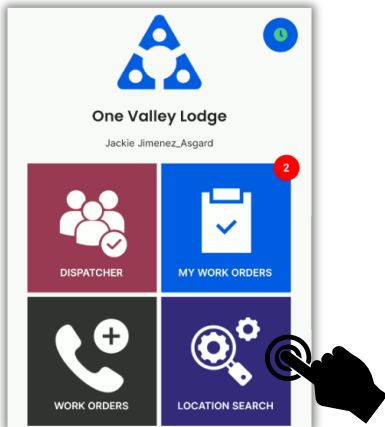


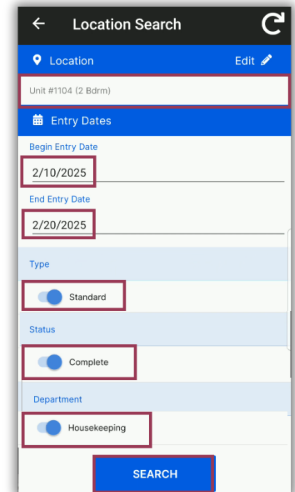
Step 1: Tap the **Location Search** tile.



Step 2: Filter for the **Location**, adjust the **Entry Dates**, and select **Standard** work order **Type**. Set the **Status** to **Complete**, choose the **Department** that performed the work, and tap **Search**.

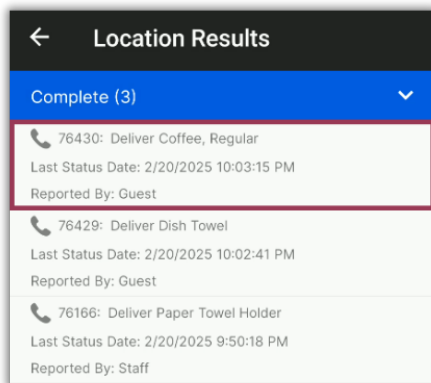


Recently completed work orders can **only** be viewed on the mobile from Location Search.

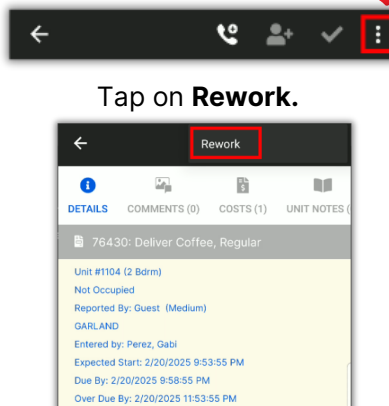


The 'Location Search' screen shows filters for: Location (Unit #1104 (2 Bdrm)), Entry Dates (Begin: 2/10/2025, End: 2/20/2025), Type (Standard selected), Status (Complete selected), and Department (Housekeeping selected). A 'SEARCH' button is at the bottom.

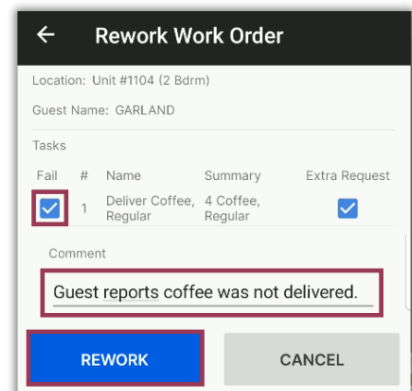
Step 3: Select the work order that needs to be **Reworked**.



Step 4: Tap the icon: 

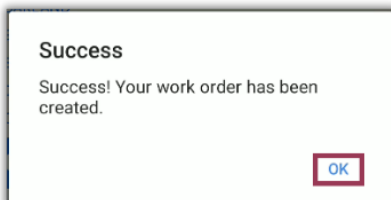


Step 5: Fail the task, add a **Comment**, and tap **Rework**.



The 'Rework Work Order' screen shows details for 'Unit #1104 (2 Bdrm)'. A task is listed as 'Fail' with a checked box. A comment field contains 'Guest reports coffee was not delivered.' and 'REWORK' and 'CANCEL' buttons are at the bottom.

Success! tap **OK**.



Step 6: Tap the **Dispatcher** tile.



Step 7: Locate the work order and **Assign** it promptly.

DONT FORGET!

A Rework work order means you're in *Guest Recovery* and must be assigned **immediately**.

If your property uses Auto-Assign, the Rework work order will be assigned automatically.

