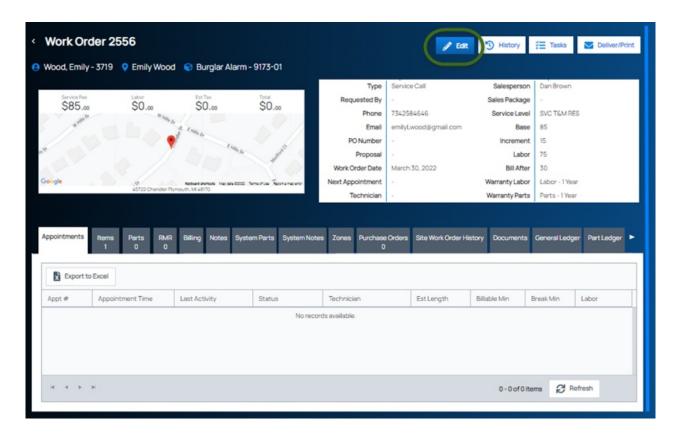
Edit a Work Order

Last Modified on 05/05/2022 2:26 pm 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, you may 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 will be displayed in edit mode. Make the necessary changes and then click on the Save button when finished.

