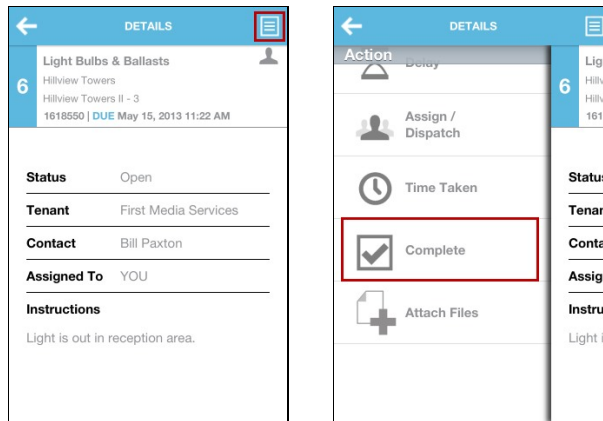


Completing TR Work Orders

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 'COMPLETED' screen in the mobile application. At the top, the status is 'COMPLETED'. Below this, there is a light blue bar indicating 'Total time spent on work order is 0hr 0min'. The main section contains three input fields: 'Time Taken' with the value '1hr 10min', 'Employee' with a dropdown menu showing 'John Smythe', and a 'Note' field which is currently empty. At the bottom, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red box.