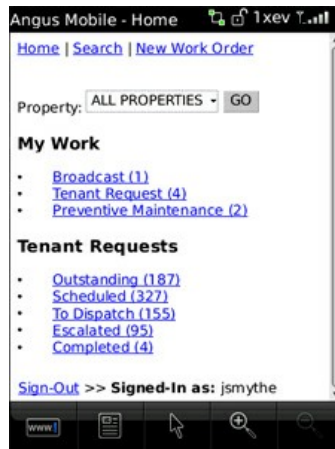# My Work

Introduction to My Work:

The **My Work** lists allow you to view, update and complete work orders that have been assigned to you. You can also view, accept, update and complete broadcasted work orders.

- If your account type is set to **Trade** you will see the **My Work** section only. Additionally:
    - o If you are scoped to properties which use the Tenant Request module and have Show Tenant Request Menu selected in your account profile, you will see a **Tenant Request** list under **My Work.** The **Broadcast** list will also be displayed if you are part of a pool.
    - o If you are scoped to properties which use the Preventive Maintenance module and have Show Preventive Maintenance Menu selected in your account profile, you will see the a **Preventive Maintenance** list under **My Work**.
- All other account types are capable of seeing both the **My Work** section and the **Tenant Request** section, if they are scoped to properties which use those modules and have both Show Tenant Request Menu and Show Preventive Maintenance Menu selected in their account profile.

The following lists are displayed under **My Work**:

- **Broadcast**: this list displays all work order that have been broadcast to your Pool. When a broadcasted work order is accepted by someone in the pool, of if you reject a work order in the broadcast list, it is removed. If you accept a broadcasted work order, it is moved to your **Tenant Request** list; from there, you can update and complete the work order after it has been accepted.
- **Tenant Request**: displays a list of all TR work orders that have been assigned to you. You can update and complete your TR work orders with this list.
- **Preventive Maintenance**: displays a list of all PM work orders that have been assigned to you. You can update and complete your PM work orders with this list.

For more information, see the associated topics in this section.