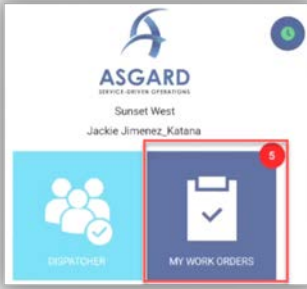


Step 1: Tap My Work Orders

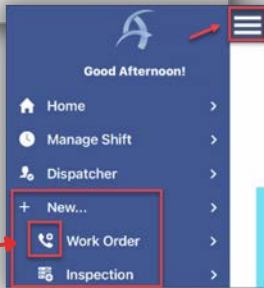


Tap the **Phone+** icon

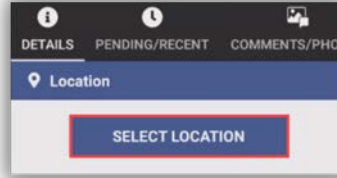


Or tap the **Hamburger Menu**

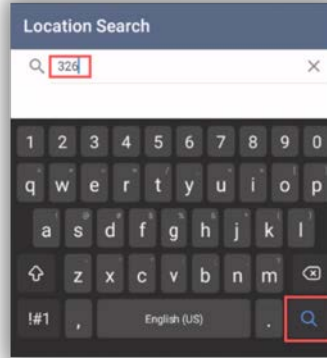
then tap the **Phone+** icon



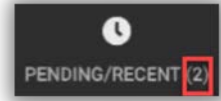
Step 2: Tap Select Location



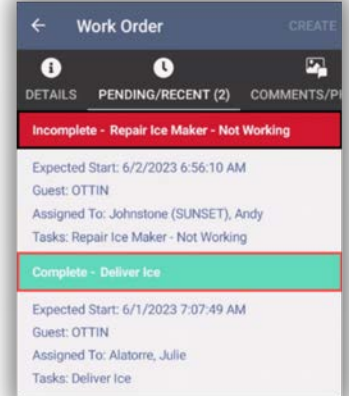
Enter at least 3 characters. Tap **Search**. Select the location



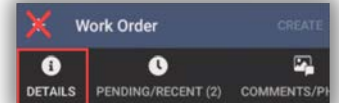
Step 3: Pending/Recent button indicates any work orders within 14 days



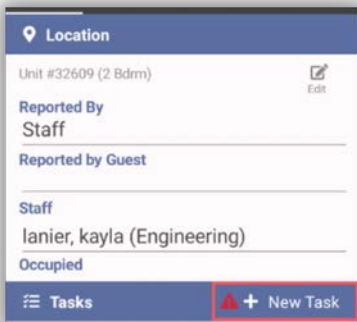
Incomplete in **Red**
Complete in **Green**



Tap **Details** to return



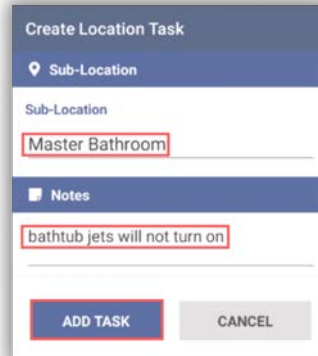
Step 4: Tap to change Reported By to Guest or Staff, as needed. Guest Name is Required if selected



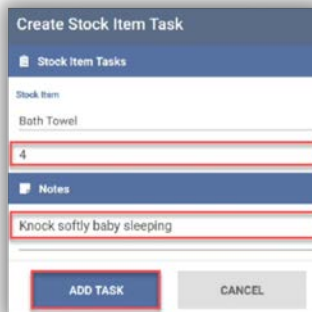
The name of the user entering the work order will automatically populate in the **Staff** field

Tap **New Task**

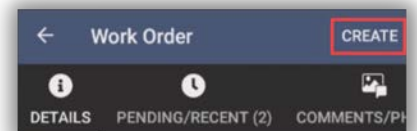
Step 5: Add Sub-Location if needed



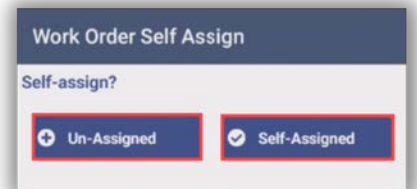
In the Notes field, add **additional information** or **quantity** as needed



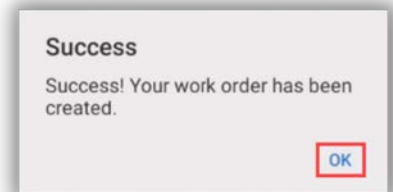
Step 6: Tap Create



Tap **Assignment** button



Success! Tap **OK**



Add **keyword(s)** to Search field, Tap on the Task to select, OK

