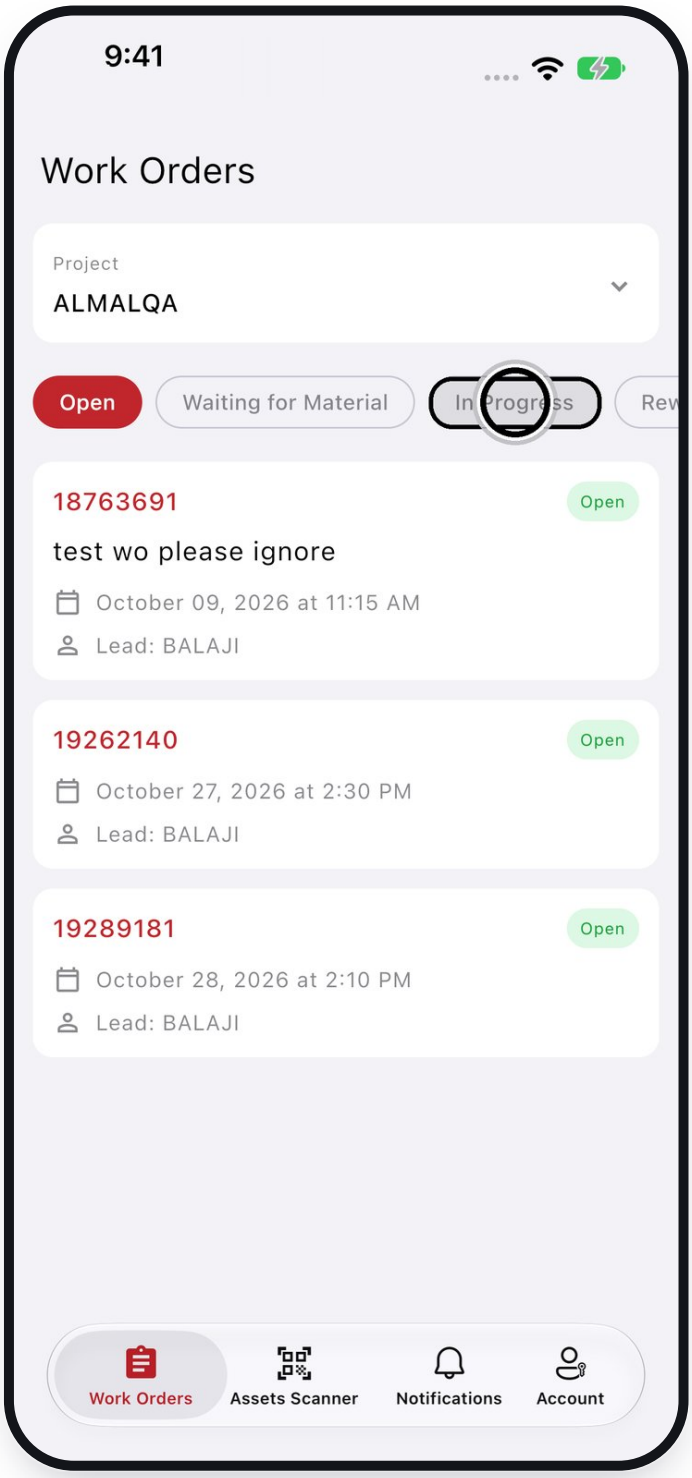
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FACILITY MANAGEMENT

HOW-TO GUIDE

Work on a work order

Every job assigned to you lives under Work Orders, sorted by status. Find the job, add photos or files as you go, and close it out with a memo when you're done.



