

Work Orders Tab

Last Modified on 11/08/2016 9:33 pm EST

This tab shows you a list of all open work orders at the system level. The status of each work order is color coded based on the legend.

The screenshot shows the 'Work Orders' tab in a software interface. At the top, there are navigation tabs: 'Notes', 'RMR', 'Work Orders', 'System Parts', 'Call List', 'Zones', and 'Docs' (with a '1' next to it). Below these, there are sub-tabs for 'Work Orders' and 'Recurring Work Orders'. The main area is titled 'Work Orders' and includes a legend with four status categories: 'On Site' (green square), 'Dispatched' (blue square), 'Scheduled' (grey square), and 'Completed' (red square). To the right of the legend is a '+ New Work Order' button. Below the legend is a checkbox labeled 'Show Closed Work Orders'. The main content is a table with the following columns: 'WO #', 'Site', 'System', 'Type', 'Status', and 'Last Activity'. The table contains four rows of data:

WO #	Site	System	Type	Status	Last Activity
1369	Matt Grossman - 11 Eastway	123 - Burglar Alarm	Inspection	New	1/27/2016 3:30 PM
1370	Matt Grossman - 11 Eastway	123 - Burglar Alarm	Inspection	New	4/18/2016 8:45 AM
1268	Matt Grossman - 11 Eastway	123 - Burglar Alarm	Burglar Alarm Instal...	New	10/16/2015 9:12 AM
1376	Matt Grossman - 11 Eastway	123 - Burglar Alarm	CCTV Installation	Open	

Show Closed Work Orders

Check this box to show closed work orders for this system

This screenshot is similar to the one above, showing the 'Work Orders' tab. The 'Show Closed Work Orders' checkbox is circled in purple. The table below it contains one row of data:

WO #	Site	System	Type	Status	Last Activity
1405	Apple Lane - 137 Schofield Ave...	56546518 - Burgla...	Inspection	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 RMR Work Orders System Parts Call List Zones 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
1405	Apple Lane - 137 Schofield Ave...	56546518 - Burgla...	Inspection	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.

Notes RMR Work Orders System Parts Call List Zones 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
1405	Apple Lane - 137 Schofield Ave...	56546518 - Burgla...	Inspection	New	

Recurring Work Orders Tab

This tab shows you a list of recurring work orders linked to this system. Recurring Work Orders will be created directly from the Calendar page.

Notes RMR Work Orders System Parts Call List Zones Docs 0

Work Orders Recurring Work Orders

Recurring Work Orders ➕ New Recurring Work Order

WO #	Site	Schedule	Next Occurrence	Action
1426	Apple Lane - 137 Schofield Avenue	Appointment...	8/12/2016 7:30 AM	

1 - 1 of 1 items