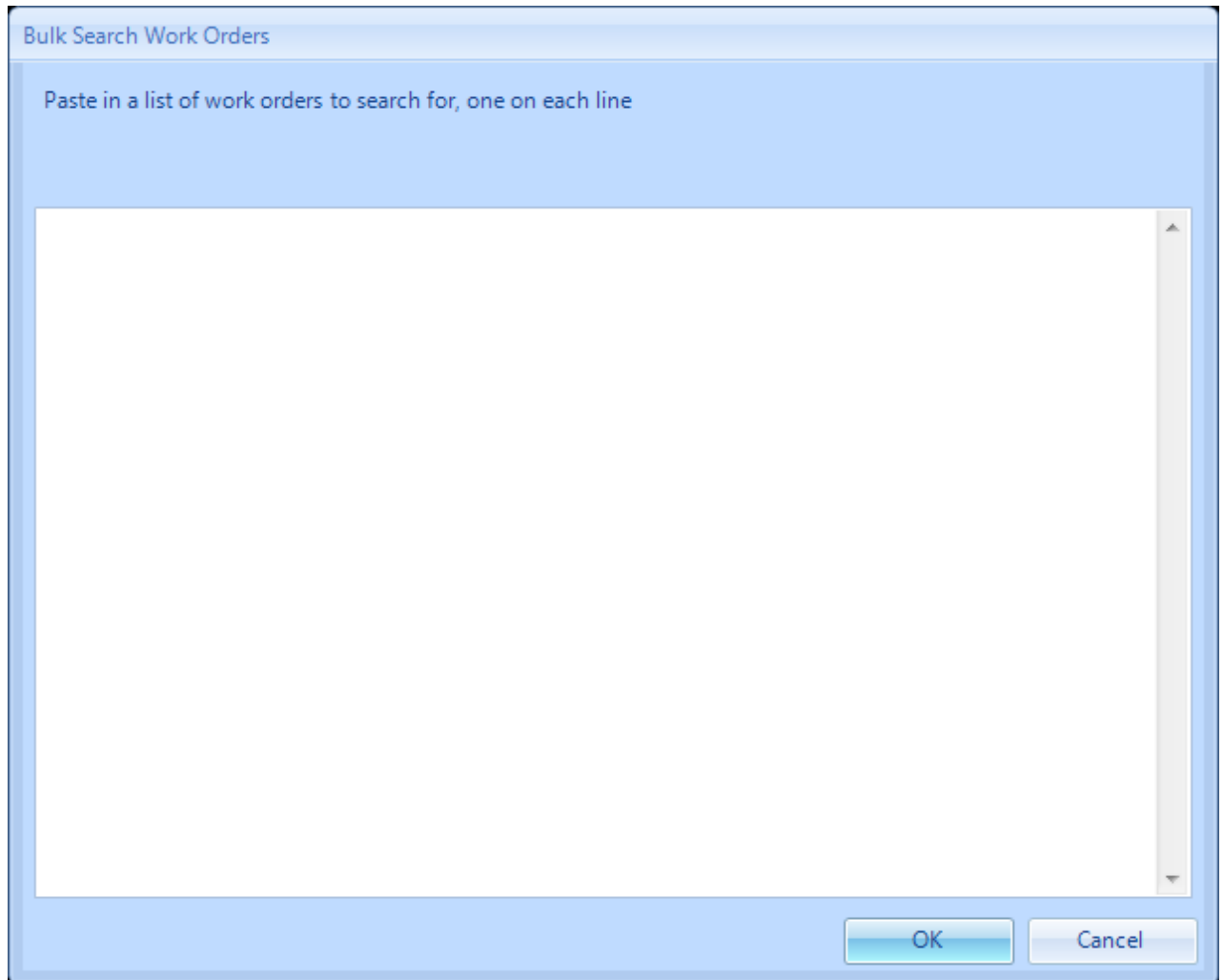


# Bulk Search Work Orders

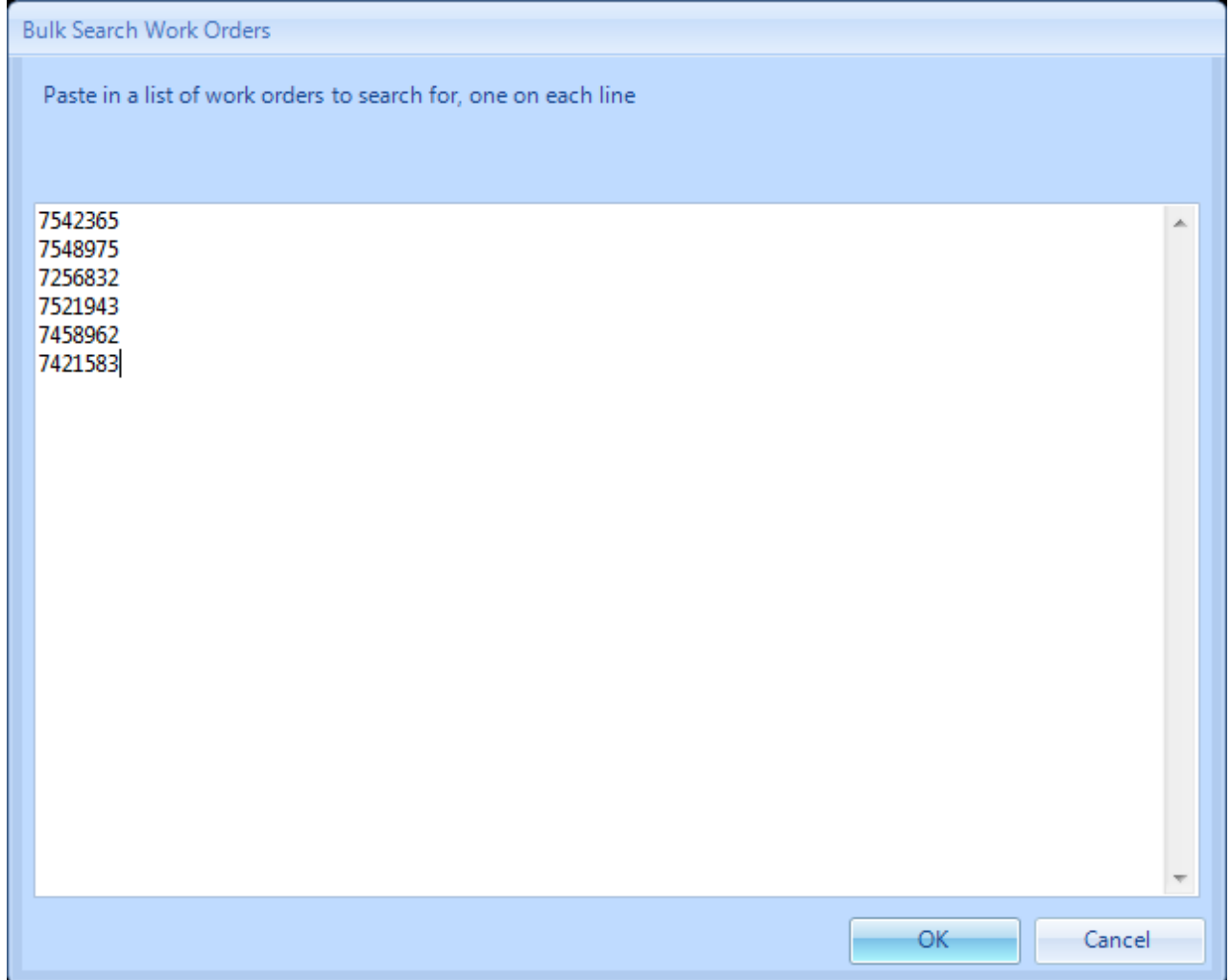
📅 Wed, Jan 17, 2024    📁 [Viewing a Work Order](#)

If the User wishes to search for a group of specified Work Orders raised, this can be done in the following way:

1. Click on the Bulk Search Work Orders button. This window will open:

The image shows a software dialog box titled "Bulk Search Work Orders". Inside the dialog, there is a light blue header bar with the title. Below the header, there is a text instruction: "Paste in a list of work