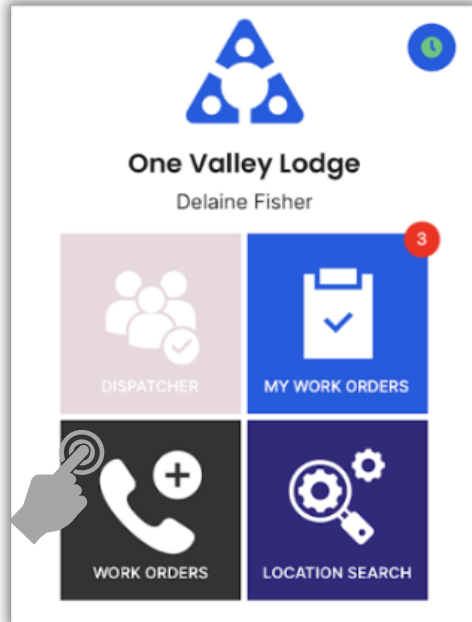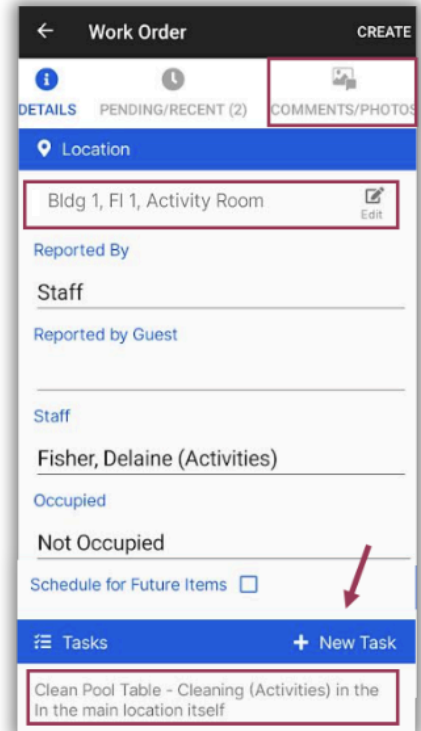**Step 1:** Tap **New Work Order**.

Step 2: Select the:

- **Location** that the Work Order is being created for

- **Reported By** adjust as needed
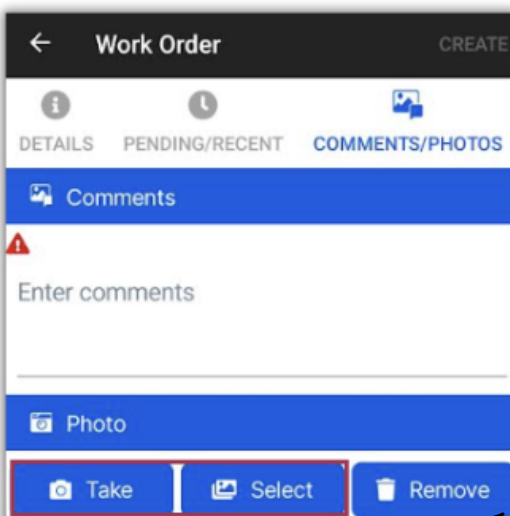
- **New Task** that needs to be completed

THEN

Tap **Comments/Photos** in the top right corner

Step 3: Tap **Take** or **Select** to activate the camera or to open the photo library. Add a photo top Save.

⚠️ You *must* enter a **Comment** with a photo

Step 4: Then, Tap **Create** or return to Details.

When your work order is created, you will receive a **Success** message! Tap **OK.**

Success

Success! Your work order has been created.

OK

If you need to re-take the photo, click **Remove** and select or take a new photo