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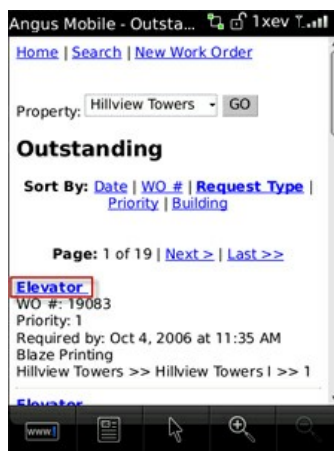
5. The work order details are displayed. You can also view the work order history and messages by selecting **History** or **Messages**.

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.