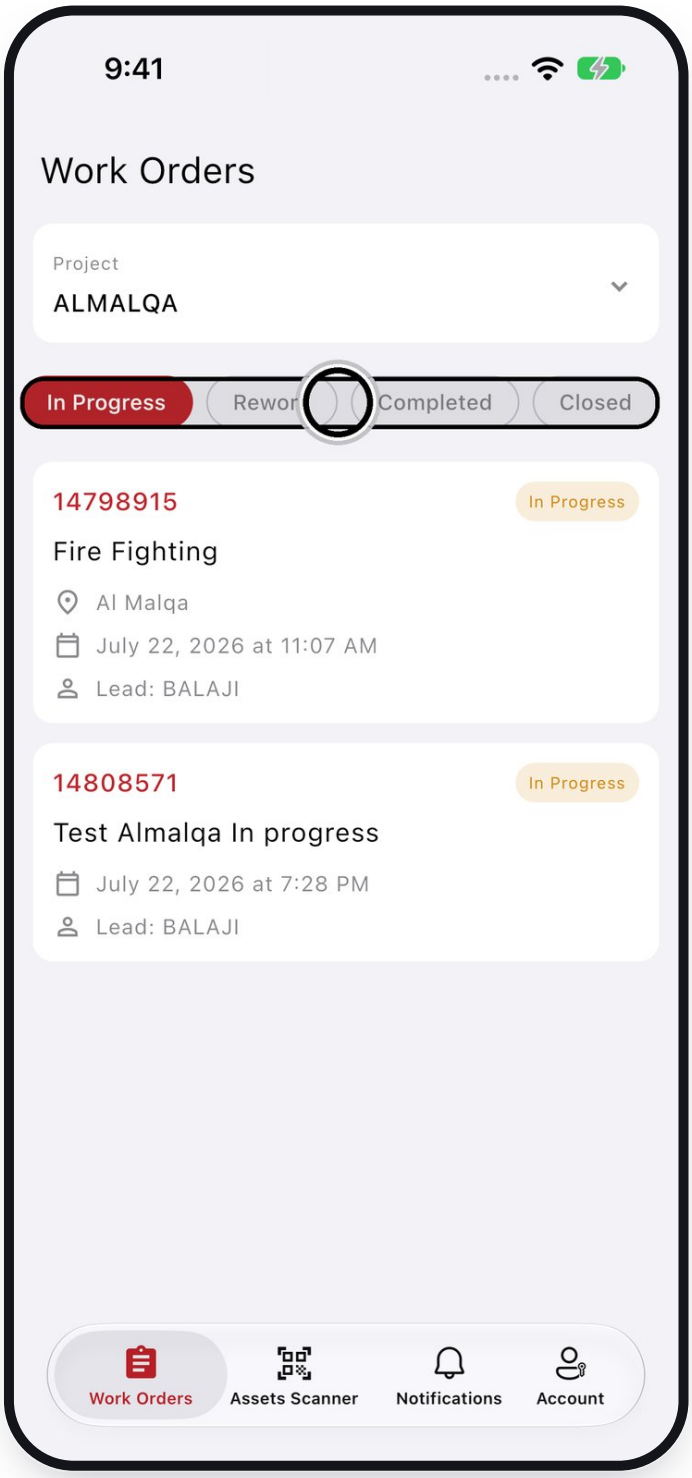
FILTER BY STATUS

Your jobs are grouped by status. Tap a status, such as In Progress, to filter the list.