orders to search for, one on each line". This instruction is positioned above a large, empty white text area. A vertical scrollbar is visible on the right side of this text area. At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel".

2. Paste in a list of Work Order numbers you wish to search for and click OK.  
Note: You can manually type in numbers using the "ctrl" and "enter" keys to move down to the next line.



Bulk Search Work Orders

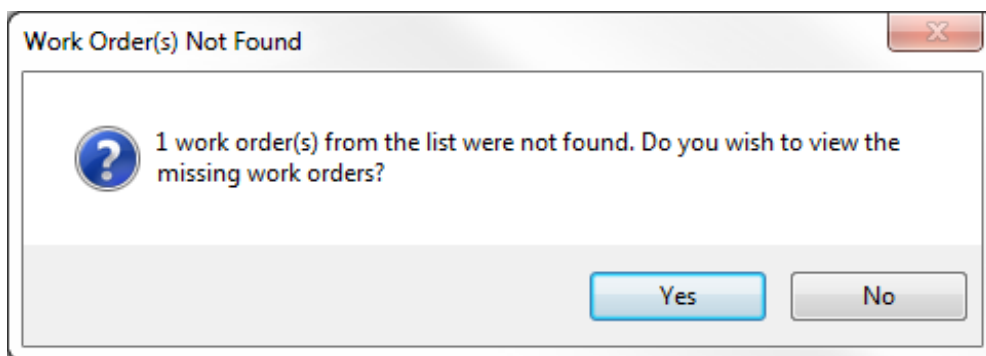
Paste in a list of work orders to search for, one on each line

