

Create, edit and manage work orders from the Rise Building App or Portal.

(<https://portal.risebuildings.com>)

From the App:

STEP 1

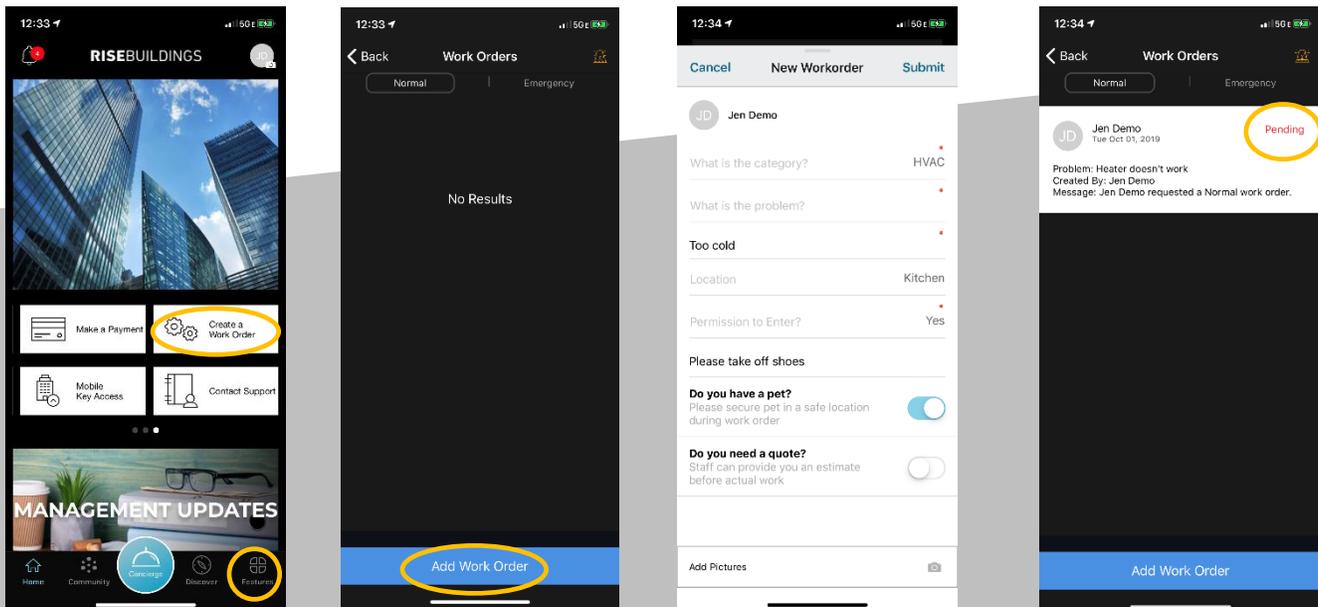
After logging into the app, select "Create a Work Order" quick action button on your home screen or under "Features" located at the bottom of the app.

- All existing work orders created by tenant appear here.

STEP 2

Select "Add Work Order" from the bottom of the screen and complete the new work order request form.

- Once created the work order will appear on your work order screen with a progress title. You can edit the work order by selecting the work order you wish to edit from the work order screen.
 - **Pending:** Maintenance staff has not yet accepted this work order.
 - **In Progress:** Maintenance staff has begun work on this work order
 - **Closed:** Maintenance staff has finished and closed this work order.



Create, edit and manage work orders from the Rise Living (Or your properties branded) App or Portal.
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From the Portal:

STEP 1

After logging into the portal, Select "Work Orders".

STEP 2

All existing work orders created by the tenant or on behalf of the tenant will viewable from this screen.
Select "New Ticket".

STEP 3

Complete the work order request form and select "Create".

- Once created the work order will appear on the work order screen with a progress title added to the right-hand side. You can edit the work order by selecting the work order you wish to edit from the work order screen.
 - **Pending:** Maintenance staff has not yet accepted this work order.
 - **In Progress:** Maintenance staff has begun work on this work order
 - **Closed:** Maintenance staff has finished and closed this work order.

