Add Items to a Work Order

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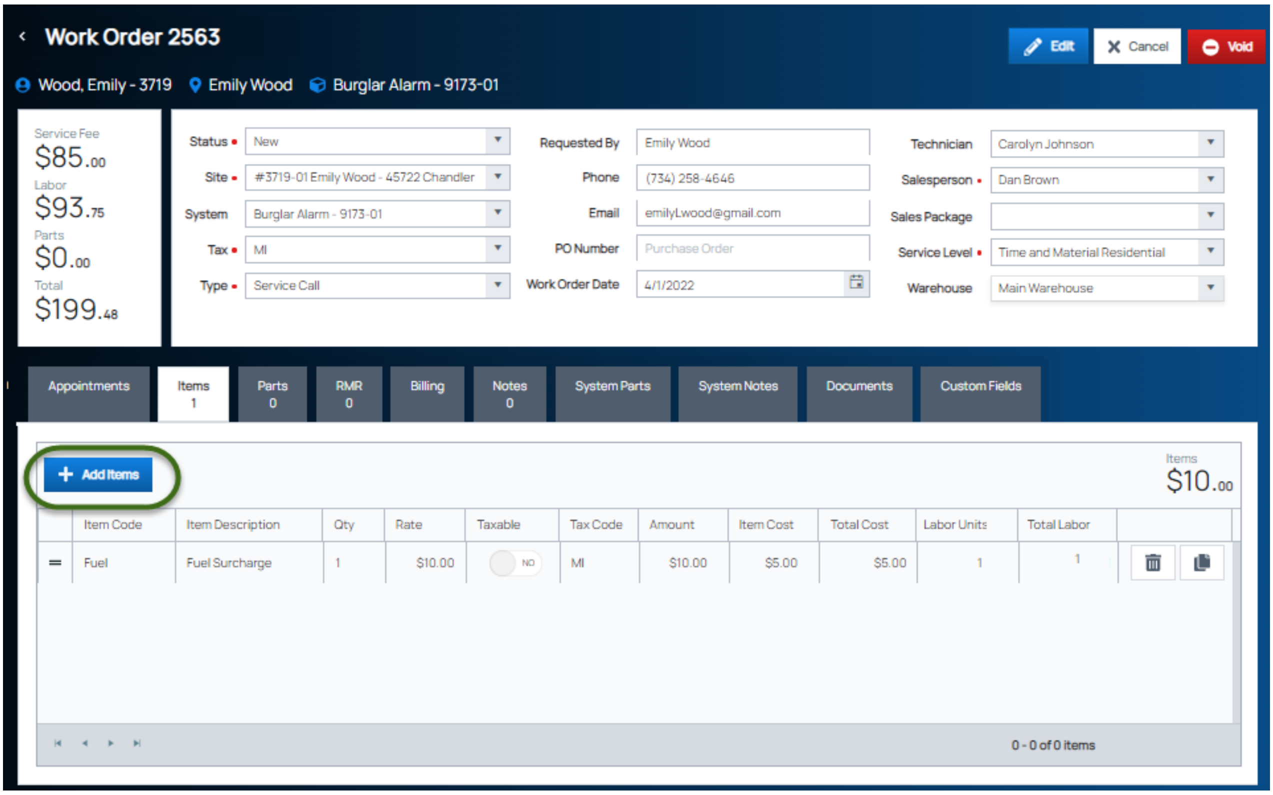
To add Items to a Work Order, open the work order from the customer record or from Accounts Receivable > Work Orders.

Once the work order is displayed, click on the Items tab, and then click on the edit button at the upper right of the page. Click on the Add Items button.



The Add Items page will be displayed. Check the box to the left of each Item to add to the work order. When finished making item selections, click on the Add Items button at the bottom of the page.

The selected items will appear in the grid area on the work order Items tab. If the amount that auto-fills is incorrect, double-click on the row to edit the amount.

Click the Save button at the upper right of the page.