

## Editing/Updating a Work Order

1. Click the Work Orders tab and navigate to All to view the work orders grid. Hover over an order number and click View Details to open the work order information.

Building Engines Work Orders

+ New Work Order

All New Open On Hold Cancelled Completed Closed Rejected Actions

Search: Search by keyword, phrase, etc... Sort by: Newest Filter

Status (3)

127 Total Work Orders Page 1 of 3

Order #	Created	Acknowledged	Status	Assigned To	Assignee Compan	Type
W-13606-00041	an hour ago	07/19/2021	Open	Robert Commiskey	Building Engines-JH	Miscellaneous Other
W-00888-00138	an hour ago	-	New	Edward Engineer	Building Engines-JH	Miscellaneous Other

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2. Within the work order's information page, you can edit name, issue type, status, priority, assignee, details, and location, etc.

### Miscellaneous

Change Issue Type... Target Completion: 08/30/2021, 12:14 PM Created: Today, 11:14 AM

W-13606-00041

✓ Acknowledged ✓ Arrived

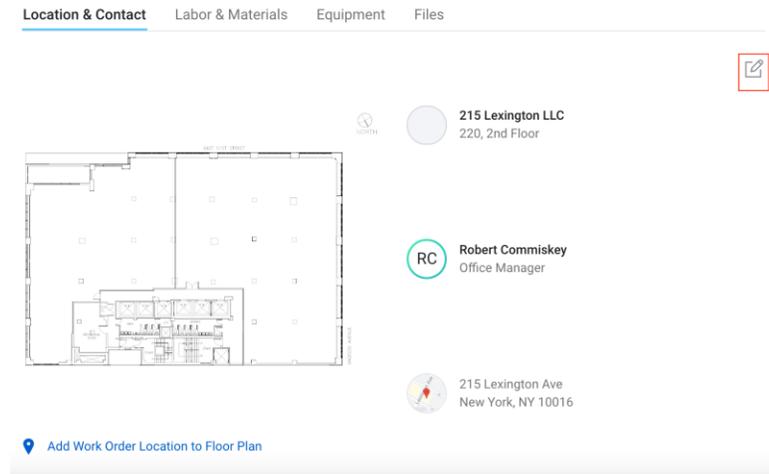
Status: Open Priority: 4 Low Assignee: Robert Commiskey Details

Details: Details again Specific Location: Enter location details Budget: -

Photos: Drop photos to attach, or [browse](#)

Location & Contact Labor & Materials Equipment **Files**

3. At the bottom of the page under the Location & Contact tab, edit the location or primary contact by clicking the pencil and paper icon.



4. Under the Labor & Materials tab add labor or materials for the work order.

5. Under the Equipment tab choose equipment from your account to the work order.

6. Under the Files tab upload files from your device to the work order.

7. From the work orders grid you can change the status for a work order.

8. Check the box next to the work order you would like to edit, then click Change Status above.

9. Choose a new status from the drop down then click Save.

