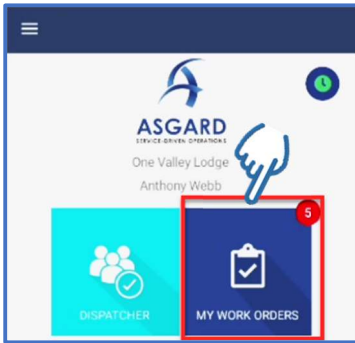


## Managing My Standard Work Orders for Android

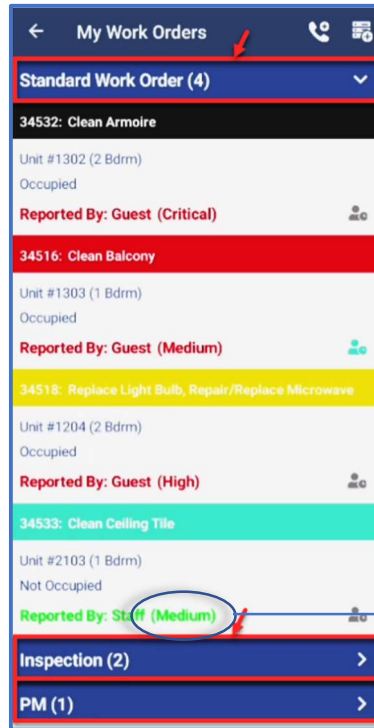
1. Tap **My Work Orders** to view all Work Orders assigned to you.



Red circle indicates the number of Work Orders assigned to you.



2. Blue Banners divide **Supertypes, Standard, Inspections, and PMs**:



3. Work orders prioritized by **Aging Status and Priority**

← Black = Rework

← Red = Overdue

← Yellow = Due

← Green = OK

Priority:  
Critical/High/Med/Lo

4. Work Order Quick View

- Work Order ID/Task
- Location
- Occupied Status

Best Practices:

- **Guest** reported Work Orders take priority over **Staff** reported.

- **Overdue** Work Orders take priority over **Due** or **OK**

5. Tap Work Order to View



Icon Definitions

- New Standard Work Order
- Complete Work Order
- New Inspection Work Order