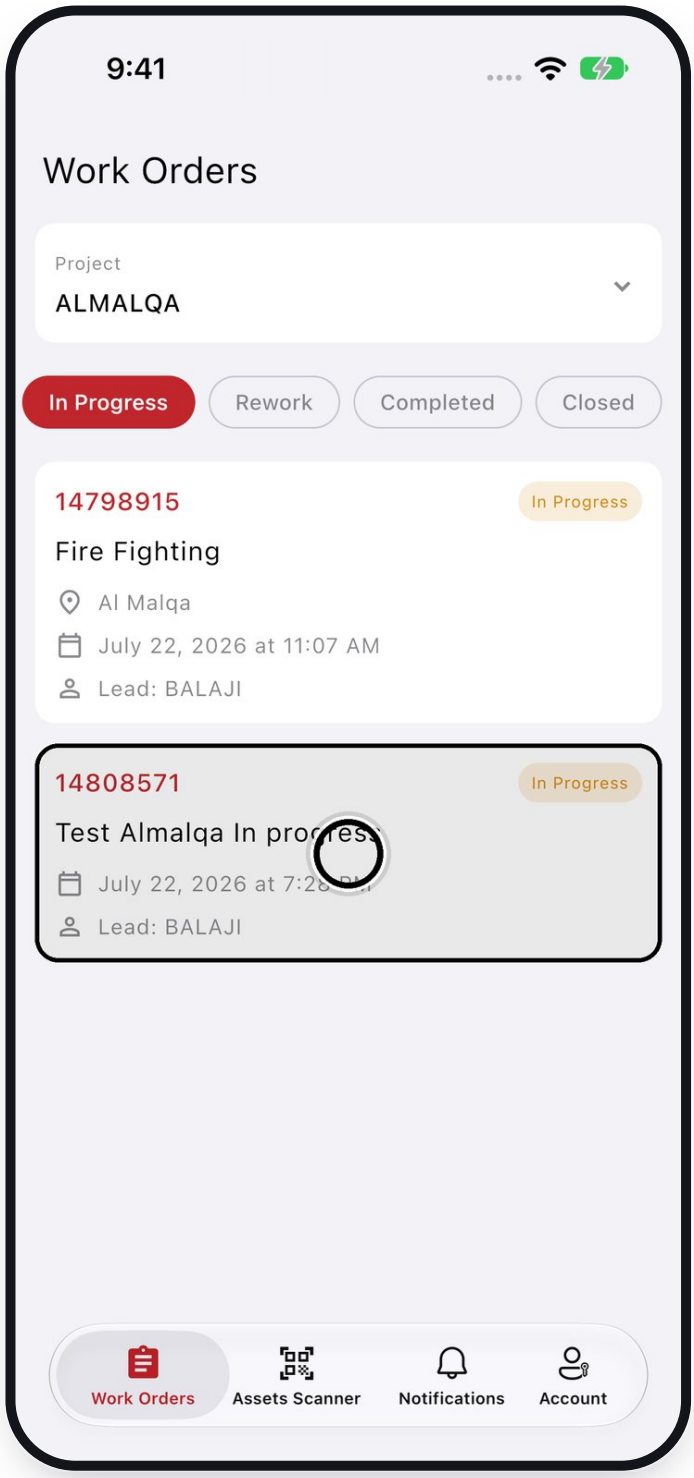
FILTERED LIST

The list now shows only the jobs in that status.



