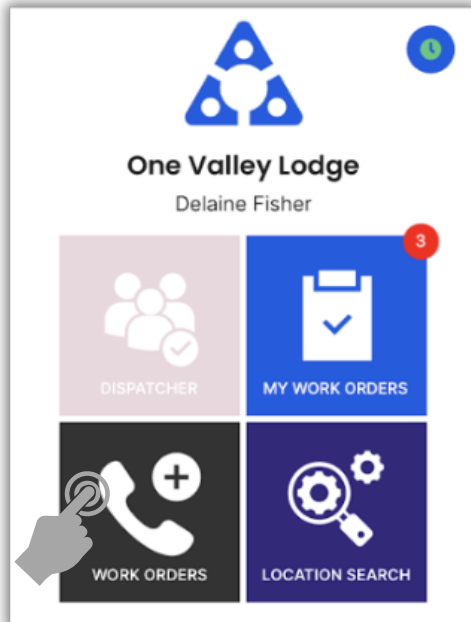


Step 1: Tap New Work Order.



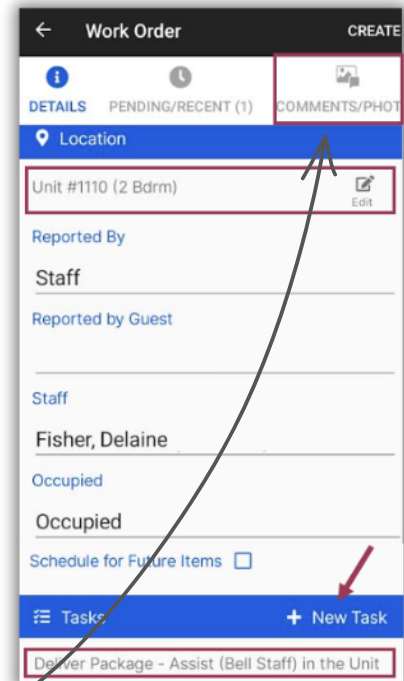
Step 2: Select the:

- **Location** that the Work Order is being created for
- **Reported By** adjust as needed

- **New Task** that needs to be completed

THEN

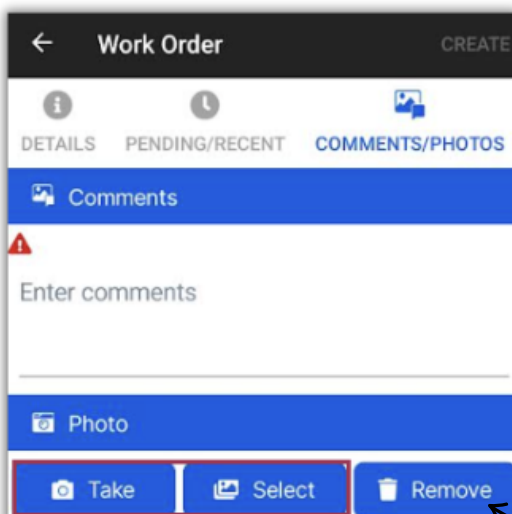
Tap **Comments/Photos** in the top right corner



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



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



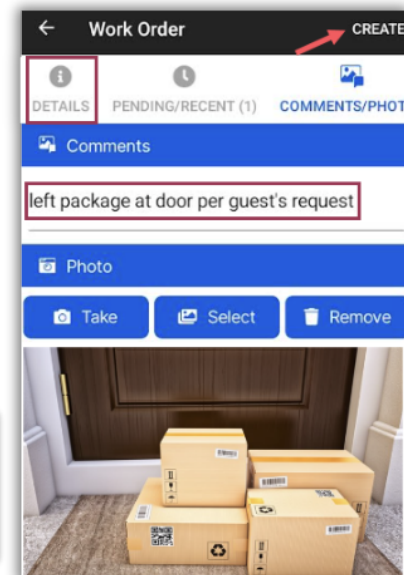
Step 4: Then, Tap Create or return to Details.

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