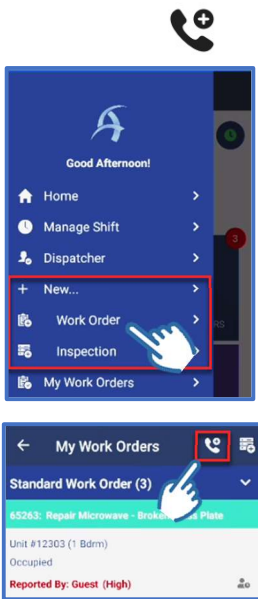
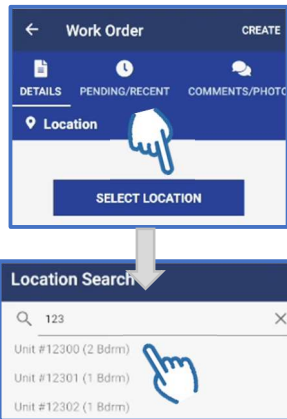


Adding a Photo During Work Order Create for Android

1. Open the Hamburger Menu and Tap **"New..."** or the Dispatcher/My Work Orders and tap the

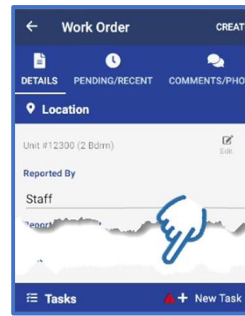


2. Tap **Select Location**. Enter at least 3 characters. Then Select Location.

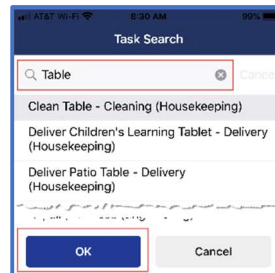


Reminder! When searching, tap **"Search"** not **"Done"**

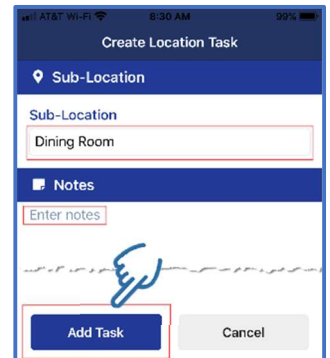
3. Tap **New Task**.



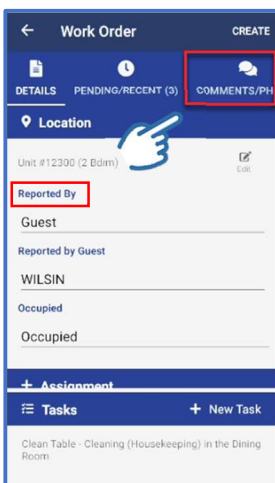
Add keyword(s) to Search, select the Task and tap OK.



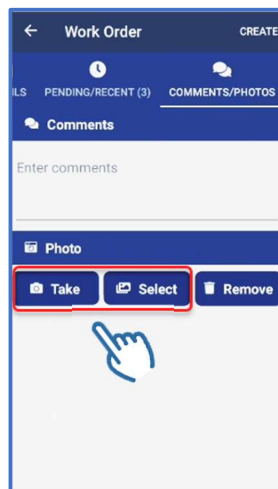
4. Add Details, such as Sub-Location, Stock Quantities, and Notes if needed. Tap **Add Task**.



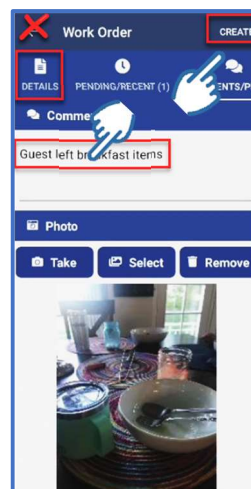
5. Updated **Reported By** as needed. Tap **Comments/Photos** to add Photo.



6. Select **Take** or **Select** to activate the camera or photo library.



7. Must enter a Comment then Tap **Create** or Return to **Details**.



8. When your work order is created, you will receive a **Success** message!

