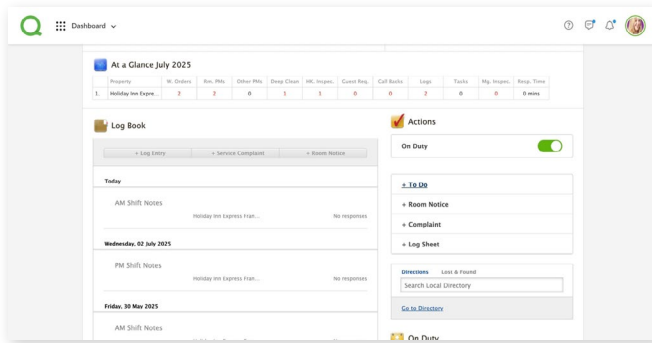


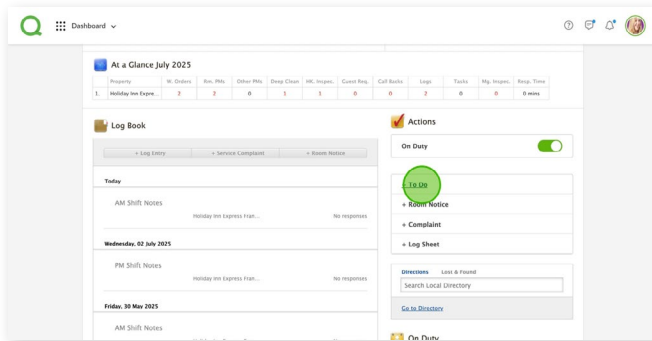
Creating a Work Order

The following steps show how to create a work order on desktop. Work orders can also be created from the mobile app.

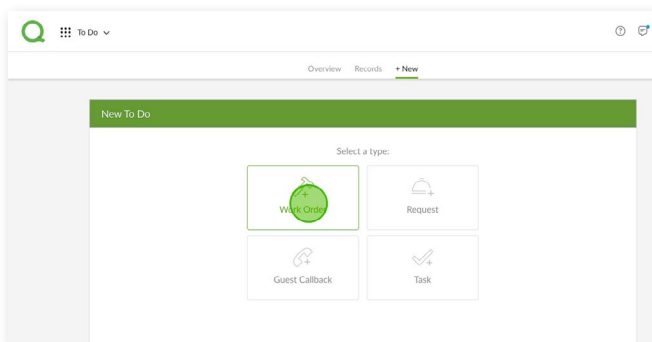
1. Navigate to **Quore**.



2. Click **+To Do**.



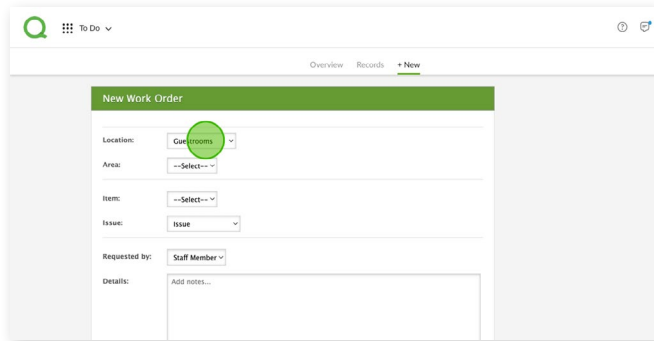
3. Click **Work Order**.



Creating a Work Order Continued

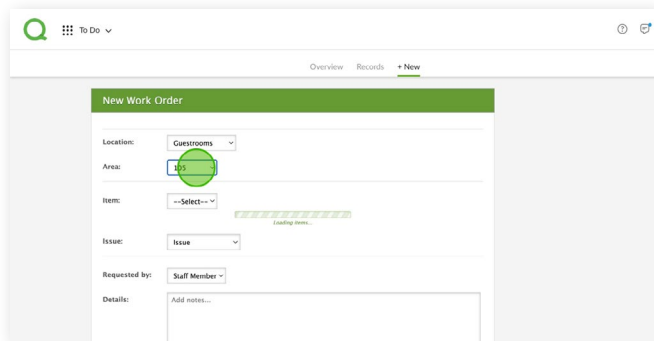
4. Click the **Location** dropdown and select if the work order is in a guestroom, common area, employee area, guest amenities area, or exterior.

Note: Options will change based off what you select.



The screenshot shows the 'New Work Order' form in the Quore system. The 'Location' dropdown is highlighted with a green circle and contains the text 'Guestrooms'. Other fields include 'Area' (placeholder: --Select--), 'Item' (placeholder: --Select--), 'Issue' (dropdown: Issue), 'Requested by' (dropdown: Staff Member), and a 'Details' section with a text area labeled 'Add notes...'. The top navigation bar shows 'Overview', 'Records', and '+ New'.

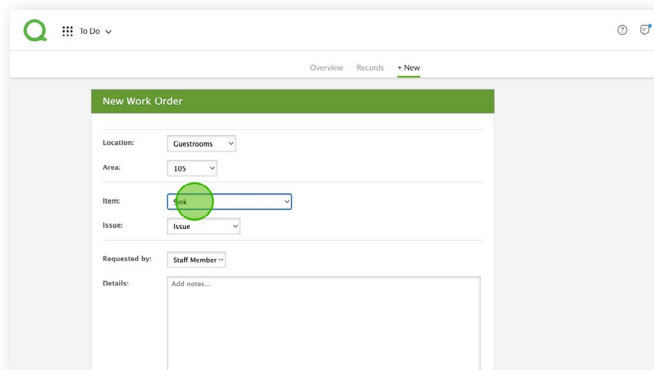
5. Select the specific area for the location previously selected. For example, since we selected **Guestrooms** for **Location**, select the guestroom number for area.



