

Create a Standard Work Order for iPhone

<p>1. Tap My Work Orders</p> <p>Tap the Phone + icon</p> <p>Or Hamburger menu</p>	<p>2. Tap Select Location</p> <p>Enter at least 3 characters Select Search</p> <p>Tap selected location</p>	<p>3. Pending/Recent Button Indicates any work orders within 7 days</p> <p>Incomplete in Red, Complete in Green</p> <p>Tap Details to return, not Back</p>	<p>4. Tap to change Reported By</p> <p>And update Occupied Status</p>
<p>5. Tap New Task</p> <p>Add keyword(s) to Search field, select Task, OK</p>	<p>6. Add Sub-Location</p> <p>Quantity or Notes if needed. Add Task.</p>	<p>7. Tap Create</p> <p>Tap Assignment button</p>	<p>8. Success! Tap OK</p> <p>in the Master Bedroom</p>