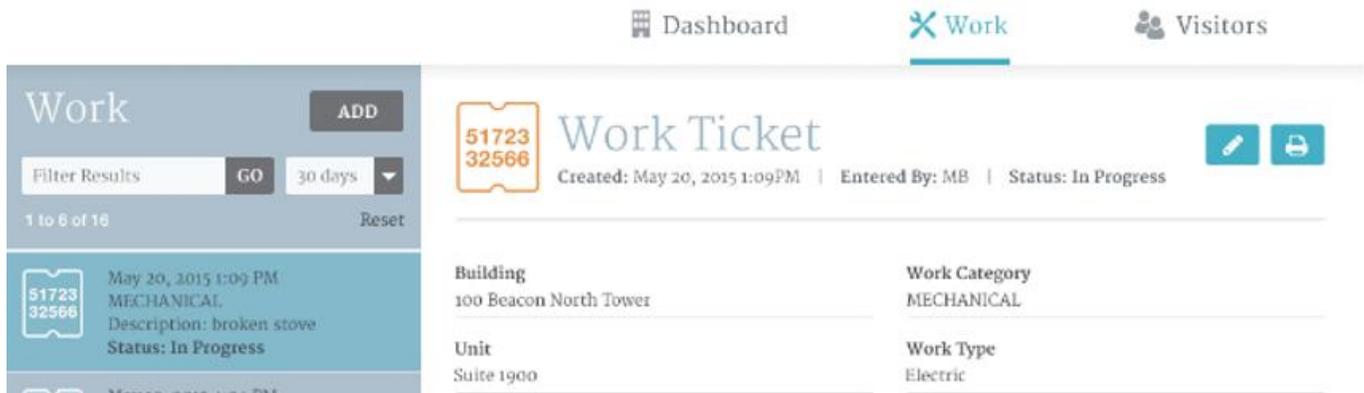## Dashboard

You can add Work requests directly from the Dashboard by going to the "Work" panel below the notices section. Press the **Add** button to submit a request (see details below). After your request is submitted, you will remain on this screen.

Work

From the Dashboard click the ⚒ Work button to access the work screen.

Click the "Add" icon to add a new Work request. On the Work request form you will see a set of user-defined fields that may vary depending on the division you have selected. If you have questions about the fields that appear, please contact your system administrator.

The following are some items to note when adding Work requests:

- Fields prefaced with * are mandatory and must be filled in

- You may see an *Enter on Behalf Of* option at the top of the form; select this if you wish to indicate another contact within your organization as the requestor.

- Based on the type of work selected, you may see additional fields or instructions appear. Please complete any extra fields where applicable

- If you see a file link at the bottom of the entry window, you may upload one or more files along with your request. This is helpful if, for instance, you are notifying your management company about a repair and have a picture of the damage

- Press **Submit** to enter your request. You will see a Work Number as an indicator that the request was successfully received. In addition, you may get an email confirmation as well.

- Press **Clear** to clear out the values you have entered and start with a blank screen

- Press the '**x**' in the top right corner to close the "Add Work" window and return to the view pane

- The [*i*] icon located at the top right is for informational purposes