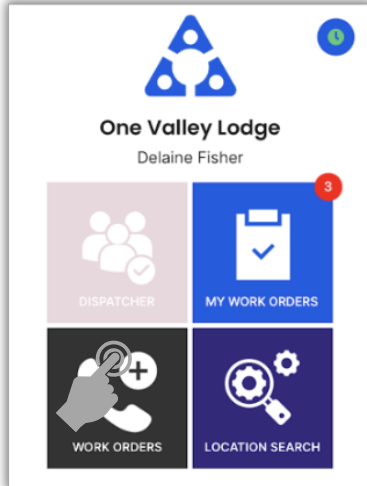
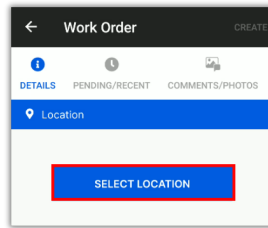


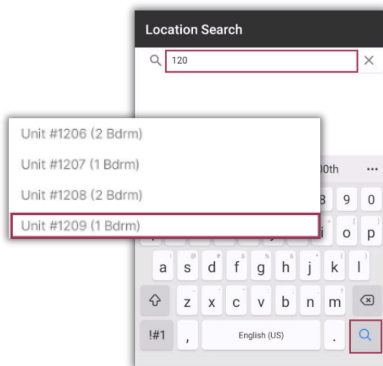
Step 1: Tap the Work Orders tile.



Step 2: Tap Select Location.



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



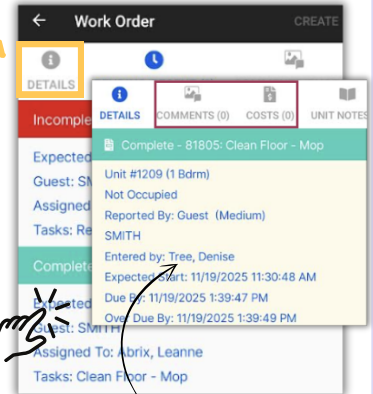
Step 3:
Pending/Recent
button indicates
any work order
within 14 days.



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

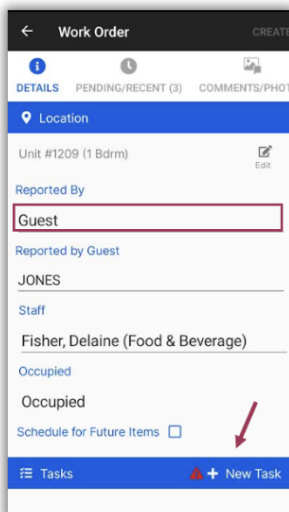
Incomplete

Complete



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

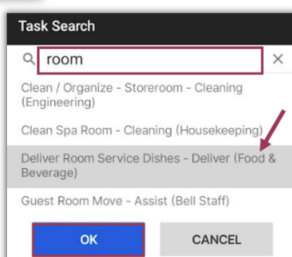
Step 4: Tap to switch Reported By to Guest or Staff, as needed. If you choose Guest, the Guest Name is Required.



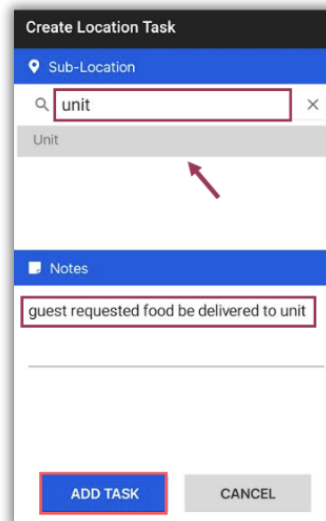
The **name** of the
user entering the
work order will
automatically
populate in the
Staff field.

Tap **New Task**.

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

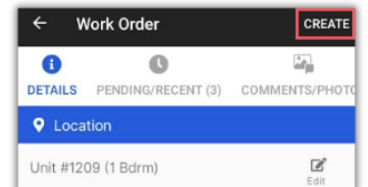


Step 5: Add Sub-Location
using the search bar or
scrolling through the list.

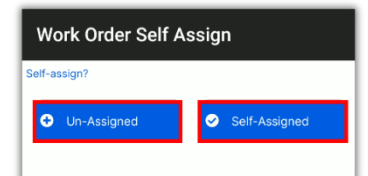


In the **Notes** field, add
Quantity and/or additional
information as needed.

Step 6: Tap Create.



Tap the appropriate
Assignment button.



Success! Tap OK.

Success

Success! Your work order has been
created.

OK