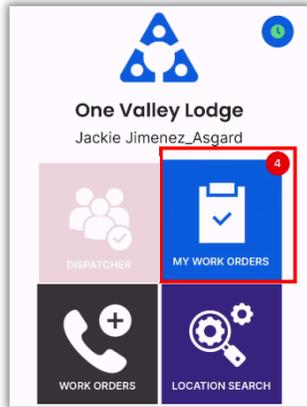


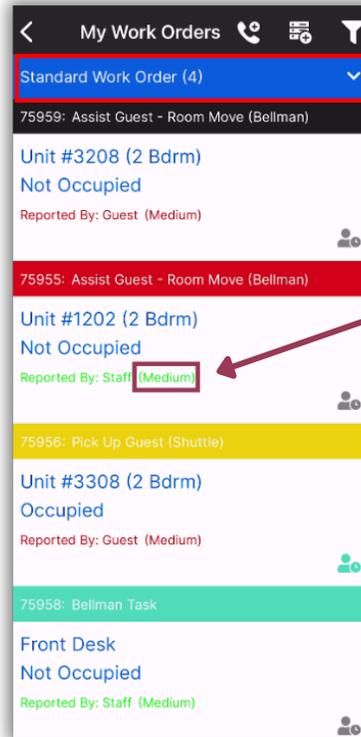
Step 1: Tap My Work Orders.



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

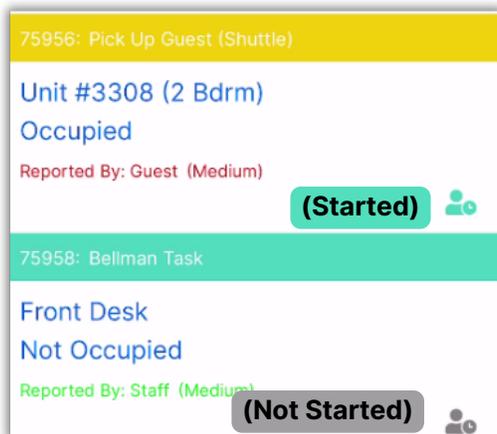
Red : Overdue

Yellow : Due

Green : OK

Step 3: Work Order quick view shows:

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

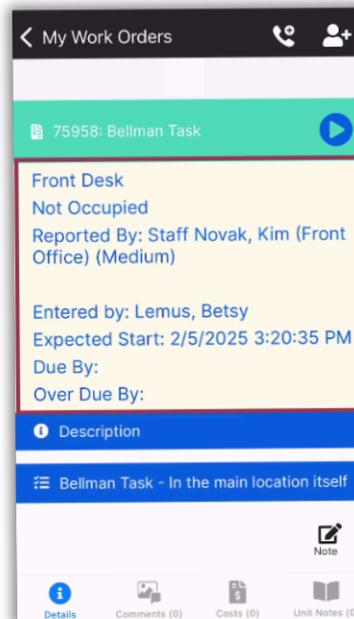
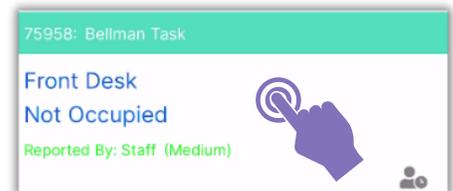


Best Practices:

- **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