

Work Orders Site Tab

Last Modified on 11/08/2016 9:22 pm EST

This tab shows you a list of all open work orders at the site level. If you are in the security industry, it is likely that you will link work orders to the system rather than the site. The status of each work order is color coded based on the legend.

Work Orders

Legend: ■ On Site ■ Dispatched ■ Scheduled ■ Completed

Show Closed Work Orders

WO #	Site	System	Type	Status	Last Activity
1273	Matt Grossman - 11 Eastway		Burglar Alarm Instal...	New	9/9/2015 4:00 PM
1320	Matt Grossman - 11 Eastway	123964 - Burglar A...	PORTAL	New	9/14/2015 10:15 AM
1327	Matt Grossman - 11 Eastway		PORTAL	New	9/17/2015 1:00 PM
1369	Matt Grossman - 11 Eastway	123 - Burglar Alarm	Inspection	New	1/27/2016 3:30 PM
1307	Matt Grossman - 11 Eastway		Fire Inspection	Open	1/28/2016
1370	Matt Grossman - 11 Eastway	123 - Burglar Alarm	Inspection	New	4/18/2016 8:45 AM
1280	Matt Grossman - 11 Eastway		Burglar Alarm Instal...	New	6/16/2015 3:44 PM

Show Closed Work Orders

Check this box to show closed work order for this site.

Work Orders

Legend: ■ On Site ■ Dispatched ■ Scheduled ■ Completed

Show Closed Work Orders

WO #	Site	System	Type	Status	Last Activity
1404	Apple Lane - 137 Schofield Ave...		Inspection	New	
1391	Apple Lane - 137 Schofield Ave...		CCTV Installation	New	

New Work Order

To create a new work order at this site click "New Work Order" on the right side of the page.

Notes Systems RMR Work Orders Site Parts Contacts Zones Authorities Docs 0

Work Orders Recurring Work Orders

Work Orders ■ On Site ■ Dispatched ■ Scheduled ■ Completed ➕ New Work Order

Show Closed Work Orders

WO #	Site	System	Type	Status	Last Activity
1404	Apple Lane - 137 Schofield Ave...		Inspection	New	
1391	Apple Lane - 137 Schofield Ave...		CCTV Installation	New	

The Work Order Details Page will appear.

Work Order Details Page

Click the blue "WO #" hyperlink to the left of the work order you would like to view. This page will provide you with detailed information about the work order.

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Work Orders Recurring Work Orders

Work Orders ■ On Site ■ Dispatched ■ Scheduled ■ Completed ➕ New Work Order

Show Closed Work Orders

WO #	Site	System	Type	Status	Last Activity
1404	Apple Lane - 137 Schofield Ave...		Inspection	New	
1391	Apple Lane - 137 Schofield Ave...		CCTV Installation	New	

Recurring Work Orders Tab

This tab lists Recurring Work Orders linked to this site.

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Work Orders Recurring Work Orders

Recurring Work Orders ➕ New Recurring Work Order

WO #	Site	Schedule	Next Occurrence	Action
1407	Apple Lane - 137 Schofield Avenue	Appointment...	7/19/2016 7:00 AM	

1 - 1 of 1 items