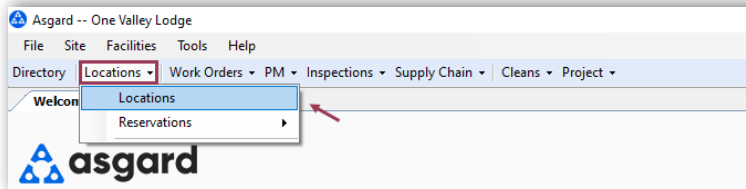
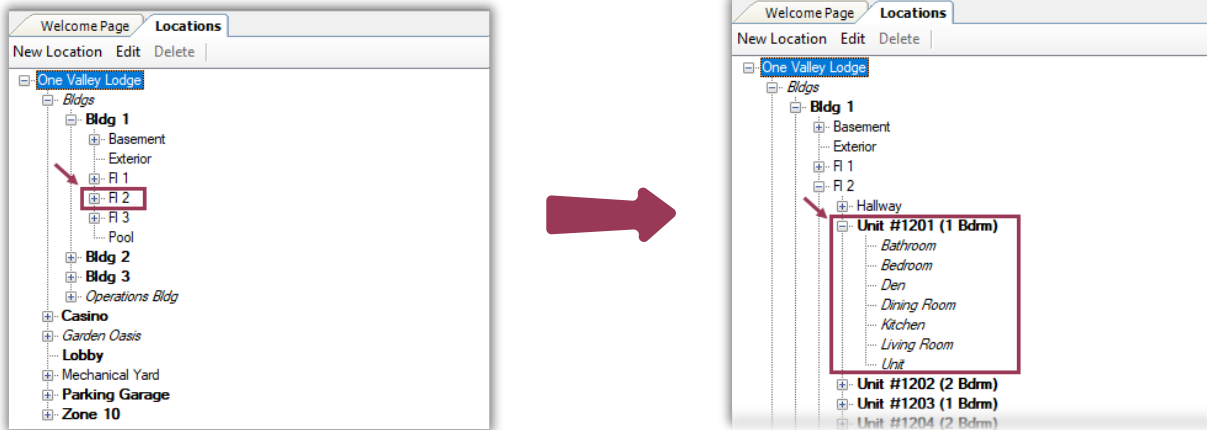


Step 1: From the Locations drop-down menu, select **Locations**.

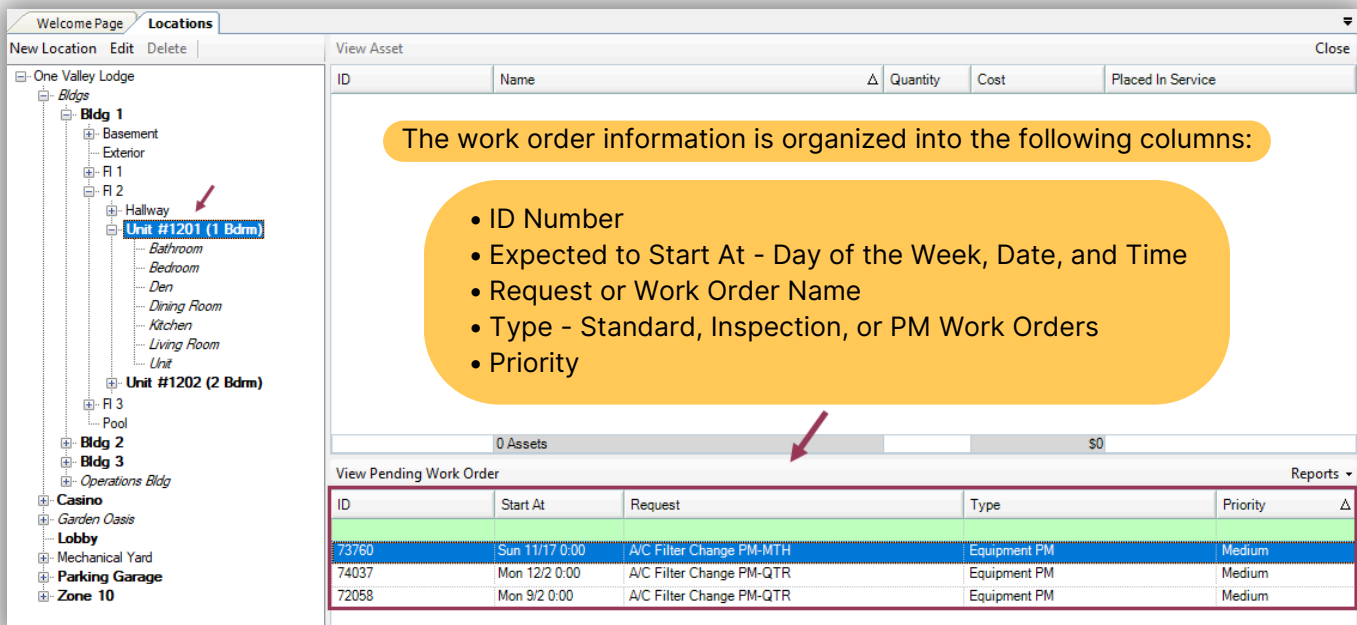


Step 2: Click on the + sign next to a main location to expand and display the sublocations within that area.



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.

The screenshot shows a button labeled "View Pending Work Order" with a red arrow pointing to it. Below the button is a table with the following data:

ID	Start At	Request	Type	Δ	Pri
66087	Tue 12/12 0:00	Carpet Care Wall-To-Wall Extraction PM-ANN	Carpet Cleaning		Me
74221	Thu 12/12 0:00	Carpet Care Wall-To-Wall Extraction PM-ANN	Carpet Cleaning		Me
73529	Fri 10/25 12:31	Deliver Bath Towel (Exchange)	Delivery		Me

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

The screenshot shows the work order details form for ID [66087]. The "Save/Close" button is highlighted with a red box and a red arrow. Other fields include Request, Location, Reported By, Type, Priority, Expires, Status, Expected Start, Due By, Overdue By, and Assignee.

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**.

The screenshot shows the "View Pending Work Order" table with the "Reports" dropdown menu open. The option "Work Orders by Location" is selected and highlighted with a red box and a red arrow. The table data is the same as in Step 3.

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

The screenshot shows the "Parameters" dialog box with "From Date" set to 1/1/2024 12:00 AM and "To Date" set to 3/31/2024 12:00 AM. The "Submit" button is highlighted with a red box and a red arrow.

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.

The screenshot shows the "Preview" window with the "Work Orders by Location" report. The report includes the following data:

ID	Start At	Status	Request
67849	2/17/2024	Complete	A/C Filter Change PM-MTH
66829	1/8/2024	Incomplete	Deep Clean PM-ANN
66531	1/1/2024	Complete	Unit PM-ANN