

Edit a Work Order

Last Modified on 10/18/2023 10:09 am EDT

Information on an open work order may be edited at any time. For work orders that have been closed, only two items may be edited: Notes and Custom Fields.

To edit a work order, access the work order from the customer record or by selecting the work order from Accounts Receivable > Work Orders > Open Work Orders tab.

Once the work order is open on your screen, click the **Edit** button at the upper right of the page.

Work Order 2556

Wood, Emily - 3719 | Emily Wood | Burglar Alarm - 9173-01

Service Fee: \$85.00 | Labor: \$0.00 | Est Tax: \$0.00 | Total: \$0.00

Map: 45722 Chandler Plymouth, MA 01870

Type	Service Call	Salesperson	Dan Brown
Requested By	-	Sales Package	-
Phone	7342584646	Service Level	SVC T&M RES
Email	emilyLwood@gmail.com	Base	85
PO Number	-	Increment	15
Proposal	-	Labor	75
Work Order Date	March 30, 2022	Bill After	30
Next Appointment	-	Warranty Labor	Labor - 1 Year
Technician	-	Warranty Parts	Parts - 1 Year

Export to Excel

Appt #	Appointment Time	Last Activity	Status	Technician	Est Length	Billable Min	Break Min	Labor
No records available.								

0 - 0 of 0 items | Refresh

The work order is displayed in edit mode. Make the necessary changes, and then click the **Save** button when finished.

< Work Order 2556

Save Cancel Void

Wood, Emily - 3719 Emily Wood Burglar Alarm - 9173-01

Service Fee
\$85.00
Labor
\$0.00
Est Tax
\$5.10
Total
\$100.10

Status	New	Requested By	Emily Wood	Technician	Carolyn Johnson
Site	#3719-01 Emily Wood - 45722 Chandler	Phone	(734) 258-4646	Salesperson	Dan Brown
System	Burglar Alarm - 9173-01	Email	emilyLwood@gmail.com	Sales Package	
Tax	MI	PO Number	Purchase Order	Service Level	Time and Material Residential
Type	Service Call	Work Order Date	3/29/2022	Warehouse	Main Warehouse

- Appointments
- Items 1
- Parts 0
- RMR 0
- Billing
- Notes
- System Parts
- System Notes
- Documents
- Custom Fields

+ Add Appointment

Appt #	Appointment Time	Last Activity	Status	Technician	Est Length	Billable Min	Break Min	Labor
No records available.								

0 - 0 of 0 items