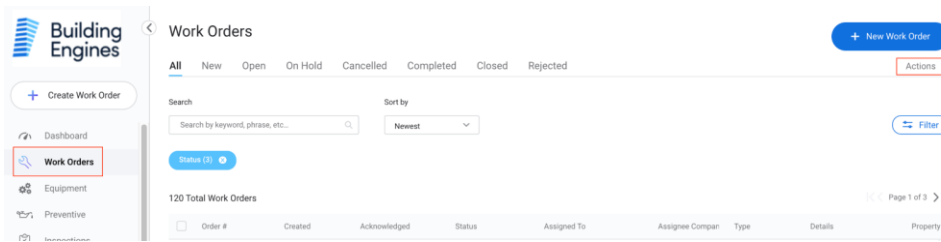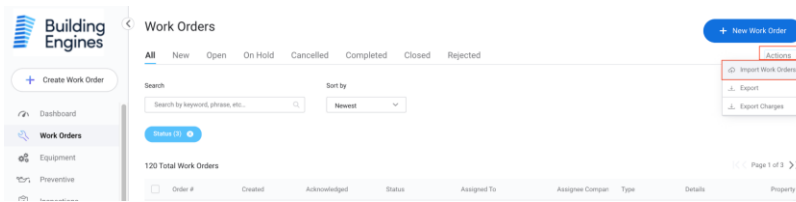**Importing Work Orders**

1. Click the Work Orders tab and navigate to the Actions feature to the right of the page.

2. Click the Actions button then click import work orders from the drop down.

3. Upload work order files from your device then click Import Work Orders at the bottom of the page to finish.