

Updating TR Work Orders

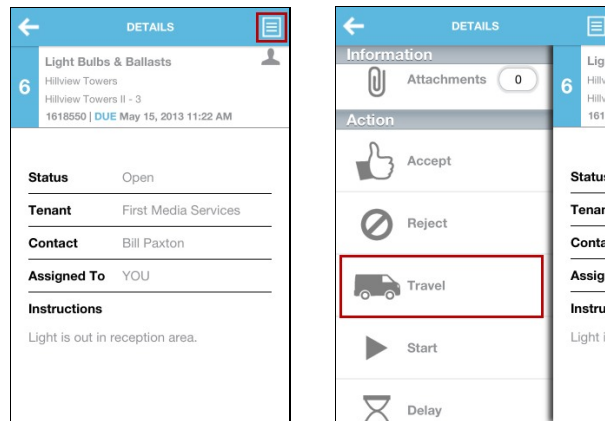
Updating TR Work Orders:

Note:

- Selecting a status **before you have accepted the work order** will count as accepting the work order and then changing the status.

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

1. Locate your work order from the Tenant Request list found under **My Work**. The work order details will be displayed.
2. From the Details screen, press the **Options** button (☰) and select the new status from the list (in the example shown below, **Travel** is selected). You may need to scroll down to display all available actions.



3. You can add a comment to the status change in the **Notes** field provided. This note will show up in the status log in Angus AnyWhere®. When you are finished, press **Submit** to update the status.

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4. The work order status has now been updated.