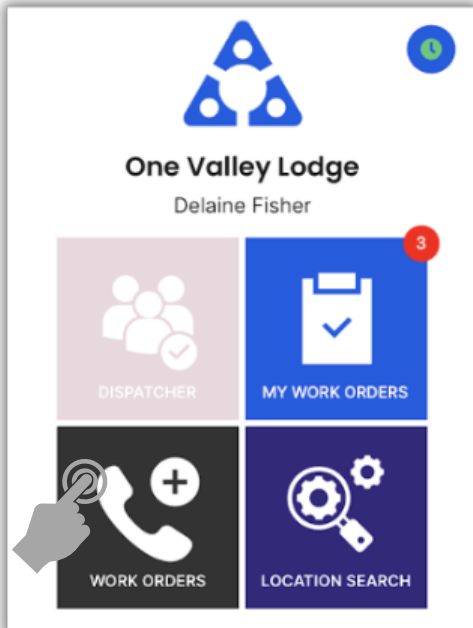


Step 1: Tap New Work Order.



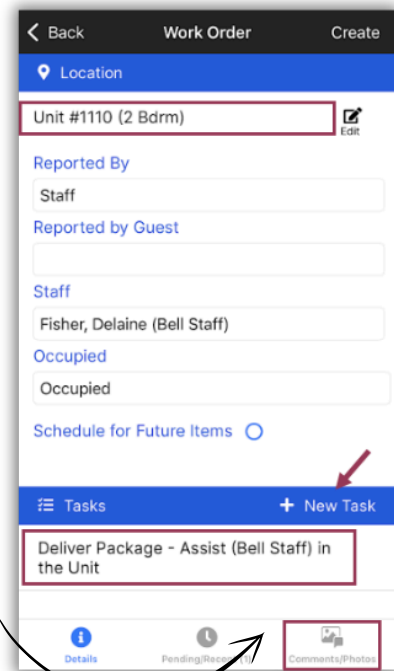
Step 2: Select the:

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

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

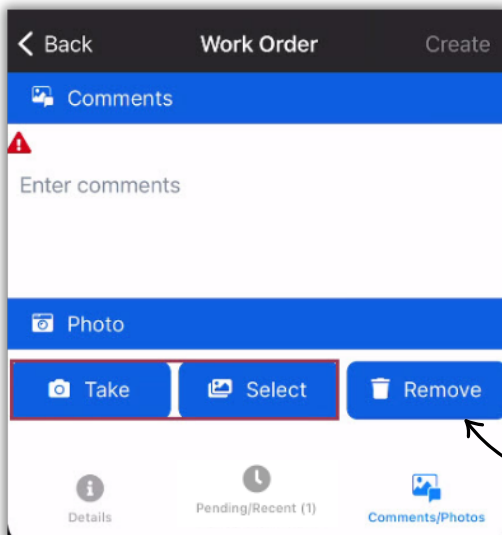
THEN

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



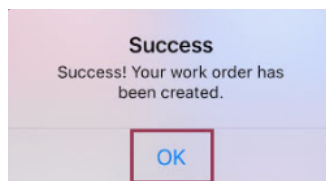
Step 3: Tap **Take** or **Select** to activate the camera or to open the photo library. Add a photo and tap save.

! 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**.



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

