

Work Order Types

Last Modified on 01/09/2023 3:22 pm EST

Create work order types to define the different services you offer to customers.

Adding a Work Order Type

Add Work Order Type:

Click "Add Work Order Type" in the upper left corner of the screen.

Work Order Types

Work Order Types		<input type="checkbox"/> Show Inactive Work Order Types	
Description	Appointment Length (minutes)		
Burglar Alarm Installation	480	 Edit	 Delete
CCTV Installation	480	 Edit	 Delete
Fire Alarm Installation	480	 Edit	 Delete
Fire Inspection	120	 Edit	 Delete

Complete Fields

Complete Work Order Type fields.

Description	Appointment Length (minutes)		
<input type="text" value="Burglar Alarm Installation"/>	<input type="text" value="8 hours"/>	<input checked="" type="button" value="Update"/>	<input type="button" value="Cancel"/>

Description

Add a description of the work order type. Examples include, "Burglar Alarm Installation", "Service Call", or "Inspection"

Appointment Length

Select approximately how long this work order type will take to complete from the dropdown box. (This is for scheduling purposes only and can be modified when an appointment is scheduled).

Update

Click "Update" on the right side of the screen to save.

Description	Appointment Length (minutes)	
Burglar Alarm Installation	8 hours ▾	<input checked="" type="checkbox"/> Update <input type="checkbox"/> Cancel