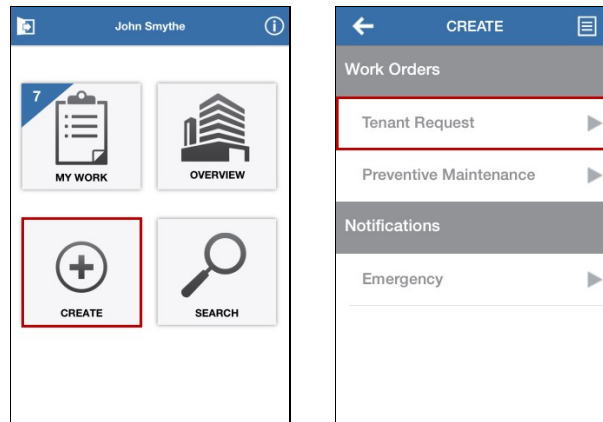


Creating a Work Order

Creating a Work Order:

This option allows you to create a new Tenant Request work order.

1. Select **Create**, then **Tenant Request**.



2. The work order creation form is displayed. Fill out all applicable fields.
 - You can attach a photo to the work order by selecting **Attach Photo**. You will have the option of attaching a photo you have already taken, or to take a new photo using the built-in camera on your iOS or Android™ device.

Note:

- **iOS 8.0 users:** in order to access your camera from within the Mobile iOS application, please update to iOS 8.0.2 and ensure the application's privacy settings are set to allow camera access, as follows:
 1. Select the **Settings** icon.
 2. Scroll down and select **Angus**.
 3. On the screen that opens, select **Privacy**.
 4. Ensure that **Camera** is enabled.

- Depending on the size of your screen, you may need to scroll down in order to access and complete all available form fields.
3. When you are finished entering your information, select **Create**. Your work order has now been created.

The image shows two side-by-side screenshots of the 'CREATE WORK ORDER' form in a mobile application. Both screenshots have a blue header bar with a back arrow and the text 'CREATE WORK ORDER'. The left screenshot displays the following fields: 'PROPERTY' (Carroll Corporate Plaza), 'BUILDING' (Carroll Corporate Plaza), 'TENANT' (Anderson and Friedman), 'CONTACT' (Alan Jackson), 'FLOOR' (02), and 'SUITE' (204). The right screenshot displays: 'REQUEST TYPE' (Janitorial), 'ASSIGNEE' (Bob Smithy), an 'ATTACH PHOTO' button with a camera icon, and an 'INSTRUCTIONS' text area. A red progress bar is visible at the bottom of the right screenshot.

REQUEST TYPE

Reset

Create