## 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:

Bulk Search Work Orders		
Paste in a list of work orders to search for, one on each line		
		*
		-
	ОК	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			
	Ŧ		
OK 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:



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

Work Order(s) Not Found				
The following work orders were not found:				
7548975	*			
	Ŧ			
ОК				

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 Filte	Work Order Filter Work									$\longleftrightarrow \neq x$	
Work Order Nº	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			
4		11									
5 results - (0 Item	(s) selected)							<u>A</u> ctions	CI	ose	pen 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

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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.

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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