



K4Community Plus App

How to Submit a Work Order

K4Community Plus provides the ability for residents to easily submit work orders from the app. In this article we will break down how to do so via the mobile app, which can be downloaded to a phone or tablet, and the web app. **Please note:** You are only able to submit work orders via the app if your community has enabled it. Any status updates made by your community maintenance team regarding your work order will appear within the Maintenance folder.

How to find maintenance work order forms in the mobile app:

1. On the Home screen, tap **“Library”**
2. Tap **“Resources”**
3. Here, you will be presented with all resource folders created by your community. In this list, you will tap on the **“Maintenance”** folder
4. You will now be presented with the Maintenance Work Order Form. Simply fill out the form and submit!



How to find maintenance work order forms in the web app:

1. In the left-hand navigation pane under the Library drop down, click on **“Resources”**
2. Here you will be presented with all resource folders created by your community. In this list, you will click on the **“Maintenance”** folder
3. You will now be presented with the Maintenance Work Order Form. Simply fill out the form and submit!



Need help?
Contact K4Connect Support!

Call: 1 (855) 876-9673
Email: support@k4connect.com

