



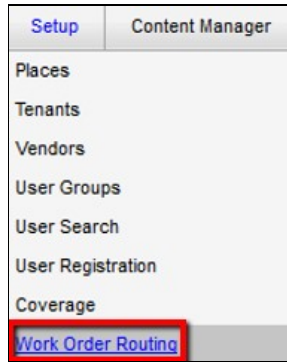


# Creating Pools

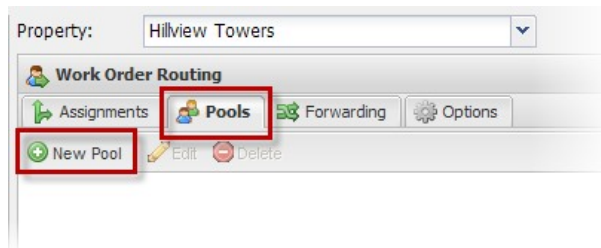
Control Panel > Setup > Work Order Routing > Pools Tab

## Creating Pools:

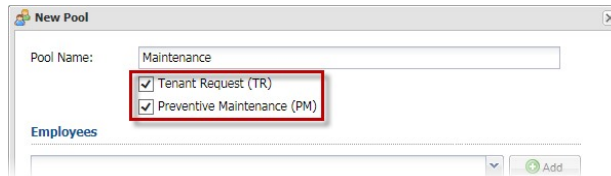
1. Go to **Control Panel > Setup > Work Order Routing**.



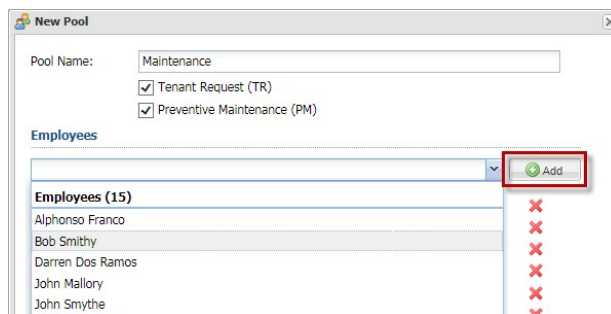
2. Under the **Pools** tab, click on **New Pool**. The **New Pool** configuration window will open.



3. In the **New Pool** window, enter a **Pool Name** and indicate whether the pool is intended to handle work orders for **Tenant Request**, **Preventive Maintenance**, or both.



4. Use the drop-down menu to select a staff member to add to the pool, then click on **Add**. Repeat this step until you are finished adding staff members.



Victor Van Helsing

5. You can remove a staff member from the list by clicking on the **X** beside the staff member you would like to remove.
6. When you are finished, click on **Save**.

New Pool

Pool Name: Maintenance

Tenant Request (TR)  
 Preventive Maintenance (PM)

Employees

Name:	TR Device info:	PM Device info:	Status	
John Smythe	Angus Mobile	Angus Mobile	Good	<input type="button" value="X"/>
Maria Agapito	Angus Mobile	Angus Mobile	Good	<input type="button" value="X"/>
Sheila Jackson	Angus Mobile	Angus Mobile	Good	<input type="button" value="X"/>