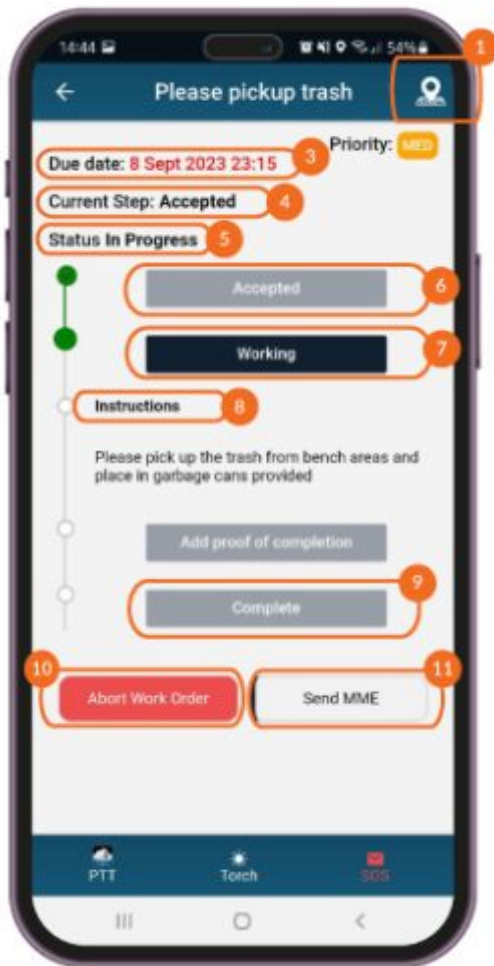# WO Details

In the WO's details you can view all information related to this WO in order to decide whether you want to accept it or not.

01

Map

Press on the Map icon at the top right to see where you need to go in order to complete this WO. To hide the Map, simply press on the map icon again.

02

Time to respond

The date/time until you need to respond to this WO, before it is automatically rejected by the system.

03

Due Date

The date/time until you need to complete this WO if accepted.

04

Current Step

The step you are currently in for this WO based on your actions.

05

Status

The status of this WO, based on the manager's actions.

06

Respond

Press "Respond" to Accept or Reject this WO. If you reject the WO, you are prompted to add a reason why (optional). If you accept the WO, you can proceed to the next steps.

Note: To Respond to a WO, you need to be connected to the internet.

07

Working

Press "Working" to declare that you have started working on this WO after you arrived on site.

08

Instructions

Read the Instructions to understand what this WO is about and which steps you need to follow in order to complete it.

09

Complete

Press "Complete" in order to complete this WO. When you complete a WO, you are prompted to add proof of completion (optional).

10

Abort

Press "Abort Work Order" to abort this WO in case you cannot complete it after you have accepted it. If you abort a WO, you are prompted to add a reason why (optional).

Note: To Abort a WO, you need to be connected to the internet.

11

Send MME

Send multimedia elements during any stage of your WO by pressing "Send MME", if you want to report something out of the ordinary, or something worth mentioning before completing your work.