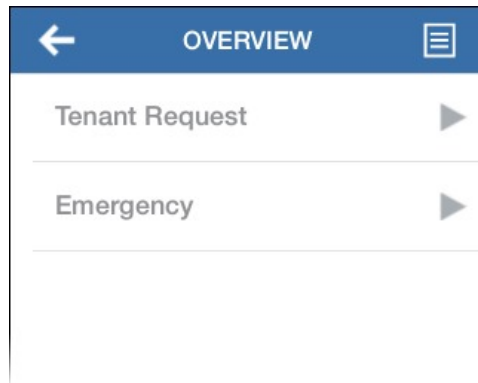


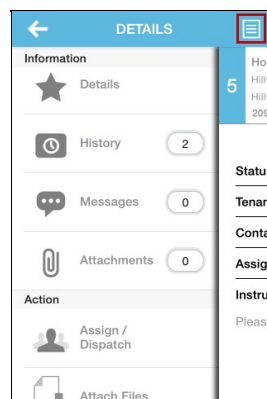
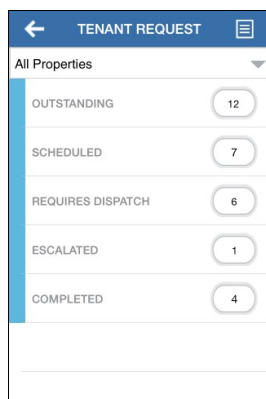
The Overview Screen

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.

