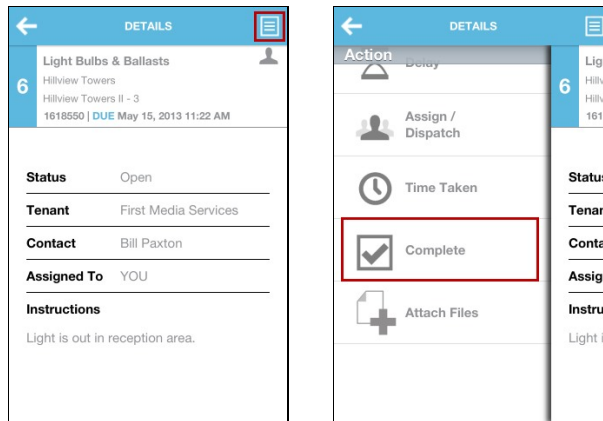


Completing TR Work Orders

Completing TR Work Orders:

To complete a work order that 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, click the **Options** (☰) button and select **Complete**. You may need to scroll down to display all available actions.



3. Fill in the **Time Taken**, **Employee** and **Notes** fields as necessary. Select **Submit** when you are finished. The work order has now been completed; it will be removed from your **My Work** list.

The image shows a screenshot of the 'COMPLETED' screen in the mobile application. The screen displays the following information: Total time spent on work order is 0hr 0min; Time Taken: 1hr 10min; Employee: John Smythe; Note: (empty text area). At the bottom of the screen, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red box.