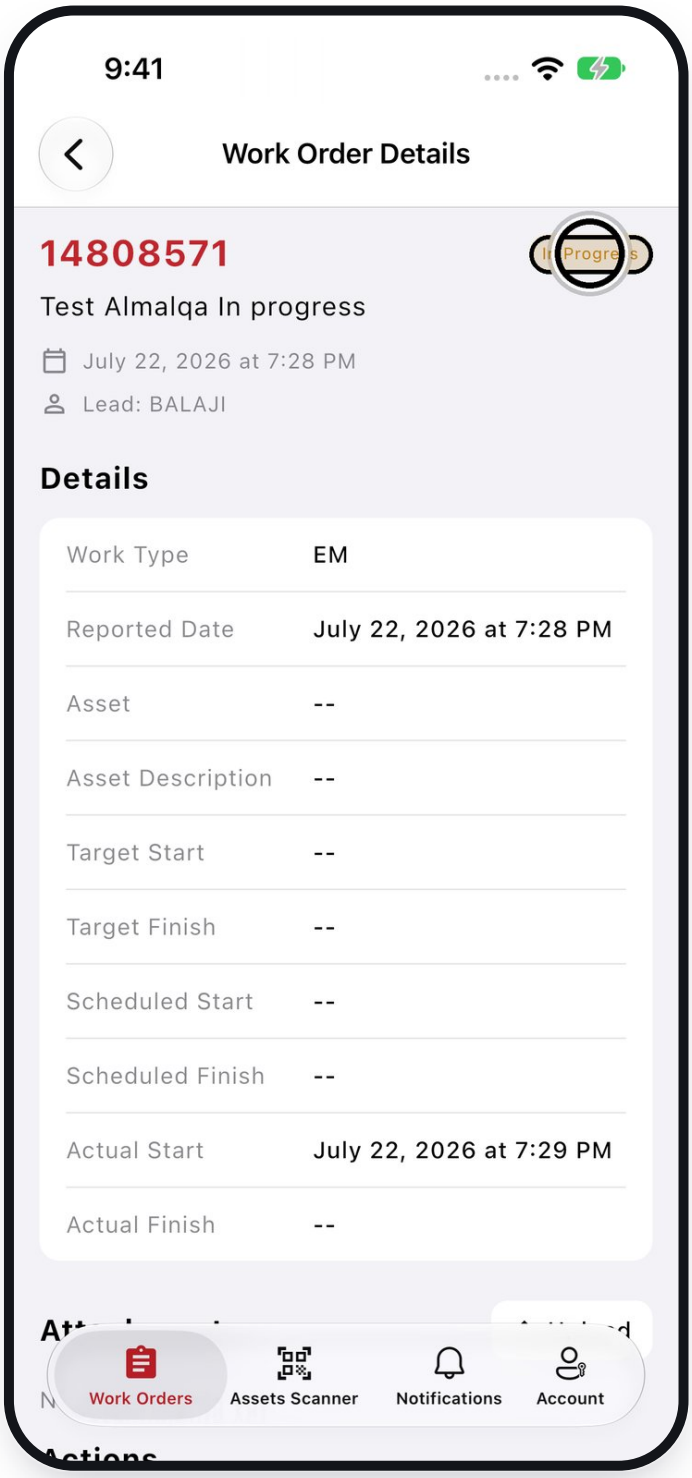
MORE STATUSES

Swipe the statuses sideways to reach Rework, Completed and Closed.



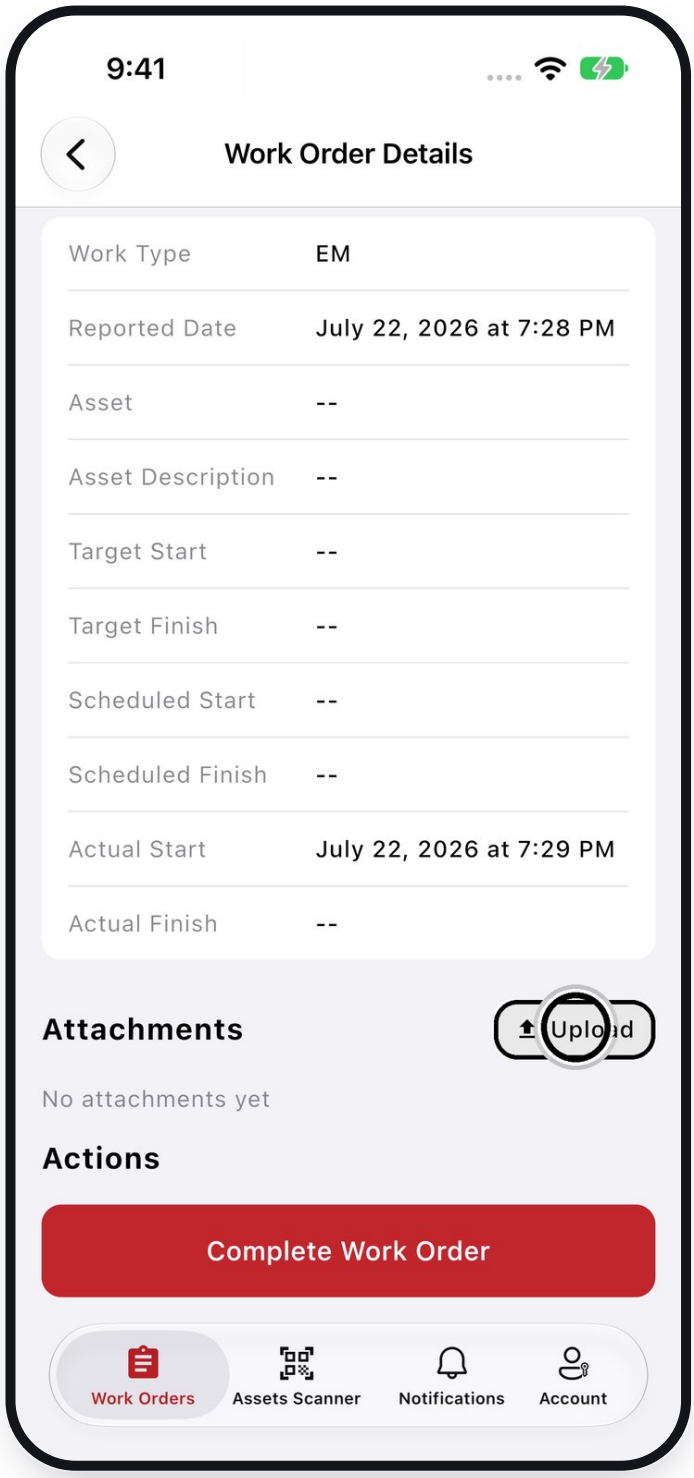
OPEN A JOB

Tap a job to open it.



JOB DETAILS

The job shows its status, work type and dates at a glance.



