Quick Search Contract Number

💾 Wed, Jan 17, 2024 🛛 🖿 Viewing a Work Order

If the User wishes to search for all Work Orders raised on a particular Contract, this can be done in the following way:

1. Enter the Contract number and click "OK"

Contract Number Search	
Contract Number	4/1
	OK Cancel

2. The Work Order list view will then appear with the record(s) that match the criteria specified. The Work Order list will appear with no records if no records match the criteria entered.

ork Order Filte	er Work											\rightarrow
/ork Order №	Created By	Status Descript	Status	Type Of Work	Building	Building No.	Work Order Ty	Sub Work Ord	Equipment/Ser	Sub Equipmen	Symptom	Fix Code
lter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
63453	Ostara System	Pending atten	2.20	PPM	Hilary House (S0653	LIFT	Lifts	Dumb Waiter,			
63452	Ostara System	Pending atten	2.20	PPM	Crown Buildin	S0910	LIFT	Lifts	Dumb Waiter,			
63451	Ostara System	Pending atten	2.20	PPM	Heritage Hous	S1092	LIFT	Lifts	Dumb Waiter,			
63450	Ostara System	Pending atten	2.20	PPM	Castle House (S0703	LIFT	Lifts	Dumb Waiter,			
63449	Ostara System	Pending atten	2.20	PPM	Madford Hous	S0916	LIFT	Lifts	Dumb Waiter,			
63448	Ostara System	Pending atten	2.20	PPM	Douglas Hous	S0783	LIFT	Lifts	Dumb Waiter,			
63447	Ostara System	Pending atten	2.20	PPM	Horse Fair Hou	S0958	LIFT	Lifts	Dumb Waiter,			
.63446	Ostara System	Pending atten	2.20	PPM	Birchen House	S0702	LIFT	Lifts	Dumb Waiter,			
63445	Ostara System	Pending atten	2.20	PPM	Longford Hou	S0784	LIFT	Lifts	Dumb Waiter,			
63444	Ostara System	Pending atten	2.20	PPM	Chaucer Hous	S0837	LIFT	Lifts	Dumb Waiter,			
63443	Ostara System	Pending atten	2.20	PPM	Kings Park Ho	S0833	LIFT	Lifts	Dumb Waiter,			
63442	Ostara System	Pending atten	2.20	PPM	Capstan Hous	S1010	LIFT	Lifts	Dumb Waiter,			
63441	Ostara System	Pending atten	2.20	PPM	Amiens Sud	00001	LIFT	Lifts	Dumb Waiter,			
63440	Ostara System	Pending atten	2.20	PPM	Station House	S0648	LIFT	Lifts	Dumb Waiter,			
63439	Ostara System	Pending atten	2.20	PPM	Lower Leys (S0	S0990	LIFT	Lifts	Dumb Waiter,			
63438	Ostara System	Pending atten	2.20	PPM	Charter House	S0704	LIFT	Lifts	Dumb Waiter,			
63437	Ostara System	Pending atten	2.20	PPM	Lingmell Hous	S0700	LIFT	Lifts	Dumb Waiter,			
63436	Ostara System	Pending atten	2.20	PPM	Plot 3400, Oxfo	S1157	LIFT	Lifts	Dumb Waiter,			
63435	Ostara System	Pending atten	2.20	PPM	Boundary Hou	S0145	LIFT	Lifts	Dumb Waiter,			
63434	Ostara System	Pending atten	2.20	PPM	Teville Gate H	S0789	LIFT	Lifts	Dumb Waiter,			
63433	Ostara System	Pending atten	2.20	PPM	Hamilton Hou	S0637	LIFT	Lifts	Dumb Waiter,			
63432	Ostara System	Pending atten	2.20	PPM	Warwick Hous	S0644	LIFT	Lifts	Dumb Waiter,			
53431	Ostara System	Pending atten	2.20	PPM	Cheviot House	S0658	LIFT	Lifts	Dumb Waiter,			
63430	Ostara System	Pending atten	2.20	PPM	Clarendon Ho	S0891	LIFT	Lifts	Dumb Waiter,			
63429	Ostara System	Pending atten	2.20	PPM	Eldon Court (S	S0460	LIFT	Lifts	Dumb Waiter,			
63428	Ostara System	Pending atten	2.20	PPM	Portcullis Hou	S0120	LIFT	Lifts	Dumb Waiter,			
12463	Chloe Head	Job completed	5.01	Operational W	Hamilton Hou	S0637	LIFT	Lifts	Goods Lift		Damaged Hou	
68581	Ostara System	Job completed	5.21	PPM	Hilary House (S0653	LIFT	Lifts	Dumb Waiter,			
68580	Ostara System	Pending atten	2.20	PPM	Heritage Hous	S1092	LIFT	Lifts	Dumb Waiter,			
68579	Ostara System	WO Closed bu	5.28	PPM	Longford Hou	S0784	LIFT	Lifts	Dumb Waiter,			
58578	Ostara System	Pending atten	2.20	PPM	Iceni House (S	S0548	LIFT	Lifts	Dumb Waiter,			

3. The User will now be able to see all of the Work Orders relevant to the criteria defined in the previous screen.

4. To view a specific Work Order, double click on the line, this will take you to the Work Order Detail screen.

5. To view, all the Work Orders in this list use the

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<u>A</u> ctions	button,				
Open All					
Open Selected					

Open All will open all Work Orders in the list. Open Selected will open any Work Orders that have been highlighted. The User can also open all filtered Work Orders by clicking on the Open Filtered button.

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