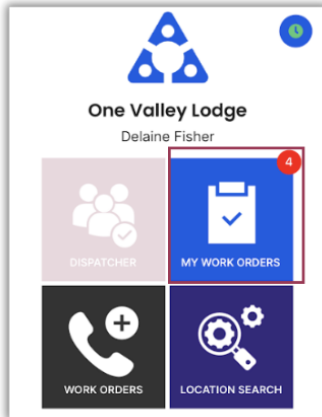
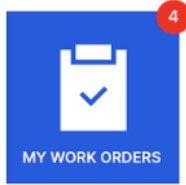


**Step 1: Tap My Work Orders**



A **Red Circle** indicates the number of work orders assigned to you



**Step 2: Blue banners divide Supertypes:**

- Standard Work Orders
- Inspections
- PM's

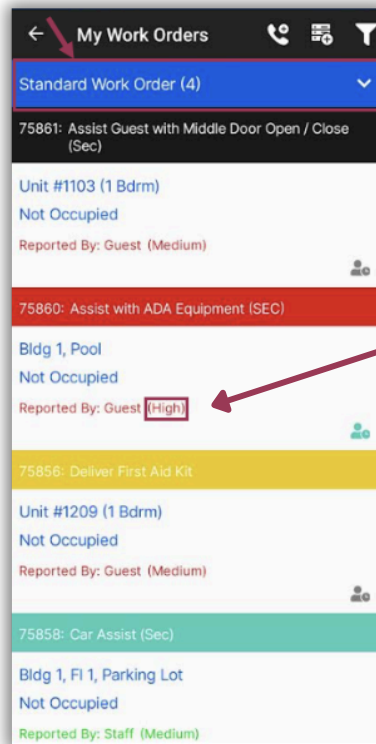
Sorted by **Priority**  
and by **Status**

**Black : Rework**

**Red : Overdue**

**Yellow : Due**

**Green : OK**



**Step 3: Work Order quick view shows:**

- Work Order ID
- Task Name
- Location
- Reported By

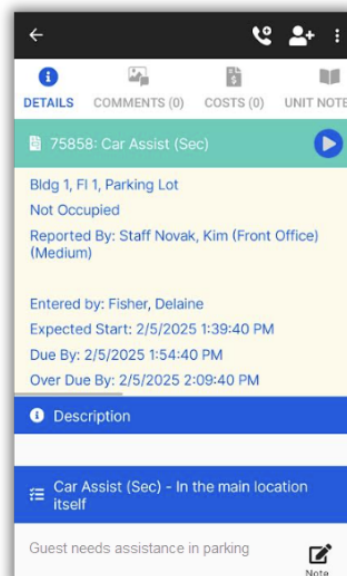


**Best Practices:**

- **Guest** reported Work Orders designated by **red** take priority over **Staff** reported designated by **green**
- **Overdue** Work Orders take priority over **Due** or **OK**

**Step 4: Tap on a Work Order to open it and view more details**

- Comments
- Work Order Details
- Sublocation
- Notes



**Icon Definitions**



Create a new  
Standard Work Order



Assign/Reassign  
(permission based)



Start Work Order