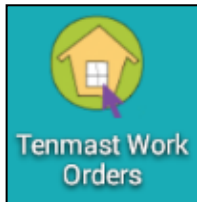


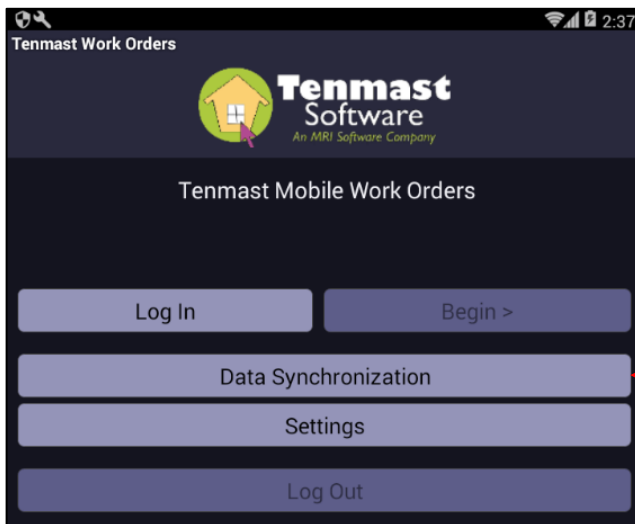
Every time you move from one Housing Authority to another, you must perform a synchronization on the mobile device to connect to a different server. Follow these instructions to do so.

This Job Aid is specific to the Mobile Work Orders application. Instructions are the same for the Mobile Inspections application, but screens will be a little different.

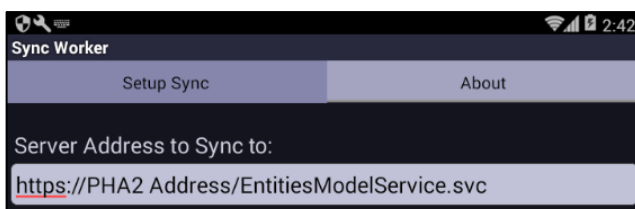
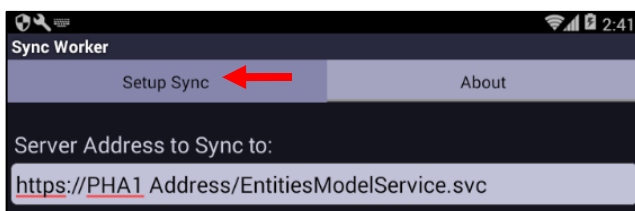
- 1 Open the **Tenmast Work Orders** mobile application.



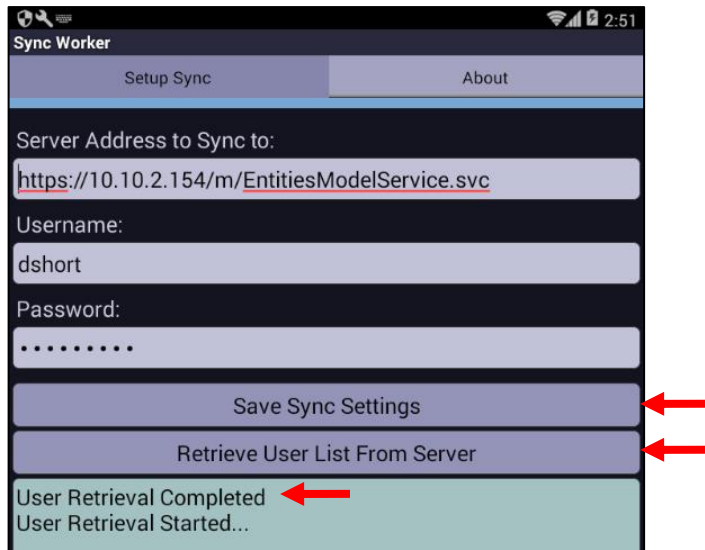
- 2 Click the **Data Synchronization** button to synchronize data.



- 3 In the **Server Address to Sync to** field under the **Setup Sync** tab, replace the first PHA address with the second PHA address.



- 4 Click the **Save Sync Settings** button to save the address, then click the **Retrieve User List From Server** button. Wait until the screen displays *User Retrieval Completed* before continuing.



- 6 Click the **Back** button on the mobile device. You are now ready to login to the second PHA and begin working.

