Completing TR Work Orders

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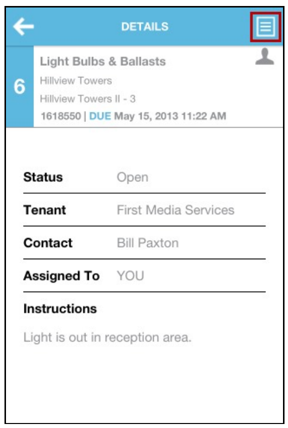
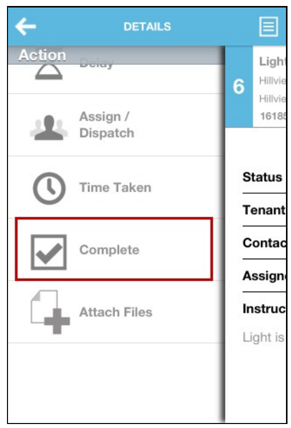
To complete a work order that has been assigned to you:

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.