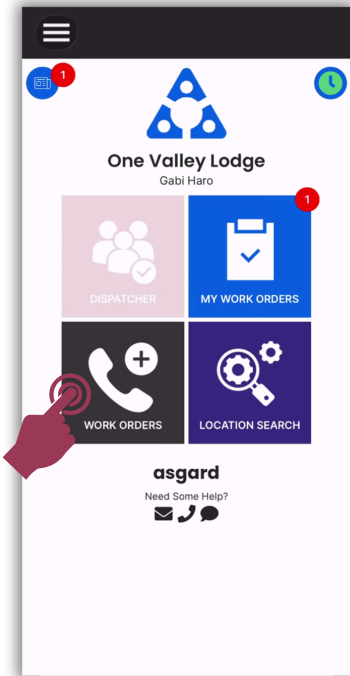
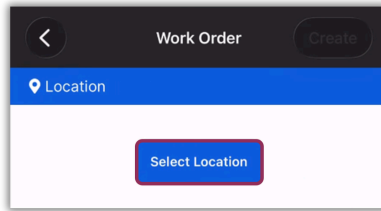


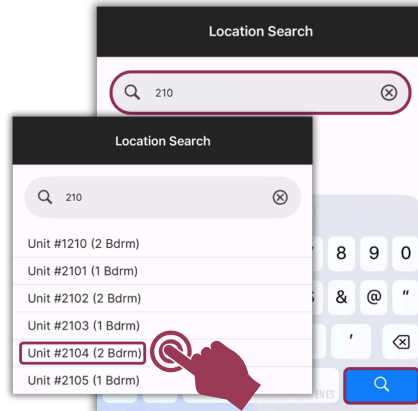
Step 1: Tap the Work Orders tile.



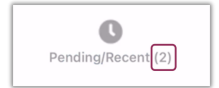
Step 2: Tap Select Location.



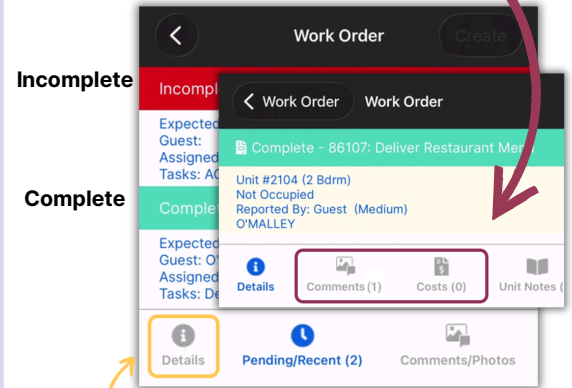
Enter at least 3 characters, then tap **Search**.
Select the location.



Step 3: The Pending/Recent button indicates any work orders in the last 14 days.

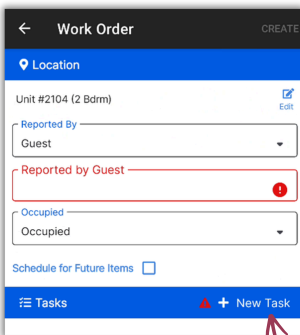


TIP! Tap to open and view work order specifics.



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

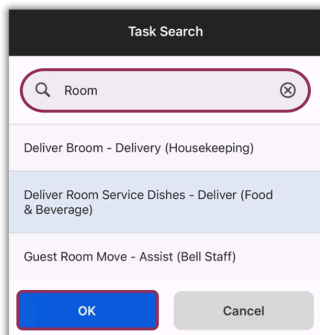
Step 4: Tap to switch Reported By to Guest or Staff, as needed. If you choose Guest, the Guest Name is Required.



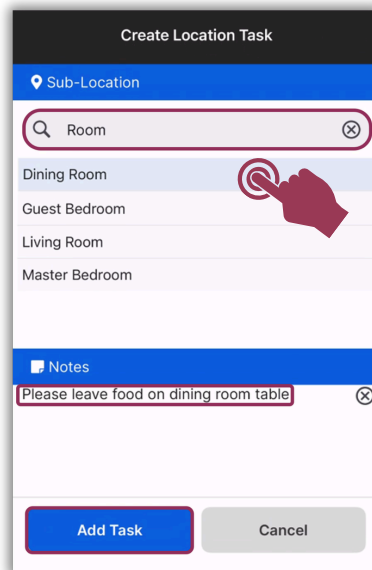
The name of the user entering the work order will automatically populate in the **Staff** field.

Tap **New Task**.

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

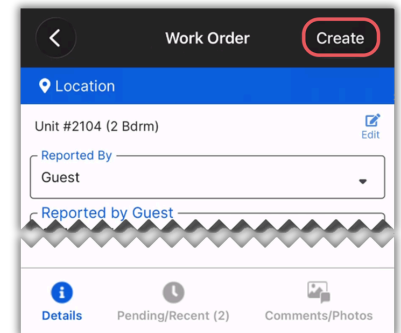


Step 5: Add Sub-Location using the search bar or scrolling through the list.

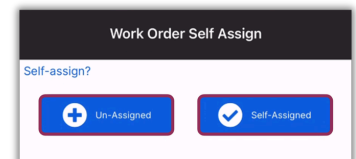


In the **Notes** field, add Quantity and/or additional information as needed.

Step 6: Tap Create.



Tap the appropriate **Assignment** button.



Success! Tap OK.

