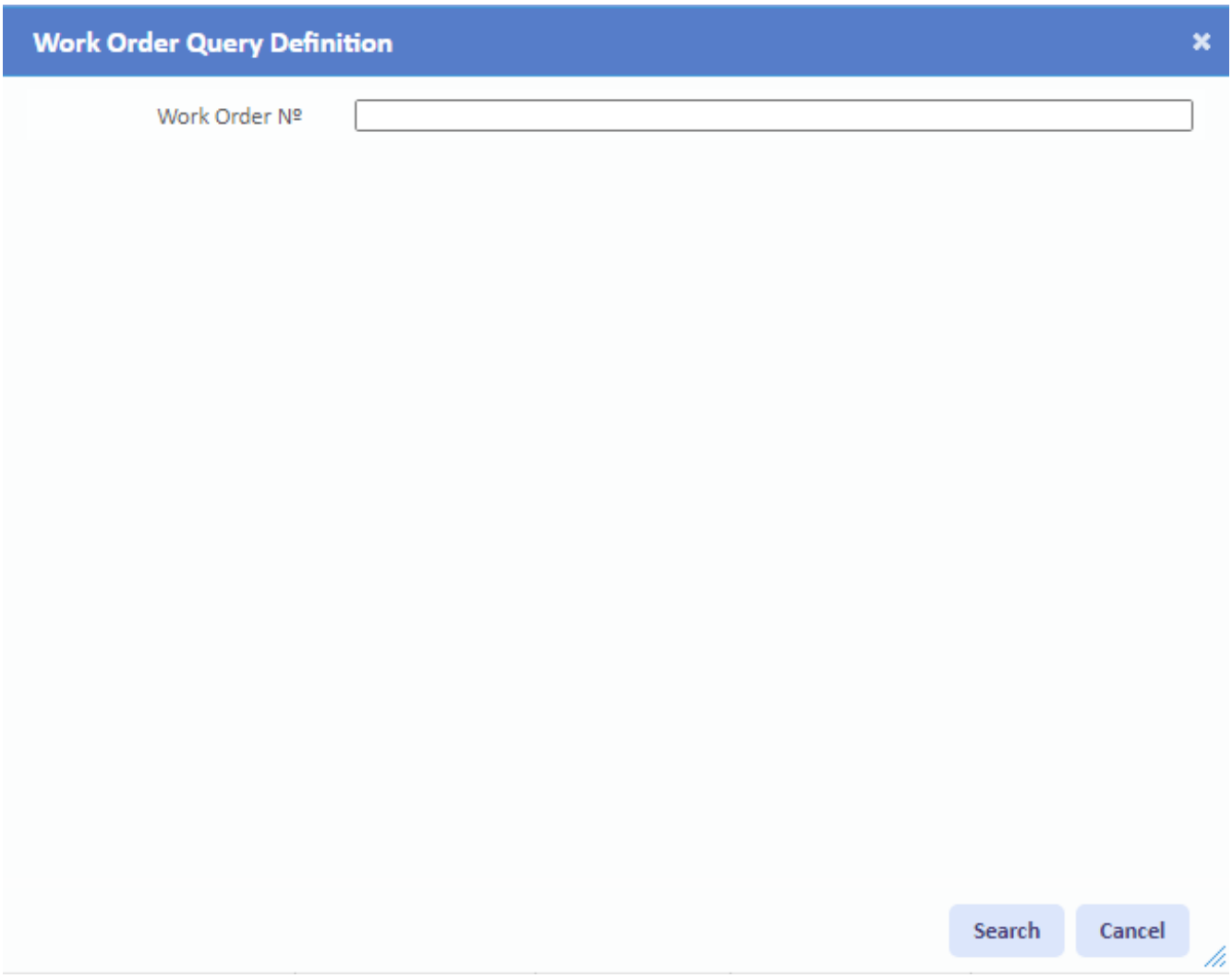
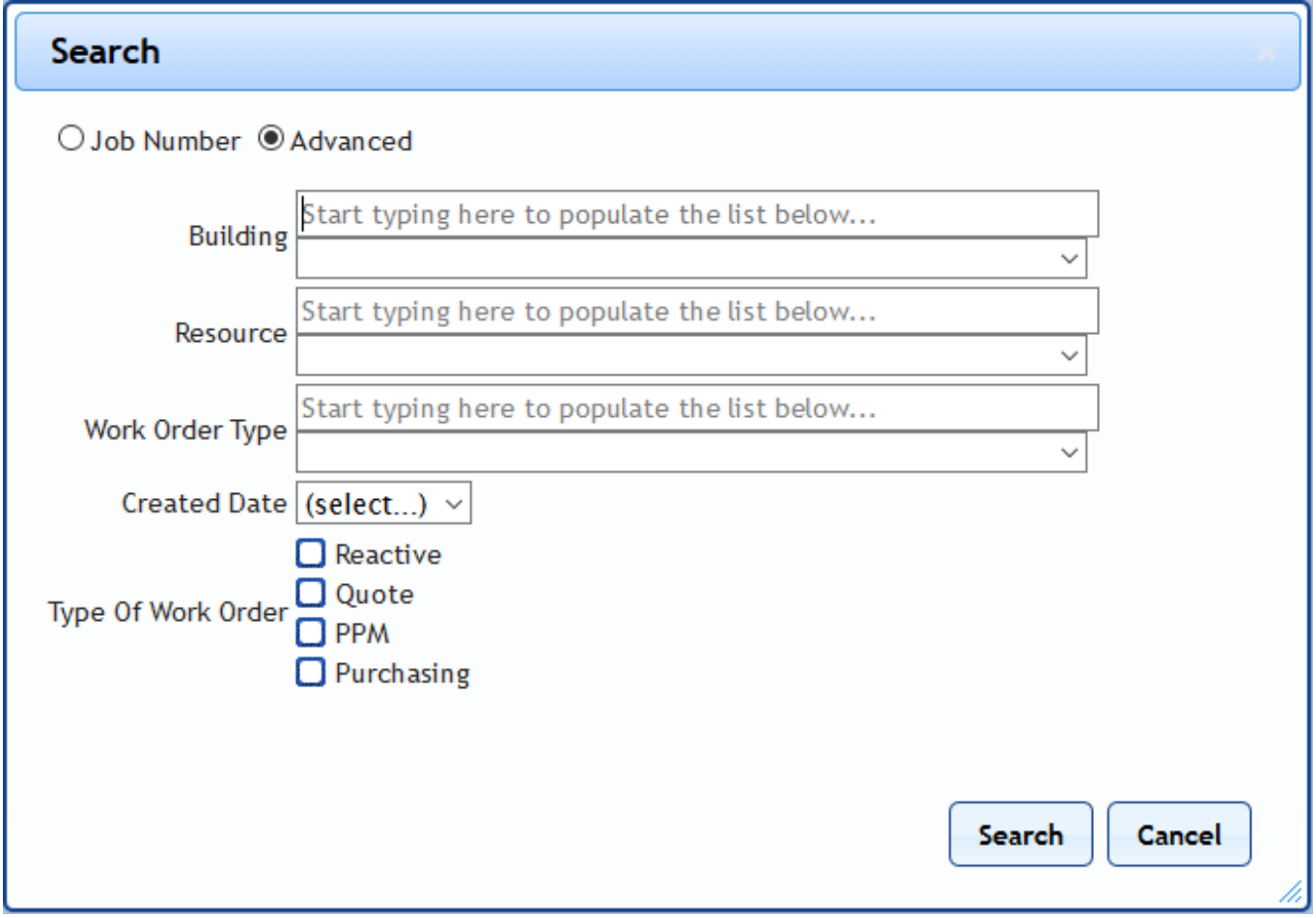
Search Window

Fri, Jan 19, 2024 Jobs Tab

If the job number is already known then the User can bypass searching for the job in the correct list and search for it directly. This is done in the Search Window. Upon clicking the Jobs Tab, select Search to display the window



There are two ways to search in this screen: by Job Number or using the Advanced section. To locate a specific job, click the Job Number option, enter the number in the Job Number field and click "Search". To perform a more advanced search, click the Advanced option.



This option allows the User to search in a number of different ways. These are by Building, Resource, Work Order Type, Created Date and Type Of Work Order. Once the relevant information has been entered, click "Search" to perform the search.

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