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

One Valley Lodge
Delaine Fisher

DISPATCHER   MY WORK ORDERS

WORK ORDERS   LOCATION SEARCH
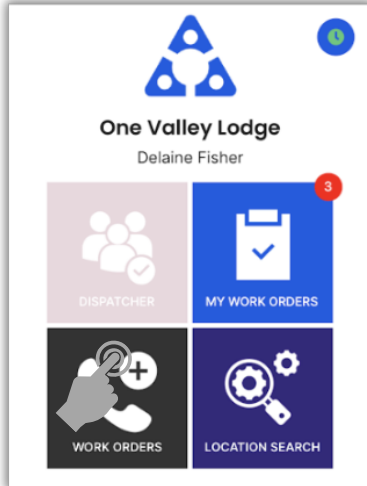
Step 2: Tap **Select Location.**

Back   Work Order   Create
📍 Location

Select Location

Details   Pending/Recent   Comments/Photos
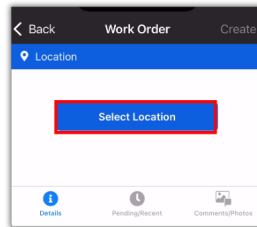
Enter at least 3 characters. Select "**Search".** You must *tap on* the selected location.

Location Search
🔍 120   ⊗   Cancel

🔍 120   ⊗   Cancel
Unit #1207 (1 Bdrm)
Unit #1208 (2 Bdrm)
Unit #1209 (1 Bdrm)   Done

1 2 3 4 5 6 7 8 9 0
- / : ; ( ) $ & @ "
#+= . , ? ! ' ⌫
ABC   space   search
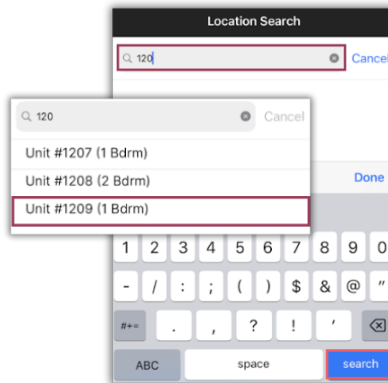
Step 3: Pending/Recent button indicates any work order within 14 days.

Pending/Recent (6)

TIP! Tap a work order to open and view specifics.

Incomplete

Back   Work Order   Create
Complete - Deliver Guest: Amenity /
Expected
Guest: A
Assigned
Tasks: De
Item / Pa

Complete - 76638: Deliver Package
Unit #1209 (1 Bdrm)
Occupied
Reported By: Guest (Medium)
RIGEL
Entered by: Fisher, Delaine

Details   Comments (0)   Costs (0)   Unit Notes (0)

Complete

Complete
Expected St   3/6/2025 12:34:23 PM
Guest: RI
Assigned To: Fisher, Delaine
Tasks: Deliver Package
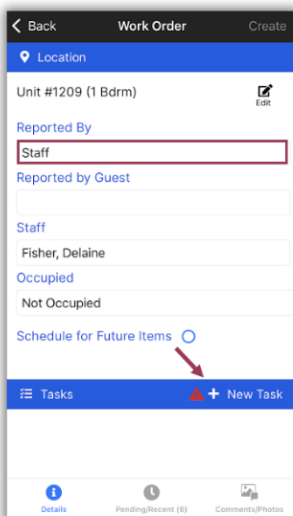
Details   Pending/Recent (6)   Comments/Photos

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

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

Back   Work Order   Create
📍 Location
Unit #1209 (1 Bdrm)   ✎ Edit
Reported By
Staff
Reported by Guest

Staff
Fisher, Delaine
Occupied
Not Occupied
Schedule for Future Items ○
☰ Tasks   ⚠ + New Task
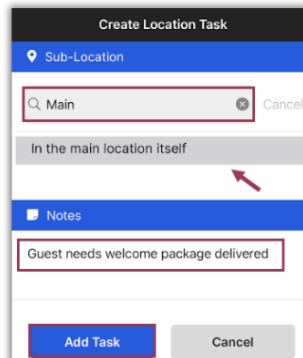
Details   Pending/Recent (6)   Comments/Photos

The **name** of the user entering the work order will automatically populate in the **Staff** field.
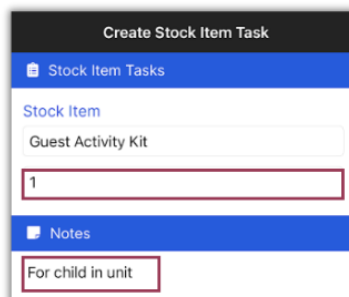
Tap **New Task.**

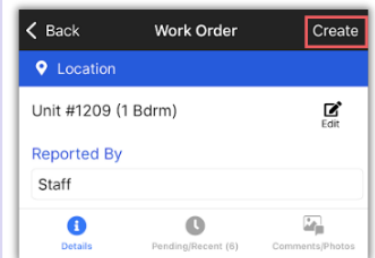Add **keyword(s)** to Search field, Tap on the **Task** to select, Tap **OK.**

Task Search
🔍 Act   ⊗   Cancel
Clean Pool Table - Cleaning (Activities)
Deliver Guest Activity Kit - Delivery (Activities)
Deliver Guest: Amenity / Item / Package - Delivery (Activities)
Rental - Beach Chairs - Assist (Activities)
OK   Cancel
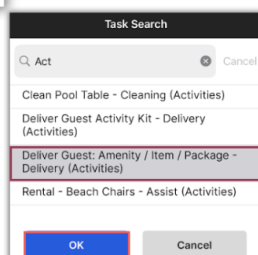
Step 5: Add **Sub-Location** using the search bar or scrolling through the list.

Create Location Task
📍 Sub-Location
🔍 Main   ⊗   Cancel
In the main location itself

📝 Notes
Guest needs welcome package delivered

Add Task   Cancel

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

Create Stock Item Task
📄 Stock Item Tasks
Stock Item
Guest Activity Kit
1
📝 Notes
For child in unit

Step 6: Tap **Create.**

Back   Work Order   Create
📍 Location
Unit #1209 (1 Bdrm)   ✎ Edit
Reported By
Staff

Details   Pending/Recent (6)   Comments/Photos

Tap the appropriate **Assignment** button.

Work Order Self Assign
Self-assign?
⊕ Un-Assigned   ✓ Self-Assigned

Success! Tap OK.

Success
Success! Your work order has been created.
OK