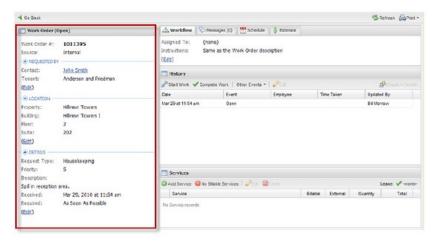
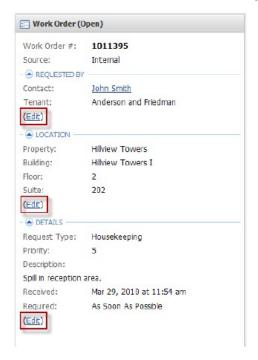
## **Updating Work Order Details**

The Work Order details section is located to the left of a work order. This section contains basic information input by a tenant or employee, such as whom it was requested by, the location and details of the request.



1. To edit a section of the work order details, click on its associated **Edit** link, as highlighted below.



A popup window will open, allowing you to modify the details (the example below shows the Location popup). Modify the information as needed, then click Save to update the information.

