

Create a New Work Order in Work Manager App

To create a new work order, watch this training video or follow the steps below:

[Log in](/display/PD10/Set+Up+Work+Manager+App) Make sure that you are logged in to the correct Admin Unit by clicking  in the top left corner Tap on **Settings** and then select the desired admin unit from the list Below the list of open and pending Work Orders, tap **Add Work Order**  Tap on **Asset Type** to view the list of available asset types Select the appropriate type of asset  Tap **Activities** to view the list of available activities Select the appropriate type of activity  Tap on **Crew** if you would like to assign this WO to a Crew Select the appropriate crew as needed  Enter the plan amount and enter the plan amount  Tap **Save** to create your new work order  Tap **Comments** if you would like to add any comments to this Work Order  Tap **Save** to create your new work order  Tap **Comments** if you would like to add any comments to this Work Order  Tap **Save** to create your new work order  Tap **Comments** if you would like to add any comments to this Work Order  Tap **Save** to create your new work order  Tap **Comments** if you would like to add any comments to this Work Order  Tap **Save** to create your new work order  Tap **Comments** if you would like to add any comments to this Work Order  Tap **Save** to create your new work order  Tap **Comments** if you would like to add any comments to this Work Order  Tap **Save** to create your new work order  Tap **Comments** if you would like to add any comments to this Work Order  Tap **Save** to create your new work order  Tap **Comments** if you would like to add any comments to this Work Order  Tap **Save** to create your new work order  Tap **Comments** if you would like to add any comments to this Work Order  Tap **Save** to create your new work order  Tap **Comments** if you would like to add any comments to this Work Order  Tap **Save** to create your new work order