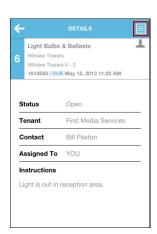
Completing TR Work Orders

Completing TR Work Orders:

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

- 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.





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.

