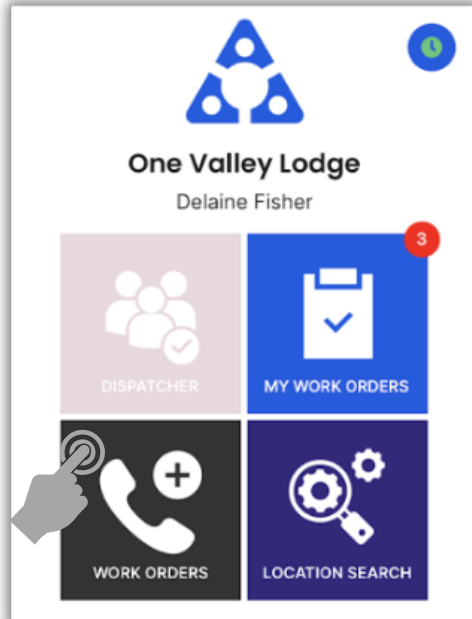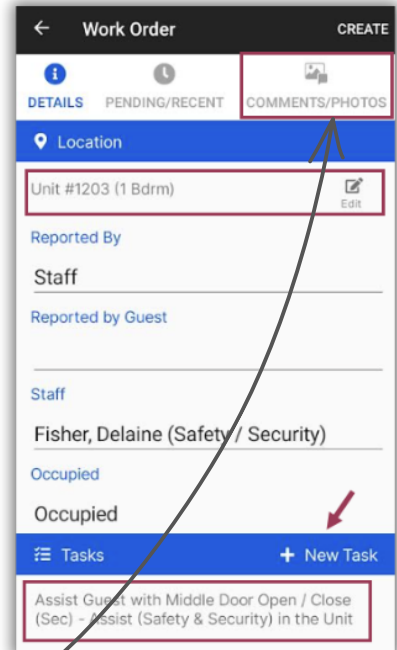**Step 1:** Tap **Work Orders**.

Step 2: Select the:

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

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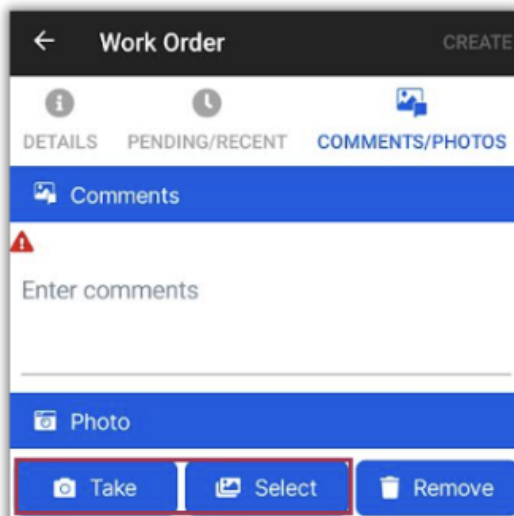
- **New Task** - that needs to be completed

THEN
Tap **Comments/Photos** in the upper right corner.

Step 3: Tap **Take** or **Select** to activate the camera or to open the photo library.
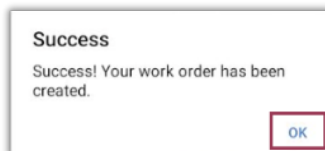
⚠️ You *must* enter a **Comment** with a photo.

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.