

Work Order Tasks

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Use the Work Order Tasks page to create and manage tasks that users can assign to work orders and to create statuses that users can assign to tasks. This page has two tabs: Tasks tab and Statuses tab.

Tasks tab

This tab has a grid showing existing tasks. For each row, you can edit the task, delete the task, and add a status to the task.

Click the plus symbol (+) beside the task name to show statuses for the task. Use this to remove (delete) any statuses not needed for the task.

Statuses tab

This tab has a grid showing existing statuses for tasks. For each row, you can edit the status and delete the status. You can assign these statuses to tasks on the Tasks tab.