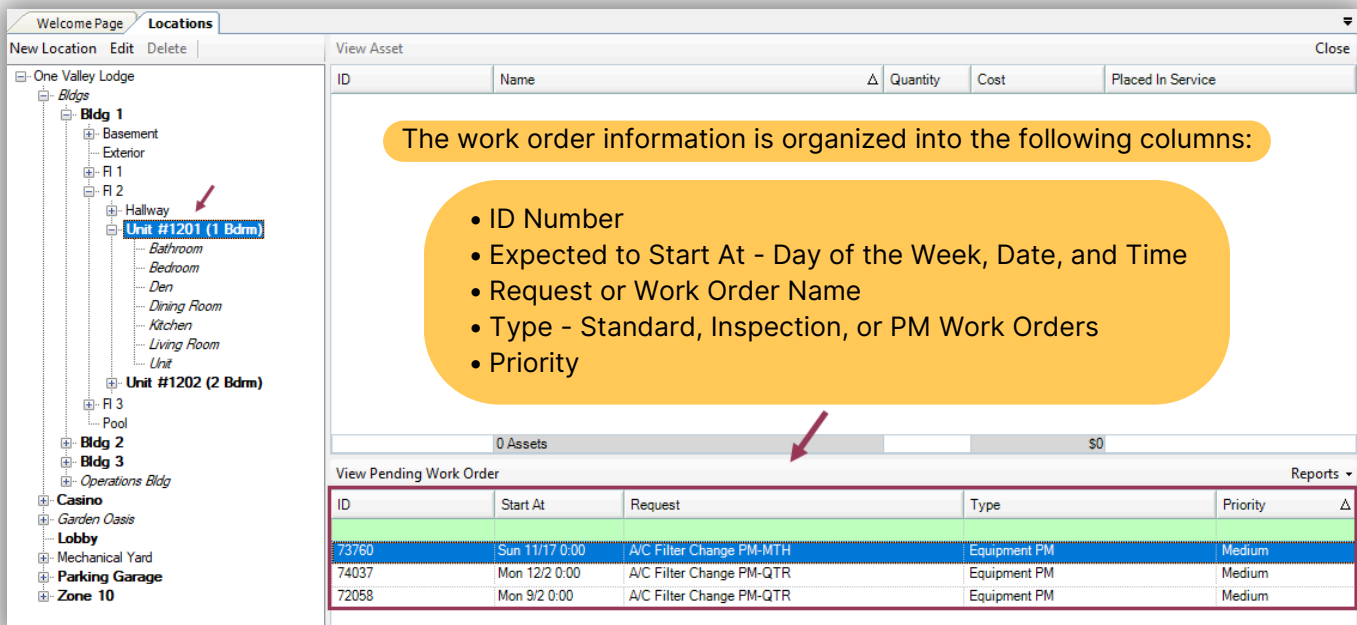

Step 2: Click on the **+** sign next to a main location to expand and display the sublocations within that area.

NOTE! Locations displayed in *italicized* are hidden and cannot be assigned to a work order.

Once a location is selected, any pending or incomplete Work Orders, PMs and Inspections, will be displayed at the bottom of the screen.

The work order information is organized into the following columns:

- ID Number
- Expected to Start At - Day of the Week, Date, and Time
- Request or Work Order Name
- Type - Standard, Inspection, or PM Work Orders
- Priority

ID	Start At	Request	Type	Priority
73760	Sun 11/17 0:00	A/C Filter Change PM-MTH	Equipment PM	Medium
74037	Mon 12/2 0:00	A/C Filter Change PM-QTR	Equipment PM	Medium
72058	Mon 9/2 0:00	A/C Filter Change PM-QTR	Equipment PM	Medium

Step 3: To view a work order, double-click, or highlight it and click the **View Pending Work Order** button.

🛑 If any changes are made to the work order, remember to **Save/Close** before continuing.

Step 4: To view pending and completed PMs and Inspections and all completed work orders for a specific location, click the **Reports** drop-down menu and select **Work Orders by Location**.

When the Preview window opens, adjust the dates under *Parameters* to capture the timeframe of the work for the desired location and click **Submit**.

Step 5: The Preview screen will display the **Work Orders by Location** report. Several options for distributing this information, including printing or exporting in various formats, are available.