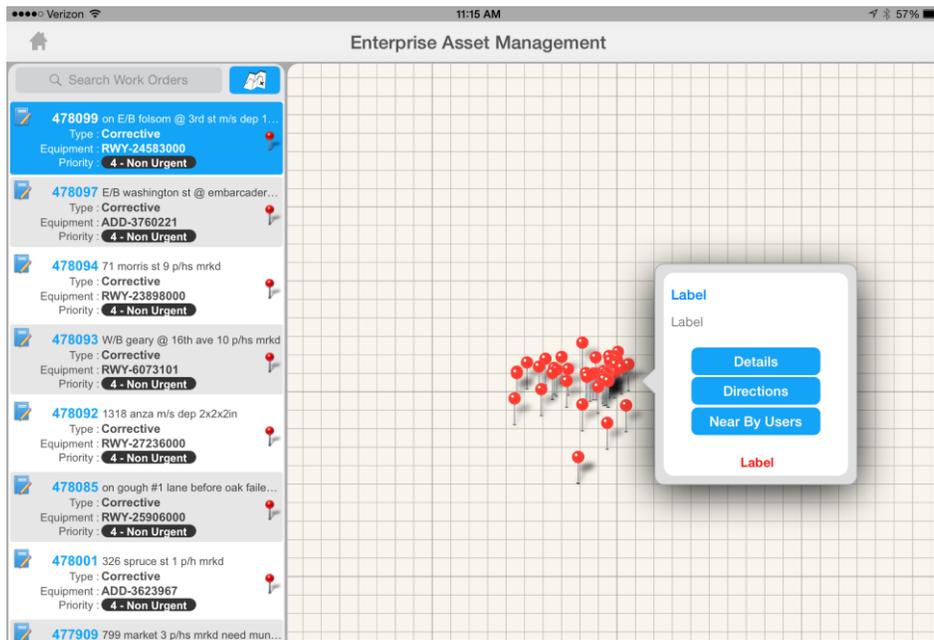
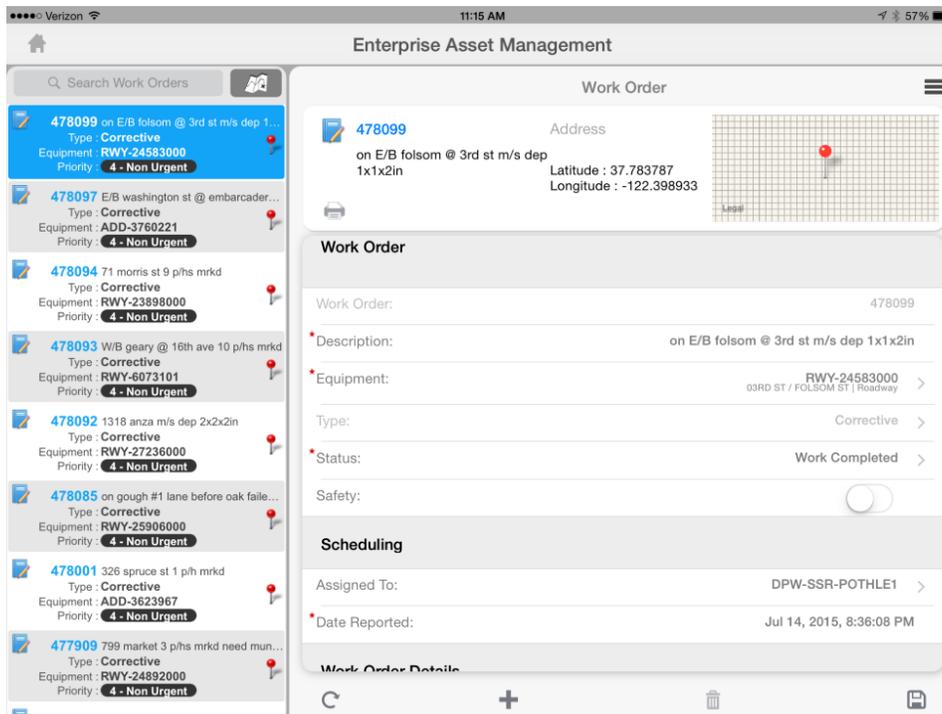


- View Map, Directions, and Work Order Details



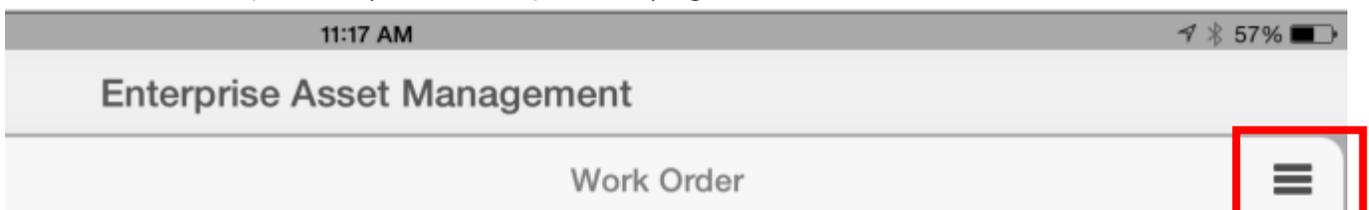
- Work Order View

- Review Work Order Details



Step 3 – Comments

- Use the Tabs button (3 line drop down menu) at the top right and select comments

