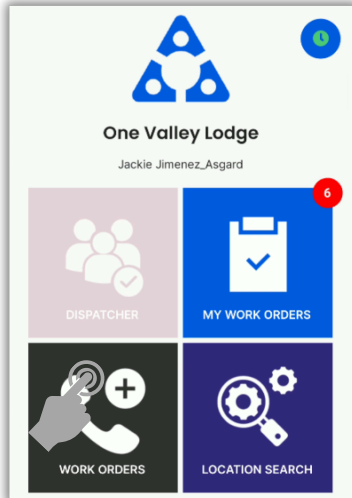
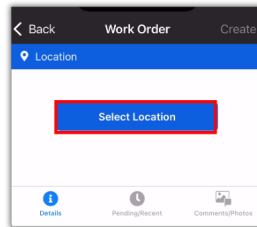


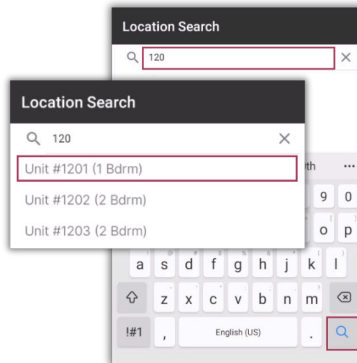
Step 1: Tap the Work Orders tile.



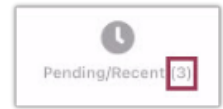
Step 2: Tap Select Location.



Enter at least 3 characters. Select **"Search"**. You must tap on the selected location.



Step 3: Pending/Recent button indicates any work order within 14 days.

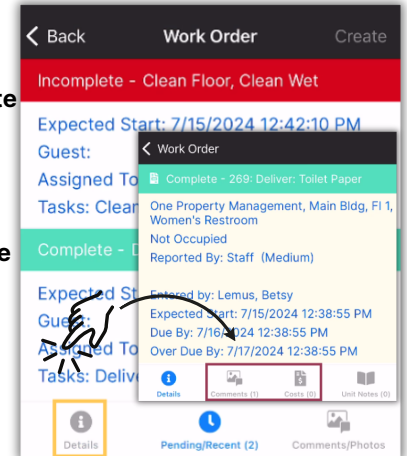


TIP!

Tap on the work order to open it and view the specifics.

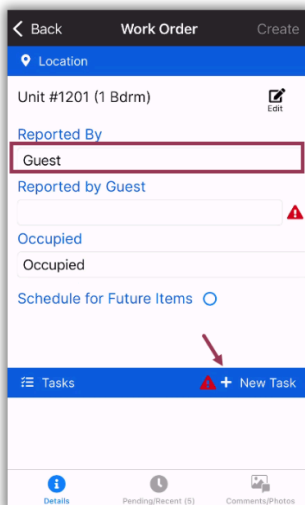
Incomplete

Complete



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

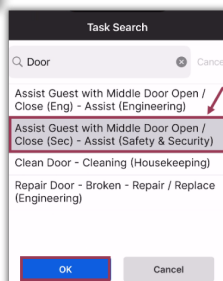
Step 4: Tap to switch Reported By to Guest or Staff, as needed. If you choose Guest, the Guest Name is Required.



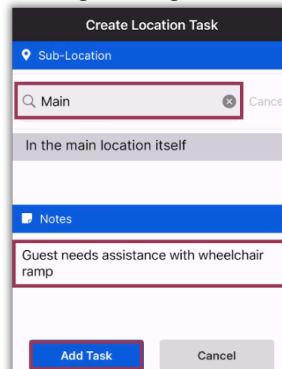
The **name** of the user entering the work order will automatically populate in the **Staff** field.

Tap **New Task**.

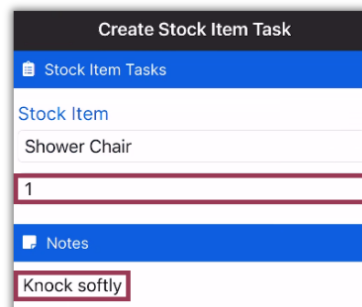
Add **keyword(s)** to Search field, Tap on the **Task** to select, Tap **OK**.



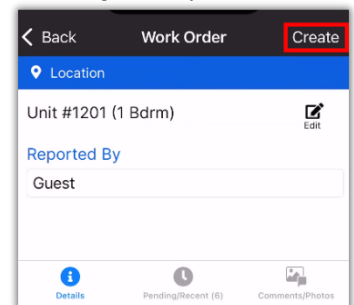
Step 5: Add Sub-Location using the search bar or scrolling through the list.



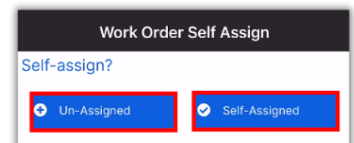
In the **Notes** field, add Quantity and/or additional information as needed.



Step 6: Tap Create.



Tap the appropriate **Assignment** button.



Success! Tap OK.

