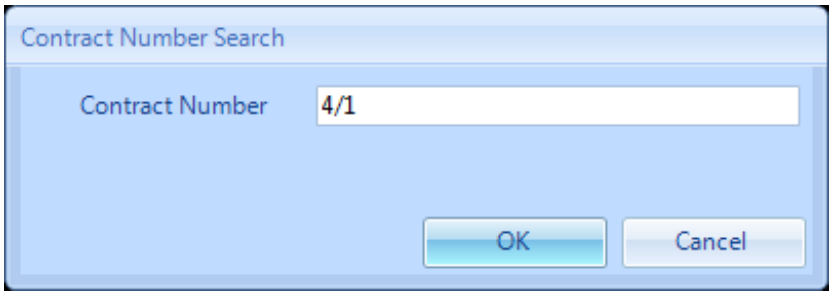
Quick Search Contract Number

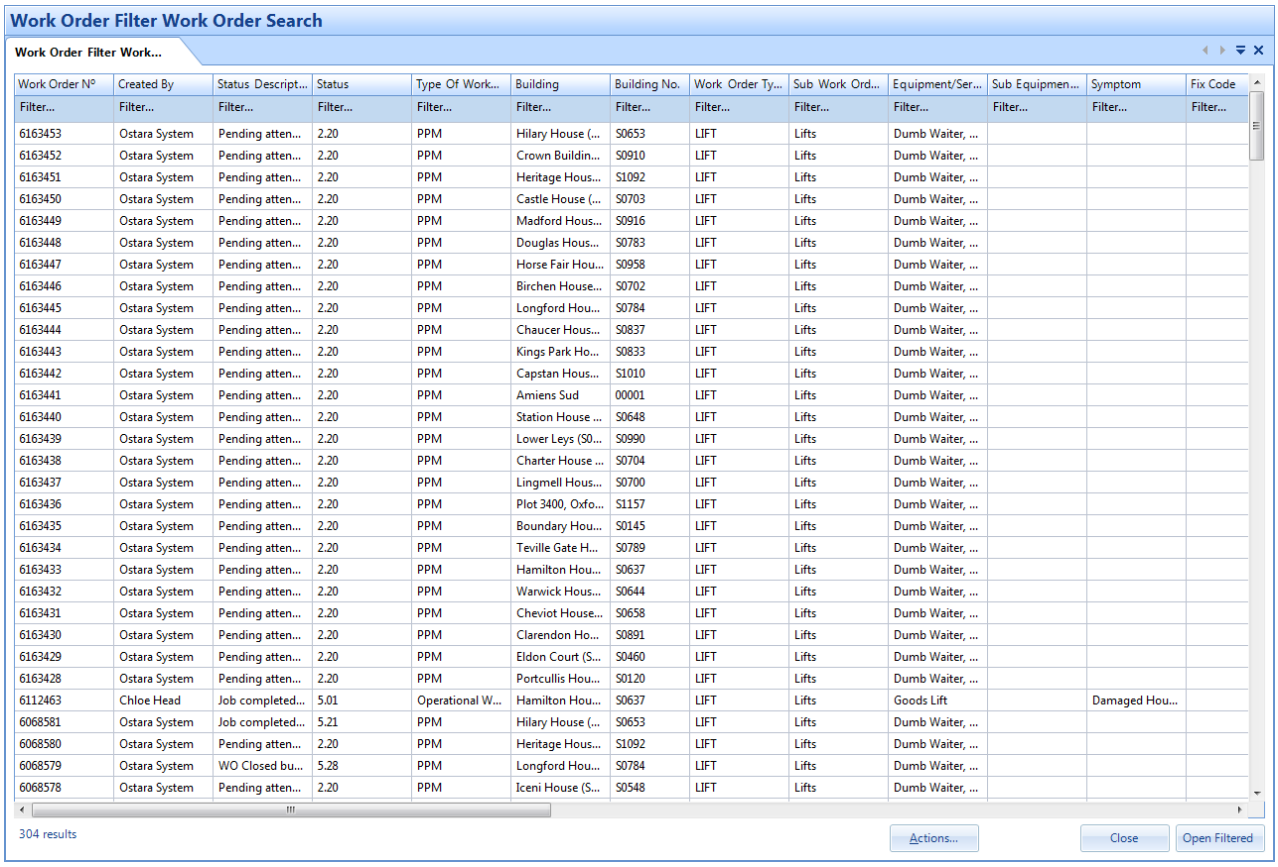
Wed, Jan 17, 2024 Viewing a Work Order

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"



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.

