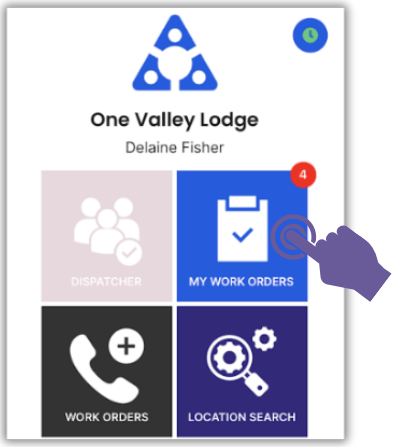
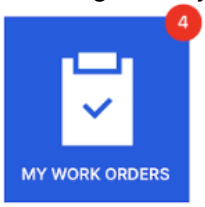
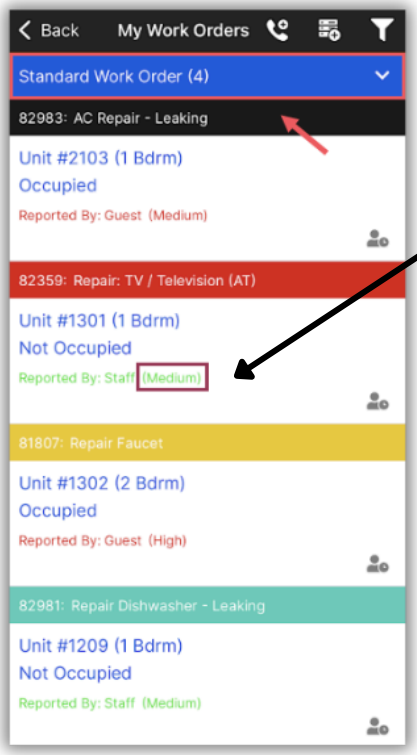
Step 1: Tap **My Work Orders.**



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 Status

Red : Overdue Status

Yellow : Due Status

Green : OK Status

Step 3: Work Order quick view shows:

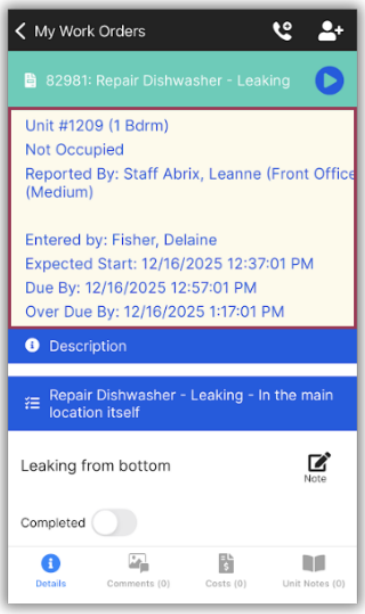
- Work Order ID
- Task Name
- Location
- Reported By

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 it 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