

## Create a Standard Work Order for Android

<p><b>1. Tap My Work Orders</b></p> <p>Tap the Phone + icon</p> <p>Or Hamburger menu</p>	<p><b>2. Tap Select Location</b></p> <p>Enter at least 3 characters Select Search</p> <p>Tap selected location</p>	<p><b>3. Pending/Recent Button</b> Indicates any work orders within 7 days</p> <p>Incomplete in Red, Complete in Green</p> <p>Tap Details to return not the Back arrow</p>	<p><b>4. Tap to change Reported By</b></p> <p>And update Occupied Status</p>
<p><b>5. Tap New Task</b></p> <p>Add keyword(s) to Search field, select Task, OK</p>	<p><b>7. Add Sub-Location</b></p> <p>Quantity or Notes if needed. Add Task.</p>	<p><b>7. Tap Create</b></p> <p>Tap Assignment button</p>	<p><b>8. Success! Tap OK</b></p>