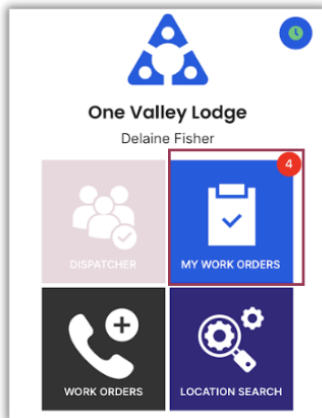
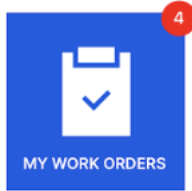


Step 1: Tap My Work Orders.



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



Step 2: Blue banners divide Supertypes:

- Standard Work Orders
- Inspections
- PM's

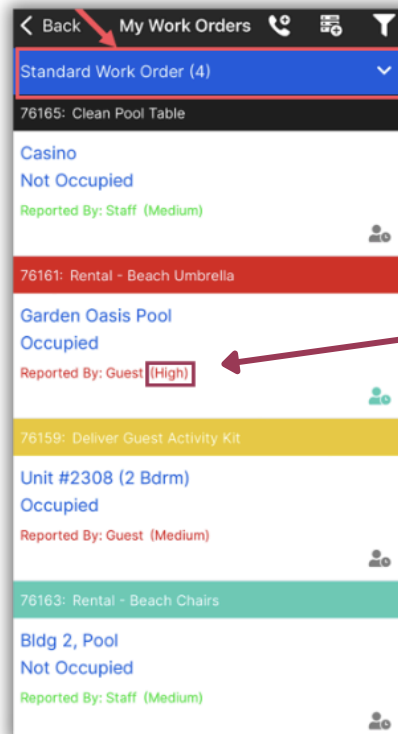
Sorted by **Priority**
and by **Status**

Black : Rework

Red : Overdue

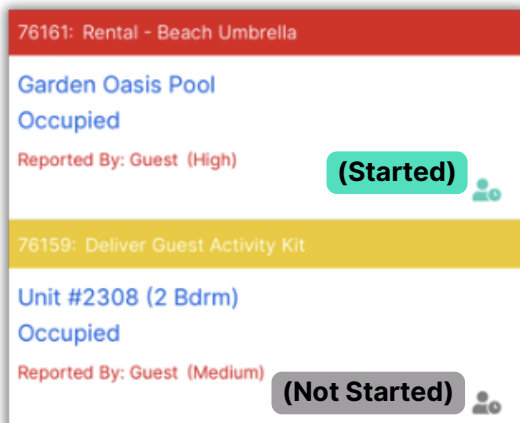
Yellow : Due

Green : OK



Step 3: Work Order quick view shows:

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

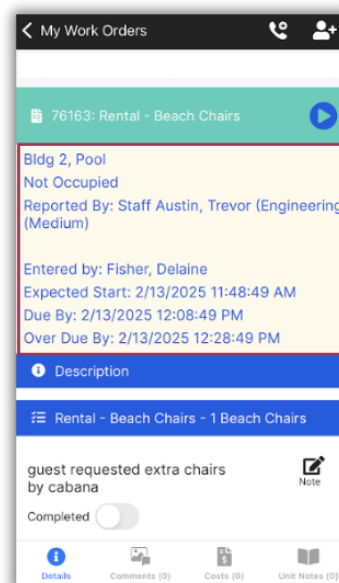
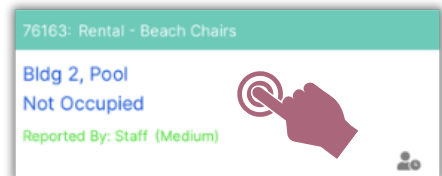


Best Practices:

- **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 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