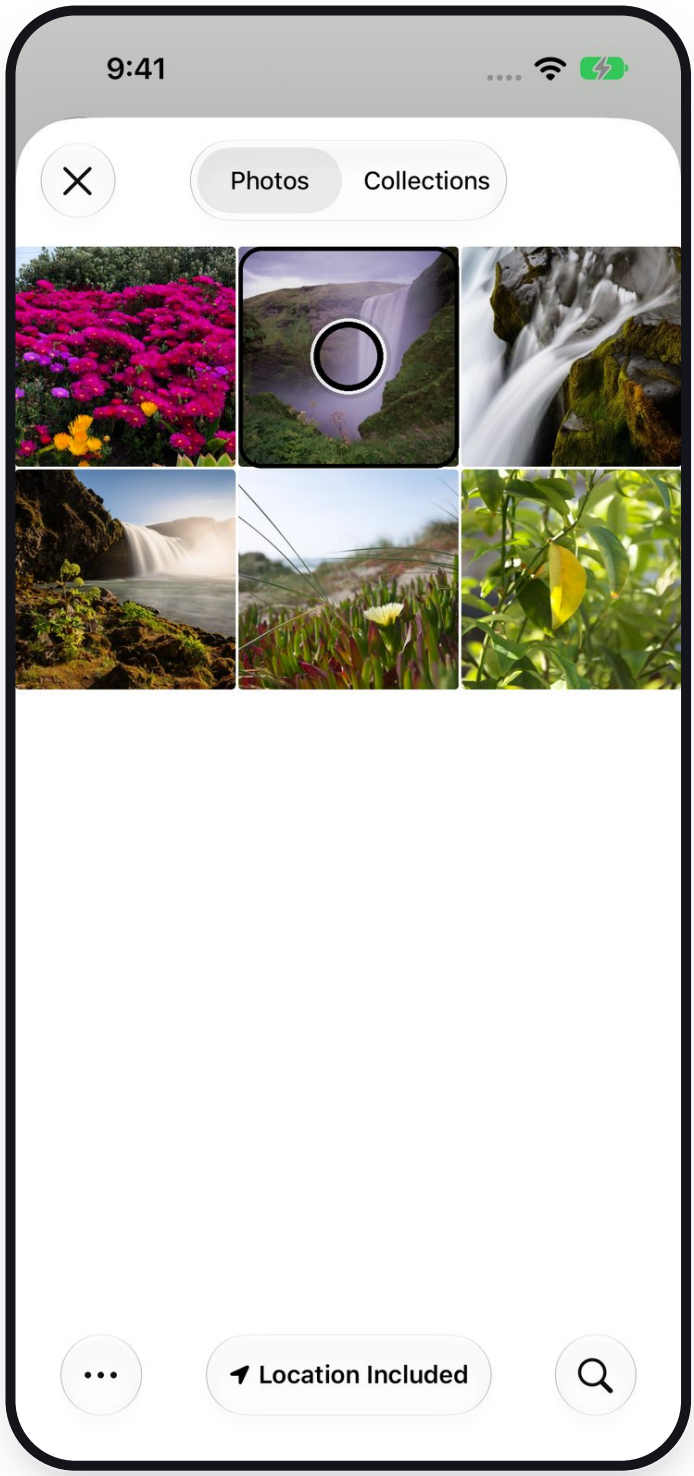
ADD A PHOTO OR FILE

Scroll down and tap Upload under Attachments.



