Work Orders Tab

The Work Orders tab displays all open work orders for the customer.

Show Closed Work Orders

Clicking on the toggle button labeled "Show Closed Work Orders", will display all open and closed work order records.

Show Recurring Work Orders

Clicking on the toggle button labeled "Show Recurring Work Orders", will display all Recurring Work Oder records.

New Work Order Button

Clicking on the New Work Order button will open the Work Order form to create a new work order for the customer.

Work Order Hyperlink

In the WO # column, clicking on the hyperlink of a Work Order will open the work order for viewing and/or editing. Users with permissions are able to make changes to the work order and re-save, only if the work order has not been closed.

Emily Wood
Customer #3719 (Active) (Normal) Residential-Owner • Since 3/4/22

Edit   Tasks   History

Total Balance Due	Total RMR
$ 822.71	$ 120.00

Customer Aging

— Current — 1-30 Days — 31-60 Days — 61-90 Days — 91+

Address   45722 Chandler
           Plymouth, MI 48170
Phone   (734) 258-4646
Cell   (734) 258-3311
Email   emilyLwood@gmail.com

Salesperson   Dan Brown
Last Statement
Default Term
Delivery Method   Print
Delivery RMR Inv   YES

Comments

Invoices 7	Credits 2	Sites/Systems 2/3	RMR 5	Work Orders 2	Proposals 0	Payments 8	CC/eCheck	Notes 0	Contacts 2	Documents	Archive	Custom Fields	eForms	Emails

+ New Work Order   NO Show Closed Work Orders   NO Show Recurring Work Orders

WO #	Site	System	Type	Status	Last Activity	Last Activity
2594	Emily Wood	Burglar Alarm - 9173-01	Inspection	+ New		
2569	Emily Wood	Burglar Alarm - 9173-01	Service Call	+ New	Apr 3, 2022	Apr 3, 2022, 1:25:00 PM

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