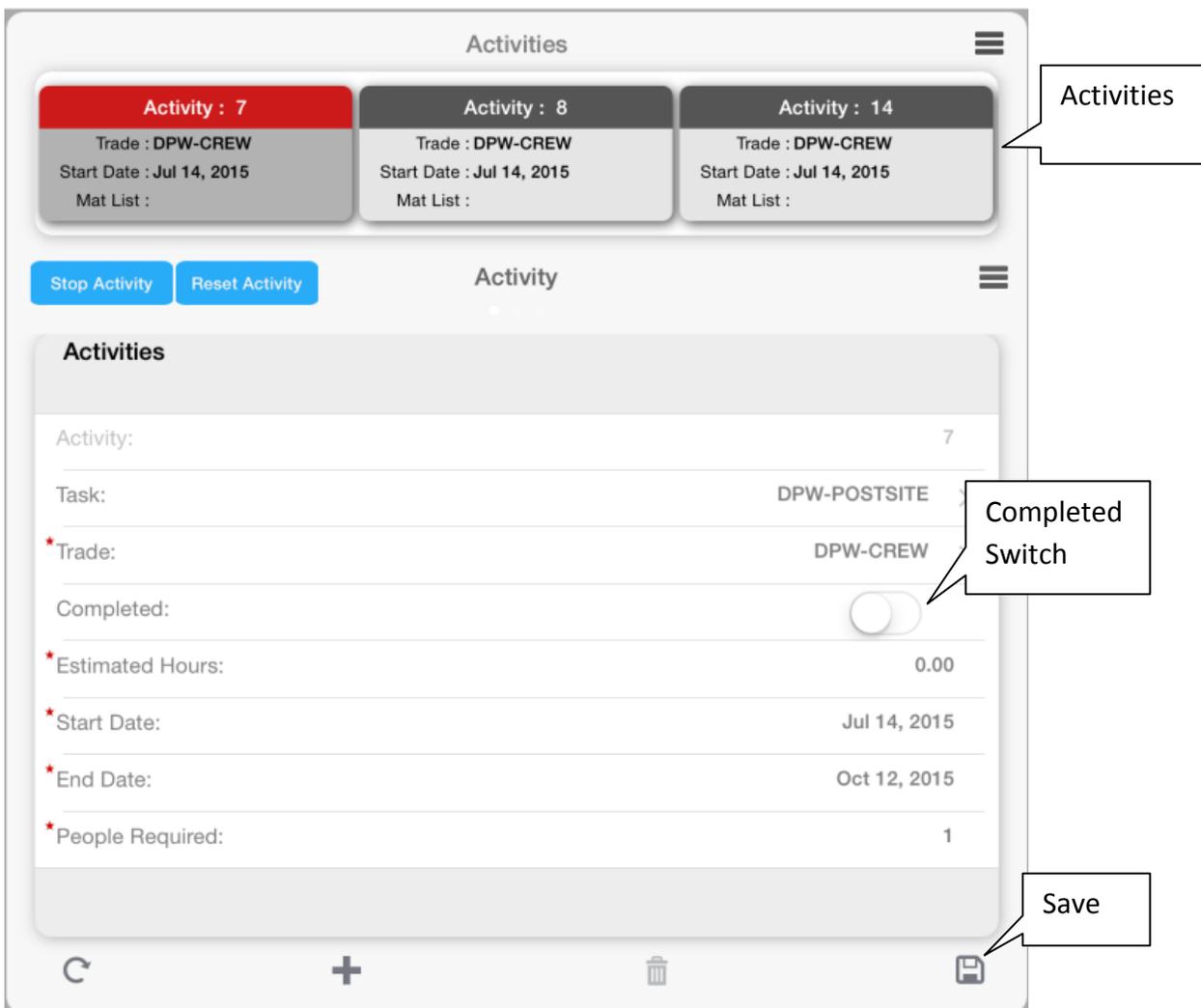


- Review Comments
- Enter Comments

- Click + button
- Enter Comments
- Press Keyboard Down
- Save using Save Icon

Step 4 – Enter Activities / Book Labor

- Using the Tabs button, select Activities
- When at site, start timer by
 - Clicking Activity
 - Click Start Activity
 - Click Stop Activity
 - This will take you directly to the **Book Labor Tab**
- Book Labor
 - Save using the floppy disk save icon
- Go back to activities tab
 - Select completed activity
 - Use the Completed Switch to signify completed task
 - Save using save icon



Step 5 – Enter Measures and Materials

- Using the Tabs button, select Issue / Return
- Click +
- Select part
 - Search
 - Enter value
 - Search button
 - Select
- Enter Transaction Quantity and click Keyboard down button
- Save

Step 6 – Completion

- Click on Tabs button and select Work Order
- Select Completion Reason
- Update Status to Work Complete
- Change the SO Lead to Tony
- Save

Symbols

	Open Tabs Menu
	Save
	Add
	Delete
	Open Map View
 	Start / Stop Activity Timer
	Close Keyboard
Completed: 	Completed Activities Switch