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 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, select the new **Status** from the list (in the example shown below, **Travel** is selected).

Note:

- Depending on the size of your mobile device's screen, you may need to scroll down to view all available status change options.

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, select the button beneath the **Notes** field to update the work order's status and attach the note (if one was entered).

   o The button beneath the **Notes** field will have the same name as the status type you selected. In the example below **Travel** was selected, so the button is labeled **Travel**.

4. The work order status has now been updated.