The screenshot shows the 'New Work Order' form. The 'Area' dropdown is highlighted with a green circle and contains the text '105'. The 'Item' dropdown is now populated with a list of items, and a 'Loading items...' message is visible. The 'Location' remains 'Guestrooms'. Other fields are the same as in the previous screenshot.

6. Select the Item in the area you selected.

Note: Each area has a list of specific assets within it. If an item is missing, you can add it through the Inventory app.

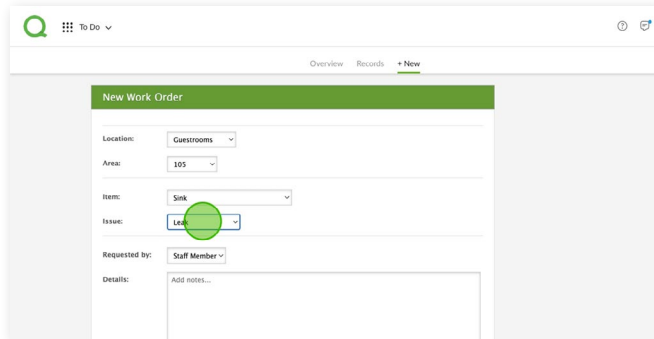


The screenshot shows the 'New Work Order' form. The 'Item' dropdown is highlighted with a green circle and contains the text '404'. The 'Area' remains '105'. The 'Location' remains 'Guestrooms'. Other fields are the same as in the previous screenshot.

Creating a Work Order Continued

7. Select the **Issue** with the item you selected.

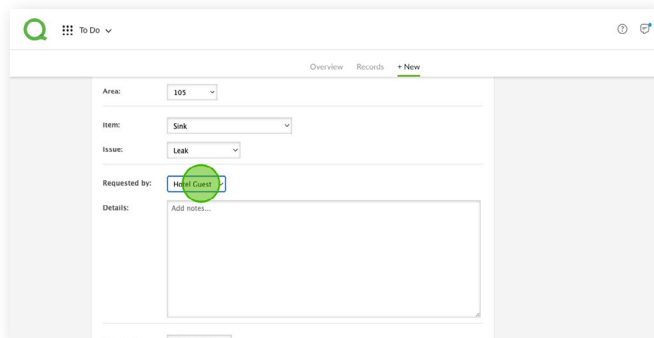
Note: The issue list cannot be edited.



The screenshot shows the 'New Work Order' form in the Quore application. The form has a green header bar with the Quore logo and a 'To Do' dropdown. Below the header, there are tabs for 'Overview', 'Records', and '+ New'. The form fields include: 'Location' (Guestrooms), 'Area' (105), 'Item' (Sink), 'Issue' (Leak), 'Requested by' (Staff Member), and 'Details' (Add notes...). A green circle highlights the 'Issue' dropdown menu.

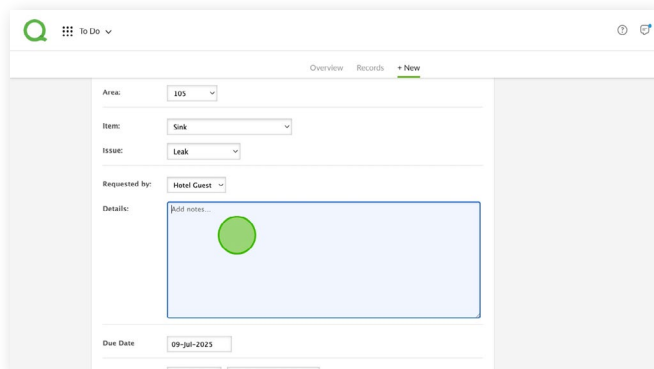
8. Select **Hotel Guest** or **Staff Member** based off who requested the work order.

Note: If it is guest initiated, select **Hotel Guest**. If the guest is not involved, select **Staff Member**. This will determine priority level and **Hotel Guest** work orders will trigger escalation alerts if not started within 30 minutes.



The screenshot shows the 'New Work Order' form in the Quore application. The form has a green header bar with the Quore logo and a 'To Do' dropdown. Below the header, there are tabs for 'Overview', 'Records', and '+ New'. The form fields include: 'Area' (105), 'Item' (Sink), 'Issue' (Leak), 'Requested by' (Hotel Guest), and 'Details' (Add notes...). A green circle highlights the 'Requested by' dropdown menu.

9. Click the **Add notes...** field and add details of the work order.



The screenshot shows the 'New Work Order' form in the Quore application. The form has a green header bar with the Quore logo and a 'To Do' dropdown. Below the header, there are tabs for 'Overview', 'Records', and '+ New'. The form fields include: 'Area' (105), 'Item' (Sink), 'Issue' (Leak), 'Requested by' (Hotel Guest), and 'Details' (Add notes...). A green circle highlights the 'Add notes...' field.

Creating a Work Order Continued

10. Use the dropdowns to select who the work order is assigned to. This will determine who will get notified.

11. Click **Post To Do** to post the work order.

12. The work order will be sent to the assigned person or group, appear on the **To Do List**, and show on the rooms grid like below. You can track the work order throughout the day.

Note: If creating an action for a guestroom, you can click on any room and click the three dots, and **+ Action** to quickly document.

