

Replace Work Order Documents

Last Modified on 05/05/2022 2:26 pm EDT

To replace a Work Order Document, open the work order from the customer record or from Accounts Receivable > Work Orders.

Once the work order is displayed, click on the Documents tab. Locate the document to be replaced, and then click on the Replace button.

The Windows file explorer will open. Locate and select the document that will replace the existing document. The previous document will be deleted and the selected document will now be listed in the grid area.

Work Order 2617

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

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

Summary:

Type	Intrusion Installation-Residential	Salesperson	Dan Brown
Requested By	Emily Wood	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	April 23, 2022	Bill After	30
Next Appointment	-	Warranty Labor	Labor - 1 Year
Technician	-	Warranty Parts	Parts - 1 Year
		Description	-

Documents:

File Name	Type	Security	Modified Date	
Floor plan.pdf	Site Floor Plan	Customer	Apr 23, 2022, 3:31:29 PM	Replace Download Delete

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