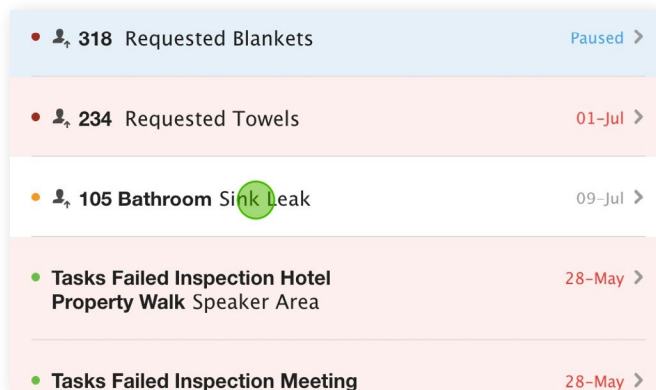


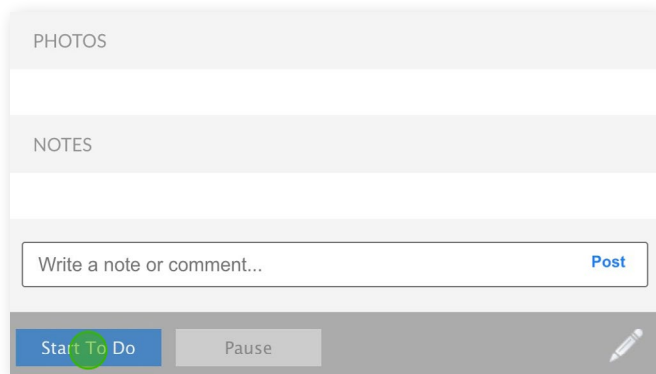
Completing a Work Order

In this section, we'll walk through how to complete a work order on mobile. The process begins when you receive a push notification. You can also complete work orders on desktop.

1. Once you tap on the push notification, you'll be taken to the **To Do List**. Tap on the work order.

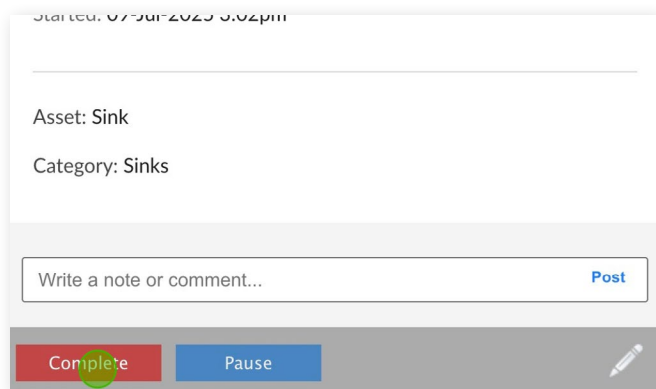


2. Click **Start To Do**.



3. Fix the work order, and then click **Complete**.

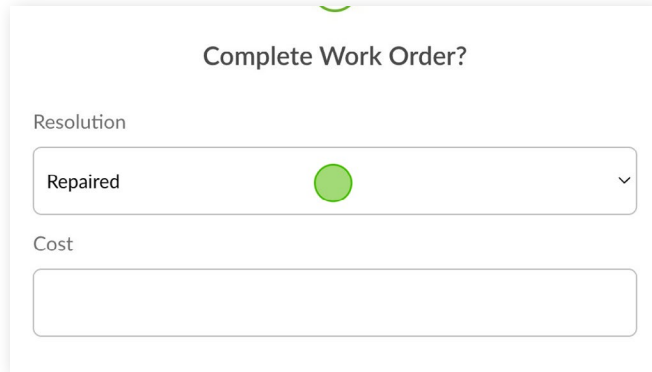
Note: Work orders are timed in Quore, so be sure to use the **Pause** button if you get pulled away.



Completing a Work Order Continued

4. Select how the work order was fixed.

Note: Cost is an optional field.



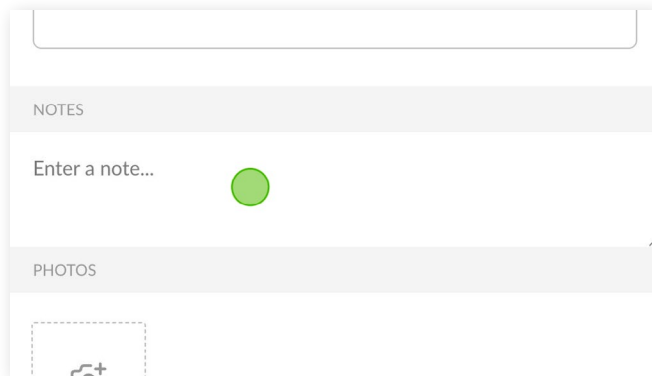
Complete Work Order?

Resolution

Repaired

Cost

5. Click the **Enter a note...** field to add notes if needed.

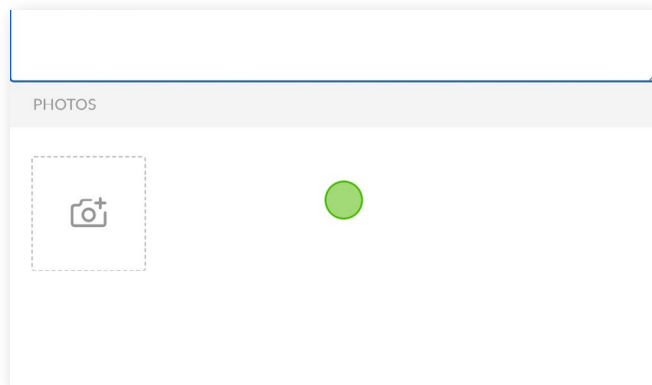


NOTES

Enter a note...

PHOTOS

6. Click the **photo icon** to attach a photo if needed.



PHOTOS

photo icon

Completing a Work Order Continued

7. Click **Complete**.

