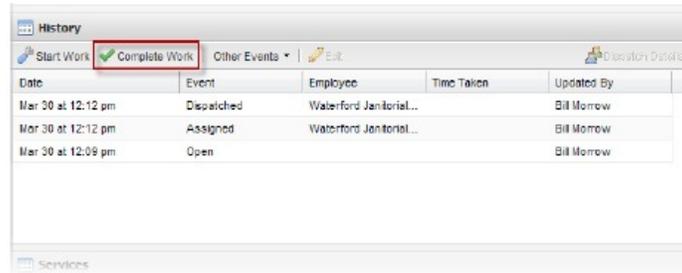


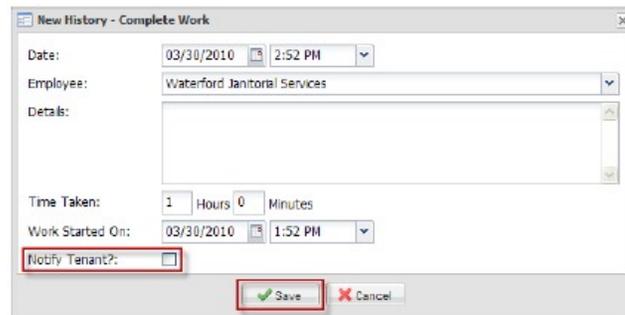
Complete Work Event

1. To add a Work Started event to a work order using your Axis Portal, click **Complete Work** in the History section. The New History popup is displayed.



Date	Event	Employee	Time Taken	Updated By
Mar 30 at 12:12 pm	Dispatched	Waterford Janitorial...		Bill Morrow
Mar 30 at 12:12 pm	Assigned	Waterford Janitorial...		Bill Morrow
Mar 30 at 12:09 pm	Open			Bill Morrow

2. Enter the date and time that work was completed.
3. If necessary, you can also modify the tradesperson that completed the work.
4. You can add any additional information in the Details section.
5. Enter the Time Taken using the Hours and Minutes fields.
6. If a Work Started event was not added beforehand, a Work Started On section is available. Enter the date and time that work was started.
7. If you would like to notify the tenant that work has been completed, place a checkmark beside **Notify Tenant**.
8. Click **Save** to add the Work Completed event. If a Work Started event was not previously entered into the history, it will automatically be added; the details will be calculated using the information entered for the Work Completed event.



New History - Complete Work

Date: 03/30/2010 2:52 PM

Employee: Waterford Janitorial Services

Details:

Time Taken: 1 Hours 0 Minutes

Work Started On: 03/30/2010 1:52 PM

Notify Tenant?

Save Cancel