

Edit a Work Order Note

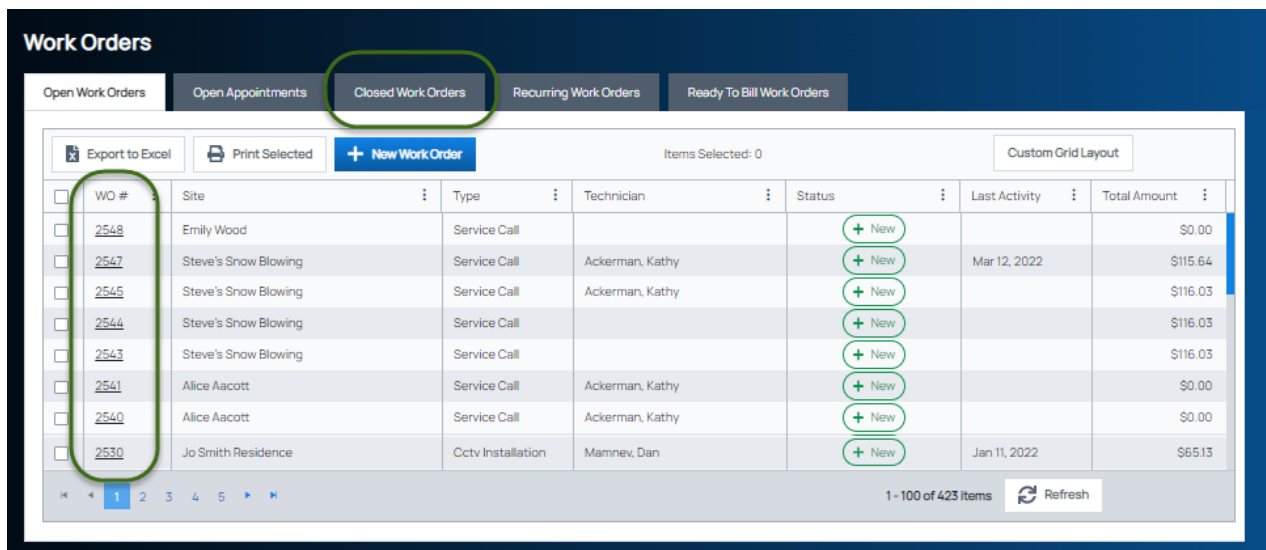
Last Modified on 05/05/2022 2:26 pm EDT

To edit a Work Order Note, you must first access the work order record.

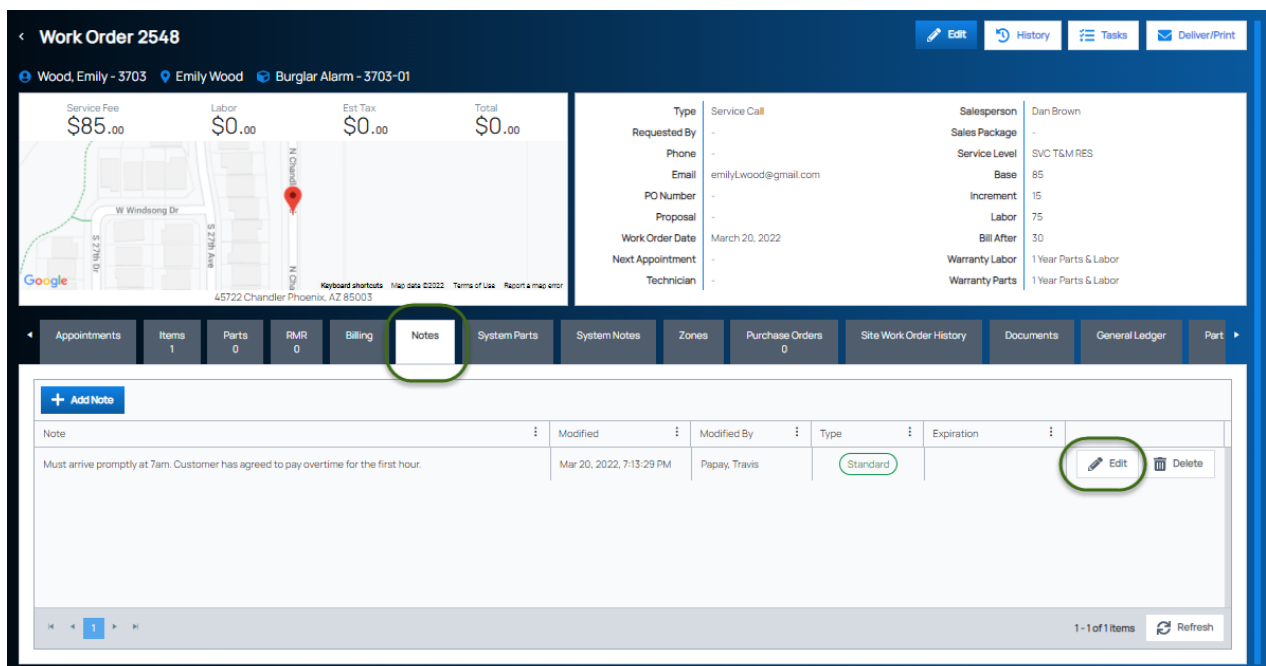
From the main menu, arrive at the Work Orders list with this path: Accounts Receivable > Work Orders.

The Work Orders List will be displayed. In the WO# column, click on the hyperlink of the Work Order for which you want to edit a Note.

If the Work Order has been closed, click on the Closed Work Orders tab to locate the work order.



The Work Order record will be displayed. Click on the Notes tab. Locate the note you want to edit, and then click on the Edit button (pencil icon).



The Note Edit form will be displayed. Make the necessary changes, and then click the Save button when finished.

Note Edit ✕

Note •
Customer has agreed to pay overtime
85/500

Type •

Expiration Date