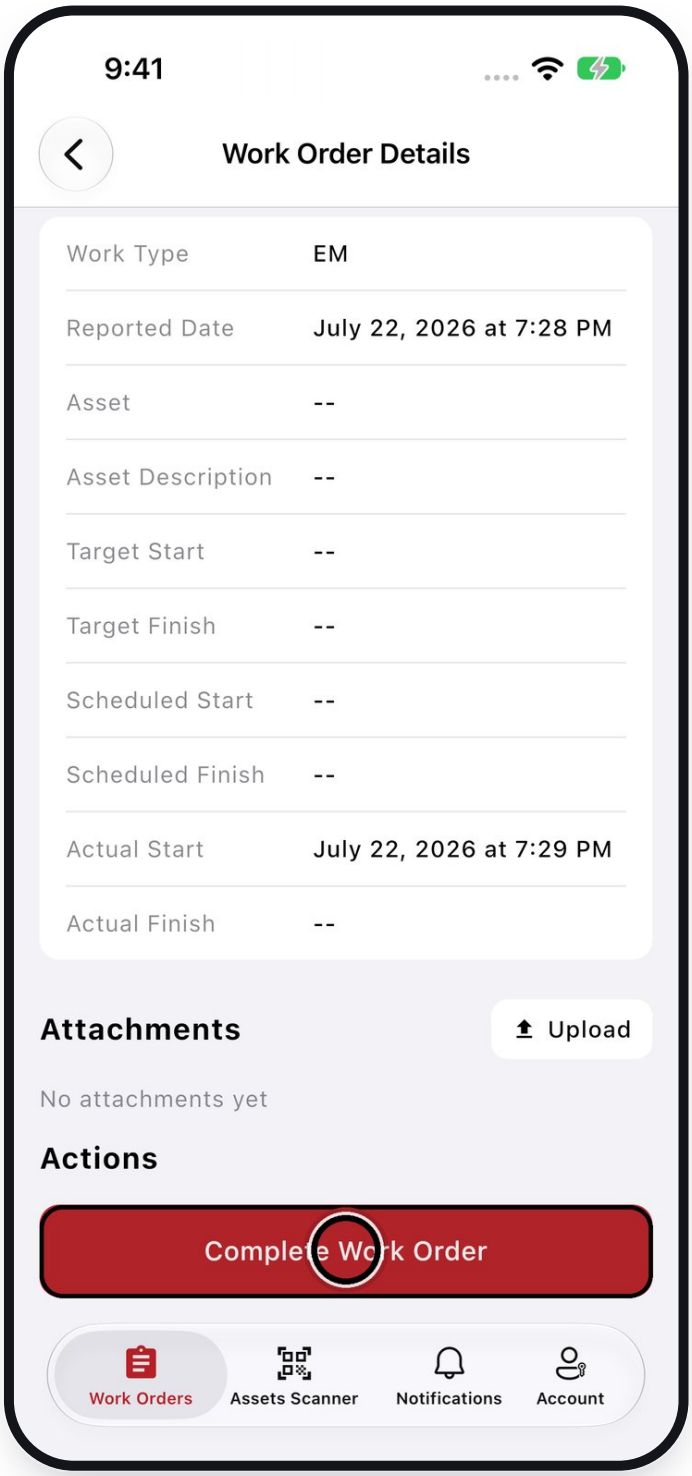
CHOOSE A SOURCE

Take a photo, record a video, pick from your Gallery, attach a document or scan one.



