

Accepting a Broadcasted Work Order

Before you can begin working with a broadcasted work order, you must accept it first. Accepting a broadcasted work order will move it to your Tenant Request list in **My Work**. From there, it behaves the same as any other TR work order with regard to updating and completing it.

1. Open the **Broadcast** list and select the work order you would like to accept. The work order details will be displayed.



2. From the work order details, select **Accept**.



3. Enter any applicable notes and then press **Accept**. The work order has now been accepted; it will be moved to the Tenant Request list under **My Work**.

