Completing TR Work Orders

To complete a work order has been assigned to you:

1. Locate the work order from the Tenant Request list, found under **My Work**. The work order details will be displayed.

2. From the **Details** screen, select **Complete**.

Note:

- Depending on the size of your mobile device's screen, you may need to scroll down to view all available status change options.

3. Fill in the **Notes**, **Employee** and **Time Taken** fields as necessary. Select **Complete** when you are finished. The work order has now been completed.