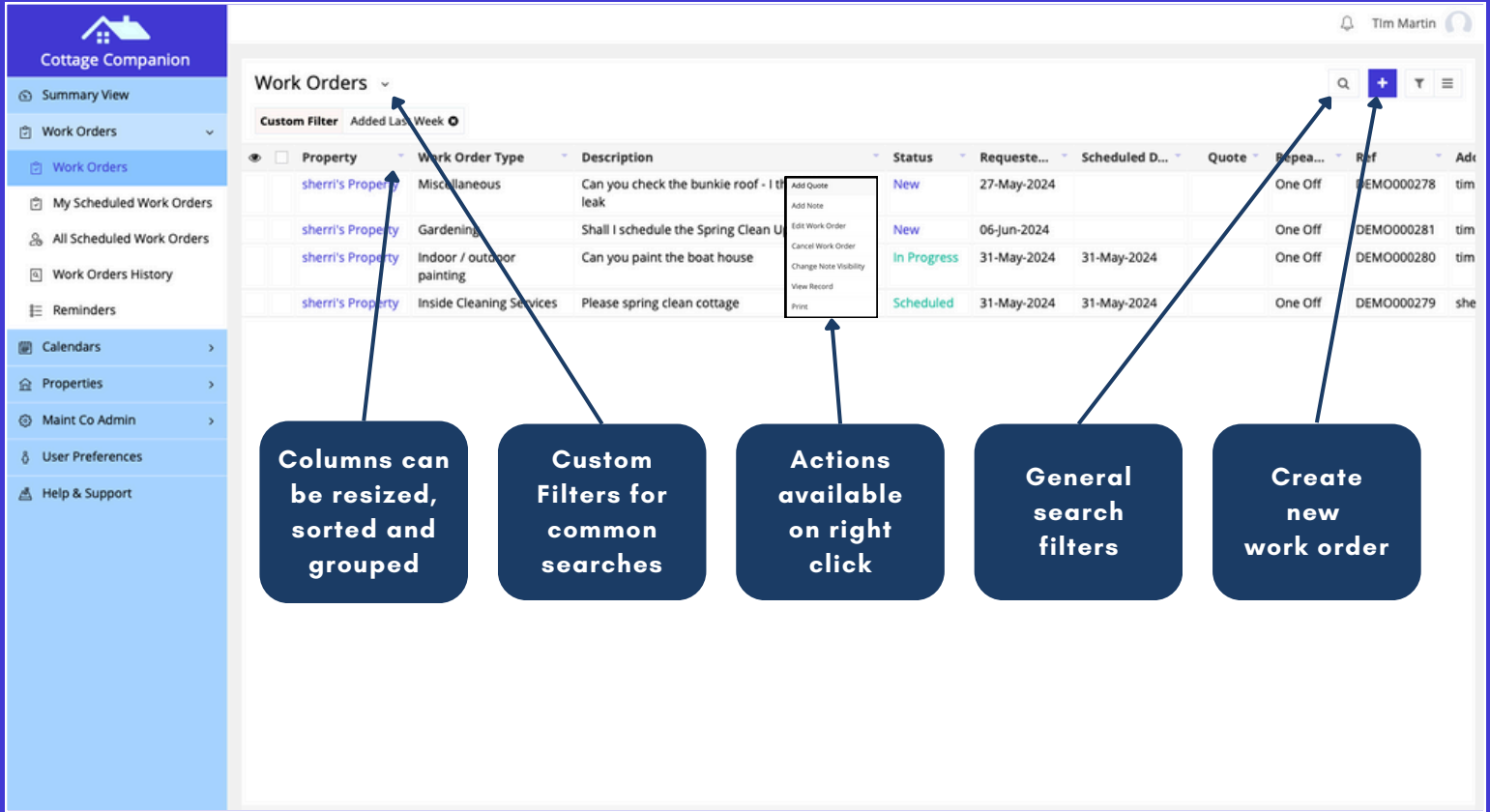


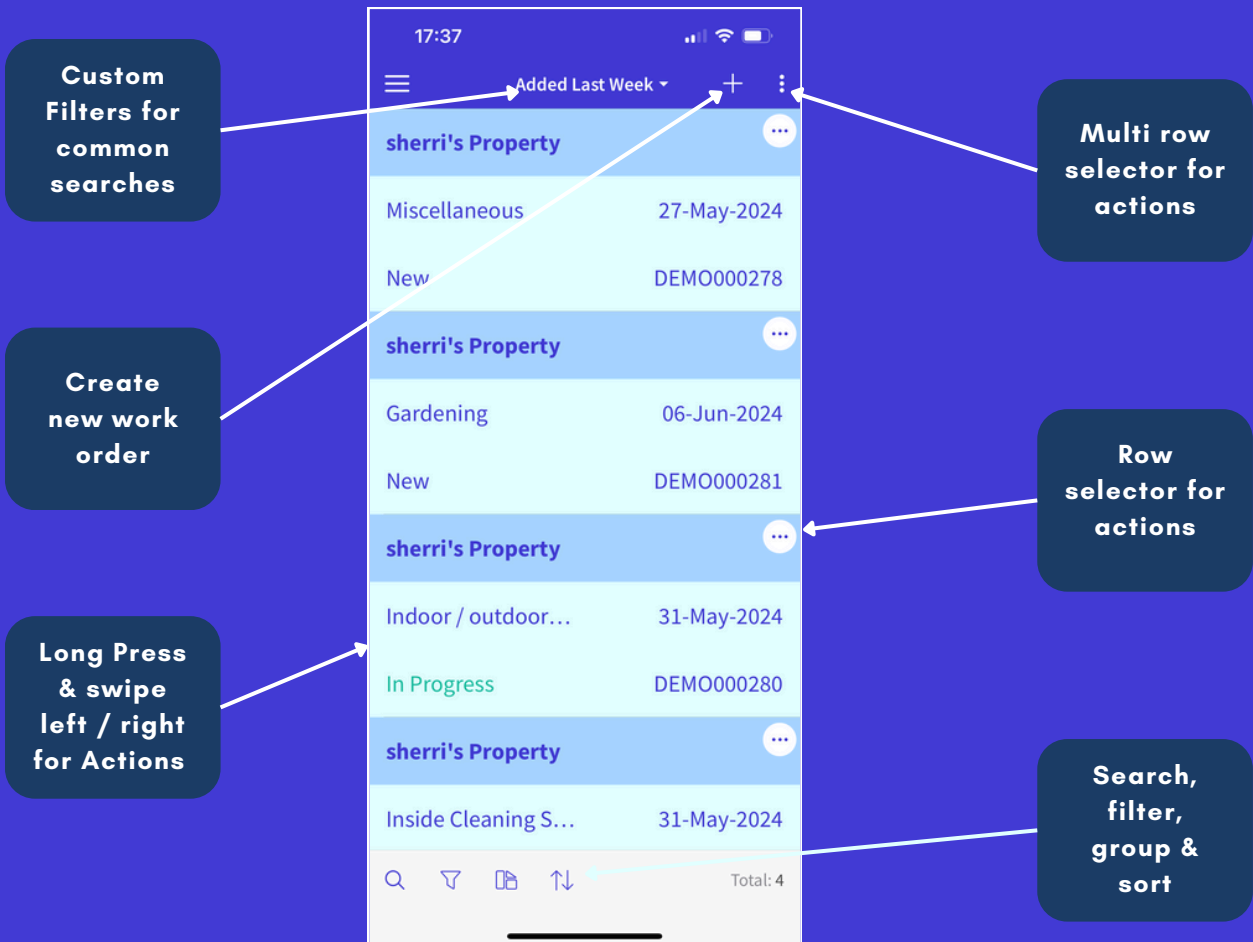
# WORK ORDERS NAVIGATION

A quick guide to getting started



The screenshot shows the desktop version of the Cottage Companion Work Orders interface. A sidebar on the left contains navigation options like Summary View, Work Orders, My Scheduled Work Orders, All Scheduled Work Orders, Work Orders History, Reminders, Calendars, Properties, Maint Co Admin, User Preferences, and Help & Support. The main area displays a table of work orders with columns for Property, Work Order Type, Description, Status, Requeste..., Scheduled D..., Quote, Repea..., Ref, and Adt. A context menu is open over the first row, showing options like Add Quote, Add Note, Edit Work Order, Cancel Work Order, Change Note Visibility, View Record, and Print. Callout boxes point to various features: 'Columns can be resized, sorted and grouped' points to the table headers; 'Custom Filters for common searches' points to the 'Custom Filter' dropdown; 'Actions available on right click' points to the context menu; 'General search filters' points to the search icon; and 'Create new work order' points to the plus icon.

Property	Work Order Type	Description	Status	Requeste...	Scheduled D...	Quote	Repea...	Ref	Adt
sherri's Property	Miscellaneous	Can you check the bunkie roof - I th...	New	27-May-2024			One Off	DEMO000278	tim
