

Starting and Completing a Standard Work Order for iPhone

<p>1. New Guest Work Order Knocking Notifications sound every 3 min for 30 min</p> <p>ASGARD SERVICE DESK OPERATIONS One Valley Lodge Teresa Jones</p> <p>NEW STAFF WORK ORDER NOTIFICATIONS ARE PHONE'S NORMAL NOTIFICATION SOUND AT THE SAME RATE</p>	<p>2. Tap My Work Orders to stop notification sounds</p> <p>Select a Work Order</p>	<p>3. Review Details Screen for important information</p> <p>34275: Assist Guest with Luggage (Hsk) Unit #1206 (2 Bdrm) Occupied Reported By: Guest (Medium) JAMISON Entered by: Tree, Denise Expected Start: 10/30/2020 7:24:57 AM</p> <p>Where in the Unit What to expect Knock Softly! Baby is sleeping.</p> <p>Completed [Details] [Comments (0)] [Costs (0)] [Unit Notes (0)]</p> <p>Reminder! Scroll yellow pane to left to see more details.</p>	<p>4. Tap Play to Start</p> <p>Add additional Notes, if needed</p> <p>Tap Save</p>												
<p>5. Tap Comments, +New Comment, to add Comments & Photos</p> <p>then Save</p>	<p>6. Details button to return, not Back</p> <p>Monday, October 26, 2020 3:41:13 PM by Jones, Teresa Toys were in the way!</p> <p>Tap Completed on each task</p>	<p>7. Tap Checkmark to complete</p> <p>34275 - Assist Guest with Luggage (Hsk) (Occupied) Unit #1206 (2 Bdrm)</p> <table border="1"> <tr> <td>Started:</td> <td>10/30/2020</td> <td>7:48 AM</td> </tr> <tr> <td>Comple</td> <td>10/30/2020</td> <td>7:54 AM</td> </tr> <tr> <td>Duration</td> <td colspan="2">5m</td> </tr> <tr> <td>Description:</td> <td colspan="2"></td> </tr> </table> <p>Started/completed times for tracking work time</p>	Started:	10/30/2020	7:48 AM	Comple	10/30/2020	7:54 AM	Duration	5m		Description:			<p>8. Tap Checkmark</p> <p>Success! Tap OK</p>
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