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.

2	Building	W	Work Orders					+ New Work Order	
	Engines	All	New Open	On Hold	Cancelled Complet	ed Closed	Rejected		Actions 🗸
÷	Create Work Order	Sear	irch		Sort by				
n i	Dashboard	S	Search by keyword, phrase, e	tc	Q. Newest	~			🛱 Filter
	Work Orders	s	Status (3) 🛛						
; 1	Equipment	127	7 Total Work Orders						Page 1 of 3 🔀
	Preventive		Order #	Created	Acknowledged	Status	Assigned To	Assignee Compan	Туре
	Inspections		W-13606-000041	an hour ago	07/19/2021	Open	R Robert Commiskey	Building Engines-JH	Miscellaneous Other
	Incidents		W-00888-000138	an hour ago	-	New	🗮 Edward Engineer	Building Engines-JH	Miscellaneous
	Engines	Σ V	Nork Orders						+ New Work Orde
t	Create Work Order Dashboard	Se	All New Oper iearch Search by keyword, phras	e, etc	Cancelled Con Sort by Newest	npleted Close	ed Rejected		Actio
+	Create Work Order Dashboard Work Orders	Se	All New Oper learch Search by keyword, phras Status (3)	e, etc	Cancelled Con Sort by Q. Newest	npleted Close	ed Rejected		Actio
F	Create Work Order Dashboard Work Orders Equipment	A Se	All New Oper learch Search by keyword, phras Status (3) 27 Total Work Orders	e, etc	Cancelled Con Sort by Q. Newest	npleted Close	ed Rejected		Actio
F	Create Work Order Dashboard Work Orders Equipment Preventive	A Se	All New Oper learch Search by keyword, phras Status (2) • 27 Total Work Orders	e, etc	Cancelled Con Sort by Newest	npleted Close	ed Rejected	Assigned Por	Actio
+	Create Work Order Dashboard Work Orders Equipment Preventive Inspections	A Si 1:	All New Oper Bearch Search by keyword, phras Status () 27 Total Work Orders Order # <u>Yes Detata</u>	e, etc Created	Cancelled Con Sort by Newest Acknowledged 07/19/2021	Status Open	ed Rejected Assigned To	Assignee Cor	Activ

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

Change Issue Type	~	08/30/20	121 12.14 DM	Today 11-14 AM		
N-13606-000041		00/30/20	21, 12.14 F WI	PM Today, TL14 AM		
 Acknowledged 		 Arrived 				
Status		Priority		Assignee	Details	
🔘 Open	~	4 Low	~	Robert Commiske	ey 🗸	
Details			Spec	ific Location	Budget	
Details again			🛎 Ente	er location details		
Photos 🕧						
			Droj	ှာ p photos to attach, or <u>browse</u>		
四、海市市 11	Diam'r Chinas					

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.

Location & Contact	Labor & Materials	Equipment	Files		
		South 1		215 Lexington LLC 220, 2nd Floor	
			RC	Robert Commiskey Office Manager	
Add Work Order Loc	ation to Floor Plan			215 Lexington Ave New York, NY 10016	

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.