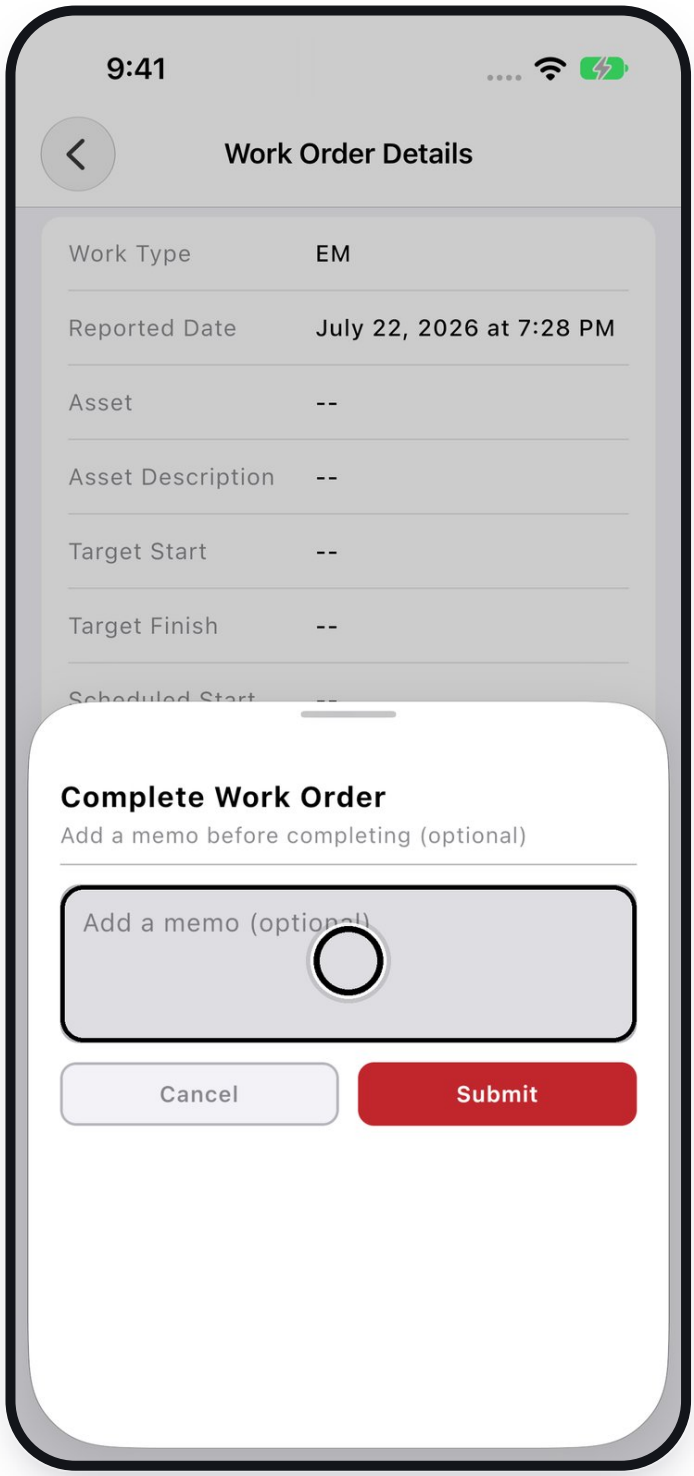
PICK THE PHOTO

From the gallery, tap the photo you want to add.



