





# Creating a Work Order

## To Create A Work Order Without A Tenant Contact:

1. Selecting **New Work Order** brings you to the work order creation screen. Select a property, then click **Next**.



2. On the next screen, fill out all required fields at a minimum. Required fields are marked with an asterisk (\*).
  - Depending on the size of your handheld device's screen, you may need to scroll down in order to access and complete all available form fields.
3. When you are finished entering your information, select **Create Work Order**. Your work order has now been created.



## To Create A Work Order With A Tenant Contact:

1. Select **Search** and use either the **Contact Directory** or **Tenant Directory** search methods to locate the tenant contact you would like to use.





2. Once you have located the tenant contact, select **New Work Order for this Contact**.

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**Contact Details**

Name: Alan Jones  
Tenant: Blaze Printing  
Property: Hillview Towers >> Hillview Towers I  
Floor/Suite: 1 >> 104  
Phone:  
E-Mail:

**Emergency Contact Information**

E-Mail:  
Phone 1:  
Phone 2:  
SMS:

**New Work Order for this Contact**

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3. Fill out all required fields at a minimum. Required fields are marked with an asterisk (\*). Selecting a drop-down list takes you to a selection screen which displays all possible options. For example, selecting the Property field takes you to a list of properties. Selecting a property takes you to a building selection screen, then returns you to this form with the building and property information you selected filled in.
  - Place a checkmark beside **Requested By Me** if this is a proactive work order.
  - You will need to scroll down in order to access and complete all available form fields.
4. When you are finished entering your information, select **Create Work Order**. Your work order has now been created.

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**New Work Order**

(\*) - Required field

Contact : Blaze Printing - Alan Jones  
Requested By Me :

Property : [Hillview Towers I - Hillview Towers](#)  
Floor/Suite : 1 - 104  
Request Type (\*):  
Assign To:  
Instructions (\*):

**Create Work Order**

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