sherri's Property	Gardening	Shall I schedule the Spring Clean U...	New	06-Jun-2024			One Off	DEMO000281	tim
sherri's Property	Indoor / outdoor painting	Can you paint the boat house	In Progress	31-May-2024	31-May-2024		One Off	DEMO000280	tim
sherri's Property	Inside Cleaning Services	Please spring clean cottage	Scheduled	31-May-2024	31-May-2024		One Off	DEMO000279	she



The screenshot shows the mobile version of the Cottage Companion Work Orders interface. The top bar shows the time 17:37 and status icons. Below is a list of work orders with columns for Property, Work Order Type, and Scheduled Date. Callout boxes point to various features: 'Custom Filters for common searches' points to the 'Added Last Week' filter; 'Create new work order' points to the plus icon; 'Long Press & swipe left / right for Actions' points to the row selection area; 'Multi row selector for actions' points to the multi-select icon; 'Row selector for actions' points to the row selection icon; and 'Search, filter, group & sort' points to the bottom navigation bar.

Property	Work Order Type	Scheduled Date
sherri's Property	Miscellaneous	27-May-2024
sherri's Property	New	DEMO000278
sherri's Property	Gardening	06-Jun-2024
sherri's Property	New	DEMO000281
sherri's Property	Indoor / outdoor...	31-May-2024
sherri's Property	In Progress	DEMO000280
sherri's Property	Inside Cleaning S...	31-May-2024