7542365  
7548975  
7256832  
7521943  
7458962  
7421583|

OK Cancel

This is a screenshot of a 'Bulk Search Work Orders' dialog box. It has a light blue header and footer. The main area is white and contains a list of six work order numbers: 7542365, 7548975, 7256832, 7521943, 7458962, and 7421583. A vertical scrollbar is on the right side of the list. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

3. If there are numbers present that are not found (these could be numbers that are either not present or for a client that the user does not have permission to view) the following message will appear:



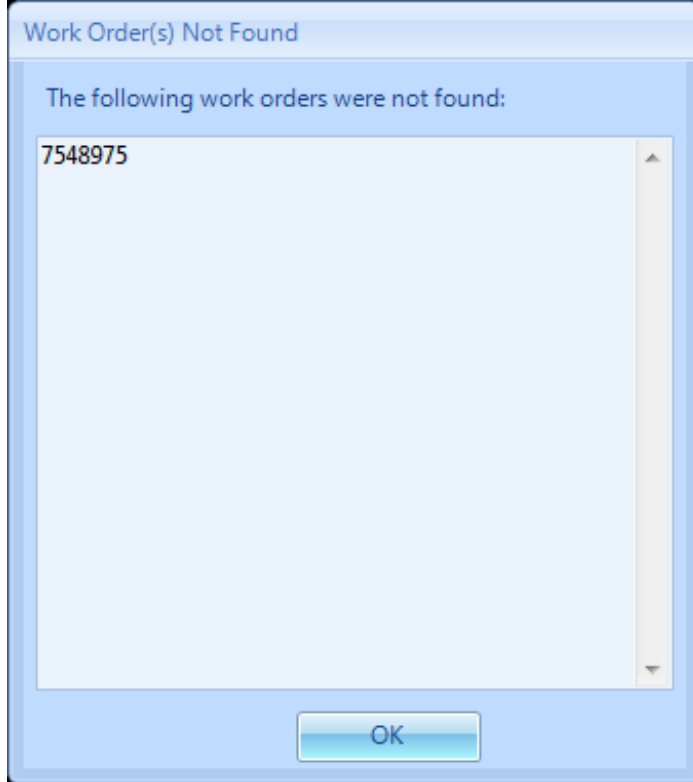
Work Order(s) Not Found

1 work order(s) from the list were not found. Do you wish to view the missing work orders?

Yes No

This is a screenshot of a 'Work Order(s) Not Found' dialog box. It has a white background and a grey border. The title bar says 'Work Order(s) Not Found'. Inside, there is a blue question mark icon followed by the text '1 work order(s) from the list were not found. Do you wish to view the missing work orders?'. At the bottom right, there are two buttons: 'Yes' and 'No'.

4. To view the work order number(s) that are not found simply click the yes button. This screen will then be displayed:



5. Clicking OK will take the user to the Work Order list view. This will display the record(s) that match the criteria specified in the previous screens.

Work Order Filter Work Order Search											
Work Order Filter Work...											
Work Order N°	Status Descript...	Status	Type Of Work...	Building	Building No.	Work Order Ty...	Sub Work Ord...	Equipment/Service Type	Sub Equipmen...	Symptom	Fix Coc
Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...
7421583	Job completed...	5.20	PPM	(01771) Rosco...	01771	HVAC	Air Conditioning	AHU Package Unit, Air Handling Unit, Co...			
7458962	Job completed...	5.01	Reactive	(01721) Limeri...	01721	SECURITY	Entry Access S...	Maglock Independent		Damaged	
7256832	Job completed...	5.21	PPM	HOLLOWAY	304	PLUMBING AN...	Plumbing	Cold Water, Drinks Fountain, Hot Water, ...			
7521943	Job completed...	5.21	PPM	OLDBURY	502	REFRIGERATION	Monitoring	Remote Monitoring			
7542365	Pending atten...	2.20	PPM	SHEFFORD	608	CLEANING	Additional Ser...	Weekly Window Cleaning			


5 results - (0 Item(s) selected)

Actions... Close Open Filtered

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

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

8. To view all the Work Orders in this list use the

A yellow rectangular button with the text 'Actions...' in black.

button,

A screenshot of two buttons. The top button is yellow and labeled 'Open All'. The bottom button is light blue and labeled '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

A yellow rectangular button with the text 'Open Filtered' in black.

button.

Please Note: The Work Order List is limited to return a maximum of 8,000 results. The User will receive an informational message should the results of their search exceed this amount and the criteria will need to be amended to return a smaller number of Work Orders.

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