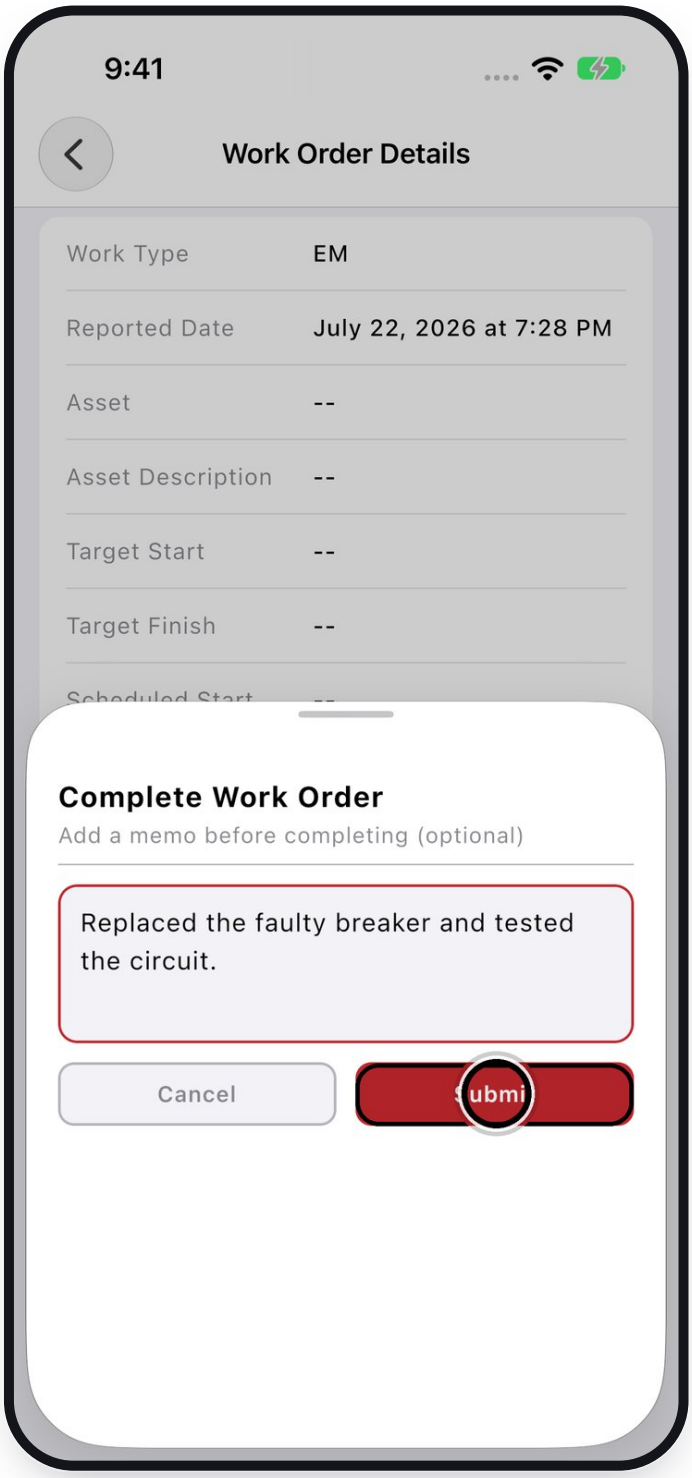
COMPLETE THE JOB

When the work is done, tap Complete Work Order.



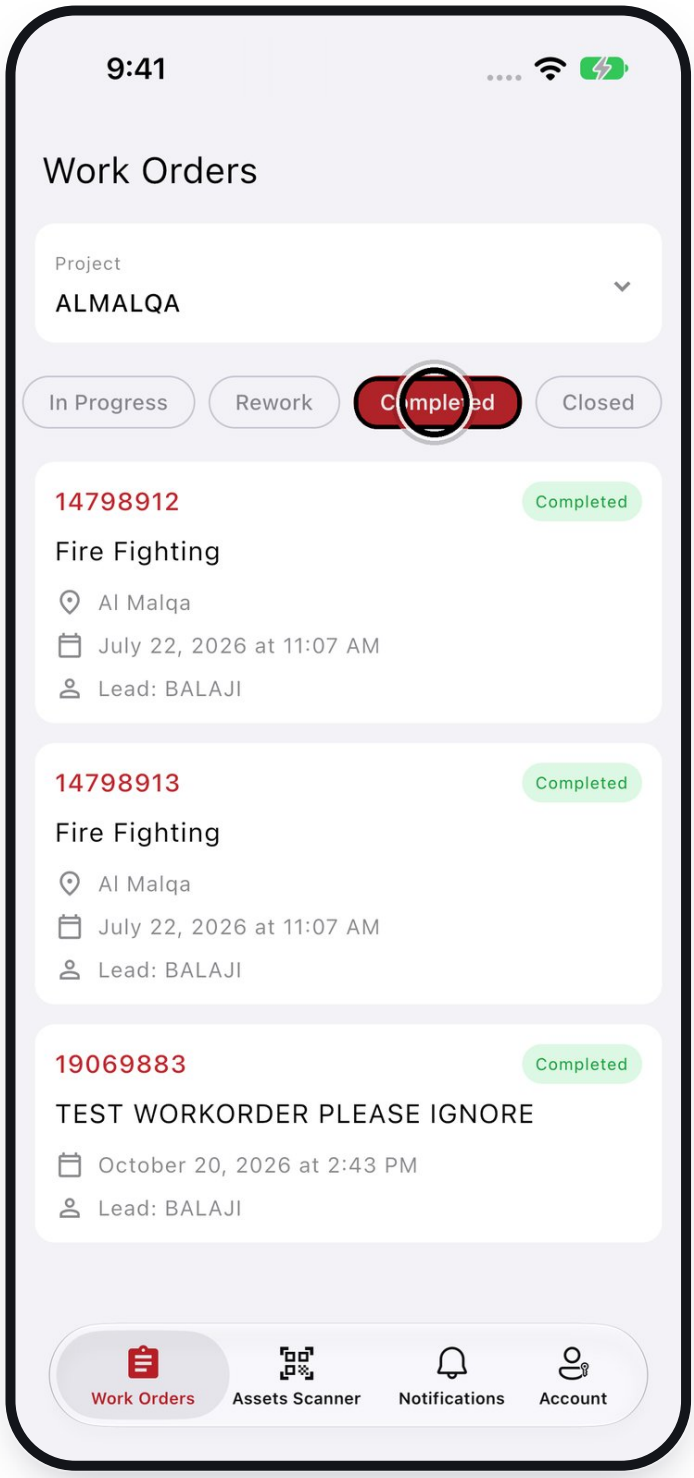
ADD A MEMO

Leave a memo for the team about what you did. It's optional.



SUBMIT

Check your memo, then tap Submit to complete the work order.



FIND IT LATER

Finished jobs are listed under Completed.

Job done

The work order moves to Completed, where you can open it again any time.

Attach before you finish Add photos or documents first, so they stay with the job.