

# WORK ORDER NAVIGATION

A quick guide to getting started



The desktop interface shows a sidebar on the left with navigation options: Summary View, Work Orders, My Scheduled Work Orders, All Scheduled Work Orders, Work Orders History, Reminders, Calendars, Properties, Maint Co Admin, User Preferences, and Help & Support. The main area displays a table of work orders with columns for Property, Work Order Type, Description, Status, Requeste..., Scheduled D..., Quote, Repea..., Ref, and Adr. A context menu is open over one row, showing options like Add Quote, Add Note, Edit Work Order, Cancel Work Order, Change Note Visibility, View Record, and Print. Callouts point to various features:

- Columns can be resized, sorted and grouped
- Custom Filters for common searches
- Actions available on right click
- General search filters
- Create new work order

The mobile interface shows a list of work orders with callouts explaining navigation features:

- Custom Filters for common searches
- Create new work order
- Long Press & swipe left / right for Actions
- Multi row selector for actions
- Row selector for actions
- Search, filter, group & sort