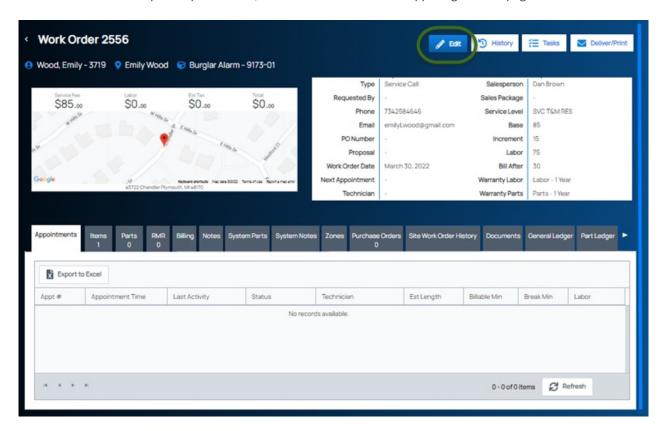
Edit a Work Order

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.



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

