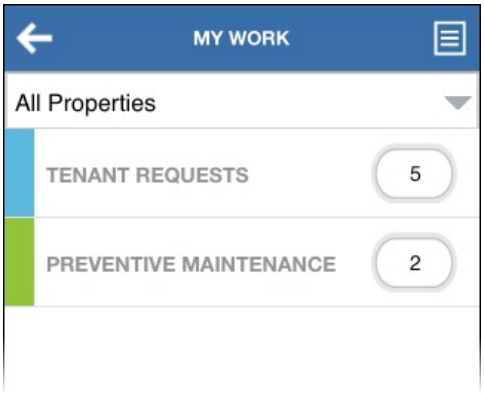
My Work

My Work:

The **My Work** lists allow you to view, update and complete work orders that have been assigned to you. You can also view, accept, update and complete broadcasted work orders.

- If you are scoped to properties which use the Tenant Request module and have Show Tenant Request Menu selected in your account profile, you will see a **Tenant Requests** list under **My Work**. If you are part of a pool, broadcasted work orders will also appear here.
- If you are scoped to properties which use the Preventive Maintenance module and have Show Preventive Maintenance Menu selected in your account profile, you will see the **Preventive Maintenance** list under **My Work**.



The following lists are displayed under **My Work**:

- **Tenant Requests:** displays a list of all TR work orders that have been assigned to you. You can update and complete your TR work orders with this list. Includes broadcasted work orders.
- **Preventive Maintenance:** displays a list of all PM work orders that have been assigned to you. You can update and complete your PM work orders with this list.

For more information, see the associated pages in this section.