

Viewing & Dispatching Work Orders

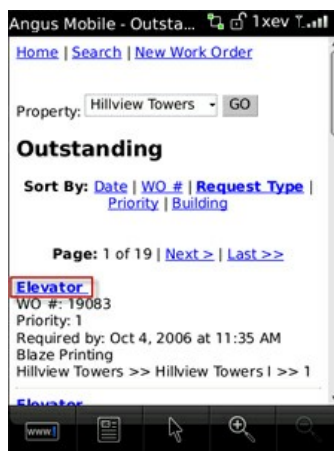
1. If you are not already on the Home screen, selecting **Home** brings you to the home screen, which allows you to select a work order list for viewing.
2. Select the **Status** type that you want to view (e.g. outstanding).



3. The work order list is displayed.
 - You can filter the list using the **Property** drop-down list.
 - You can also filter the list using the **Sort By** options.



4. Locate and select the work order you would like to view.



5. The work order details are displayed. You can also view the work order history and messages by selecting **History** or **Messages**.





6. You can assign and dispatch the work order by selecting **Assign and Dispatch**.



7. Use the **Assign To** dropdown list to select an assignee.
8. Update the **Instructions** field, if needed.
9. Select **Assign & Dispatch**. Your work order has now been dispatched.

