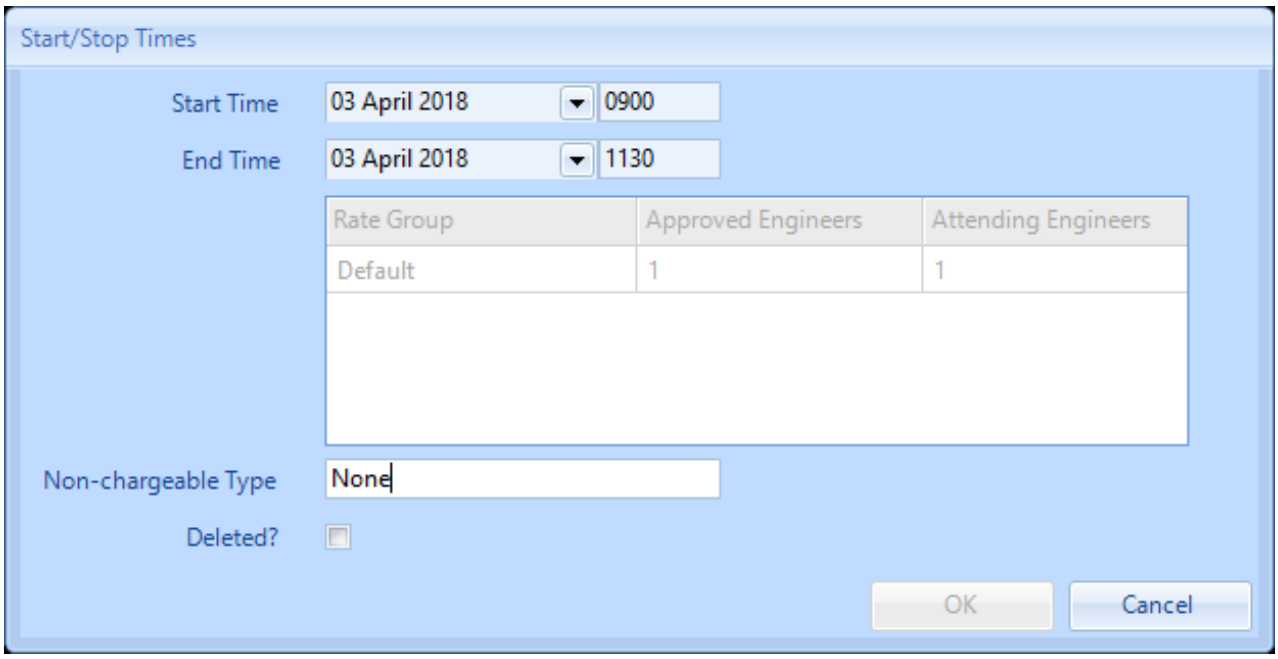
Amend Start and Stop Times

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:



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.

