

# Update Work Order Custom Fields

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

To update the Custom Fields information on 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 Custom Fields tab, and then click on the edit button at the upper right of the page. Update the fields according to your company's policy and procedures. Click the Save button when finished.

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

**Work Order 2563** Save Cancel Void

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

Service Fee \$85.00	Status • New	Requested By Emily Wood	Technician Carolyn Johnson
Labor \$93.75	Site • #3719-01 Emily Wood - 45722 Chandler	Phone (734) 258-4646	Salesperson • Dan Brown
Parts \$0.00	System Burglar Alarm - 9173-01	Email emilyLwood@gmail.com	Sales Package
Total \$199.48	Tax • MI	PO Number Purchase Order	Service Level • Time and Material Residential
	Type • Service Call	Work Order Date 4/1/2022	Warehouse Main Warehouse

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

CustomerSatisfied