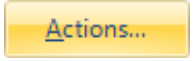


Work Order N°	Created By	Status Descript...	Status	Type Of Work...	Building	Building No.	Work Order Ty...	Sub Work Ord...	Equipment/Ser...	Sub Equipmen...	Symptom	Fix Code
Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...
6163453	Ostara System	Pending atten...	2.20	PPM	Hilary House (...	S0653	LIFT	Lifts	Dumb Waiter, ...			
6163452	Ostara System	Pending atten...	2.20	PPM	Crown Buildin...	S0910	LIFT	Lifts	Dumb Waiter, ...			
6163451	Ostara System	Pending atten...	2.20	PPM	Heritage Hous...	S1092	LIFT	Lifts	Dumb Waiter, ...			
6163450	Ostara System	Pending atten...	2.20	PPM	Castle House (...	S0703	LIFT	Lifts	Dumb Waiter, ...			
6163449	Ostara System	Pending atten...	2.20	PPM	Madford Hous...	S0916	LIFT	Lifts	Dumb Waiter, ...			
6163448	Ostara System	Pending atten...	2.20	PPM	Douglas Hous...	S0783	LIFT	Lifts	Dumb Waiter, ...			
6163447	Ostara System	Pending atten...	2.20	PPM	Horse Fair Hou...	S0958	LIFT	Lifts	Dumb Waiter, ...			
6163446	Ostara System	Pending atten...	2.20	PPM	Birchen House...	S0702	LIFT	Lifts	Dumb Waiter, ...			
6163445	Ostara System	Pending atten...	2.20	PPM	Longford Hou...	S0784	LIFT	Lifts	Dumb Waiter, ...			
6163444	Ostara System	Pending atten...	2.20	PPM	Chaucer Hous...	S0837	LIFT	Lifts	Dumb Waiter, ...			
6163443	Ostara System	Pending atten...	2.20	PPM	Kings Park Ho...	S0833	LIFT	Lifts	Dumb Waiter, ...			
6163442	Ostara System	Pending atten...	2.20	PPM	Capstan Hous...	S1010	LIFT	Lifts	Dumb Waiter, ...			
6163441	Ostara System	Pending atten...	2.20	PPM	Amiens Sud	00001	LIFT	Lifts	Dumb Waiter, ...			
6163440	Ostara System	Pending atten...	2.20	PPM	Station House ...	S0648	LIFT	Lifts	Dumb Waiter, ...			
6163439	Ostara System	Pending atten...	2.20	PPM	Lower Leys (S0...	S0990	LIFT	Lifts	Dumb Waiter, ...			
6163438	Ostara System	Pending atten...	2.20	PPM	Charter House ...	S0704	LIFT	Lifts	Dumb Waiter, ...			
6163437	Ostara System	Pending atten...	2.20	PPM	Lingmell Hous...	S0700	LIFT	Lifts	Dumb Waiter, ...			
6163436	Ostara System	Pending atten...	2.20	PPM	Plot 3400, Oxfo...	S1157	LIFT	Lifts	Dumb Waiter, ...			
6163435	Ostara System	Pending atten...	2.20	PPM	Boundary Hou...	S0145	LIFT	Lifts	Dumb Waiter, ...			
6163434	Ostara System	Pending atten...	2.20	PPM	Teville Gate H...	S0789	LIFT	Lifts	Dumb Waiter, ...			
6163433	Ostara System	Pending atten...	2.20	PPM	Hamilton Hou...	S0637	LIFT	Lifts	Dumb Waiter, ...			
6163432	Ostara System	Pending atten...	2.20	PPM	Warwick Hous...	S0644	LIFT	Lifts	Dumb Waiter, ...			
6163431	Ostara System	Pending atten...	2.20	PPM	Cheviot House...	S0658	LIFT	Lifts	Dumb Waiter, ...			
6163430	Ostara System	Pending atten...	2.20	PPM	Clarendon Ho...	S0891	LIFT	Lifts	Dumb Waiter, ...			
6163429	Ostara System	Pending atten...	2.20	PPM	Eldon Court (S...	S0460	LIFT	Lifts	Dumb Waiter, ...			
6163428	Ostara System	Pending atten...	2.20	PPM	Portcullis Hou...	S0120	LIFT	Lifts	Dumb Waiter, ...			
6112463	Chloe Head	Job completed...	5.01	Operational W...	Hamilton Hou...	S0637	LIFT	Lifts	Goods Lift		Damaged Hou...	
6068581	Ostara System	Job completed...	5.21	PPM	Hilary House (...	S0653	LIFT	Lifts	Dumb Waiter, ...			
6068580	Ostara System	Pending atten...	2.20	PPM	Heritage Hous...	S1092	LIFT	Lifts	Dumb Waiter, ...			
6068579	Ostara System	WO Closed bu...	5.28	PPM	Longford Hou...	S0784	LIFT	Lifts	Dumb Waiter, ...			
6068578	Ostara System	Pending atten...	2.20	PPM	Iceni House (S...	S0548	LIFT	Lifts	Dumb Waiter, ...			

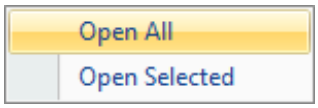
3. The User will now be able to see all of the Work Orders relevant to the criteria defined in the previous screen.

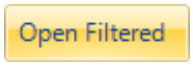
4. To view a specific Work Order, double click on the line, this will take you to the Work Order Detail screen.

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



button,



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 

button.

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