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

One Valley Lodge
Jackie Jimenez_Asgard

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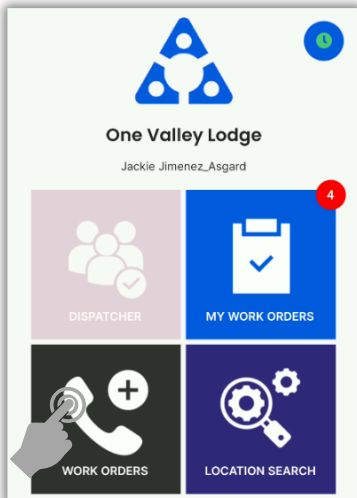
Step 2: Tap **Select Location.**

Work Order CREATE
DETAILS | PENDING/RECENT | COMMENTS/PHOTOS
Location
SELECT LOCATION
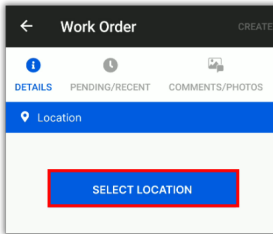
Enter at least 3 characters. Select "**Search**." You must *tap on* the selected location.

Location Search
120
Location Search
120
Unit #1200 (2 Bdrm)
Unit #1201 (1 Bdrm)
Unit #1202 (2 Bdrm)
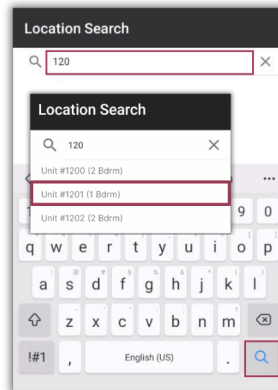
Step 3: Pending/Recent button indicates any work order within 14 days.

Pending/Recent (3)
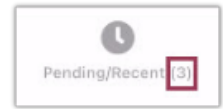
⚠ Tap **Details** to return to your work order, not the Back arrow.

Work Order CREATE
DETAILS | PENDING/RECENT (3) | COMMENTS/PH

Incomplete — Clean Mirror

DETAILS | COMMENTS (0) | COSTS (1) | UNIT NOTES

Complete — 12... ...4: Deliver Hair Dryer (HSK)
Unit #1201 (1 Bdrm)
Reported By: Staff Fisher, Delaine (Medium)

Expected Start: 11/22/2023 6:32:15 AM
Guest: SMITH
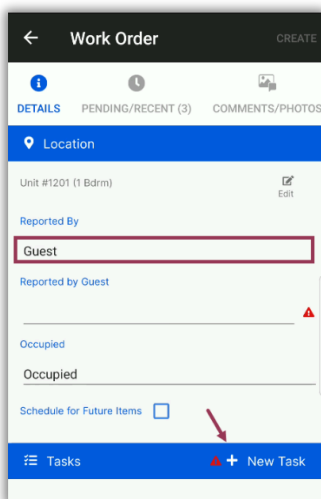Assigned To: Lanier, Kayla
Tasks: Deliver Hair Dryer (HSK)
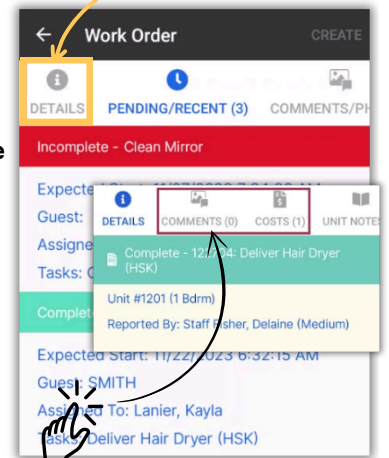
TIP! Tap on a work order to *open* and *view* the specifics

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

Work Order CREATE
DETAILS | PENDING/RECENT (3) | COMMENTS/PHOTOS
Location
Unit #1201 (1 Bdrm) — Edit
Reported By
Guest
Reported by Guest ⚠
Occupied
Occupied
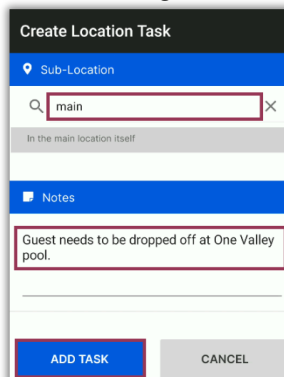Schedule for Future Items ☐
Tasks ⚠ + New Task

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

Tap **New Task.**

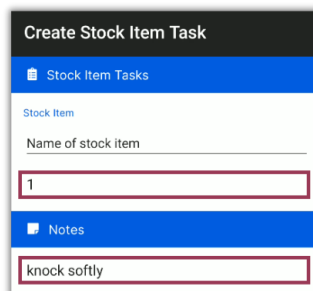Add **keyword**(s) to Search field, Tap on the **Task** to select, Tap **OK.**
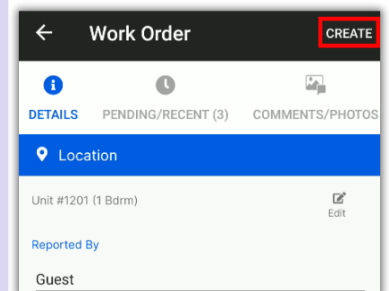
Task Search
shuttle
Drop Off Guest (Shuttle) – Assist (Bell Staff)
Pick Up Guest (Shuttle) – Assist (Bell Staff)
OK | CANCEL
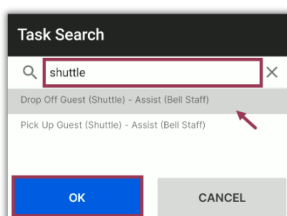
Step 5: Add **Sub-Location** using the search bar or scroll through the list.

Create Location Task
Sub-Location
main
In the main location itself
Notes
Guest needs to be dropped off at One Valley pool.
ADD TASK | CANCEL

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

Create Stock Item Task
Stock Item Tasks
Stock Item
Name of stock item
1
Notes
knock softly

Step 6: Tap **Create.**

Work Order CREATE
DETAILS | PENDING/RECENT (3) | COMMENTS/PHOTOS
Location
Unit #1201 (1 Bdrm) — Edit
Reported By
Guest

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