

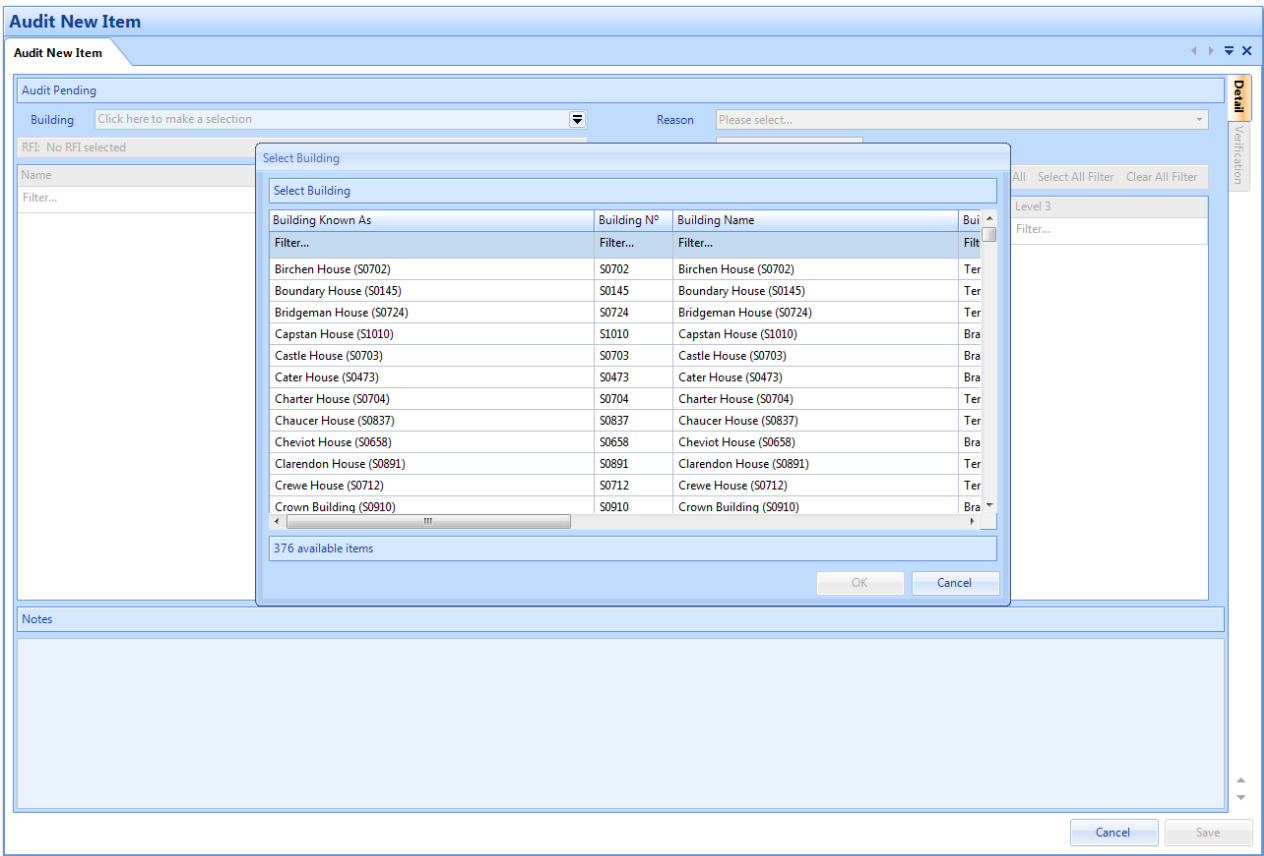
Creating an Audit Work Order

Introduction

An Audit is a Type of Work Order that is used to gather details using RFIs about the status of a Building or other areas.

To create an Audit Work Order, click the "Create Audit" button and follow the steps below.
Note: You must have an Audit RFI and Audit Reasons created before an Audit Work Order can be created. Please see [Creating an Questionnaire](#) and [Reasons](#) for help on these.

1. The first step is to select the Client that will be used. For information on how to do this, see the [Client Selection](#) page. This will only appear if there are multiple Clients to select from. If there is only one then that Client is selected automatically.
2. The Audit Work Order screen appears after selecting a Client.
3. Select a Building by either double clicking or by highlighting a Building and clicking OK.



The screenshot shows the 'Audit New Item' window. The 'Building' dropdown is set to 'Click here to make a selection'. The 'Reason' dropdown is set to 'Please select...'. A 'Select Building' dialog box is open, displaying a table of buildings. The table has columns: Building Known As, Building N°, Building Name, and Bui. The table lists 15 buildings, including Birchen House (S0702), Boundary House (S0145), Bridgeman House (S0724), Capstan House (S1010), Castle House (S0703), Cater House (S0473), Charter House (S0704), Chaucer House (S0837), Cheviot House (S0658), Clarendon House (S0891), Crewe House (S0712), and Crown Building (S0910). The dialog box also shows '376 available items' and 'OK' and 'Cancel' buttons.

Building Known As	Building N°	Building Name	Bui
Filter...	Filter...	Filter...	Filt
Birchen House (S0702)	S0702	Birchen House (S0702)	Ter
Boundary House (S0145)	S0145	Boundary House (S0145)	Ter
Bridgeman House (S0724)	S0724	Bridgeman House (S0724)	Ter
Capstan House (S1010)	S1010	Capstan House (S1010)	Bra
Castle House (S0703)	S0703	Castle House (S0703)	Bra
Cater House (S0473)	S0473	Cater House (S0473)	Bra
Charter House (S0704)	S0704	Charter House (S0704)	Ter
Chaucer House (S0837)	S0837	Chaucer House (S0837)	Ter
Cheviot House (S0658)	S0658	Cheviot House (S0658)	Bra
Clarendon House (S0891)	S0891	Clarendon House (S0891)	Ter
Crewe House (S0712)	S0712	Crewe House (S0712)	Ter
Crown Building (S0910)	S0910	Crown Building (S0910)	Bra

This will then enable the Reason field.

4. Select an Audit Reason by clicking the Reason drop down and choosing the reason from the list. Once chosen, this will then enable the RFI and Location sections.

