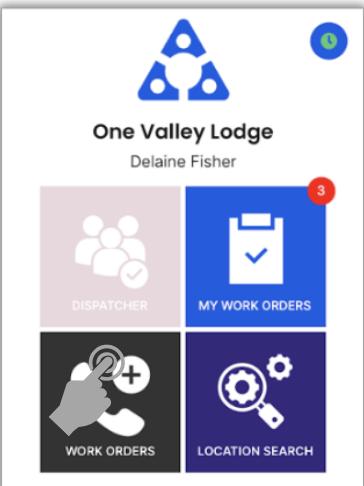
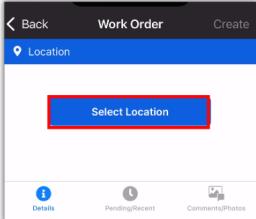


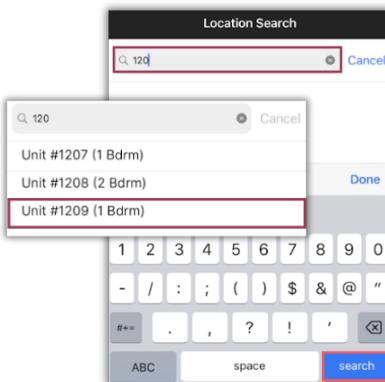
**Step 1:** Tap the **Work Orders** tile.



**Step 2: Tap Select Location.**



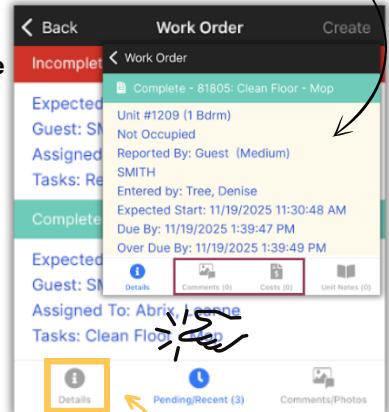
Enter at least 3 characters. Select "Search". You must tap on the selected location.



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

**TIP!** Tap a work order to open it and view specifics.

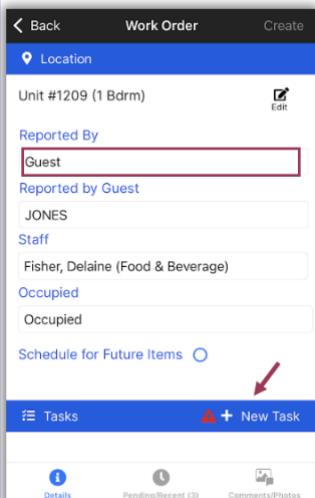
**Incomplete**



**Complete**

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

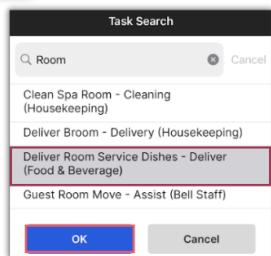
**Step 4:** Tap to switch **Reported By** to **Guest** or **Staff**, as needed. If you choose Guest, the Guest Name is **Required**.



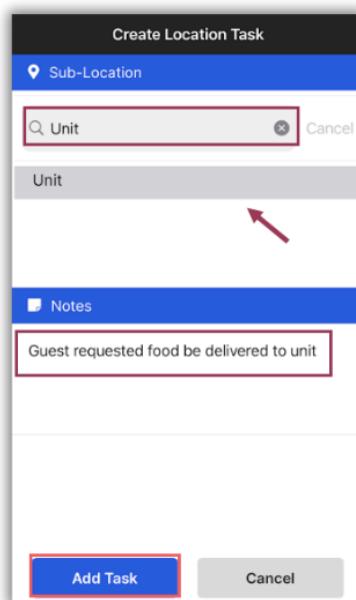
The **name** of the user entering the work order will automatically populate in the **Staff** field.

Tap **New Task**.

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

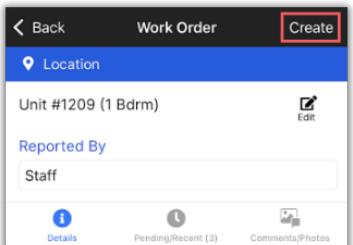


**Step 5:** Add Sub-Location using the search bar or scrolling through the list.

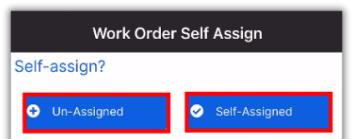


In the **Notes** field, add Quantity and/or additional information as needed.

**Step 6:** Tap **Create**.



Tap the appropriate **Assignment** button.



**Success!** Tap **OK**.

