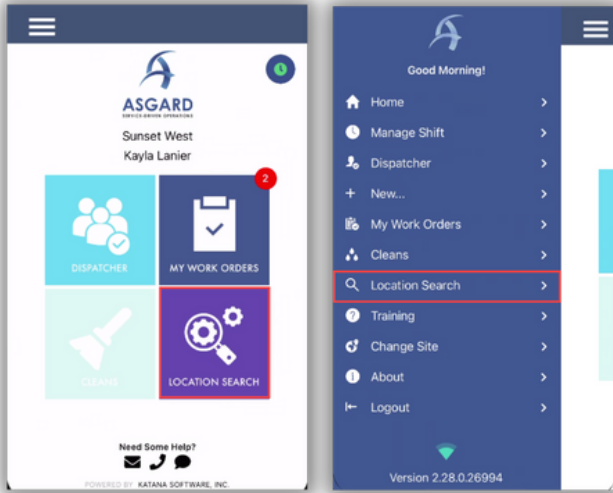
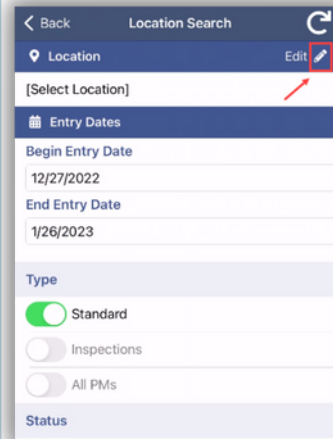




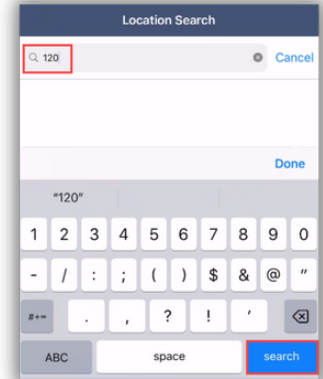
Step 1: Tap **Location Search** from the Home Screen, or from the **Hamburger Menu**.



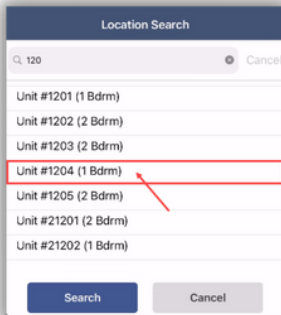
Step 2: Tap the **Pencil** to search for a location.



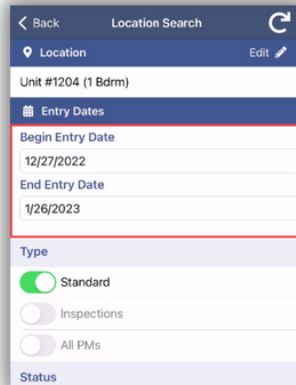
Step 3: Type the first three characters of the location and tap **Search**.



Step 4: Tap on the **Location** you're looking for.



Step 5: Enter a **Begin Entry Date** and **End Entry Date**. Defaults to the last 30 days.

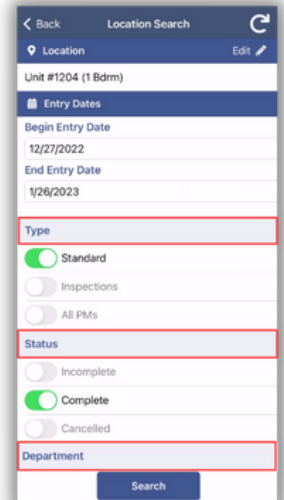


Step 6: Choose the desired **Location Search Filters** using the on/off toggle buttons or tap the **Banner** to select or deselect all.

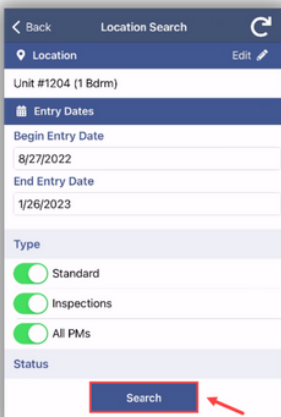
Type: Filters for Standard, Inspections, or All PMs

Status: Enables filters for Incomplete, Complete, Cancelled, Expired, and Superseded

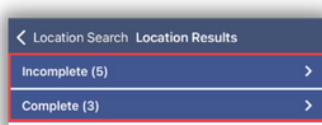
Department: Provides filters for Housekeeping, Engineering, Activities, etc.



Step 7: Tap the **Search** button after all search parameters have been chosen.

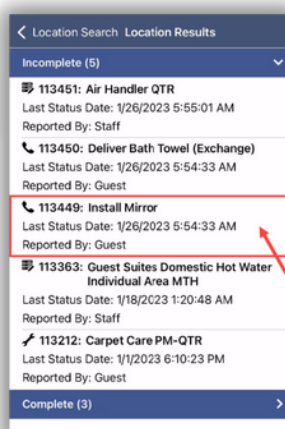


Step 8: Banner headings will indicate the status and number of work orders. Tap the **banner** to view the work order list. Tap a **work order** to open and view details such as *notes/comments/photos*.



- Standard Work Order
- Inspection Work Order
- PM Work Order

Note: If no results match your search criteria you will get a message letting you know.



Step 9: Tap the **Reset** symbol to clear the location, reset your entry dates and search criteria to the defaults. Defaults are:

- Last 30 days
- Standard for Type
- Complete for Status
- Your Department

