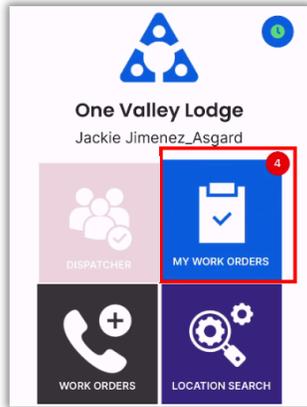


### Step 1: Tap My Work Orders.

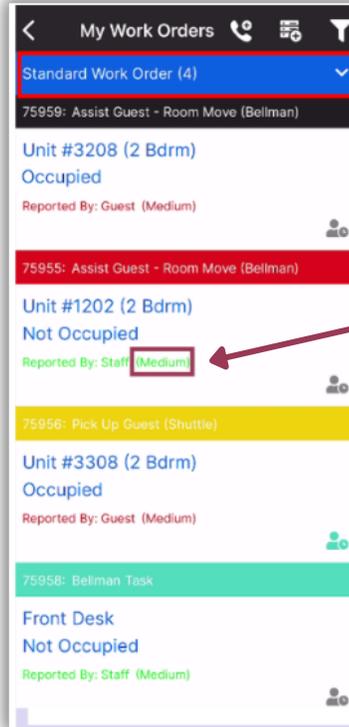


A **Red Circle** indicates the number of work orders assigned to you.



### Step 2: Blue banners divide Supertypes:

- Standard Work Orders
- Inspections
- PM's



Sorted by **Priority** and by **Status**

**Black : Rework**

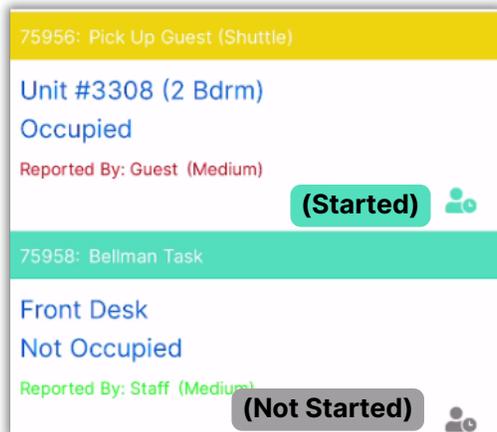
**Red : Overdue**

**Yellow : Due**

**Green : OK**

### Step 3: Work Order quick view shows:

- Work Order ID
- Task Name
- Location
- Reported By

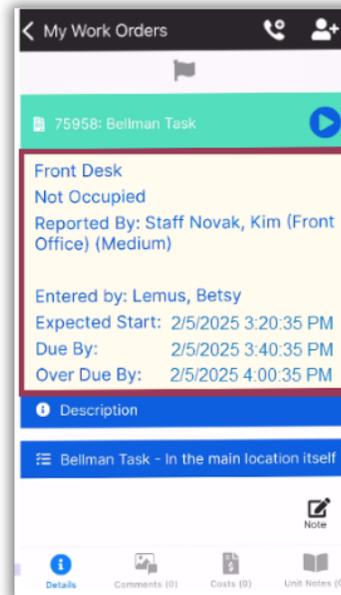
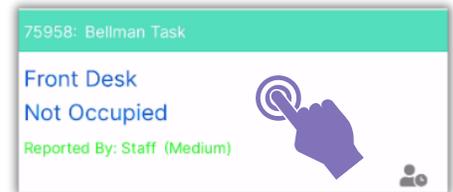


#### Best Practices:

- **Guest** reported Work Orders designated in **red** take priority over **Staff** reported designated in **green**.
- **Rework** is top priority, and **Overdue** Work Orders take priority over **Due** or **OK**.

### Step 4: Tap on a Work Order to open and view more details.

- Comments
- Work Order Details
- Sublocation
- Notes



#### Icon Definitions

Create a new Standard Work Order

Assign/Reassign (permission based)

Start Work Order