



DEMAND WORK ORDERS

The instructions below outline the basic steps to manage a Demand Work Order.

Create a Work Order

Work orders can be created using any of the following methods:



1. Maintenance > Work Orders (or My Work Orders).
2. Click Add.



1. In the Drawing Viewer, select a space or an asset.
2. Click the Work Order button on the menu ribbon.



1. In the Assets grid, search for, select, and open an asset record.
2. Click the Work Order tab.
3. Click Add.



1. In the Space component, select the Property, Building, Floor, or Space grid.
2. In the grid, search for, select, and open a record.
3. Click the Work Order tab.
4. Click Add.

Add Labor to a Work Order

1. On the Work Order form, click the Labor tab.
2. Click Add.
3. Select a labor provider.
4. Click Assign to Labor.
5. Repeat steps 2-4 as needed.

Close a Work Order

1. On the Work Order form, click the Close-Out button.
2. Enter the Closed Date.
3. OPTIONAL:
 - Charge the work to a cost center (Charge To).
 - Enter a Charge Code.
 - Enter the time it took labor to complete the work.
 - Enter material quantities.
4. Click Close-Out Work Order.

Reopen, Cancel, Hold, or Reject a Work Order

1. On the Work Order form, click the Reopen, Cancel, Hold, or Reject button as needed.
2. Click the status button (Reopen, Cancel, Hold, or Reject) to save & change the work order status.
3. OPTIONAL:
 - Add a comment as to why the work order status is changing.
 - Select a Sub-Status to assign a predefined reason associated with the status change.

Print a Work Order

1. Do either of the following:
 - On the Work Order form, click print.
 - In the Work Orders grid select one or more records, click More Actions, & then click Print Selected.