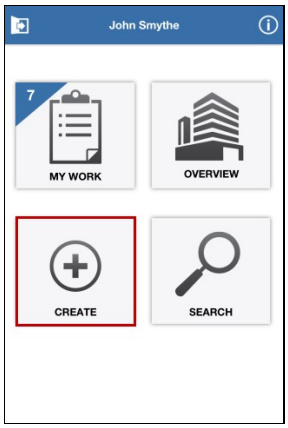
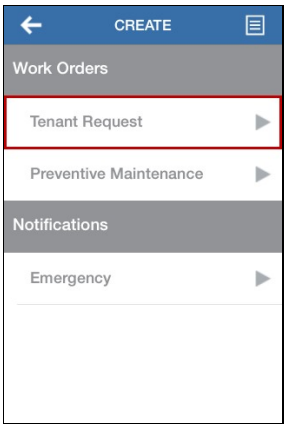
Creating a Work Order

Creating a Work Order:

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

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



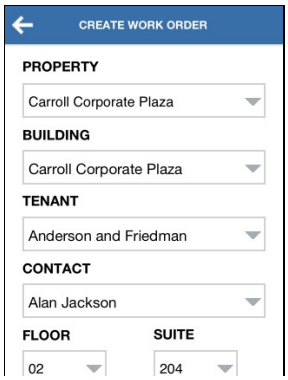


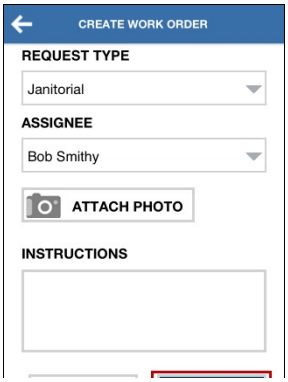
2. The work order creation form is displayed. Fill out all applicable fields.
   - You can attach a photo to the work order by selecting **Attach Photo**. You will have the option of attaching a photo you have already taken, or to take a new photo using the built-in camera on your iOS or Android™ device.

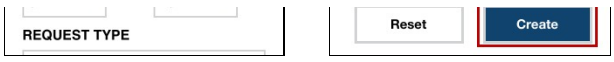
     Note:

     - **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.






REQUEST TYPE
Reset
Create