

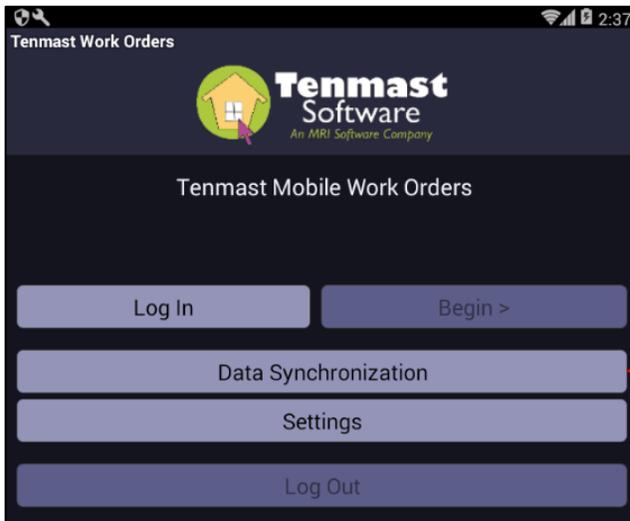
Every time you move from one Housing Authority to another, you must perform a synchronization on the mobile device to connect to a different server. Follow these instructions to do so.

i 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.

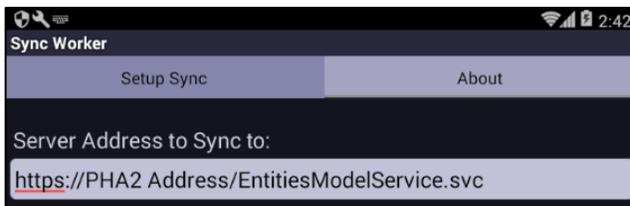
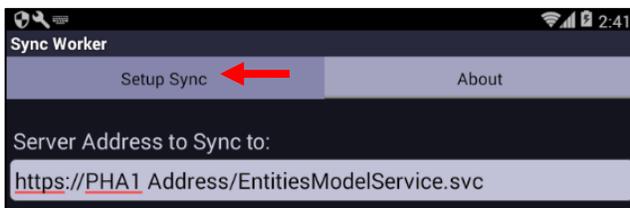
- 1 Open the **Tenmast Work Orders** mobile application.



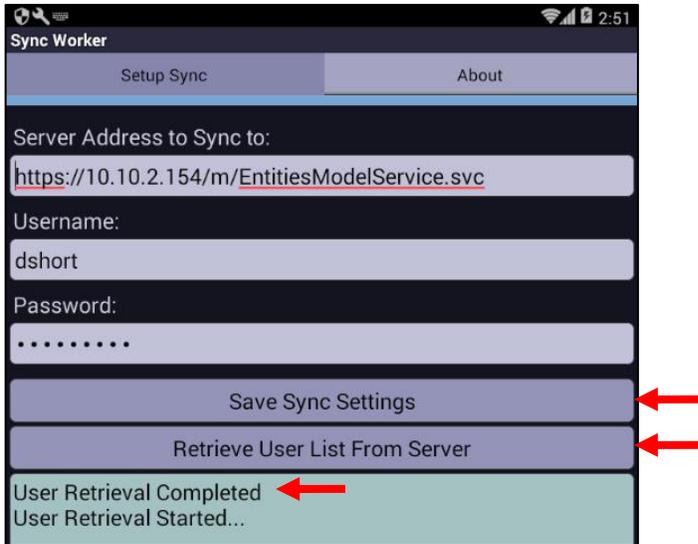
- 2 Click the **Data Synchronization** button to synchronize data.



- 3 In the **Server Address to Sync** 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.

