Notes History

💾 Wed, Jan 17, 2024 🛛 🖿 Work Order Information - Reactive, Quote, PPM and Audit

Work Orders can often be quite active. A lot of updates and notes can be left on a Work Order and Users may need to find specific details left within these notes. This is easily done by the use of the "History" button. The "History" button displays the entire history of all notes added to the Work Order. The "History" button is located within the Creation Notes section of the Work Order.



Upon clicking the "History" button, the Notes History window is displayed. Each note that has been added is displayed in chronological order as well showing who they were added by and the action in which they were added.

te History	
Ostara (Work Order Created)	
	Friday 7 November 2014 15:07
This work order was assigned automa assignment is valid for the resource.	atically because automatic
Ostara System (Assigned by Email)	
	Friday 7 November 2014 15:08
To be accepted by Resource.	
Ostara (Notes Added)	
	Friday 7 November 2014 15:15
Job accepted.	
Allan Lewis, Ostara Resource Ltd (Accepted - No E	TA Provided)
	Friday 7 November 2014 15:23
ETA has been provided.	
site120 (ETA Provided)	
	Friday 7 November 2014 15:25
Work to take place next week.	
Debbie Spink (Notes Added)	
	Friday 7 November 2014 16:16
Private note	
Ostara (Notes Added)	
	Close

Each note will also have a specific colour. The colours signify the followingPublic

• Yellow - Notes added by users of the same Person Category. E.G. if one Management Company user adds a note and another Management Company users views the history, the note would appear in yellow.

- \cdot Red Notes added by Management Company Users.
- \cdot Blue Notes added by Resource and Client and Resource Users.
- · Green Notes added by Client Users.

Some notes may also have a padlock symbol on them. This signifies that this note is private. For more information on Public and Private notes, see the relevant Agent Actions.

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=263