## Amend Start and Stop Times

🛗 Wed, Jan 17, 2024 🛛 🖿 Agent Actions - Reactive, Quote, PPM, Audit

There may be occasions when the User needs to amend the Start and Stop Times that have previously been set against a Work Order. This can be done via the following steps:

1. Find the Work Order by using the Quick Search button.

2. From the Agent Actions menu select "Amend Start and Stop Times". The following screen is then presented:

Start/Stop Times			
Start Time	03 April 2018 🔹 0900		
End Time	03 April 2018 💌 1	130	
	Rate Group	Approved Engineers	Attending Engineers
	Default	1	1
Non-chargeable Type	None		
Deleted?			
			OK Cancel

**Note:** If there was more than one attendance on the Work Order, then a list of all attendances will be displayed firstly. All that is required here is for the user to select the desired attendance before the above screen is displayed.

Start/Stop	Times		
Start Time			End Time
16/09/2014 13:30			16/09/2014 14:03
13/11/201	4 14:09	13/11/2014 14:12	
		OK	Cancel

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