

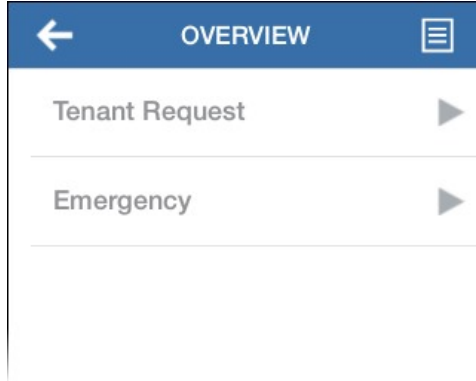




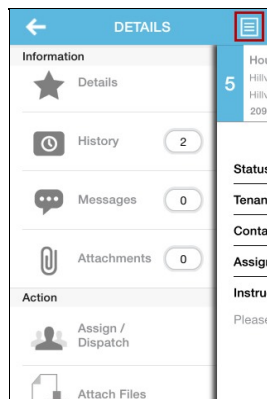
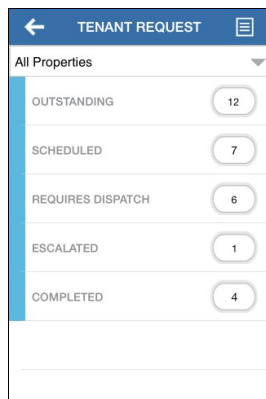
# The Overview Screen

## The Overview Screen:

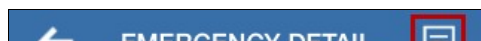
The Overview screen allows you to access additional information on Tenant Requests, as well as Emergency Notification details.




- Selecting **Tenant Request** allows you to view TR work orders in the Outstanding, Scheduled, Requires Dispatch, Escalated and Completed lists. See [Tenant Request Lists](#) for additional information.
  - These work order lists can be filtered by property using the drop-down list provided at the top of the screen.
  - While viewing a work order's details, you can access the following information and functions using the **Options** button (☰):
    - Work order details
    - History
    - Attachments
    - Messages
    - Assign and Dispatch the work order
    - Attach files



- Selecting **Emergency** provides you with a list of Emergency Notifications.
  - Select an Emergency Notification from the list to view the notification's details.
  - Press the **Options** button (☰) to view additional statistics and recipient information.



EMERGENCY DETAIL 

Home

Details

Statistics

RECIPIENTS

Contacts 287

Employees 76

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